

Safeguarding Policy and Procedures

Rounders England is dedicated to ensuring that this document is as accurate and up to date as possible; if you feel that there is anything that could be changed please do not hesitate to let us know.

Acknowledgements

Rounders England would also like to thank the NSPCC, Child Protection in Sport Unit (CPSU), Sport England, SRA and numerous other sports National Governing Bodies for their invaluable support and guidance in developing this document.

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Foreword

Rounders England is a growing organisation working towards increasing the participation rates within the sport and is committed to creating greater opportunities for players, coaches and umpires across the country. Sport has a great influence on the way people live and can act as a tool to improve social inclusion and personal values of individuals, such as leadership and teamwork. To ensure that these qualities are enhanced and promoted throughout Rounders, it is important that all members of Rounders England and all participants place the welfare of themselves and others as a priority. This will ensure a safe and enjoyable environment for all.

This document is important to help recognise that young people participating in Rounders deserve to feel safe at all times and have a responsible adult they can contact if they have any concerns about their own safety, or that of others (within or outside Rounders). To ensure this, the policies within this document should be implemented throughout all organisations involved in Rounders. It should be read and understood by all to ensure that everyone knows and accepts their responsibility in relation to their duty of care to young people.

Rounders England is committed to ensuring that everyone who participates in Rounders has a safe and positive experience. Following the achievement of the National Advanced Standard, Rounders England, working to the Safeguarding Framework, carries out an annual comprehensive self-assessment in collaboration with the CPSU.

In the creation of this document it has been noted that it is not the responsibility of those individuals working in Rounders to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns. This document should be used as a guide for how to act within any situations where concerns arise and includes contacts for relevant other organisations where information needs to be passed on.

Katherine Knight
Chair, Rounders England

Definitions

The following definitions explain how specific terms are used within this document:

Position of trust: a position of trust refers to anyone who carries out work, paid or unpaid, on behalf of an agency and who has access to children and/or to privileged information about children as part of their work.

Volunteer: an individual who works or provides a service for free. This includes anyone who gets paid expenses without profit. Many positions within local clubs and teams rely on the work of volunteers.

Parent/Carer/Guardian: A parent or carer refers to the person who cares for the child and has responsibility for them in their day to day life.

Responsible adult: A responsible adult is any member of a club or team who works in a voluntary capacity to improve the team or club, for example it may be a parent who helps the coach during training sessions to supervise the children. Responsible adults are similar to parents and carers as they work with a club/team in order to ensure that all participants are safe.

Coach/Instructor: A coach is anyone qualified to Rounders England standard, level 1 as assistant coach or level 2 as coach

Child/Young person: Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

Regulated Activity: is work which involves close and unsupervised contact with vulnerable groups including children, and which cannot be undertaken by a person who is on the Disclosure and Barring Service's Barred List.

Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Safeguarding Partners: A safeguarding partner in relation to a local authority area in England is defined under the Children Act 2004 as: (a) the local authority, (b) a clinical commissioning group for an area any part of which falls within the local authority area, and (c) the chief officer of police for an area any part of which falls within the local authority area.

Chapter 1: Policy Statement

Rounders England acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and CPSU requirements.

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

- have a positive and enjoyable experience of sport at Rounders England in a safe and child centred environment
- are protected from abuse whilst participating in Rounders or outside of the activity.

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

As part of our safeguarding policy Rounders England will:

- promote and prioritise the safety and wellbeing of children and young people;
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- ensure appropriate action is taken in the event of incidents/concerns of abuse and is done so in a timely fashion as mandated by local and national safeguarding procedures;
- provide support to the individual/s who raise or disclose the concern;
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- prevent the employment/deployment of unsuitable individuals;
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Rounders England. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

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

1.1 Principles and legislation

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

- The child's welfare is paramount;
- This policy recognises and builds on the legal and statutory definitions of a child;
- A young person is recognised as being under the age of 18 years (Children Act 1989 definition);
- An adult has the moral and statutory duty for the care of any child under the age of 18 under their supervision;
- All young people have the right to protection from abuse;
- All concerns about abuse or poor practice will be taken seriously and responded to swiftly and appropriately;
- All young people have the right to participate in Rounders in an enjoyable and safe environment;
- Young people have the right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the sport of Rounders;
- It is the responsibility of the Statutory authorities to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns;
- Confidentiality should be upheld in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Human Rights Act 2000. When a child is at risk of significant harm, any information held by Rounders England will be used to keep a child safe;
- Information will be shared on a need to know basis and where relevant and proportionate in line with the 7 golden rules of information sharing – See **Appendix 11** for guidance;
- The Children Acts 1989 & 2004 ;
- The Protection of Children Act 1999 – all referenced to safeguarding checks; Safeguarding Vulnerable Groups Act 2006;
- What to do if you are worried a child is being abused 2006;
- Working Together to Safeguard Children 2018;
- The Human Rights Act 2000;
- United Nations Convention on the Rights of the Child.

Working in partnership with young people, their parents and other agencies is essential for the protection of young people. Rounders England member Teams recognise the statutory responsibility of Children's Social Care Services to ensure the welfare of young people and will work with the Local Safeguarding Children's Board (LSCB) and the Children's Social Care Services to comply with their procedures.

1.2 Commitment

Rounders England and its members shall adopt the Safeguarding Policy and Procedures.

The purpose of Rounders England's safeguarding implementation plan is to safeguard the welfare of the participants in the game. The plan sets out how Rounders England continues to work towards the Standards for Safeguarding and Protecting Children in Sport, developed by the NSPCC Child Protection in Sport Unit and endorsed by Sport England. More information about the standards can be found on the CPSU website at: www.thecpsu.org.uk

Training

Checks are only part of the process to protect young people from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. Rounders England will provide training opportunities for people involved/working with young people appropriate to their role and level of responsibility, details of which will be communicated throughout the sport and updated periodically. Rounders England expect updates to take place every three years.

1.3 Scope

The Safeguarding Policy and Procedures apply to Rounders England, its members and all other affiliated bodies in England. These procedures also outline the disciplinary processes that will be followed by all individuals involved in Rounders under the jurisdiction of Rounders England at every level including Coaches, Participants, Workforce Educators, Officials, Activators, Volunteers, parents and spectators agree to comply with and sign up to the appropriate Rounders England Code of Practice, these can be found in full in **Appendix 2**. All such individuals by participating or being involved in Rounders are deemed to have agreed to and as such recognise and adhere to the principles and responsibilities embodied in the Codes.

All Rounders England members:

- Accept responsibility to implement procedures to provide a duty of care for young people, safeguard their well-being and protect them from abuse;
- Respect and promote the rights, wishes and feelings of young people;
- Recruit, train and supervise their employees and volunteers so as to adopt best practice to safeguard and protect young people from abuse, and reduce the risk of

allegations against staff/volunteers;

- Require staff and volunteers to adopt and abide by the Safeguarding Policy and Procedures, which incorporate Rounders England Codes of Practice;
- Respond to any complaints about poor practice or allegations of abuse.

1.4 Membership of Rounders England

Abiding by and signing up to these Policies and procedures is a condition of membership and is incorporated in the constitution of the member body.

1.5 Monitoring Procedures

Rounders England *Safeguarding Policy and Procedures* will be regularly monitored and a full policy review will take place every three years. The following situations may also require a review of the policy:

- Any changes in legislation;
- Any changes in governance of the sport;
- The learning from a significant case;
- This document will be published on the Rounders England website and publicised in appropriate communications

Chapter 2: Recruitment, Employment & Deployment of Staff and Volunteers

2.1 Recruitment

Advertising

When any form of advertising is used to recruit staff or volunteers, the following information should be reflected:

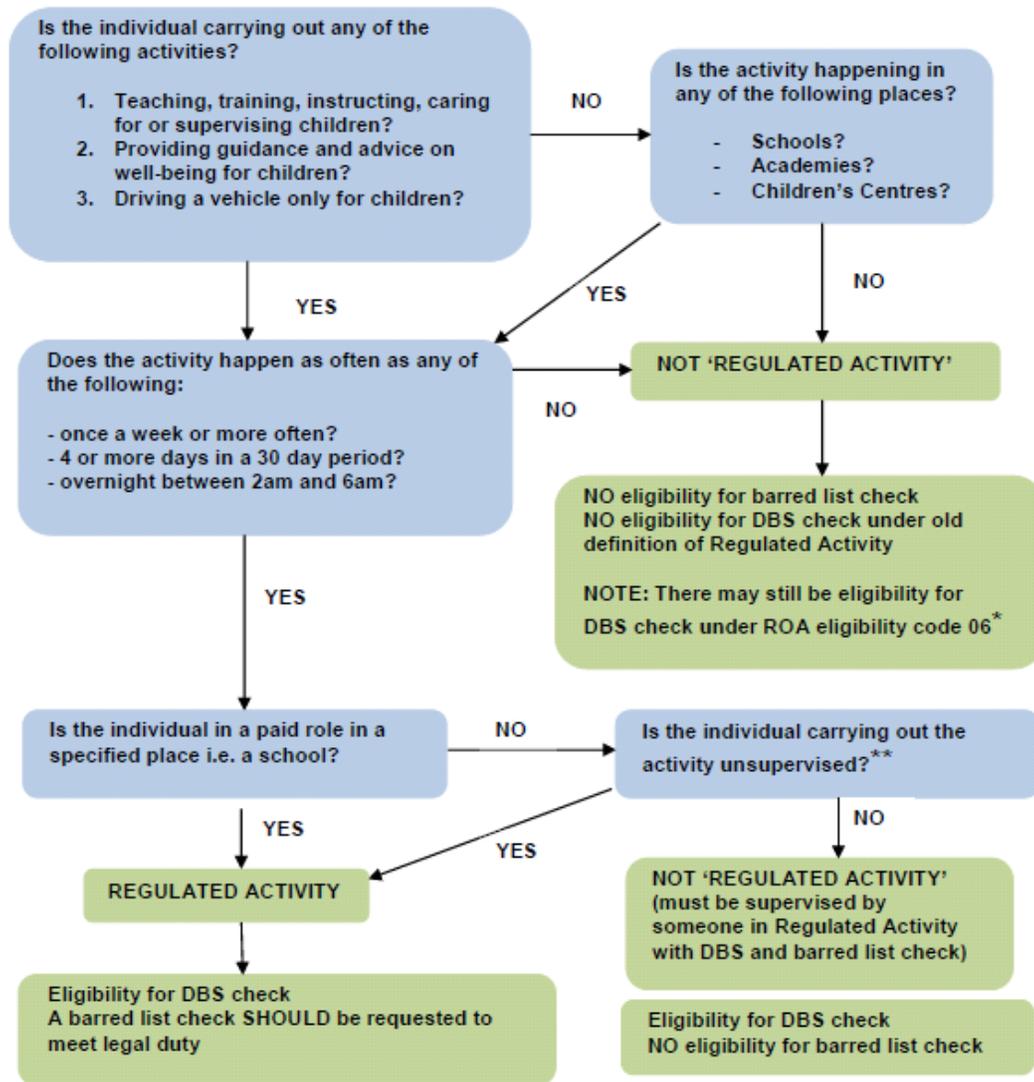
- Aims of the Rounders organisation and where appropriate, the particular programme involved;
- Key responsibilities of the role;
- Level of experience or qualifications required, particularly if experience of working with young people is an advantage;
- The organisation's open and positive stance on child protection and equal opportunities;
- The use of Criminal Records Disclosures as part of the recruitment and selection process where appropriate. Any role that requires a person to work with children, that falls within regulated activity, will be subject to an enhanced DBS check

Pre-Application Information

Pre-application information sent to interested or potential applicants should include:

- A job description, including roles and responsibilities
- A person specification, which clearly states qualifications and experience required
- An application form (**this can be found as *Template 1***)
- A self-disclosure form (**This can be found as *Template 2***) (where appropriate)
- Roles that fit within regulated activity (see below flowchart) will be asked to take or provide a Criminal Records Disclosure

Flow chart to determine if an individual is in 'Regulated Activity':



* 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.

Short Listing

Independent short listing by the designated panel will be made for each staff appointment in accordance with the application form and the relevant person specification. In the interests of efficiency, where appropriate, self-disclosure forms should be completed by all short-listed candidates prior to interview.

Interviews

A formal interview is always required for Rounders England staff (on the payroll) where their positions involve working with young people.

References and Checks

Contact details of two written references (not relatives) should be provided, one of which should be a previous employer or Club, who have agreed to provide written comment on the individual's experience and suitability to work with young people. References will be taken up before a position has been offered to the applicant and the forms that are required to be completed can be found in appendix as **Template 3**. All qualification certificates will also need to be submitted by the applicant to verify their suitability where appropriate.

If applicable, any information disclosed on a positive Criminal Records Check will be handled confidentiality by the case management group within Rounders England. For more information please see the Rounders England Sharing Information Protocol.

Any positive disclosures will be risk assessed by the case management group in order for a decision to be made about whether the applicant is suitable for the role for which they have applied.

Where a decision is made that the applicant is unsuitable the Lead Safeguarding Officer will contact the applicant to inform them of the decision.

Where further clarification is required, the Lead Safeguarding Officer will contact the applicant and invite them to a meeting to discuss the disclosure content.

Where further information is required from statutory agencies in order to make a risk assessment, the Lead Safeguarding Officer will contact these agencies to request the relevant information. The applicant's permission will be sought to do this.

Coach requirements

Before an England Coach commences with their role they are expected to have in place:

- Signed 'Terms of Reference'
- UKCC Level 2 Coaching Qualification in Rounders (or working towards)
- Valid Rounders England membership
- First Aid qualification (updated every 3 years)
- Safeguarding qualification (updated every 3 years)
- Rounders England DBS check (updated every 3 years)

2.2 Employment and Deployment

Appointment

The successful applicant should be issued with an offer letter, specifying full details and requirement of the position and any probation period, if appropriate. If the applicant meets the eligibility criteria they will be informed that the appointment is subject to satisfactory Criminal Records Check and two references. These checks have to be completed prior to an individual taking up a role working with children and/or young people.

Induction

All staff employed, paid or voluntary, will undergo an induction period appropriate to their role in which:

- Their qualifications are substantiated
- They sign up to the appropriate Rounders England Code of Ethics and Code of Practice and are advised that they may face disciplinary action if there is an allegation that the Code has been broken
- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)
- Safeguarding policy and implementation procedures are explained, and training needs established
- When possible, the new recruit should be mentored by an experienced person

Training

Rounders England will provide training opportunities for people involved/working with young people appropriate to their role and level of responsibility.

2.3 Monitoring and Appraisal

Volunteers are monitored on a continual basis and will be given the opportunity to receive feedback. Staff members are appraised annually and undertake regular one to one sessions. The training needs for both volunteers and staff are identified and met through the Rounders England training plan.

2.4 Complaints and Disciplinary Procedures

All Rounders England staff and volunteers will take responsibility for ensuring that information about expected Codes of Practice are clearly communicated to parents and children/ young people. They should also ensure that parents and young people are aware of the complaints and disciplinary procedures detailed in this document. Rounders England ensures that this information is clearly communicated through inductions, the membership process, newsletters and the Rounders England website by following [this link](#).

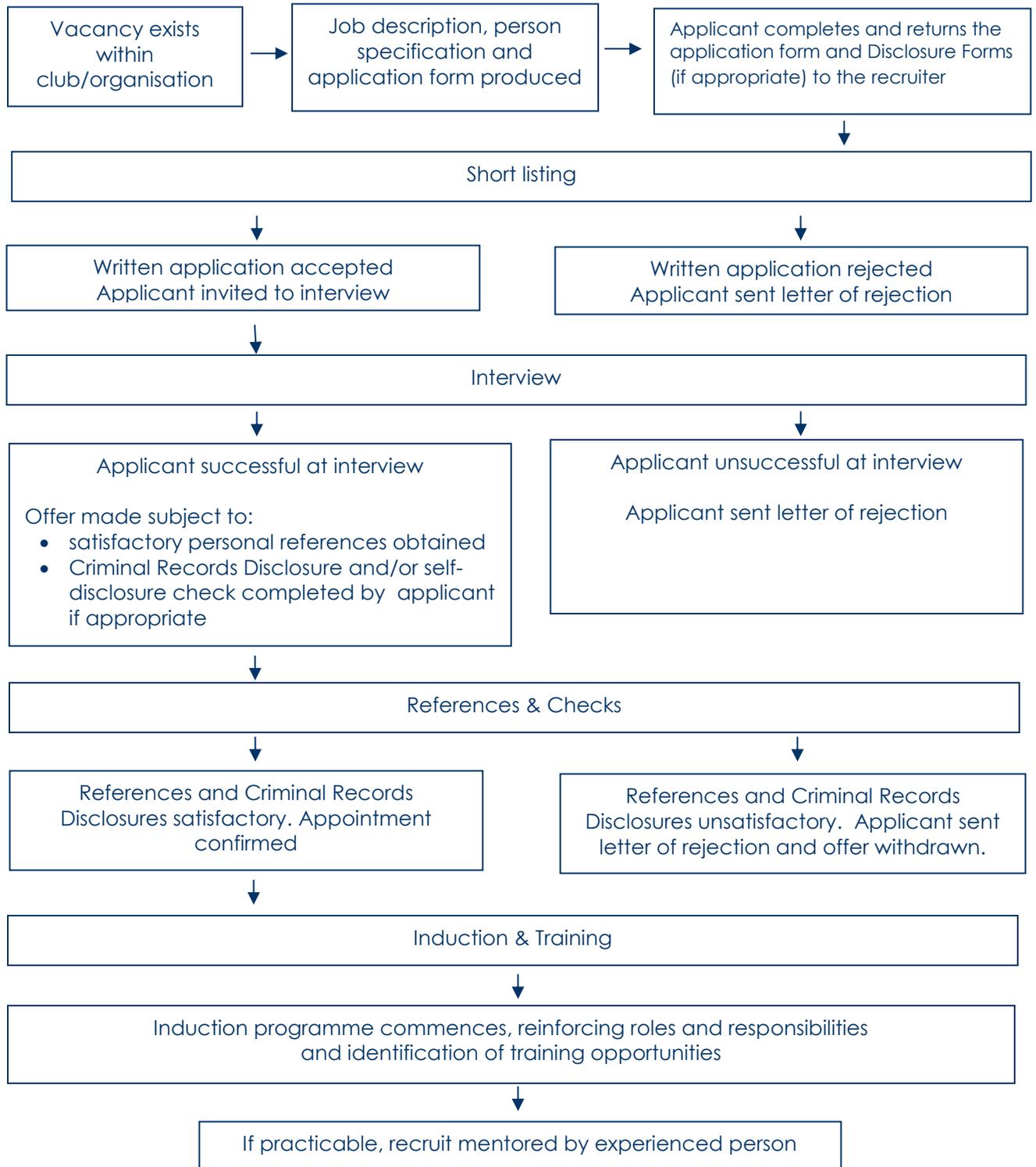
Staff at Rounders England are trained to ensure that any complaint with possible safeguarding implications is passed to the Safeguarding Lead Officer.

2.5 Team Appointments

Appointments for teams will be made by club committee members at their discretion. It is recommended by Rounders England that their appointment process is followed in these circumstances and Rounders England is willing to assist teams with this if they should need it. If a team needed to undertake a Criminal Records Disclosure because their applicant meets the current legislation criteria, Rounders England will support this process.

Teams need to ensure that they are following the Rounders England's robust recruitment practices as stated above when appointing an applicant in relation to rounders activities.

2.6 The Recruitment Process- Flowchart 1



Chapter 3: Promoting Good Practice with Young People

3.1 Good Practice Guidelines

Rounders England will at all times promote good practice amongst all sections of the workforce and participants. Coaches, Participants, Workforce Educators, Officials, Activators, Volunteers, Parents and Spectators may have regular contact with young people and be an important link in identifying cases where a young person needs help or protection. Rounders England is working to improve the knowledge of Welfare Officers working throughout the country, by increasing and providing extra training. All cases of poor practice must be reported to Rounders England following the guidelines in this document.

3.2 Codes of Practice

All individuals that have an involvement with Rounders at any level are expected to adhere to the appropriate Codes of Practice put in place by Rounders England, this includes Coaches, Workforce Educators, parents, young people, spectators, team or team members and Umpires, these can be found in full in **Appendix 2** and on the *Rounders England website [here](#)*.

These codes outline the expectations placed on all individuals to act according to the highest standards of integrity and to ensure the reputation of Rounders is beyond reproach. Allegations of a safeguarding nature and concerns about poor practice relating to the breaking of these Codes must be reported to the Lead Safeguarding Officer. Where appropriate, allegations will then be reported to the police or Safeguarding Partners.

Any other issues which arise and fall outside of the Rounders England Safeguarding Policy and Procedures should be addressed by the internal rules of the member Team concerned. Those involved in Rounders must respect the rights, dignity and worth of every person, participant and non-participant alike, treating everyone equally within the context of the sport. In particular, to be aware of the special needs of young people, their well-being, including difficulties or possible abuse experienced from within the sport or from other sources. The sport has a duty to ensure that every child and young person involved in Rounders is able to participate in an enjoyable and safe environment and be protected from abuse. The sport of Rounders is committed to maintaining the highest possible standards of behaviour and conduct at all Rounders training, competitions and events.

3.3 Positions of Trust

Rounders England recognises that when an adult is in a 'position of trust', sexual activity and relationships involving a child under 18 years old is illegal. Rounders England recognises that genuine relationships do occur between the different levels of volunteers and participants in a group but that no intimate relationship should begin

whilst the member of staff or volunteer is in a 'position of trust' over them. The power and influence that the adult in the 'position of trust' has over someone attending a group or activity cannot be under-estimated. If there is an additional competitive aspect to the activity and the adult in the 'position of trust' is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for volunteers to recognise the responsibility that they must exercise in ensuring that they do not abuse their positions of trust.

If anyone in a position of trust engages in a sexual relationship with a young person it is a breach of Rounders England Code of Practice and as such will result in disciplinary action and will be reported to the police. Rounders Coaches and Volunteers are required to sign up to Rounders England Code of Ethics and Code of Practice, which are issued through every affiliated team. The codes encourage:

- The development of an open and positive climate in Rounders
- Poor practice to be identified

If you are an adult and you feel that a young person is acting inappropriately towards you and their behaviour is either putting you in a difficult position or concerning you, you should speak to someone else immediately, preferably the Welfare officer or another responsible adult from the team's committee. You should make a written record of any problems or incidents and you should avoid being alone at any time with the individual.

3.4 Guidelines on Photography and use of Videos

Rounders England understands the legitimate wishes of parents to take photographs of their children during events and is keen to promote positive images of young people participating in the sport. However, the safety and wishes of all players must be taken into account, ensuring the General Data Protection Regulation (GDPR) is followed. A procedure of registering in order to be allowed to take images will be enforced in accordance with our Images Policy. Our Photography and Filming Consent Form can be found in **Template 6**.

3.5 Social Media Policy

Rounders England recognises that the use of social media as a tool to communicate is constantly increasing and has many benefits, such as promotion and information sharing, however we also recognise that there can be potential risks posed by social media when it is used inappropriately (types of abuse include bullying/cyber bullying, online grooming, child sexual abuse online) and therefore action should be taken to ensure the welfare of all users.

Online safety risks for young people can include, but are not limited to:

- posting personal information that can identify and locate a child offline
- potential for inappropriate relationships between adults in positions of trust and the young people they work with
- sexual grooming, luring, exploitation and abuse, or unwanted contact
- exposure to inappropriate content, including pornography, racist or hate material or violent behaviour
- glorifying activities such as drug taking or excessive drinking

The Rounders England Social Networking, Social Media policy & Guidance outlines these threats along with any actions that can be taken to decrease the chances of improper use (extracts of the Policy in relation to Teams/Leagues can be found in **Appendix 5**).

3.6 Supervision Ratios

When working with groups of children it is important that there are enough members of staff in place to supervise. All participants under the age of 17 are included in this and should be supervised; any person under this age should never be included in staffing ratios. It is understood that some under 18's have taken part and are encouraged to complete coaching and umpiring courses; however they should always be supervised by an adult when performing in an umpire or coach role.

The national guidance states that the level of supervision should take account of:

- The age and ability of the young people;
- The activity being undertaken;
- Young people's need for privacy;
- The geography of the facility being used. E.g. how remote the facility is that is being used;
- Specific issues arising from any risk assessment;
- If any of the participants have physical or learning disabilities or special needs or requirements.

The **recommended** coach: player ratios are:

Age 3-8 years – 1:8

8yrs and above - 1:15

If there is an accident or an incident involving a young person or member of staff, you should ensure that there are enough people remaining to supervise the group safely.

Instructors and Coaches working with young people should not work in isolation. Good practice suggests that at least one other adult in addition to the Coach should be present at every session. The additional adult does not have to be a qualified Instructor/Coach.

Parents who are present but are not in an official volunteering capacity should not be counted in the supervision ratios.

3.7 Missing Child Procedures

If it is suspected that a child or young person has gone missing or has not turned up for a session when expected to, then the child's parent or carer should be contacted to find out if there is a reasonable explanation.

If there is still doubt as to the child's whereabouts it is important to consider the situation, if it seems there is an immediate concern, for e.g. a child has been seen entering an unknown vehicle then the Welfare Officer should be contacted and if not available the Rounders England Lead Safeguarding Officer/ Deputy Lead Safeguarding Officer. If it established that there is concern for the Childs/Young person's immediate safety, then the local police should be contacted. A Missing Person's procedure can be found [here](#)

Any incidence involving missing children, regardless of the severity, should be recorded for future reference.

3.8 Changing Rooms

Where practical, participants should be supervised at all times in the changing rooms by two members of staff. Adult staff should not change or shower at the same time using the same facility as participants. If you are involved in a mixed gender team, separate changing facilities should be made available. If a young person is uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to shower and change at home. If your Team has participants with disabilities involve them and their Carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered. Any staff, medical or otherwise, for example a male Instructor/Coach working with female participants, must not be present in the changing rooms whilst participants are getting showered or changed. No photographic equipment should be allowed in the changing room environment. This includes cameras, video cameras, camera mobile phones etc.

3.9 First Aid including Physiotherapy treatment

Qualified First Aiders present at sessions

- Before children/ young people participate in any Rounders England activity their parents/carers are required to complete a medical consent form
- Anyone providing medical treatment or physiotherapy must be qualified and recruited in accordance with the Rounders England procedures
- It is recommended that no young person should be given treatment (by a qualified member) where the young person is on his/her own in a treatment room with the door closed;
- It is important to maintain medical confidentiality and patient dignity at all times;
- It is recommended that all treatment procedures are fully explained to the young person and verbal consent is given before they are carried out.

Rounders England's Parental Consent forms and Incident report form can be found in Templates 4 and 5.

3.10 Transporting, Drop off and Collecting Young People Procedure

Rounders England acknowledges that it is important to ensure that the correct safety procedures and guidelines are followed when young people are transported by a member of staff. People in a position of trust should adhere to the 'Transport Collection & Drop off of young people procedure' policy and abide by all regulations and requirements that are set out, these can be found in **Appendix 4**

With regards to drop off and collection of young people, responsibility lies with the parents/carers of the young person unless previously arranged with a member of staff; these guidelines should be adhered to, to ensure the safety of the young person and reduce problems for the coach or member of staff in position of trust. These guidelines can also be found in **Appendix 4**.

Chapter 4: Recognition of Poor Practice, Abuse and Bullying

Child abuse can occur both within the sports setting and outside of it. It can be very difficult to determine whether or not a child has been abused. The staff and volunteers in Rounders, whether in paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another young person) towards a young person and to follow the procedures in this document.

4.1 Poor Practice

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and/or may be causing concern. In the application of this policy, poor practice includes any behaviour that contravenes Rounders England Code of Practice, infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in Rounders and will be treated seriously and appropriate actions will be taken.

4.2 Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or institution or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child or children.

Definitions

There are different types of child abuse. They are defined in the UK Government guidance *Working Together to Safeguard Children 2018* as follows:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Child sexual exploitation
5. Neglect
6. Extremism
7. County Lines
8. Child criminal exploitation

Bullying is not defined as a form of abuse in *Working Together* but there is clear evidence that it is abusive and will include at least one, if not all of the defined categories of abuse. For this reason, it has been included in this document.

Full definitions can be found in **Appendix 8**

Indicators of Abuse

Indicators that a young person may be being abused 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 young person;
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outburst in temper);
- Inappropriate sexual behaviour especially for their age;
- Encouraging sexually explicit behaviour;
- Distrust of adults, particularly those with whom a close relationship would normally be expected;
- Has difficulty making friends;
- Is prevented from socialising with other young people;
- Displays variations in eating patterns including overeating and loss of appetite;
- Loses weight for no apparent reason;
- Becomes increasingly dirty or unkempt.

It should be recognised that this is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with the parent will help to identify any concerns that a young person maybe experiencing e.g. family bereavement. It is not the responsibility of those working in Rounders to decide that child abuse is occurring, but it is their responsibility to act on any concerns (**Chapter 5**).

We acknowledge that child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children and young people in order to harm them.

When a young person enters the team, having been subjected to child abuse outside the sporting environments, sport can play a crucial role in improving the young person's self-esteem. In such cases the team must work with the appropriate agencies to ensure the young person receives the required support.

4.3 Equality Policy

Rounders England recognises the additional vulnerability of some children and the extra barriers they face to getting help.

Rounders England aims to ensure that all people, irrespective of:

Age

Disability

Gender Reassignment (See also Rounders England Gender Policy)

Marriage & Civil Partnership (where appropriate)

Pregnancy & Maternity (where appropriate)

Race

Religion or Belief

Sex

Sexual Orientation

have an equal opportunity to take part in Rounders at all levels and roles. These are the **nine 'protected characteristics'** included in the Equality Act 2010.

Rounders England has an equality policy that all members must follow to ensure that all individuals are treated fairly and equally, this is available on our website [here](#).

Rounders England will not tolerate any form of discrimination. All incidents of abuse should be reported and will be investigated, Rounders England will take every opportunity to be proactive in promoting equality in the sport.

4.4 Bullying and Cyber bullying

Rounders England have an anti-bullying policy (this can be seen in **Appendix 6**) that outlines all the issues involved in recognising and acting against bullies and leaflets and tools that can be used to deal with managing behaviour.

It is important to recognise that in some cases of abuse it may not always be an adult abusing a young person. It can occur that the abuser may be another young person, for example in the case of bullying. Rounders England created a leaflet that can be used to combat difficult behaviour during sessions with children. Our 'Children's Respect Leaflet' this is available on our website [here](#) (and in **Appendix 7**).

Chapter 5: Responding to Disclosure, Suspicions and Allegations

People within Rounders are ideally placed to recognise or receive concerns relating to the welfare of young people. Everyone has a responsibility to respond to these concerns whether they relate to a child's home or family situation; a community situation or involves incidents within the team or sport. Children rely on adults being alert to indicators that a child might be being abused

5.1 How to Respond to a Disclosure from a Young Person

Actions to Take

If a young person informs you directly that he/she, or another young person, is concerned about someone's behaviour towards them the person receiving information should:

- React calmly so as not to frighten or deter the young person;
- Tell the young person that he/she is not to blame and that he/she was right to tell;
- Take what the person says seriously, recognising the difficulties inherent in interpreting what it is said by a young person
- Keep any questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. 'Rounders England's Guidance for dealing with a disclosure from a child' can be found in **Template 4a** to support you with this;
- Reassure the young person but DO NOT make promises of confidentiality, which might not be feasible in light of subsequent developments;
- Record in writing exactly what has been said using the young person's words as soon as possible. Use Rounders England Incident Report Form (**Template 4b**) and forward to the Rounders England Safeguarding Officer who will make a decision about whether or not the form should be forwarded to Children's Social Care Services and Police (as directed) and to Rounders England Lead Safeguarding Officer;
- Seek advice immediately from Rounders England Lead Safeguarding Officers –

Siân Barnett

Office Hours: 0114 2480357

If both are unavailable the local Children's Social Care Services or Police should be contacted immediately, they will advise on the action to be taken, including advice on contacting the parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 500 for adults or ChildLine on 0800 1111 for children.

Actions to Avoid

The person receiving the disclosure should not:

- Panic;
- Allow their shock or distaste to show;
- Ask questions other than to clarify that you have enough information to act;
- Speculate or make assumptions;
- Make negative comments about the alleged abuser;
- Approach the alleged abuser;
- Make promises or agree to keep secrets.

N.B. It may not be that all young people are able to express themselves verbally.

Communication difficulties may mean that it is hard for them to complain or to 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 the individual's impairment. 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 as detailed in 5.2 and 5.3.

5.2 Responding to Concerns about Possible Abuse from OUTSIDE Rounders

If a young person informs you directly that he/she is being abused outside the sport environment (i.e. at home, school or some other setting outside the sport) OR through your own observations or through a third party you become aware of possible abuse outside the sport environment you must **REACT IMMEDIATELY**. See Flowchart 2.

- Ensure the safety of the young person – if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of your concerns and ensure they are aware it is a child protection issue;
- If available, contact the Welfare Officer immediately who will follow the reporting procedures detailed below. If the Welfare Officer cannot be contacted, then the person that has the concerns about the young person's welfare should follow the reporting procedures.
- Inform the parent/carer of the report unless they are suspected of being the abuser (in which case do not inform them of the information)
- Rounders England expect Welfare Officers to hold details of their local Children's Social Care Office and know how to make a report. If you believe that a child is at significant risk of harm, you should report this to Children's Social Care regardless of your role, it may not always be appropriate to wait for someone else. Safeguarding is everyone's responsibility.

Reporting Procedures

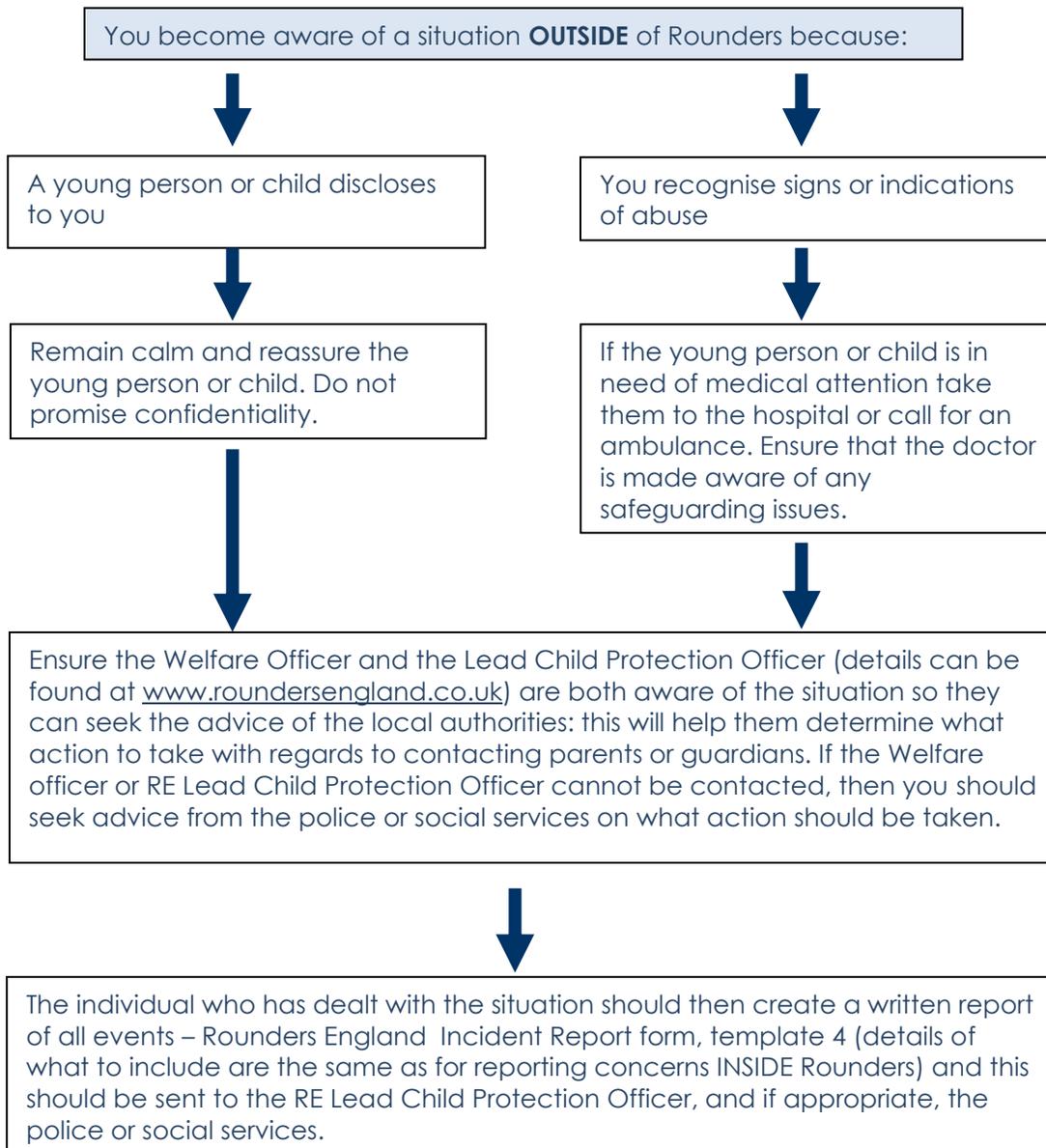
- Seek advice immediately from Rounders England Lead Safeguarding Officer. If he/she is unavailable the local Children's Social Care Services or Police should be contacted immediately, they will advise on the action to be taken, including advice on contacting the parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or ChildLine on 0800 1111;
- Make a full and factual record of events utilising the Incident Report Form (**Template 4b**) and forward a copy of the recorded information, as directed to the Children's Social Care Services and/or Police and to Rounders England Lead Safeguarding Officer who will take the appropriate action. Contact the Welfare Officer as soon as possible;
- If the individual being accused is from within the Rounders environment, Rounders England Lead Safeguarding Officer will consider suspension of the individual concerned following contact with Children's Social Care Services or the Police. The case will be referred to Rounders England Child Protection Case Management Group following the Children's Social Care Services and /or Police investigation.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Rounders England will offer you support from the Rounders England Lead/Deputy Lead Safeguarding Officer/Safeguarding Board Champion.

All meetings and correspondence will be recorded using the standardised reporting forms which are available via the web site and the National Office or your CWO.

Flowchart 2

The Reporting Process for concerns about the welfare of children **outside** Rounders:



5.3 Responding to Concerns about possible abuse from INSIDE Rounders

If a young person informs you directly that he/she is being abused within the Rounders environment or through your own observations or through a third party, you become aware of possible abuse or poor practice within the sport you must **REACT IMMEDIATELY**. See Flowchart 3.

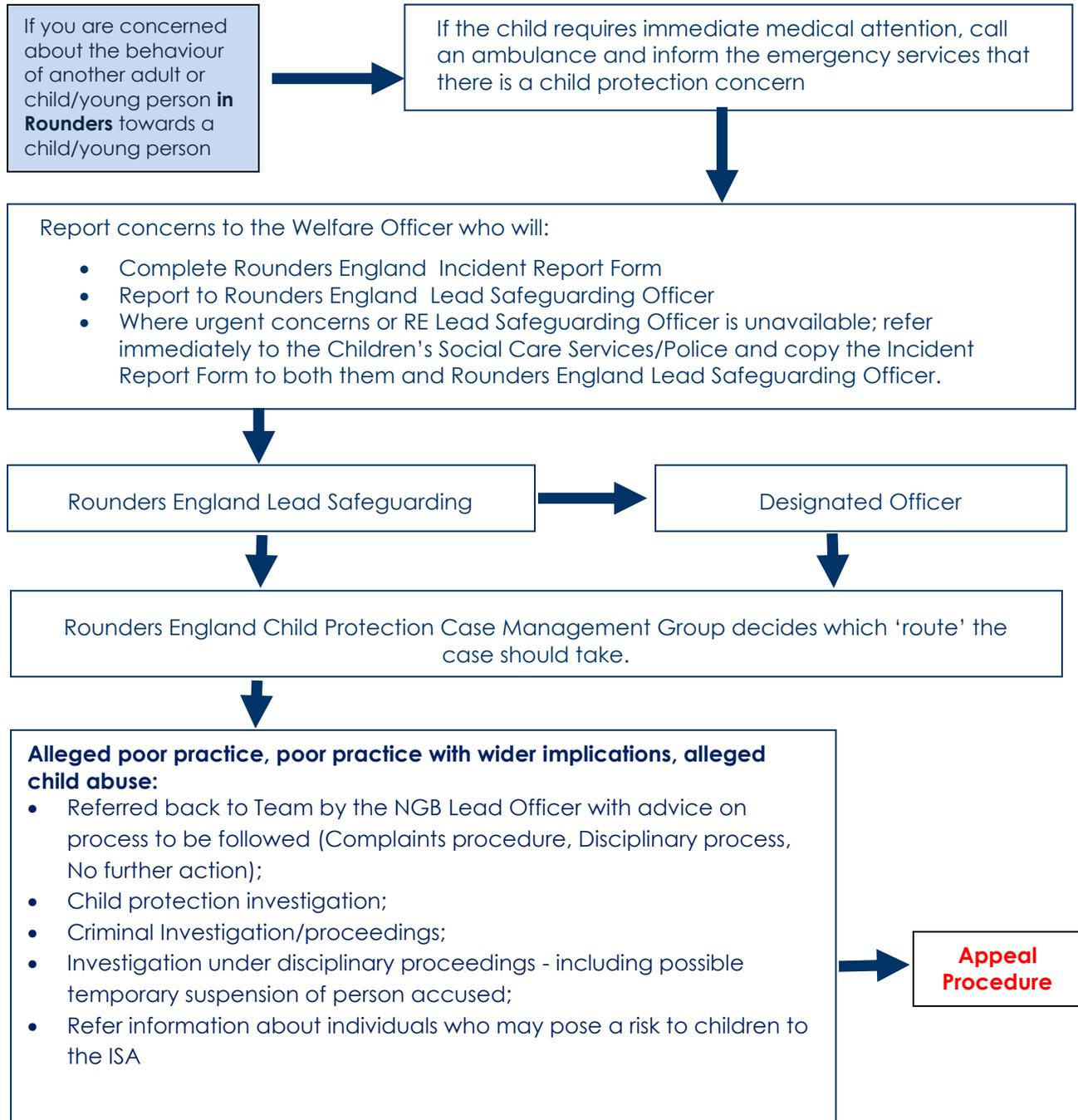
- Ensure the safety of the young person – if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of your concerns and ensure they are aware it is a child protection issue;
- Inform the parent/carer of the report unless they are suspected of being the abuser (in which case do not inform them of the concern)
- Rounders England expect Welfare Officers to hold details of their local Children's Social Care Office or Safeguarding Partners and know how to make a report.

Reporting Procedures

- Contact the Welfare Officer (WO) immediately. If, following consideration, the allegation is about poor practice then the Welfare Officer will report it to Rounders England Lead Safeguarding Officer. If the Welfare Officer is unavailable or is the subject of the allegation, then the matter should be reported directly to Rounders England Lead Safeguarding Officer; If he/she is unavailable the local Children's Social Care Services or Police should be contacted immediately, they will advise on the action to be taken, including advice on contacting the parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or ChildLine on 0800 1111.
- Rounders England Coaches and Volunteers will be confident in reporting directly to Children's Social Care in the event of concerns around significant risk of harm (if it is unsafe for a child to return home or leave the venue).
- England Squad Coaches will be provided with data that enables them to contact local Children's Social Care with concerns for significant risk of harm.
- Make a full and factual record of events utilising the Incident Report Form (a copy of this can be found in the appendix as **Template 4b**) and forward a copy of the recorded information to Rounders England Lead Safeguarding Officer who will take the appropriate action.

Flowchart 3

The Reporting Process for concerns of Poor Practice or Possible Abuse from **INSIDE** Rounders



Action

Please refer to **Appendix 9** to find out what happens after abuse is reported

Appeals

The appeals procedure is available to anyone under investigation as part of natural justice. Rounders England Child Protection Disciplinary Appeal Panel will exclude anyone sitting on the initial panel, excluding the Secretary. The panel should comprise of a chair and two other members, with the Secretary in attendance. Every organisation and participant wishing to appeal against the decisions made by Rounders England Child Protection Disciplinary Panel must do so in writing, to be received by Rounders England Lead Safeguarding Officer within seven days of the decision being made.

Monitoring and Evaluation

To be conducted at the close of each case by Rounders England Child Protection Case Management Group to see if any changes need to be made to policies/procedures or lessons that can be learnt.

Possible Outcomes

Where there is a complaint of abuse against a member of staff or volunteer, investigations may include:

- Police enquiry;
- Criminal proceedings;
- Referral back to Rounders England Child Protection Case Management Group.

The result of the Police and/or Children's Social Care Services investigation will inform Rounders England Child Protection Case Management Group investigation.

5.4 Reinstatement and Aftermath

Reinstatement

Informed by the findings of Children's Social Care Services and/or Police investigations, Rounders England Child Protection Case Management Group will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. In such cases Rounders England Child Protection Case Management Group must satisfy themselves that the person does not present a risk to children. The welfare of young people should always remain paramount.

Support to Deal with the Aftermath

Consideration should be given to what support may be appropriate to young people, parents and members of staff. Use of Helplines, support groups and open meeting will maintain an open culture and help the healing process. The [British Association for Counselling and Psychotherapy](#) Directory may be a useful resource. Rounders England will support the teams by providing appropriate training for the Welfare Officers.

5.5 Allegations of Non-recent Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a young person or by a member of staff who is still currently working with young people). Where such an allegation is made, the organisation should follow the procedures in Flowchart 3. This is because other young people, either within or outside sport, may be at risk from this person.

5.6 Records and Information

Information passed to the Children's Social Care Services or Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure / concern. Ideally this information should be compiled utilising Rounders England Incident Report Form (a copy of this can be found in the appendix under **Template 4b**).

Any visible signs of bruising or other injuries should be recorded on the Incident Report form in addition to the young person's account of what happened and how any bruising or other injuries occurred.

The person completing the incident report form needs to be very clear about what they record on the form and make a distinction between what is fact, opinion or hearsay. You may wish to view our 'Rounders England's Guidance for dealing with a disclosure from a child' document in appendix under Template 4a to support your information gathering.

5.7 Confidentiality

Rounders England will at all times respect confidentiality within the current legal framework. The principle that the 'welfare of the child is paramount' will underpin all decisions about sharing information.

However, every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated.

5.8 Whistleblowing Policy

If you have a concern with regard to the behaviour of an adult towards a young person, it is important that you share your concerns with Rounders England Lead Safeguarding Officer. If you have a concern regarding Rounders England Lead Safeguarding Officer, you should share your concerns with the CEO, Deputy Lead Safeguarding Officer or Board Safeguarding Champion at Rounders England. All information received and discussed will be treated in the strictest confidence and only

shared with those individuals within Rounders England who will be able to manage and resolve the situation. Further information on the Rounders England Whistleblowing Policy can be found [here](#).

5.9 If an allegation is made against you

Any concerns involving the inappropriate behaviour of an adult towards a young person will be taken seriously and investigated within the terms and conditions of the Complaints and disciplinary procedure. If you are the person who is the centre of an allegation, the situation will be explained to you and you may be asked to temporarily cease working with young people in Rounders during the investigation. You will be informed as soon as possible based on advice from the Statutory Agencies. This may result in suspension from activity within Rounders whilst a full investigation is being carried out. This is to protect all parties involved. Rounders England will assess, on a case-by-case basis, any support needed for the person who has had the allegations made against them. They may choose to appoint an independent officer to provide support to the accused.

Chapter 6: Welfare Officers and Associated Groups

6.1 The Role of the National Lead Safeguarding Officer

The role of the National Lead Safeguarding Officer is crucial in ensuring that Rounders England Safeguarding Policy and implementation procedures work in practice. Rounders England has a national structure and has appointed a Lead Safeguarding Officer who is an employee of Rounders England and is supported by the Deputy Lead Safeguarding Officer who is also an employee of Rounders England, their details can be found in the contact list in **Appendix 1**. The Lead Safeguarding Officer has a child centred approach and experience in working with children and young people.

Further information on the roles and responsibilities of the Lead Safeguarding Officer can be found in **Appendix 10**.

6.2 The Role of the Welfare Officer

The Welfare Officer is a key role within Rounders. By designating people to this role, Rounders England can ensure that it has someone identified as the first point of contact for safeguarding concerns within a team. Rounders England is working towards ensuring there is a Welfare Officer in every team that has junior members. Due to the nature of the position, prior to appointment, Welfare Officers are required to undertake a Criminal Records Disclosure as their role will meet the eligibility criteria for such checks. They will also be required to attend relevant safeguarding training every three years. Rounders England offer financial support to ensure Welfare Officers are given the training opportunities if they do not currently receive these elsewhere to support them in this role.

Rounders England are fully committed and are working to ensure that all Welfare Officers are given the resources and help needed to work well within their role. This position is fundamental to ensuring that child welfare is central to the philosophy of the team, county, regional and national teams. In order that other members can provide adequate support where required, the Welfare Officer should be a member of the organisations management committee.

A team is encouraged to appoint more than one Welfare Officer to enable matters to be delegated and covered during times of absence and holidays. The Welfare Officer acts as the first point of contact for anyone (staff, volunteer, parents or young people) who has a concern about a child and about poor practice/possible abuse by adults working with children. The Welfare Officer therefore needs to be seen to be approachable and as having a child focused approach.

The Welfare Officer does not have to be a child protection “expert”. That is the role of the statutory agencies (police and Children's Social Care Services). Ideally, they should have a background in working with children i.e. teachers, health visitors, social workers, or police child protection team officers.

The Welfare Officer needs to be supported by their organisations management through a formal role within the team committee. The team committee should adopt a child protection policy and procedures in accordance with child protection regulations. The team should also produce a plan about how this will be put into practice and how they will review how it is working. Further information on the roles and responsibilities of the Welfare Officer can be found in **Appendix 10**.

6.3 Safeguarding Steering Group

Purpose

Empowered by Rounders England Board to develop, monitor and review the organisations approach and plans for safeguarding children and young people.

Ensure ownership of the safeguarding plan throughout the organisation. The membership will be informed of all relevant procedures and amendments via the web and newsletters. Board meetings and Sub committees will have Safeguarding as a standing agenda item for all meetings and will work towards meeting and maintaining safeguarding standards at all times.

6.4 Rounders England Child Protection Case Management and Referral Group

Role and Purpose

The remit of this group is:

- To make decisions on the initial approach to all reported cases related to the welfare and protection of children. Principally these relate to the “route” a case will take internally, externally and/or via external referral to statutory agencies.
- To make initial decisions as to what level each case will be dealt with i.e. poor practice which may be referred back to the club complaints/disciplinary procedures with advice, or suspected abuse of a child which requires dealing with at national level through disciplinary procedures.
- To advise others within the organisation about actions they may need to take, such as initiating disciplinary proceedings.
- To monitor and review progress on all cases to identify any trends emerging which may require a review/revision of existing policies/procedures.

Principles

This group would uphold the following principles:

- **The welfare of the child is paramount.** This principle is enshrined in the Children Act 1989. In any decision taken by the group, the welfare of the child is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.
- **Independence.** It is essential that the group is empowered by the organisation to make decisions on the “route” that cases will take without influence or prejudice by others in the organisation.

- **Confidentiality.** All child welfare/protection matters must be regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and Human Rights Act.
- **Expertise.** If internal, the group should be led by Rounders England's Lead Safeguarding Officer. The group should include people who have relevant knowledge and expertise to enable the group to fulfil its purpose such as HR/Personnel Manager to disciplinary panel, etc. It is recommended that at least one member of the group is external to Rounders England's management group and has current professional child protection knowledge and experience, such as a child protection social work manager or policy child protection team officer. Currently Rounders England will use an external agency for all Case Management in accordance with the support that Sport England are providing.
- **Equality and Anti-discriminatory Practice.** All decisions made by the group need to be fair, open and transparent. An open mind needs to be kept in all cases until they have been investigated and concluded. The group should be guided by Rounders England's equality policy and the principle that all children have the right to protection from abuse regardless of their race, ethnic origin, gender, disability, religious belief system or sexual orientation.

Appendix 1: Useful Contacts

Rounders Contacts

Rounders England Lead Safeguarding Officer:	Rounders England PO Box 4458 Sheffield S20 2DP	Office hours 0114 248 0357 Outside office hours
Rounders England Deputy Lead Safeguarding Officer: Siân Barnett	Rounders England PO Box 4458 Sheffield S20 2DP	Office hours 0114 248 0357
Welfare Officer:	Insert details	Insert details

Local Contacts

Local Authority Designated Officers (LADO) Local Contacts Local Children's Social Care Services (including out of office hours contact) NB: in an emergency the Samaritans will hold the Social Services Duty Officer's contact number	If you need to contact your Local Authority Designated Officer please consult your local Children's Services department. <u>Samaritans</u> UK - 08457 90 90 90 ROI – 1850 60 90 90	Insert details
Local Police Child Protection Team In an emergency contact via 999	Insert details	Insert details
Local Safeguarding Children's Board	Insert details	Insert details

National Contacts

NSPCC helpline	0207 925 2500 0808 800 5000 help@nspcc.org.uk
ChildLine UK	0800 1111
NI ChildLine	0504 311 555 (number for young people)
NSPCC Child Protection in Sport Unit (CPSU) (To discuss safeguarding procedures)	0116 366 5590

Appendix 2: All Codes of Practice

2.1 Coaches

2.2 Workforce Educators

2.3 Umpires

2.4 Parent-Carer

2.5 Young Persons

2.6 Spectators

2.7 Players

2.8 Volunteers

2.1 Coaches Code of Practice

Rounders England coaches are working in a position of trust and should therefore endeavor to adhere to these following guidelines to ensure they behave in a professional way at all times and hence avoids any complaints regarding their personal behaviour, competence or conduct. Any complaints against coaches will be fully investigated and any coach who is found to have acted against this code will be dealt with accordingly. This could include temporary or permanent bans being put in place to protect the welfare of their team or club members.

All Rounders England Coaches are required to abide by the following Code of Practice and the Rounders England Safeguarding policy and procedures:

Coaches should:

Principle: Rights

- ◆ Ensure that all participants are treated with respect and as equals regardless of race, gender, age, religion, disability, sexual orientation, social background or culture
 - It would be expected that coaches manage challenging behaviour in an appropriate manner whereby the young person, child or adult being reprimanded does not feel humiliated and it is understood that violent behavior is completely unacceptable and not to be tolerated
 - Refrain from public criticism of fellow coaches. Differences of opinions should be dealt with on a personal basis and more serious disputes should be referred to Rounders England.

Principle: Relationships

- Understand that you are in a position of trust and it is important to maintain appropriate physical and emotional boundaries with participants, you should also try to ensure that physical and emotional needs of each individual are met and understand that different performers have differing requirements
- Understand that you are in a position of authority and trust with all participants, you must not engage in sexual relationship with anyone who is aged 17 or younger whilst in this position
- Should encourage participants to adhere to the 'Players Code of Practice'
- Not compromise the participants by advocating measures, which could be deemed to constitute gaining an unfair advantage. Above all, coaches

must never advocate the use of prescribed drugs or banned performance enhancing substances

- Systematically prepare the participants for the activities being undertaken and make them aware of their personal responsibilities in terms of safety.

Principle: Responsibilities – professional standards

- Adhere to all guidelines laid down by Rounders England as the Governing Body
- Arrive at the venue at least 30 minutes prior to the advertised start time
- Ensure that they do not in any way misrepresent their qualifications, affiliations or professional competence to any client or prospective client or in any publication, lecture, broadcast or seminar
- Be aware of Renewal of Memberships that can be found on the Rounders England website
- Regularly seek ways of increasing their personal and professional development and self-awareness
- Have a responsibility to ensure the health and safety of the participants with whom they are working with as far as possible within the limits of their control.
- Take all reasonable steps to establish a safe working environment and put safety above any other consideration, including development. The work and the manner in which it is done should be in keeping with regular and approved practice within Rounders
- Welcome evaluations of their coaching by players, fellow coaches and Rounders England approved persons
- Be enthusiastic in the sessions conducted and show a positive attitude at all times so that participants are not discouraged
- Ensure to act in an appropriate manor especially when coaching young people as your actions can be reflected in those of the participants
- Use activities suitable for the participants and their needs
- Coaches are expected to adhere to the Rounders England Bribery policy
- Have access to a telephone for immediate contact to emergency services if required

Principle: Responsibilities – personal standards

- Personal appearance is a matter of individual taste but as a coach you have an obligation to project an image of health, cleanliness and functional efficiency
- Never smoke or drink alcohol when coaching
- Not use foul and/or abusive language on or off the field
- Not use intimidation, aggressive behavior and/or deliberate distractions of opponents by words or actions.
- You should always treat young people with respect and dignity, make sure you are sensitive to their needs and are always fair during sessions
- Consistently display high personal standards and project a favorable image of Rounders and of coaching – to participants, other coaches, spectators, center staff, media, general public and any other people present
- Adhere at all times to standards of personal and professional behavior, which reflect credit on them and the whole process and practice of Rounders coaching.

I confirm I have read the above Code of Practice and agree to abide by its content			
Name (Capitals):			
Signed:		Dated:	

This Code is in place to ensure the safety of both the individual signing up to the code and anyone they come in to contact with. If at any time you have any concerns regarding the safety of any individual, in particular children and young people you should contact your Welfare Officer whose details can be accessed via the club notice board or website. Alternatively you can contact the Lead Safeguarding Officer at Rounders England, whose details are available at www.roundersengland.co.uk

2.2 Workforce Educators Code of Practice

Rounders Workforce Educators are working in a position of trust and should therefore endeavor to adhere to these following guidelines to ensure they behave in a professional way at all times and hence avoid any complaints regarding their personal behaviour, competence or conduct. Any complaints against Workforce Educators will be fully investigated and any Workforce Educator who is found to have acted against this code will be dealt with which could include temporary or permanent bans, being put in place to protect the welfare of candidates.

All Rounders England Workforce Educators are required to abide by the following Code of Practice and the Rounders England Safeguarding policy and procedures:

Rounders England Workforce Educators*:-

- Must adhere to all guidelines and policies laid down by Rounders England as the Governing Body
- Must never misrepresent their qualifications, membership or professional competence to anyone at any time
- Must never advocate the use of prescribed drugs or banned performance enhancing substances
- Must follow the relevant course manuals while delivering any course
- Should arrive at the venue at least 30 minutes prior to the start time
- Should be aware of the Renewal of Membership that can be found on the Rounders England website
- Should read and be aware of the Rounders England relevant Policies & Procedures
- Should not publicly criticise other tutors, assessors or coaches
- Should encourage candidates to adhere to the 'Coaches Code of Practice' or 'Umpire Code of Practice'
- Should consistently strive to project a favourable image of Rounders by displaying high personal standards. These should include:
 - Having a healthy personal appearance
 - Not smoking while tutoring /assessing
 - Not drinking alcohol before or while tutoring/assessing
 - Not using inappropriate or abusive language
- Should have a responsibility, within the limits of their control, for the health and safety of the candidates
- Should take all reasonable steps to establish a safe working environment, in keeping with regular and approved practice within Rounders
- Should use activities suitable for the candidates and their needs

- Should prepare candidates for the activities being undertaken and make them aware of their personal responsibilities in terms of safety
- Should constantly seek ways of increasing the personal and professional development of candidates
- Should welcome evaluations of their Tutoring/Assessing by candidates, fellow tutors/assessors and Rounders England approved persons
- Should be enthusiastic in the sessions conducted
- Have access to a telephone for immediate contact to emergency services if required

*Workforce Educators include Tutors, Assessors and Internal Verifiers.

I confirm I have read the above Code of Practice and agree to abide by its content			
Name (Capitals):			
Signed:		Dated:	

This Code is in place to ensure the safety of both the individual signing up to the code and anyone they come in to contact with. If at any time you have any concerns regarding the safety of any individual, in particular children and young people you should contact your Welfare Officer whose details can be accessed via the club notice board or website. Alternatively you can contact the Lead Safeguarding Officer at Rounders England, whose details are available at www.roundersengland.co.uk

2.3 Umpires Code of Practice

The integrity of Rounders is embodied in the umpire in whom trust is placed to ensure the game is played by the rules. This Code of Practice is a reminder to umpires of their obligation to maintain fair play and to give both teams the chance to win on merit, by applying the rules in a fair and consistent manner.

All Rounders England Umpires are required to abide by the following Code of Practice and the Rounders England Safeguarding policy and procedures:

Umpires should:

- Always have regard for the health and safety of all participants
- Realise that, as an Umpire, you have a position of trust, particularly when working with young people, therefore you should always be a positive role model, promote ethical principles and fair play
- Be the third team on the field and shall remain neutral working together
- Always have regard for the best interests of the game and shall not circulate by any means (verbal comment, written and published articles, internet forums, blogs, social networking sites) material which may be detrimental to the Governing Body or its members
- Present a professional image at all times such as appropriate dress, timekeeping etc.
- Not use inappropriate behaviour whilst on duty such as smoking, drinking, use of recreational drugs, inappropriate language or unsporting conduct
- Make a clear warning to players when they use abusive or inappropriate language or behaviour
- Only use the unsporting conduct rule if you have already warned the player or the team – the exception to this is gross misconduct e.g. violence
- Not show any favour towards any team or player and adhere to the Rounders England Bribery policy
- Not pass comment on the quality of play or make coaching comments
- Have access to a telephone for immediate contact to emergency services if required
- Be aware that Rounders England takes its commitment to safeguarding children and young people very seriously. As your position may involve substantial contact with young people, you are asked to pay particular attention to the Safeguarding and Equality Policies.
- Ensure that all participants and players are treated with respect and as equals regardless of race, gender, age, religion, disability, sexual orientation, social background or culture

I confirm I have read the above Code of Practice and agree to abide by its content			
Name (Capitals):			
Signed:		Dated:	

This Code is in place to ensure the safety of both the individual signing up to the code and anyone they come in to contact with. If at any time you have any concerns regarding the safety of any individual, in particular children and young people you should contact your Welfare Officer whose details can be accessed via the club notice board or website. Alternatively you can contact the Lead Safeguarding Officer at Rounders England, whose details are available at www.roundersengland.co.uk

2.4 Parent-Carer Code of Practice

Rounders England fully appreciates and understands the importance of the support that parents, carers and spectators have upon the performance and confidence of young people and therefore it would be appreciated if all parents/carers could endeavour to meet these following behavioural requirements when at an event, including games, training and recreational sessions. It is understood that there will be consequences for those who behave in an unacceptable manner; please refer to the end of document. Please also ensure that as a parent or carer, if you have any concerns you contact your team/club welfare officer or coach whose details should be made readily available by the team or club.

Parents are expected to:

- Support your child/young person and show an interest in them
- Never place the young person under pressure or push them into activities they do not want to do, respect their own choices and decisions
- Applaud and reward both effort and success in your child's performance
- Complete the required consent forms
- Deliver and collect the child punctually to and from coaching sessions/matches. Please inform the coach if there will be another adult collecting your child from the session to ensure their safety
- Inform the coach or organiser prior to departure from the field of play if child is to be collected early from a rounder's session
- Encourage your child to play by the rules, promote fair play and teach them that they can only do their best
- Behave responsibly on the sidelines, do not embarrass your child or make abusing or offending comments about the coaching or organisation of the session, opposition other players or parents
- Always treat your child or any other child with dignity and respect
- Never confuse your child by instructing them from the sidelines and allow the coach/organiser to remain in control during games
- Be realistic and supportive
- Ensure your child's hygiene and nutritional needs are met
- Ensure that both your child and yourself are familiar with the social media guidance policy
- Ensure your child is properly and adequately dressed giving consideration to the weather conditions
- Ensure that proper footwear is worn at ALL times in accordance with the Official Rounders Rules.

- Detail any health concerns on the Health Declaration Form. Any changes in the state of your child's health should be reported to the coach or organiser prior to Rounders sessions.
- Show appreciation and support for the coach or organiser
- Accept and respect the official's judgment
- Acknowledge the importance and role of the club coaches / organisers who provide their time to ensure children's participation in Rounders
- Promote your child's participation in playing Rounders for **fun**

Parents/Carers have the right to:

- Know your child is safe
- Be informed of problems or concerns relating to your child
- Be informed if your child is injured
- Have your consent for items such as trips
- Raise concerns in an appropriate way
- Access the Rounders England complaints process

This code is in place to ensure the safety of both the individual signing up to the code and anyone they come in to contact with. If at any time you have any concerns regarding the safety of any individual, in particular children and young people you should contact your Welfare Officer whose details can be accessed via the club notice board or website. Alternatively you can contact the Lead Safeguarding Officer at Rounders England, whose details are available at www.roundersengland.co.uk

Any misdemeanours and breach of this code of practice will be dealt with immediately by the club/team coach/organiser or umpire. Persistent concerns or breaches will result in the parent/guardian being asked not to attend training and games if their attendance is deemed to be detrimental to the child's welfare.

If parent or guardians persistently cause disruption your child may be asked to leave the club/team/session. Where deemed appropriate advice should be taken from the Welfare Officer and/or the Rounders England Lead Safeguarding Officer and If there are persistent concerns or breaches your child may be asked to leave the club/team session.

I confirm I have read the above Code of Practice and agree to abide by its content			
Parent/Guardian Name (Capitals):			
Signed:		Dated:	

2.5 Young Persons Code of Practice

Young people should endeavour to follow these rules whilst taking part in training sessions, taster sessions, matches and other group activities. It is understood that there will be consequences for those who behave in an unacceptable manner, which could include loss of privileges, temporary bans from games or training or permanent bans from the club or team in extreme cases.

Rounders England also publishes a child friendly leaflet called 'Respect' to support young people in understanding this code.

Young People participating in Rounders should:

- Be friendly and welcoming to all other players, particularly new players
- Offer comfort to others who need it and be kind to others
- Never use peer pressure to persuade someone to do something they do not wish to do
- Always respect the equipment that you use and be careful when using Rounders equipment as it may be dangerous if not used properly
- Make sure you treat all other children and adults with respect and dignity
- Never use rude or abusive language
- Never make any negative comments or actions towards an individual or group regarding their race, gender, age, religion, disability, sexual orientation, social background or culture
- Never fight or show abusive behaviour
- Show respect to other players at all times
- Do not bully anyone else; this includes physical bullying, verbal bullying or online bullying. Report any bullying to the coach
- Ensure that you are familiar with the social media guidance policy
- Wear suitable kit as indicated by the weather and your coach and wear correct footwear in accordance with the Rounders England rules
- Smoking, drinking or drug use is not allowed
- Be honest, play fair and follow the rules, do not cheat
- Be gracious in defeat and take responsibility for your actions
- Show team spirit and try to lift your teams moral if you are losing, stay positive throughout matches
- Use team work and communicate with your team during matches and praise other players when they do well
- Always remain in the designated area the coach has set and do not leave the pitch during games
- Respect the decisions made by the umpire and do not back chat them
- Listen to the coach at all times and respect the rules they put in place
- Act in a way that is safe for yourself and others around you, follow any safety rules as directed by your coach
- Always have fun!

Young people have the right to:

- Be safe from abuse
- Enjoy Rounders without the fear of being bullied or mistreated and are encouraged to read the Rounders England Anti-Bullying policy and contact a responsible adult if they experience any types of bullying
- Enjoy Rounders without undue pressure
- Only participate in Rounders if they so wish
- Be included in sessions and regarded as equals by the coach and players
- Seek advice and speak to a coach or organiser if they feel they have a problem of any nature and feel comfortable approaching their Welfare Officer with any concerns or problems that they have

This code is in place to ensure the safety of both the individual signing up to the code and anyone they come in to contact with. If at any time you have any concerns regarding the safety of any individual, in particular children and young people you should contact your Welfare Officer whose details can be accessed via the club notice board or website. Alternatively you can contact the Lead Safeguarding Officer at Rounders England, whose details are available at www.roundersengland.co.uk

Any misdemeanours and general misbehaviour will be addressed by the immediate coach/organiser and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club/sport. Parents will be informed at all stages.

Dismissals can be applied by the coach/organiser with final decisions taken by the club committee or referred to the Governing Body depending on the disciplinary procedures within the sport.

I confirm I have read and understood the above and agree to abide by its content			
Young Person's Name (Capitals):		Parent/Guardian's Name (Capitals):	
Signed:		Signed:	
Date:		Date:	

2.6 Spectators Code of Practice

All spectators should endeavour to meet the following behavioural requirements when at an event, including games, training and recreational sessions. It is understood that there will be consequences for spectators who behave in an unacceptable manner which could include the spectator being asked to leave, and in extreme cases, where any spectator acts in a violent or unlawful way the police may be informed.

Rounders spectators should:

- Applaud participants effort as well as success, in particular during games involving young players
- Accept and respect all decisions made by umpires without question
- Remain in designated areas and not disrupt the players or the pitch at any time
- Be respectful to all players from both teams
- Not criticise, offend or insult other people or use any abusive actions or language towards any other person
- Never make any negative comments or actions towards an individual or group regarding their race, gender, age, religion, disability, sexual orientation, social background or culture

Spectators have the right to:

- Enjoy and view a match without interruptions or rude behaviour from other members of the public
- Support their team without abusive behaviour from the opposing team
- Trust that the umpire will make fair and unbiased decisions

This code should be displayed on the club notice board and made available at all events.

This code is in place to ensure the safety of both the individual signing up to the code and anyone they come in to contact with. If at any time you have any concerns regarding the safety of any individual, in particular children and young people you should contact your Welfare Officer whose details can be accessed via the club notice board or website. Alternatively you can contact the Lead Safeguarding Officer at Rounders England, whose details are available at www.roundersengland.co.uk

2.7 Players Code of Practice

Players of Clubs or Teams should endeavour to follow these rules whilst taking part in training sessions, taster sessions, matches and other group activities. It is understood that there will be consequences for those who behave in an unacceptable manner, which could include temporary or even permanent bans from the club.

Players participating in Rounders should:

- Show a friendly and welcoming attitude and be respectful toward all other participants, coaches and officials
- Respect the decisions made by the umpire at all times
- Listen to the coach at all times and respect the rules they put in place
- Act in a way that is safe for yourself and others around you, follow any safety rules as directed by your coach
- Always respect the equipment that you use and use it in a safe and controlled manner
- Never use rude or abusive language and never fight or show abusive behaviour
- Never abuse any other individual in any way, and do not act disagreeably towards anyone or make any comments concerning an individual's race, gender, age, religion, disability, sexual orientation, social background and/or culture
- Report any bullying or unacceptable behaviour to the coach if witnessed
- Wear suitable kit as indicated by the weather and your coach and wear correct footwear in accordance with the Rounders England rules
- Ensure that you keep up to date with the rules of Rounders
- Smoking, drinking or drug use is not allowed
- Show team spirit and try to lift your teams moral if you are losing, stay positive throughout matches and training sessions
- Use team work and communicate with your team during matches and praise other players when they do well
- Players are encouraged to shake hands at the end of a match with the opposing team and be gracious in success and defeat
- Play fair and follow the rules, do not cheat
- Ensure that you are familiar with the social media guidance policy
- Take responsibility for your own actions
- Always have fun!

Club or Team members have the right to:

- Enjoy Rounders without the fear of being discriminated against or mistreated
- Enjoy Rounders without undue pressure
- Be included in sessions and regarded as equals by coach/organisers and players

- Seek advice and speak to coach or organisers if they feel they have a problem of any nature

This code is in place to ensure the safety of both the individual signing up to the code and anyone they come in to contact with. If at any time you have any concerns regarding the safety of any individual, in particular children and young people you should contact your Welfare Officer whose details can be accessed via the club notice board or website. Alternatively you can contact the Lead Safeguarding Officer at Rounders England, whose details are available at www.roundersengland.co.uk

Any misdemeanours and breach of this code of practice will be dealt with immediately by the club coach/organiser or umpire in a way that they see fit; this could include temporary bans from training and/or games and removal of privileges. Where deemed appropriate advice should be taken from the Welfare Officer and/or the Rounders England Lead Safeguarding Officer and if there are persistent concerns or breaches it may result in club or team member being asked to leave the club permanently.

I confirm I have read and understood the above and agree to abide by its content			
Player Name (Capitals):			
Signed:		Dated:	

2.8 Volunteers Code of Practice

All volunteers within Rounders are expected to adhere to these following guidelines. Volunteers are expected to uphold these professional standards of behaviour whilst they are representing Rounders England. Any complaints against volunteers will be fully investigated and any volunteer who is found to have acted against this code will be dealt with in a serious manner with consequences, which could include temporary or permanent bans, being put in place to protect the welfare of children and young people at their team or club.

Volunteers are expected to:

- Be punctual and dress appropriately for all activities
- Ensure safety and supervision of all participants especially children and young people
- Consider the needs of all participants when volunteering and ensure all activities are appropriate for the participants
- Treat everyone equally and do not discriminate
- Never make any negative comments or actions towards an individual or group regarding their race, gender, age, religion, disability, sexual orientation, social background or culture
- Promote the positive aspects of the sport, such as fair play
- Work with the coach or lead organiser to ensure that any bullying or poor behaviour is acted upon and efforts are made to reduce any further occurrences
- Report any concerns that you may have about any individual to the Welfare Officer or coach
- Have access to a telephone for immediate contact to emergency services if required
- Hold the required qualifications and levels of insurance needed to deliver activities where appropriate
- Applaud participants effort as well as success, in particular during games involving young players
- Ensure all activities are FUN

This code is in place to ensure the safety of both the individual signing up to the code and anyone they come in to contact with. If at any time you have any concerns regarding the safety of any individual, in particular children and young people you should contact your Welfare Officer whose details can be accessed via the club notice board or website. Alternatively you can contact the Lead Safeguarding Officer at Rounders England, whose details are available at www.roundersengland.co.uk

I confirm I have read and understood the above and agree to abide by its content

Volunteers Name (Capitals):

Signed:		Dated:	
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Appendix 3: Use of Photography and Imagery Policy

When considering using images of young people, for example on the web, in the media or in publications:

- Ask for parental permission to use the young person's image and confirm where it will be used. This ensures that they are aware of the way the image is to be used to represent the sport;
- Ask for the young person's permission to use his/her image and confirm where it will be used. This ensures that he/she is aware of the way the image is to be used to represent the sport;
- If the young person is named, avoid using his/her photograph;
- If a photograph is used, avoid naming the young person;
- Only use images of young people in appropriate dress, to reduce the risk of inappropriate use, and to provide positive images of the young people;
- Encourage the reporting of inappropriate use of images of young people.
- If you are concerned, report your concerns to a Club Official or the Welfare Officer.

Rounders England Guidelines for Photography and Filming at Rounders England organised Events

If you are asking the press or a professional photographer to a competition or event, it is important to ensure they are clear about expectations of them in relation to child protection and the welfare of young people.

- Ensure that each person wishing to take photographs/film at an event completes an Event Registration Form (Template Seven);
- Provide a clear brief about what is considered appropriate, in terms of content and behaviour
- Issue the photographer with identification which must be worn and visible at all times;
- Inform young people and their parents that a photographer will be at the event and ensure that you receive their consent to both the taking and publication of films or photographs;
- Unsupervised access to young people or one-to-one photographs/filming sessions at the event should not be permitted;
- Do not approve photographic sessions outside the event. If parents or other spectators are intending to photograph or video the event, they should be made aware of your expectations:
- Spectators should be asked to register at the event, if they wish to use photographic equipment (Template Seven);
- Young people and parents should be informed that if they have concerns they can report these to the event organiser;
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or Club Official and recorded in the same manner as any child protection concern.

Public Information

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

'In line with the recommendation in Rounders England Child Protection Policy and Procedures, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff before carrying out any such photography. The event organisers reserve the right to decline entry to any person unable to meet or abide by the organiser's conditions.'

How to deal with someone who is using photographic or filming equipment who has not sought permission.

There will be occasions, from time to time, when someone you do not recognise will be taking photographs or filming participants and/or spectators at an event. If this situation arises, you should have the confidence and courage to challenge the individual/s to ensure and maintain the safety of the event. You should inform the event organiser or Club Official who will:

- Approach the individual;
- Challenge the individual as to who they are and why they are using photographic or filming equipment without permission;
- Make them aware that they should have sought permission from the organisers to use their equipment and advise them of the protocol;
- Make them aware that if they are seen to be doing anything untoward, they will be reported to the Police.

Use of Video as a Coaching Aid

There is no intention to prevent Instructors/Coaches using video equipment as a legitimate coaching aid. However, participants and their parents should be aware that this is part of the coaching programme and photos and video footage will be stored securely. The parents and young people must provide written consent¹ for the use of photography and video analysis.

Appendix 4: Transporting, Drop off and Collection of Young People Procedures

Transport, Collection and drop off procedures

Transport Procedure

When adult members of the club transport children the CWO should oversee the arrangements made.

Please follow this next list to ensure that transportation is kept to the required standards:

- There should be a risk assessment completed before any transportation in undertaken, this should include ensuring that the vehicle is fully insured and that the driver has the correct licensing paperwork;
- Ensure seatbelts are working and are always used;
- It is recommended that children always occupy the back seat;
- Written consent must be gained from parents to ensure that they acknowledge the travel;
- Before travel, an agreed collection and drop off point and time should be agreed. The driver should ensure that someone else is aware of the travel plans and estimated travel times, including the CWO where possible and it is recommended that records are kept of all travel arrangements;
- Try to ensure that there is more than one adult present during trips and that there is a sufficient adult to child ratio.

Drop off and collection procedure

It is the responsibility of all parents and carers to ensure that the young person in their care is dropped off and collected at the correct time, in the designated area.

It is the clubs responsibility to ensure that all parents and carers are formally informed in writing of the timetables of sessions or matches that their child can attend, and have an agreed drop off and collection time and place to begin and end each of these sessions. Any changes in class timetables should also be communicated in writing. They should also collect parental consent from the parent or carer to show that the child has permission to be at the session and can take part in all the activities that take place.

For all sessions the following should be taken into consideration by both coaches and parent/carers:

- Age of children
- Location of session
- Are there any disabled participants or any participants with access or learning problems
- The type of activity to be undertaken
- The time of the activity

Late collection procedure

It is the responsibility of parents/carers to transport their child to and from the activity, except where specific transport has been arranged by Rounders England.

Parents/carers should have a contact number for the coach therefore if there are any issues, they can contact the coach to make other arrangements for their child's collection. The coach should also have the parents/carers contact details, as well as a secondary contact that can be used in emergencies and this should be available at all training sessions or matches in case of any issues that may arise.

If a child is not collected on time the coach should:

- Attempt to contact the child's parent/carer
- If no reply they should contact the secondary emergency contact
- Wait at the location of the session and ensure there is another adult present

A coach should never:

- Wait alone with a child
- Take them home
- Send the child home with another adult, unless there is parental consent

Appendix 5: Social Media Policy (Abridged Version)

Social Networking & Social Media Policy and Guidance

Please note that this document should be used alongside the CPSU Briefing document: [‘Sample online safety and social media policy’](#)

In addition, the following [CPSU sample guide](#) highlights key areas of importance when children are the subjects of social media in sport.

Interactive social media technology has revolutionised the way that people connect and interact. Facebook, Twitter, Linked In, blogs, instant messaging and photo and video exchange sites are increasingly popular, and provide an opportunity for Rounders England to communicate and connect with existing and potential customers.

Social media is a dynamic, constantly evolving form of communication that allows people to take part in online communities, generate content and share information with others. Users can now access interactive services across a multitude of services and devices, such as mobile phones, personal digital assistants (PDAs), game consoles and personal computers.

Social media is often referred to as digital media and can be used to reinforce existing relationships and to ‘spread the word’.

However the use of social networking sites also introduces a range of potential risks including safeguarding, brand representation, public relations, loss of content control and more. It is important that businesses using social media try to balance the benefits of creativity, spontaneity and immediacy with the potential risks.

This guidance focuses on the use of social networking media and provides a simple checklist to ensure that Rounders England adopts a consistent, responsible and safe approach to this form of marketing and communication.

3. Managing Content on Your Network/Page/Profile:

1. Ensure that you have read and are familiar with the CPSU Briefing document [‘Sample online safety and social media policy’](#)
2. When you’re promoting your sports web page/profile, do not target children who are likely to be under the minimum requirement age for the social networking service – which is usually 13 years (check this with the service provider).
3. Do not accept ‘friend’ requests if you are unfamiliar with or are not sure about a request, especially from underage children. You may wish to check a user profile before accepting them. Remember: IF IN DOUBT DON’T.
4. Never ask users to divulge any personal details - including home and email addresses, schools or mobile numbers.

5. Think before you post – think about the target audience you are trying to communicate with, avoid sharing personal information, think about how your message could be shared with third parties, safeguarding and so forth.
6. All other Rounders England policies still apply and should be considered when using social networking e.g. images and photography policy, data protection and so forth.
7. Social networking sites are active 24 hours per day, 7 days per week and publish comments in real time. Where you are able to control the content you publish, the content posted by the general public is out of your control. You therefore need to monitor any comments that are in some way linked to you or Rounders England, by regularly checking your page/profile.
8. If content has been published that you are unsatisfied with you have a few options:
 - Reply to the posting and try to deal with the situation. This may involve agreeing a statement with your manager and/or asking the person to contact you through non-public means e.g. email, phone call, face to face. DO NOT get into negative dialogue on a public platform.
 - Talk to the Welfare Officer and/or the Rounders England Lead Safeguarding Officer for advice.
 - Report the content to the organisation responsible for the social networking platform (the service provider) and ask them to act accordingly.

Appendix 6: Anti-Bullying Policy

Rounders England Anti bullying policy

Statement of intent

Rounders England are committed to providing a safe environment for all young people and adult participants that take part in Rounders games, training sessions, taster sessions and tournaments and aim to create a friendly environment where people may participate without fear of bullying. If bullying were to occur during any session's participants should feel able to approach coaching staff or organisers to appropriately resolve the situation. Information on procedures in place by Rounders England can also be outlined in their full welfare policy.

Bullying defined

Adults can bully young people, and it can also occur that the bully may be a young person. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. Nancy Duin defined bullying as 'repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons' (Bullying, a Survival Guide, produced by BBC Education).

Bullying may occur in many forms and involves a person or a group of people intimidating or harming another individual or discriminating against them and unfortunately the competitive nature of sport can make it the ideal environment for bullying to occur.

These forms include:

Emotional bullying, this includes ignoring, acting unfriendly or unwelcoming towards another, threatening another or tormenting. In Rounders emotional bullying could manifest itself in a team setting whereby a player is not included in general team discussions.

Physical bullying, use of violence or causing physical harm to another in any way for example a player throwing a Rounders ball at another players head.

Discrimination, due to race, age, gender, sexual orientation or ability levels of the individual

Sexual, making sexually abusive comments to another or making unwanted physical contact with another

Verbal bullying, includes name calling, spreading rumours and teasing, this could manifest itself in a Rounders team setting.

Cyber bullying, occurs online through the use of the internet via email, social networking sites and chat rooms and can involve the use of video footage, photos, text and phone calls

It is important to also recognise that bullying is not always child-child, adults can also be bullies:

- A parent who pushes too hard;
- A Coach who adopts a 'win-at-all-costs' philosophy;
- A participant who intimidates inappropriately;
- A Club Official who places unfair pressure on a person;
- A spectator who shouts abuse.

How do I know if I have been bullied?

If you have been bullied you will usually feel very unhappy or may feel like you are being left out or treated badly by other people. You may also feel humiliated, which means feeling ashamed or embarrassed and it could be because of something someone has said or done to you.

Why is it important to respond to bullying?

Bullying is painful and often emotionally harming for the victim and no individual deserves to be treated in this way, all participants in Rounders deserve to be treated with respect. A happy training and playing environment can encourage performance and participation within Rounders and therefore the elimination of bullying within a group can increase the enjoyment for all involved.

Policy objectives

1. For all coaches to be aware of the anti-bullying policy and to be able to put actions and procedure into place to remove and discourage bullying during sessions.
2. For all event organisers and coaches to be aware of the signs of bullying.
3. For all parents, young people and participants to be aware of the anti-bullying policy that is in place and understand where to get help or who to approach if they feel that themselves or someone they know needs it.
4. To remove bullying from training sessions by following set procedures and having set rules and consequences in place to combat bullying.

Indications of bullying

Although this following list is not conclusive or exhaustive, these following actions and signs if shown by an individual could be recognized as symptoms of bullying and it would be recommended that the responsible adult take investigative action to ensure that there are no problems.

- Fear of large or unknown groups of people
- Fear of travelling with team or being unaccompanied with other group members
- Significant change of routine or personal habits
- Unwilling to go to school or attending club training sessions, playing truant
- Showing signs of low self-confidence and anxiousness
- Crying
- Experiencing nightmares
- Attempts or threatens to run away from situations
- Has missing or damaged possessions

- Shows signs of unexplained injuries
- Behaviour becomes aggressive disruptive or unreasonable
- Begins to show signs of bullying themselves

Procedures/ Actions against Bullying

Speak to the victim and the bully separately to gain a true understanding of the situation and do not act unless sure of behaviour.

Always inform parents or carers of both bully(ies) and victim and involve school if there are school club links after speaking with the parents. The Club Welfare Officer will be made aware of the situation given their experience and knowledge.

Support the victim throughout the oncoming weeks and make extra effort to ensure they are involved in group activities.

Ensure that the bully apologises to the victim and is sufficiently disciplined, could include club suspension or removal from fun activities during the session or small time outs dependent on the severity of the bullying, and ensure the consequence matches the action.

Throughout this time any coach or responsible adult involved would be encouraged to create a written record of any actions taken.

Outcomes

There should be a reconciliation of both parties during the oncoming weeks and the situation should be monitored by both parents and coaches. The bully should know that there will be further consequences should anything of a similar nature happen again.

Prevention

All clubs should have action plans in place to ensure that bullying does not occur at any times during sessions.

The clubs child welfare officer and/or coach should ensure that all players and parents have read and understood the codes of conducts for parents, coaches and young people and are aware of where they can access this document if they need help or advice. All players and parents should also be aware of who their child welfare officer is and have contact details for this individual.

A coach should also implement rules and procedures, with clear consequences for bad behaviour that are followed through to create a disciplined but enjoyable playing environment for all that are involved.

When making a group clear on what the rules of the club are coaches should also discuss the issues of bullying and explain that bullying will not be tolerated within the club, there are education tools that are available for coaches to use during sessions with young people to outline basic rules.

Useful Contacts

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org
help@nspcc.org.uk

ChildLine Wales CPSUwales@nspcc.org.uk



I will always play Rounders with...

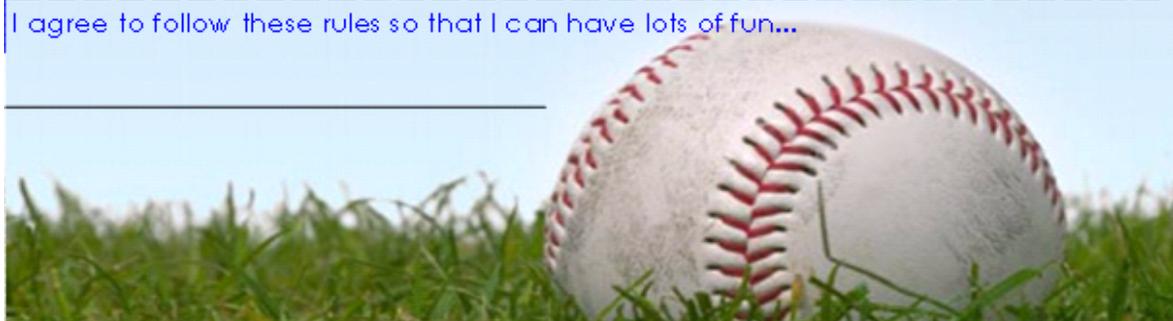
- I should **R**emain calm and tell the coach if I'm upset
- I will never **E**ngage in bullying or fighting
- I must act **S**afely
- I will always **P**lay fair and never cheat
- I should treat **E**verybody the same
- I will follow the **C**oaches rules at all times
- I will treat my **T**eam with kindness



So that I can have lots of...

- Always **F**eel happy
- U**nderstand that I'm valued as a player
- Gain lots of **N**ew friends

I agree to follow these rules so that I can have lots of fun...



Appendix 8: Definitions of Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. An example of signs of physical abuse at a Rounders session could be that the coach notices a young person consistently wearing long sleeved clothes in hot weather when the other participants are wearing T-shirts and shorts.

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. An example of this is if a child fails to attend a session following cyber bullying. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. 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.

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, it may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment) for example having pumps instead of trainers or football boots for an outdoor session.
- protect a child from physical or emotional harm or danger
- ensure adequate supervision (including the use of inadequate care givers)
- ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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.

County Lines: As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child Criminal Exploitation: As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Appendix 9: Action after Abuse is reported

Action

- Rounders England Lead Safeguarding Officer and/or one or more members of Rounders England Child Protection Case Management Group, will make the decision on how the allegation is to be dealt with e.g. internally by Rounders England Child Protection Case Management Group, externally as a matter for Children's Social Care Services and/or the Police or referral back to the Welfare Officer.

- Alleged poor practice, poor practice with wider implications or alleged child abuse possible outcomes:
 - No case to answer;
 - Complaint resolved with agreement between parties;
 - Training/mentoring agreed;
 - More significant concerns emerged (refer back to Rounders England Child Protection Case Management Group).
 - Child protection investigation;
 - Criminal investigation/proceedings;
 - Investigation upon disciplinary proceedings – including possible temporary suspension of person accused.
 - Inform the Local Authority Designated Officer.
 - refer information about individuals who may pose a risk to children and vulnerable adults to the ISA

- Rounders England investigation will be pending the outcome of the Children's Social Care Services or Police investigation.

- A decision will also be made with regard to suspending the individual concerned, pending the outcome of the internal or external enquiry;

- A Child Protection Disciplinary Hearing, which will include a Chair and two other members, with a designated Secretary in attendance. There is no time limit to the submissions of allegations or incidents of a child protection nature.

Appendix 10: Roles & Responsibilities of the Lead Safeguarding Officer / WO

Role and Responsibilities – National Lead Safeguarding Officer

Knowledge	Skills	Tasks
<ul style="list-style-type: none"> • Understanding of the legislation, government guidance and national framework for child protection • Understanding of the role and responsibilities of statutory agencies and Local Safeguarding Children Boards • Understanding of the planning processes - children 'in need' - child protection enquiries/investigations • Understanding of the types of behaviour which is harmful to children - thresholds of 'poor practice' - 'abusive behaviour' • Understanding of Rounders England's role and responsibilities • Understanding of Rounders England's policy and procedures related to child protection • Understanding of the core values and principles of working with children • Understanding of equality and diversity issues and child protection Understand how abusers target and groom organisations in order to abuse children • Understand and demonstrate best practice in prevention 	<ul style="list-style-type: none"> • Child-focused approach • Administration and systems (records) management • Ability to promote and demonstrate anti-discriminatory practice • Advice and support provision - all levels within the organisation • Communication skills • Ability to develop and produce national level guidance and resources • Influencing skills and ability to work with conflict and with emotionally distressing matters 	<ul style="list-style-type: none"> • Lead role in development and establishment of Rounders England's approach to safeguarding children and young people • Key role in within Rounders England's management • Management of cases of poor practice/abuse reported to the organisation - including records system • Management of referrals to Children's Social Care Services and Police • Central point of contact for internal and external individuals/agencies • Represent Rounders England at external meetings related to child protection • Co-ordinate dissemination of policy, procedures and resources throughout the organisation • Provide advice and support to Welfare officers • Advise on Rounders England's child protection training needs and development of its training strategy • Maintain confidentiality regarding cases • Lead role in maintaining and reviewing Rounders England's Child Protection Implementation Plan

		<ul style="list-style-type: none"> • Ensure "standards" are met • Keep up to date with own knowledge and skills
<p>Training & Support</p>		
<p>The National Lead Safeguarding Officer will be provided with support and training and has attended:</p> <ul style="list-style-type: none"> • UK Coaching's Safeguarding & Protecting Children workshop • CPSU Time to Listen workshop • CRD Risk assessment workshop <p>The National Lead Safeguarding Officer has also been provided with a range of resources that explain the roles and responsibilities of agencies outside of the sport including:</p> <ul style="list-style-type: none"> • Working Together to Safeguard Children • What to do if you're worried a child is being abused <p>The National Safeguarding Officer will be asked to liaise with their Local Safeguarding Children Board to keep abreast of current information.</p>		

Role and Responsibilities – Welfare Officer

Knowledge	Skills	Tasks
<ul style="list-style-type: none"> • Understanding of the legislation, government guidance and national framework for child protection • Understanding of the role and responsibilities of statutory agencies and Local Safeguarding Children Boards • Local arrangements for managing child protection and reporting procedures • Understanding of the types of behaviour which is harmful to children • Understanding of Rounders England's role and responsibilities to safeguard the welfare of children and young people - boundaries of the Welfare Officer role • Understanding of Rounders England's policy and procedures related to child protection • Understanding of the core values and principles of working with children • Understanding of equality and diversity issues and child protection • Understand how abusers target and groom organisations in order to abuse children • Understand and demonstrate best practice in prevention 	<ul style="list-style-type: none"> • Child-focused approach • Administration and systems (records) management • Advice and support provision • Communication skills • Ability to promote Rounders England's policy, procedures and resources • Ability to provide information about local resources 	<ul style="list-style-type: none"> • Assist Rounders England to fulfil its responsibilities to safeguard children and young people at club level • Assist Rounders England to implement its child protection plan at team level • The first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified • Be the first point of contact with the National Child Protection Officer • Implement Rounders England's reporting and recording procedures • Maintain contact details for local Children's Social Care Services, Police and know how to obtain LSCB guidelines • Promote Rounders England's best practice guidance/code of practice within the club • Sit on the team's management committee • Promote and ensure adherence to the organisation's child protection training plan • Promote and ensure confidentiality is maintained • Promote anti-discriminatory practice

Appendix 11: Information sharing advice for safeguarding practitioners (CPSU document)

Why is information sharing guidance important? Because child protection and safeguarding involves sensitive information that directly affects the welfare of children and young people.

To keep these children safe, information needs to be shared appropriately so that decisions can be made to protect them.

However, clear boundaries around information sharing are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it.

What information to share

Whenever a sports organisation receives information that raises concerns about a child or children, decisions need to be made about information sharing. This could include:

- concerns about a child received within or outside the sport
- concerns about a person in a position of trust, such as a coach – this could include information on a **Disclosure & Barring Service (DBS) check**
- concerns about a member of a sports club
- concerns about a sports environment, such as an event location or hosting arrangements

Key principles for deciding what to share

The Government guidance, **Information sharing advice for safeguarding practitioners**, describes the '7 Golden Rules' of information sharing:

1. **Remember that the 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** if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. **Share with informed consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still

share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk.

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.
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.

Who to share information with

Part of the decision-making process will include consideration about who to share information with. This could include:

- **Statutory organisations** – the Police and/or Children's Services must be informed about child protection concerns; Designated Officers should be consulted where there are concerns about someone in a position of trust.
- **Disclosure & Barring Service** – must be informed of any concerns about someone in regulated activity 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 according to the principles below.

Template 1: Rounders England Application Form

Confidential

JOB APPLIED FOR:

BEFORE COMPLETING THIS FORM, PLEASE READ THE GUIDANCE NOTES 'APPLYING FOR A JOB'

1. PERSONAL DETAILS	
Surname	Initial Preferred Name
Address	Telephone Numbers
.....	Home
.....	Mobile
Post Code	Email address
Are you aged 16 or over and under 65	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. CURRENT OR MOST RECENT EMPLOYMENT	
Name of Employer	
Address	
.....	
Post Code	Telephone Number
Position Held	
Date Appointed	Notice Required
Salary/Wages	
Please give a brief description of the main duties of this post	
.....	
.....	
.....	
.....	

3. OTHER PREVIOUS EMPLOYMENT

Start with the most recent job. You should include all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You may be asked to explain any gaps.

Name of employer/organisation and full address	Job Title	Salary	From Month/ Year	To Month/ Year

We reserve the right to approach any of the previous employers listed in this section to confirm the details you have supplied.

4. EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications obtained. This should include any qualifications for which you are studying now. You may be required to prove you have obtained qualifications you have listed.

Secondary School/College/University/Institute	Qualifications and grades achieved

5. TRAINING AND MEMBERSHIPS

Please give details of any training you have had which you feel is relevant to the job you are applying for. Include any on-the-job training as well as formal training courses. There is no need to mention any courses listed in section 4.

Title of training programme/course and brief description	Date started/completed
Membership of Professional Associations	Dates

6. SUPPORTING STATEMENT

Please explain below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification.

Please continue on a separate sheet if necessary

leave blank

7. HEALTH

Do you require any adjustments to the interview process? Yes No

If yes please give details

Please give details of any disability – this information is to enable us to monitor diversity and is not part of the selection process

8. LEISURE PURSUITS

Give details of hobbies or interests, membership of any clubs or societies, voluntary work, etc.

9. OTHER DETAILS

Are you able to travel freely between locations?

Yes No

Do you have a current driving licence?

Yes No

Do you need a work permit to work in the UK?

Yes No

If yes, when does your current work permit expire?

What is your National Insurance Number?

--	--	--	--	--	--	--	--	--	--

Are you related to any Rounders England employee or Board member of Rounders England?

Yes No

If you have answered yes to the last question, please give details.

10. REFERENCES

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives or people with whom you live) who have first-hand experience of you working with children/young people. If you have been in employment, one referee must be your present or most recent employer. We reserve the right to ask you for further referees if necessary. Open testimonials will not be accepted.

A REFEREE DETAILS

Name _____
Position in organisation
(if applicable) _____
Address _____

Postcode _____
Email _____
Telephone number _____
Name by which known to your referee(s) if different from now _____

B REFEREE DETAILS

Name _____
Position in organisation
(if applicable) _____
Address _____

Postcode _____
Email _____
Telephone number _____

References may be requested prior to interview, for those candidates shortlisted.
When applying for a position which involves working with children, referees will be asked to comment specifically on this.

May we contact your **referees** if you are shortlisted? **A** - Yes No
B - Yes No

If you have indicated NO above, please note that references will be required if you are the preferred candidate after interview.

11. CRIMINAL CONVICTIONS

If my role requires me to have regular contact with young people, I understand that Rounders England will ask me to apply for a Criminal Record Bureau Disclosure at the appropriate level in accordance with section 115 of the Police Act 1997. I confirm that I will provide the information requested on a questionnaire if I am offered employment with Rounders England.

Signed **Date**

12. DECLARATION

I declare that I have read and understood the contents of the leaflet '**Applying for a Job**'

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue, or inaccurate, then Rounders England shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I will not approach any Board member or employee of Rounders England in order to advance my appointment, as I understand this will disqualify me from consideration, other than if the advertisement invites me to contact a named individual.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.

Signature **Date**

Print Name:

Please return your completed application form, equality monitoring form and medical questionnaire either by post or email to the address below.

Template 2: Rounders England Self-Disclosure Form

Private and Confidential

For roles involving contact with children (under 18 year olds).

Which type of course are you attending?

What is the date of the course:

___ / ___ / ___

At what venue will the course run: _____

Rounders England is committed to its Safeguarding responsibilities. Please complete this form in full, in blue or black ink. **We cannot accept electronic copies of this form so ensure that a handwritten copy is returned to the Rounders England office** in a sealed envelope marked **'Private and confidential: for the attention of the Safeguarding Officer'** to the address below: Rounders England, PO Box 4458, Sheffield, S20 9DP.

All information will be treated as confidential and managed in accordance with relevant data protection legislation and General Data Protection Regulation (GDPR) guidance. For further information on the Data Protection Act 2018 please go to:

<https://www.gov.uk/data-protection/the-data-protection-act>

For further information on GDPR please visit

<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

Rounders England is committed to respecting your privacy. Our privacy notice explains how we may use personal information that we collect before, during and after your membership with us or in the cases of a non-member during your interaction or communications with us. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

It can be viewed at: <https://www.roundersengland.co.uk/privacy-policy/>

Part One

<i>For completion by the individual::</i>	
Name:	
Address:	
Postcode: (must be completed)	
Telephone/Mobile No:	
Email address:	
Date of Birth:	
Gender:	Male / Female

Part Two**NOTE:**

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

<i>For completion by the individual::</i>	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>
Confirmation of Declaration (tick all box below) (must be completed)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature:	
Print name:	
Date:	

Template 3: Rounders England Reference Form

Name:

Has applied for a position with Rounders England and this post involves substantial regular access to young people. As an organisation committed to the welfare and protection of children and young people, Rounders England are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. YES NO

If you have answered YES we will contact you in confidence.

Signed:

Date:

Print name:

Position:

Organisation:

Please comment on this person's skills and experience of working with children and young people in the space below:

Please rate the applicant in the following areas:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Energy					
Trustworthiness					
Reliability					

Template 4a: Rounders England's Guidance on Dealing with a Disclosure from a child

STAFF WILL:

- listen carefully to the child and believe what they are saying;
- not promise confidentiality, as information may need to be passed on so the child and family can receive additional support;
- only ask for clarification if something is unclear and will not ask 'leading' questions;
- report disclosure to the designated safeguarding lead as soon as possible, certainly by the end of the working day;
- only discuss the issue with colleagues that need to know about it; and
- will write up the disclosure and pass it to the designated safeguarding lead. It is likely they will have a discussion with the DSL prior to this.

QUESTIONS THAT CAN BE ASKED TO CLARIFY YOUR REPORT TO ROUNDERS ENGLAND; SOCIAL CARE AND THE POLICE AS NECESSARY:

- WHAT HAPPENED?
- WHERE DID IT HAPPEN?
- WHEN DID IT HAPPEN?
- WHO WAS PRESENT WHEN IT HAPPENED?
- HAS IT HAPPENED BEFORE?
- WHAT HAPPENED IMMEDIATELY AFTER THE INCIDENT?
- WHAT HAPPENED BEFOREHAND?
- DID ANYONE SAY ANYTHING DURING THE INCIDENT?
- HAVE YOU TOLD ANYONE ELSE?
- IT IS OK TO STATE WHY YOU ARE CONCERNED BY THIS DISCLOSURE BUT NOT TO GIVE PERSONAL OPINION

'Leading' questions will often mean that a disclosure cannot be used as evidence against a perpetrator so please be aware of what this terminology means.

A leading question is a question which subtly prompts the respondent to answer in a particular way. Leading questions are generally undesirable as they result in false or slanted information. For example:

Do you have problems in your relationship with dad? Did dad hurt you?

This question prompts the person to question their relationship with their father. In a subtle way it raises the prospect that there are problems and possibly that they may be the perpetrator of abuse

Tell me about your relationship with your family members.

This question does not seek any judgment and there is less implication that there might be something wrong with the relationship.

Template 4b: Rounders England Incident Report Form

Child / Young Person's Details	
First Name:	Surname:
Parents/Carer's name(s):	
Home address:	
Postcode: <input type="text"/>	
Telephone number: <input type="text"/>	
Date of Birth <input type="text"/>	Age <input type="text"/> <input type="text"/>
Male <input type="checkbox"/>	Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Other (please tell us more) _____
Is your gender identity the same as the sex you were assigned at birth? Yes / No	
Ethnic Origin _____	
Your Details	
First Name:	Surname:
Position: Club:	
Home address:	
Postcode: <input type="text"/>	
Telephone number: <input type="text"/>	
Incident Details	
Date <input type="text"/>	and time of incident: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 24hr
Incident Details	
Please provide details of the incident or concerns you have, including:	
Date Time Venue:	
Please detail exactly what was said, if your concerns are the result of a child speaking to you, include date, time and venue:	

Have you spoken to the parents? Yes/ No* If yes please provide details of what was said:	
Witnesses to the incident Yes/ No* If yes please provide contact details:	
Any other relevant Information:	
Have you spoken to the child? Yes/ No* If yes please provide details of what was said:	
<p>Before speaking to the person the allegations are being made against, please speak with either your Welfare Officer or the Rounders England Lead/Deputy Lead Safeguarding Officer.</p> <p>If you do speak to the person the allegations are being made against, please provide details of what was said:</p>	
Please provide details of further action taken to date:	
Please continue onto a separate sheet if necessary.	
Have you informed the statutory authorities? Please provide the name of the person and his/her contact number:	
Children's' Social Care Services	Yes/ No* Date _____ Time _____
Police Officer	Yes/ No* Date _____ Time _____
Your signature:	Print name:
Date:	Time:
Please return to:	
Rounders England Lead Safeguarding Officer	
Rounders England, PO Box 4458, Sheffield, S20 9DP	
E: enquiries@roundersengland.co.uk	

Template 5: Rounders England Parental Consent Form

To be completed for all children and young people taking part in Rounders sessions, training and matches.

Name of Club:	
Child's First Name:	Child's Surname:
Parents/Carer's name(s):	
Home address:	
Postcode:	<input type="text"/>
Telephone number:	<input type="text"/>
Date of Birth	<input type="text"/> Age <input type="text"/> <input type="text"/>
Male <input type="checkbox"/>	Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Other (please tell us more) _____
Is your gender identity the same as the sex you were assigned at birth? Yes / No	
Ethnic Origin _____	
Details of activity (dates/times/season/location):	
Emergency Contact Information	
Emergency contact name:	
Emergency contact number:	
Alternative contact name:	
Alternative contact number:	
My child's Doctor's name and contact number:	

Medical Information

Does your child experience any conditions requiring medical treatment and/or medication?

Yes/ No* If yes please provide details:

Does your child have any allergies? Yes/ No* If yes please provide details:

Does your child have any specific dietary requirements? Yes/ No* If yes please provide details:

Please provide any further information you feel is necessary:

- I have received comprehensive details of the above activity and am aware of Rounders England's Safeguarding Policy
- I consent to my child taking part in the activities detailed.
- I agree to be at the drop-off/pick-up point at the agreed time.
- I confirm to the best of my knowledge that my child does not knowingly suffer from any medical condition other than those detailed above.
- I consent to my child receiving emergency medical treatment which in the opinion of a qualified medical practitioner may be necessary.

Parent/Carer's signature:

Print name:

Date:

This form or a copy of **MUST** be taken by the person in charge of the activity

Template 6: Rounders England Consent Form – Photography and Filming

I give permission for _____ (Club/Team/League Name) to use the photographs and video footage, and any reproductions or adaptations of the photographs and video footage for all general purposes in relation to _____ (Club/Team/League Name) work. This may include, without limitation, the right to use them in any publicity materials, books, newspapers and magazine articles, and social media (e.g. Facebook/Twitter/Instagram) including distribution & publicising by our approved partners or other nationally recognised sporting bodies (e.g. Sport England).

_____ (Club/Team/League Name) will, at all times, safeguard my child's identity from the public (including name / address/ age) where photographs or videos/ other media exists.

Where permission is expressly granted by an adult for the purpose of reproducing adult photographs or video then permission will be sought to publish part or all of the subject's name and location. Exclusion includes those designated as vulnerable adults.

ON BEHALF OF A CHILD:

I consent to the use of my child's (.....)(child's name) photograph as stated above.

Please print in BLOCK CAPITALS:

Name of parent / guardian

Signed:

Date.....

ADULT CONSENT:

I consent to the use of photographs as stated above.

Please print in BLOCK CAPITALS:

Name

Signed:

Date.....

Template 7: Rounders England Session/Event Registration Form

This form should be completed by anyone taking photographs or recording images at a Rounders session/event		
Name:		
Address:		
Postcode:	<input type="text"/>	
Telephone number:	<input type="text"/>	
E-mail address:		
Event:	Venue:	
Date/s:	<input type="text"/>	
I wish to take photographs or record images at this event. I agree to abide by the Event Organisers' guidelines and confirm that the photographs or recorded images will only be used appropriately.		
Signed:		
Print name:		
Date(s)	<input type="text"/>	<input type="text"/>
<input type="text"/>		

Please complete and return to the Event Organiser.
Rounders England, PO Box 4458, Sheffield, S20 2DP
E: enquiries@roundersengland.co.uk