



SAFEGUARDING POLICY

COBHAM COBRAS BASKETBALL CLUB

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Safeguarding Culture Statement

Cobham Cobras Basketball Club is committed to creating and maintaining a safe, supportive and inclusive environment where children and young people can participate in sport free from harm, abuse, neglect or exploitation.

Safeguarding is the responsibility of everyone involved in the Club. All staff, coaches, volunteers, players, parents and individuals associated with Cobham Cobras Basketball Club are expected to promote a culture where the welfare of children and young people is the highest priority.

The Club adopts a zero-tolerance approach to behaviour that places children or young people at risk, including breaches of safeguarding procedures, professional boundaries, or conduct that undermines the safety and wellbeing of participants.

Failure to comply with safeguarding responsibilities may result in disciplinary action, removal from club activities, suspension or referral to safeguarding authorities.

Zero Tolerance to Violence

Cobham Cobras Basketball Club maintains a zero-tolerance policy to all forms of violence.

This applies to all individuals associated with the Club or participating in Club activities, including:

- Children and players
- Staff, coaches, and volunteers
- Officials and referees
- Parents and guardians
- Spectators

Any violent behaviour, whether physical, verbal, or online, will not be tolerated.

Incidents will be addressed immediately and may result in suspension, removal from club activities, or referral to relevant authorities.

Core Safeguarding Principles

All sporting organisations that make provision for children must ensure:

- The welfare of the child is paramount
- All children have the right to protection from abuse
- All suspicions and allegations will be taken seriously
- All staff and volunteers have a duty to report concerns

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Child Protection Policy Statement

Cobham Cobras Basketball Club has a duty of care to safeguard all children involved in the Club.

All children have the right to protection and the needs of vulnerable children must be considered.

A child is defined as a person under the age of 18 (Children Act 1989).

Scope of the Policy

This policy applies to:

- Company owners and directors
- Administrative staff
- Coaches and assistant coaches
- Volunteers
- Players and participants
- Parents and guardians
- Spectators
- Contractors and service providers
- Anyone participating in Cobham Cobras Basketball Club activities

All individuals share responsibility for safeguarding children.

Policy Aims

- Provide safe participation in sport
- Enable staff and volunteers to respond appropriately to safeguarding concerns

Promoting Good Practice

Child abuse can occur in many environments including home, school and sport.

- Coaches and volunteers may be important in identifying safeguarding concerns.
- Sport can also support the wellbeing and self-esteem of young people.

Good Practice Guidelines

Good practice includes:

- Working in open environments
- Treating young people equally
- Always putting the welfare of the child first
- Building trust and positive relationships
- Ensuring appropriate supervision
- Maintaining professional boundaries
- Keeping accurate injury records
- Obtaining parental consent where necessary

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Safeguarding Duties and Professional Boundaries

Staff and volunteers must adhere to the following:

Private Contact

Staff must not have private one-to-one contact with players under 18 outside official club activities.

Transport

Staff must not transport under-18 club members in their own vehicles.

Social media

Staff must not follow or accept social media requests from under-18 club members.

Exceptional Circumstances

Exceptions may only occur where:

- Parental consent is obtained
- The Welfare Officer approves
- A risk assessment is completed
- Valid vehicle insurance exists (if transport involved)

Digital Communication and Messaging

Staff must not send private direct messages to under-18 players via personal platforms.

- Group messaging must include parents and/or Club Welfare Officer where players are under 18.
- Any private online contact attempts must be reported to the Welfare Officer.

One-to-One Coaching and Private Training

- One-to-one sessions must occur in open and observable environments.
- Parents must be aware and provide consent.
- Any private coaching provided to club members must be notified to the Welfare Officer in advance.
- Failure to do so may be treated as a safeguarding breach.

Practices to be Avoided

Unless unavoidable:

- Spending excessive time alone with children
- Transporting children

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Late Collection Procedure

Parents are responsible for collection.

If a child is not collected:

- Attempt contact with parents
- Two adults should remain where possible
- Child must not be left alone
- Staff must not transport child home

All incidents must be recorded.

Incident Reporting

- All safety concerns, safeguarding concerns and incidents must be reported.
- There are no insignificant incidents.
- All incidents must be reported to the Welfare Officer immediately or within 24 hours.
- An incident form must be completed for each incident.

Failure to Report

- Failure to report incidents may be treated as a serious safeguarding breach.

Recruitment, Volunteering and Employment

All staff and volunteers must undergo appropriate checks.

Requirement

- Right to Work verification (where applicable)
- Minimum of two references
- Identity verification
- DBS All staff must hold an enhanced DBS check through the Disclosure and Barring Service
 - DBS certificates must be registered with the DBS Update Service. If not registered, a new DBS must be provided within 24 months and registered with the Update Service.
- Staff and volunteers must complete a Self-Declaration Form (SG1 or SG2)

Disclosure of Changes

Staff must inform the Club of:

- Criminal convictions
- Police cautions
- Safeguarding investigations
- Significant health changes
- Changes to external employment with children

Training Requirements

The following must be completed every 12 months:

- Safeguarding training
- First Aid training (where relevant)
- Prevent training

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Certificates must be sent to the Welfare Officer for record keeping.

Responding to Allegations

All safeguarding concerns must be reported to the Welfare Officer.

Investigations may involve police, social services or governing bodies such as Basketball England.

- Staff and volunteers to have an understanding of the Club's Child Protection Policy and Reporting Procedures
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.

Confidentiality

Information will be shared only on a need-to-know basis and stored securely.

Use of photographic/filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and vulnerable sportspeople. All concerns should be reported to the Club Welfare Officer.

Photography and video recordings may be used as a legitimate **coaching aid** or to document **club activities** such as training sessions, matches, and events. Performers and their parents/carers should be aware that such recordings are part of the coaching programme and should be stored safely or deleted when no longer needed.

Photography and Video Consent

As part of its activities, Cobham Cobras Basketball Club may take photographs or video recordings of participants. These images or recordings will always be used responsibly, ensuring they are appropriate, safe, and respectful.

Primary purposes include:

- Capturing club-related activities, training sessions, matches, and events
- Marketing and promotion through the Club's website, social media, and promotional materials

Safeguarding Measures

The Club will ensure:

- Images and videos are stored securely, with access limited to authorised personnel
- Individuals are not identified by full name alongside their image unless additional consent is obtained
- Images are only used in contexts that reflect positively on the Club and its members
- Privacy and preferences of members are respected at all times

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Guidance for Parents, Members, and Spectators

- Be mindful when sharing photos or videos of other Club members, especially children, on social media or other platforms
- Not all parents consent to their children's images being shared publicly
- Always check with parents/guardians or members before posting images/videos
- Preferably, social media profiles should be set to private and not accessible to the wider public

Legal Compliance

In line with UK GDPR and the Data Protection Act 2018, explicit consent is required to take and use photographs or video recordings of Club members.

Responding to allegations or suspicions

It is not the responsibility of anyone working in Cobham Cobras Basketball Club, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Cobham Cobras Basketball Club assures all staff/volunteers that it will fully support and protect anyone who in good faith reports their concerns in regard to any colleague/ club members' conduct and behaviour.

Where there is a complaint against a member of staff there may be an investigation:

- Safeguarding referral to MASH (and/or LADO if appropriate)
- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation. The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action

Concerns about poor practice:

If, following consideration, the allegation is clearly about poor practice, the Club Welfare Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by the Club Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the Cobham Cobras Basketball Club who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings or dismissal.

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Concerns about suspected abuse:

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Club Welfare Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

- The Club Welfare Officer will refer the allegation to the social services department which may involve the police or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The Club Welfare Officer will deal with any media enquiries.
- If the Club Welfare Officer is the subject of the suspicion/allegation, the report must be made to another Club's Senior member of staff who will refer the allegation to social services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only.

This includes the following people:

- The Club Welfare Officer
- The parents of the person who is alleged to have been at risk
- The person making the allegation
- Social services/police/LADO
- The Basketball England Regional Development Manager
- The subject of the allegation (and parents if the subject is a child). Seek social services advice on who should approach the subject of the allegation.
- Information should be stored in a secure place with limited access to designated people, in line with data protection laws (eg that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension

The Cobham Cobras Basketball Club Welfare Officer will make an immediate decision about whether any individual accused of abuse should be suspended temporarily or permanently pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the Cobham Cobras Basketball Club 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, the Cobham Cobras Basketball Club must reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child/ren should remain of paramount importance throughout.

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Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

- Allegations of abuse may be made some time after the event (eg by an adult who was abused as a child or by a member of staff who is still currently working with children).
- Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person.
- Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Concerns outside the immediate sporting environment (eg a parent or carer):

- Report your concerns to the Club Welfare Officer, who should contact social services or the police as soon as possible.
See 4. below for the information social services or the police will need.
- If the Club Welfare Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social services and the Club Welfare Officer will decide how to involve the parents/carers.
- The Club Welfare Officer should also report the incident to Basketball England to ascertain whether or not the person/(s) involved in the incident, play a role in Junior Basketball outside of the Club and act accordingly.
- Maintain confidentiality on a need to know basis only.

Information for social services or the police about suspected abuse:

- To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:
 - The child's name, age and date of birth of the child.
 - The child's home address and telephone number.





- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded. If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.

Record Keeping

Safeguarding records must include:

- Child's name and age
- Nature of concern
- Date and time
- Witnesses
- Action taken

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Declaration

On behalf of Cobham Cobras Basketball Club we, the undersigned, will oversee the implementation of the Safeguarding Policy and take all necessary steps to ensure it is adhered to.

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|---|---------------------------------|
| | |
| Club Welfare Officer | Club Member |
| Signed: <u>H. Aleksandrova</u> | Signed: _____ |
| Name: Hristiyana Aleksandrova | Name: _____ |
| Position within the club: Welfare Officer | Position within the club: _____ |
| Date: _____ | Date: _____ |

The Club's Welfare Officer's Details are as below:

Name: Hristiyana Aleksandrova

Telephone: 07582836217

Email: welfareofficer@cobhamcobras.co.uk

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