



**British Sub Aqua Club  
Safeguarding policy for children and vulnerable adults in  
Snorkelling and Scuba Diving**

Approved by BSAC Council \_\_\_\_\_

Review date 31<sup>st</sup> December 2009

## **An introduction from the BSAC Chair**

The British Sub Aqua Club welcomes all to the sports of diving and snorkelling, the safety of everybody is always first in mind. We want all who participate in our sport to find it fun and enjoyable. Children and vulnerable adults have the right to be treated equally, and we aim to ensure that this always happens. We all have the responsibility to protect children and vulnerable adults from any harm. This policy sets out how we as an organisation seek to protect the safety of children and vulnerable adults. It is expected that every member will have an awareness of this policy and that all diving and snorkelling clubs will follow the policy and its guidance. All instructors working with children and vulnerable adults must be familiar with all aspects of this policy. If you have any doubts or queries in regards to the application of the policy you should contact the BSAC Safeguarding Officer at BSAC headquarters.

Dr Clare Peddie  
Chairman  
BSAC

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## ***Introduction***

This Policy complies with the “Child Protection in Sport Unit Standards for Safeguarding and Protecting Children in Sport”, to promote good practice and acceptable behaviour throughout the sport and to support and assist BSAC Clubmark accreditation process for Clubs.

**The terms “children and young persons” and “children” will be used interchangeably in the text to refer to those under 18 years of age. For the purposes of this policy, the legal definitions of “child or young person” and of “vulnerable adult” are adopted. (See [appendix 1](#))**

For the purposes of this document the term “vulnerable person” will be used in the text for child, young person and vulnerable adult.

In this document “Club” will be used to refer as appropriate to BSAC or a Branch of BSAC or a BSAC Centre

BSAC is committed to promoting the safeguarding of vulnerable persons in all snorkelling and scuba diving activities and in events that encourage others to take part in the sport and to expressing their views about matters which affect them.

Every member of each BSAC diving and snorkelling Club Branch or Centre should have the safety and security of other members and other people paramount in their actions and deeds. We have an additional responsibility to ensure that our sport is fair for all, and that it continues to be fun. It is essential that all members are aware of our rules, recommendations and Safe Diving practices. It is the responsibility of all adult members to ensure that vulnerable persons come to no harm or put themselves at higher risk. They may not be fully aware of all the risks they face or other deeds or actions that may cause them harm or upset.

All members of BSAC share a responsibility **for** children and vulnerable persons.

## ***BSAC Policy and Guidelines***

The BSAC Safeguarding Policy is the primary source of advice and guidance for all matters of child and vulnerable adult protection in our sport. All designated Safeguarding Officers should ensure they are fully familiar with the guidelines and hold an up to date copy (which can be accessed from BSAC Website at [www.bsac.com/safeguarding](http://www.bsac.com/safeguarding)).

## ***Policy Review***

This Policy and its accompanying appendices will be reviewed twice a year or as a result of any changes in guidance, needs, procedure, legislation or child protection.

## ***Distribution***

This policy is available for distribution to all BSAC members.

All BSAC staff instructors or coaches who have **significant contact** with children and vulnerable persons are required to comply with this policy.

## **Responsibility**

The Board of Directors of BSAC (its Council) has the ultimate responsibility for its organisation. Levels of responsibility throughout the organisation are set out in [appendices 8 – 10](#). Members all have a responsibility to ensure the safeguarding of all persons within BSAC, whether taking part in snorkelling and / or scuba diving. It is the responsibility of BSAC as an organisation to lead the strategic planning for safeguarding.

## **Awareness**

We should ensure that children and vulnerable persons are aware of their rights and that they have a means to report any concerns they may have. If a culture of a safe environment is created within the BSAC then a child or vulnerable person is more likely to talk to another person if they are feeling uncomfortable about a situation.

## **Good Practice Guidelines**

The very nature of the instructor/student relationship is one of power and influence. This should never be abused and is particularly true where children and vulnerable persons are being taught or supervised.

The attached appendices provide guidance and policy on best practice, and the relevant sections should be read and complied with by all appropriate persons.

## **Training**

All Safeguarding Officers (as defined in [Appendices 8 to 10](#)) and those in managerial positions should receive training. The minimum levels of awareness and training are shown in appendix 10.

All full time staff, and all volunteers who have significant contact with children and vulnerable persons must undergo an enhanced CRB (Criminal Records Bureau) check.

Significant contact is defined as:

- on a frequent basis (once a month or more),
- intensive basis (on 3 or more days in any one 30-day period)
- and/or overnight basis
- transporting children and vulnerable persons.

Procedures for recruiting and induction of new staff are set out in [Appendix 11](#) .

Instructors who are not directly members of the Club, or who are BSAC Direct members are subject to the same requirements as above. If such an instructor is training or diving, with access to vulnerable persons, in a Club of which they are not a member it is the Club's responsibility to check that he or she has met with the Safeguarding requirements as set out above and in the appendices. If the Club is in any doubt it should contact BSAC HQ to confirm that any required CRB checking has been successfully completed.

Training/diving/coaching should not proceed until the checks have been confirmed.

All actions in this respect should be recorded.

## **Abuse**

Abuse is defined as any harm caused to a child or vulnerable person vulnerable person. There are four main types of abuse.

- 1. Physical abuse**
- 2. Sexual abuse**
- 3. Emotional abuse**
- 4. Neglect**

[Appendix 13](#) sets out the types and the common signs of abuse.

## **Managing Reports of Abuse**

BSAC assures all members that it will fully support anyone who, in good faith, reports their concerns about abuse which may be occurring.

However, it should be noted that not all complaints of abuse are genuine. Unfounded can be made due to:

- A misinterpretation of actions OR
- A means of retribution against another person.

## **Children and vulnerable persons should be made aware that Abuse Is**

### ***Never their choice***

### ***Never their fault***

Abuse creates many confusing feelings and emotions, including feeling frightened, alone, confused, angry, unloved, guilty or ashamed. Often the victim may not realise that what is making him or her feel so bad is abuse. Or he or she may know that it is abuse and know that it is wrong, but feel that somehow it is their fault.

It is very important to remember that the abuse is ***not the victims' choice and is not their fault***, and they must be made aware of this fact.

They should be encouraged to tell someone and not to keep it to themselves.

See [Appendices 14 to 17](#) for advice and procedures on managing reports of abuse.

## **Information Sharing and confidentiality**

Under current legislation, child abuse information is routinely shared between Police and Children's Social Care agencies in order to prevent and detect crime of this nature. However it should be noted that the protection of the child or vulnerable person is of paramount importance and takes priority.

## **Recording**

Clubs should keep a record of all self-declarations and CRB checks that have been undertaken. These should be available for confirmation by parents/guardians when requested.

## **Support to Individuals Concerned**

Safeguarding can be a highly emotive issue. Consequently it is essential that all designated Safeguarding Officers have ready access to appropriate specialist advice, support and guidance. This support is available from BSAC head office. In the event of a need for support please contact the BSAC Safeguarding Officer.

## **Local Contacts**

Club Safeguarding Officers must maintain a list of local contacts (including police, social services etc.) for use in emergencies as a source of help, support and guidance.

## **National Contacts**

BSAC HQ has a listing of up to date National Contacts for relevant authorities (e.g. NSPCC) including out-of-hours services.

See [Appendix 24](#).

## List of Appendices:

1. Legal Definitions
2. Good Practice for Clubs.
3. Behavioral Standards for Children
4. Code of Practice for Parents and Carers
5. Transporting of Children
6. Practices to be Avoided
7. Responsibility of the various levels of Management
8. Role and Responsibility of the BSAC Safeguarding Officer
9. Role and Responsibility of the Club Safeguarding Officer
10. Minimum requirements for training and awareness for the various roles.
11. Procedure for the recruitment of Staff and Volunteers
12. Forms of Abuse and Signs
13. Abuse Reporting
14. Action in the Case of False Allegations
15. Reporting Guidelines including misconduct and volunteer status
16. Investigation Timescales
17. Disciplinary Jurisdiction
18. Procedure in Relation to Appeals and Escalation.
19. Advice for children
20. Advice if you are accused
21. BSAC Volunteer status
22. Photographic Policy
23. Tips from BSAC Members
24. Sources of Support and Information



## **APPENDIX 1 - Legal Definitions**

**For the purposes of this policy, the legal definitions are adopted.**

### **Definition of “child or young person”**

English law defines a child as a person under 16 years of age and a young person as a person of 16 years but under 18 years of age.

### **Definition of “vulnerable adult”**

Criminal Records Bureau (CRB) defines a vulnerable adult as a person aged 18 or over with a specific condition listed in the Exceptions Order (this also defines work that is eligible for CRB Higher Level Disclosure). Work that is eligible for Enhanced Disclosure includes “regularly caring for, training, supervising or being in sole charge of vulnerable adults.” To qualify, the vulnerable adult must:

**Receive** one of these types of service:

1. Accommodation and nursing or personal care in a care home;
2. Personal care, nursing or support to live independently in their own home;
3. Any services provided by an independent or NHS hospital, clinic or medical agency;
4. Social services care; or
5. Any services provided by an establishment catering for persons with learning difficulties.

**AND have** one of these conditions:

1. Learning or physical disability;
2. Physical or mental illness including addiction to alcohol or drugs; or
3. A reduction in physical or mental capacity.

**AND have** one of these disabilities:

1. Dependency upon others or requirement for assistance in the performance of basic physical functions;
2. Severe impairment in communicating; or
3. Impairment in ability to protect themselves from assault, abuse or neglect

## APPENDIX 2 - Good Practice For Clubs

Clubs should always follow “best practice” guidelines by doing so they will avoid any allegations of poor practice and to ensure the safety of all participants, Clubs are required to adopt the following good practice guidelines:

- Follow the BSAC Safeguarding Policy
- Publicise the policy to show the Club’s commitment to a safe environment and state this in your Club's constitution
- Publicise a Club statement showing the Club's commitment to child safety and safeguarding. The following is an example:

***"This Club has the safety and safeguarding of children and vulnerable adults, as a primary importance. We are committed to providing an environment where young people can learn and participate in a sport free from harassment and abuse. All those people working with children have a moral and social responsibility to safeguard and promote a child's safeguarding. This Club follows the BSAC Safeguarding Policy to ensure peace of mind for both children and adults".***

- Implement a policy of best practice procedures
- Publicise a statement of zero tolerance of bullying
- Establish procedures through which all complaints or concerns can be voiced and dealt with confidentially
- Local Authorities may have their own specific rules that are additional to the requirements of the legislation and therefore Clubs need to check the local situation to see how the Club could be affected by these rules
- No fewer than two adults must form the General Management of a Junior Club, one of whom must be a BSAC member and have had an enhanced CRB check completed
- Normal meeting times of the Junior Club must be made available to the Regional Coach. *This does not preclude the Club from arranging extra sessions as required*
- Contact details for parents/guardians of all junior members of a Club including names, addresses and telephone contacts must be available at the venue while the Club are meeting
- Keep an accident book and record all injuries however slight, with details of any treatment given
- Obtain written consent from the parent/guardian for the young person to participate in the sports. Obtain permission from parents to administer first aid treatment in the event of an accident
- Be aware of any medical conditions which may affect a junior or disabled diver and any medication they require. This information should be requested on registration to the branch and should be kept confidentially by the chosen allocated committee member within the branch
- Advise parents/guardians that they should be responsible for the care of their own child whilst that child is at the dive or training site. Under no circumstances should the Dive Manager accept responsibility for the care of children other than when the children are diving
- Where there are only two adults who have taken the responsibility for supervising junior divers, who themselves wish to dive during the same session, only one should dive at any one time. However, it is recommended that there are two adults fully available for supervising at all times

- It is recommended that the ratio of juniors to supervising adults never exceeds one to one. In the instance where a parent/guardian supervises their child, the responsibility for the care of that child remains with the parent/guardian
- A parent/guardian should always accompany their children if they are under the age of 6 years. Any parent/guardian who brings along children 6 years of age or under, who are not their own children, must be made aware that those children remain in their care
- Ensure that you are aware of arrangements for the arrival and departure of junior members. In the event of an emergency or delay in collecting their child, ensure parents/guardians provide the Club with emergency contact details
- Ensure at least two adults arrive for a session ahead of time to avoid children being left alone. Likewise do not depart until the last child has been collected
- Keep the parents/guardians informed about what the Club, instructors and volunteers are doing
- Advise parents/guardians that all adults with significant contact with children will go through a screening process, and show them the BSAC Safeguarding policy
- Operate an "open door" environment; such that all members feel able to be able to talk to officers and instructors in the Club
- Offer support to those who report concerns regarding suspicions of abuse or poor practice
- Designate a person to deal with child safeguarding issues
- The Safeguarding Officer should ensure there is a written procedure for contacting local social services departments and the police, together with any "out of hours" contacts and procedures. Ideally this person should meet the relevant contacts personally
- The Designated Officer should ensure that anyone with significant contact with children and vulnerable adults give their consent to having a criminal record check. The appropriate forms can be obtained from BSAC HQ.

### **APPENDIX 3 - Behavioural Standards for Children**

- We treat each other with respect and dignity at all times
- We respect others with different views. We don't dismiss them or expect them to change
- We never use bad language or words that may offend others
- We try not to cause offence to others
- We try to help people less able than ourselves at all times
- We want to be treated properly as children, not expected to be adults
- We don't tell lies about our skills or how we do in our diving courses.

## **APPENDIX 4 - Code of Practice for Parents and Carers**

- Encourage your child to learn BSAC Safe Diving
- Discourage arguing with Club officials and instructors
- Help your child to recognise progressive training and skills, not just results
- Never force your child to take part in scuba and snorkelling activities
- Publicly accept judgements of instructors and club officials
- Support your child's involvement and help them to enjoy their sport.

It is the responsibility of parents/guardians to bring children on time and pick them up promptly.

## **APPENDIX 5 - Transporting Of Children**

The issue of transporting children has become very sensitive for sports leaders, coaches, instructors and parents. Many sports would argue that their club could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to training and diving in a private car. BSAC takes guidance from the Child Protection in Sport Unit, which encourages club members not to take children on journeys alone in their car. This view has been taken as knowledge has grown of how those who wish to harm children may behave.

The vast majority of instructors and club members will help out through their genuine desire to see children or their particular sport develop.

Unfortunately a minority join a sports club to gain access to children and create an air of acceptability about their role, justifying their close contact with children.

There have in the past been many opportunities within the sport setting for those who wish to abuse children to isolate a particular child. Thankfully, Sports Governing Bodies are reducing this possibility in most coaching sessions but the issue of transport can still leave children vulnerable. Best practice is clearly to avoid transporting a child alone, but we recognise that in some circumstances it is an essential part of a child's participation in training and diving activities.

If all alternatives have been exhausted and an adult must transport a child, safety measures must be put in place to minimise the risk:

- The vehicle driver must have agreed to a CRB check being carried out, and this must have been completed
- Parents must be informed of the person who will be transporting their child, the reasons why and how long the journey will take
- A person other than the planned driver should talk to the child about transport arrangements, to check they are comfortable with the plans
- The driver must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses
- The driver should always attempt to have more than one child in the vehicle
- When transporting children after a diving or training session, instructors or Club members should alternate which child is dropped off last. Ideally, two children would be left off at an agreed point i.e. one of their family homes (This would reduce the risk of any one individual always being alone with the child.)
- When driving children to diving sites, the club must ensure that the parents have given written consent for this to take place and have agreed for a particular driver to take them
- The driver should have a point of contact and mobile phone in case of vehicle breakdown
- Children must wear seatbelts at all times. The driver is legally responsible to ensure that a child under 14 wears a seatbelt.

## **APPENDIX 6 - Practices to be avoided**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the child's parents/guardians or someone in charge in the Club. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up a child up at the end of session.

- Avoid being alone with children and remain in sight of others
- Inform other people of your actions and
- Never take children alone on car journeys, unless in an emergency and then consult the parents first
- Never take children to your home where they will be alone with you.

### **Practice never to be sanctioned**

The following should never be sanctioned. You should never:

- Strike a child
- Engage in rough, physical or sexually provocative games
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Use profane, insulting, harassing or otherwise offensive language
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or vulnerable adults that they can do for themselves
- Intrude into the private life of a child
- Invite or allow children to stay with you at your home unsupervised
- Spend an excessive amount of time alone with one junior member.

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents and the person involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

## **APPENDIX 7 - Responsibility of the various levels of Management**

Much delegated authority is vested in individual members of HQ staff. Members of HQ answer through team managers as appropriate to the Chief Executive.

**The BSAC Safeguarding Officer** is supported by a Safeguarding Case Management Group, to help decide -

- when cases should be referred to Police or Children's Social Care;
- when internal procedures may be applied; and
- what information is required to be shared.

There is also a Safeguarding Steering Group to supervise and recommend development of safeguarding policy across the BSAC.

**Regional Coaches** lead teams of Area Coaches, support Clubs of BSAC with Skill Development and Instructor Training events. Area Coaches also conduct visits to Clubs, when matters may be raised for reference to HQ or NDC and report back. Area Coaches report to the Regional Coach and Regional Coaches to the NDO for Coaching Team activities.

**BSAC Clubs** are usually territorial in their nature, comprising members living or working in the same geographic area. Some special Clubs are associated with places of work, educational institutions, BSAC Centres or military units. All are governed by a Club committee with byelaws consistent with the model published by BSAC. Within those byelaws, a Club is largely autonomous.

Clubs should appoint a **Club Safeguarding Officer** to support the recruitment, selection and induction of volunteers, to be the focal point for safeguarding concerns and to alert the BSAC Safeguarding Officer to any incident, allegation, complaint or whistle-blowing. The Club Safeguarding Officer will instigate, along with BSAC Safeguarding Officer, the CRB checks on Instructors involved in teaching children.



## **APPENDIX 8 - BSAC Safeguarding Officer**

### **Role and Responsibilities**

The BSAC Safeguarding Officer has responsibility for maintaining and promoting BSAC Policy for the Safeguarding of vulnerable people, undertaking training and consultation to ensure that the policy keeps pace with changes in legislation and best practice.

### **Role and Responsibilities**

- Take a lead role in ensuring there is a safeguarding policy in place that is mandatory for all staff, members and volunteers who have significant contact with vulnerable people.
- Review and update implementation plans to support the policy
- Take a lead role in managing and reviewing all Safeguarding policy and implementation plans
- Ensure that Clubs and event organisers are aware of the requirement for a designated person for safeguarding at all National events. (This person must be contactable at all times throughout the event. An appropriately trained person should accompany any trips that involve an overnight stay -this role may be taken on by one of the existing staff/volunteers)
- Be available to advise and support Clubs and Regional Coaching Teams in relation to safeguarding and safeguarding issues
- Ensure that all incidents are correctly managed and referred out in accordance with BSAC guidelines
- Take a strategic approach towards provision of BSAC child and vulnerable adult protection training courses
- Take a lead role in identification, support and monitoring of Safeguarding Officers or delegate to an appropriately qualified individual
- Identify and recommend on a regional basis individuals to deliver (following training) or attend National based courses for CPSU "Time to Listen" module or equivalent safeguarding officer training
- Ensure that BSAC procedures for recruitment of staff and volunteers are in place and all appropriate existing staff or volunteers, with significant access to children have up-to-date enhanced criminal records disclosures
- Establish National links with NSPCC, CCPR, and Sport England and represent the governing body at external safeguarding meetings
- Ensure access to national and local contact details for Children's social care, social services in the case of concerns regarding adults, the Police and local safeguarding children board
- Ensure that the safeguarding policies and procedures are well publicised among all staff, members, volunteers and parents
- Ensure that codes of conduct are in place any National events for staff and volunteers, young people and parents
- Advise Council and National Diving Committee on relevant National safeguarding issues
- Liaise with Safeguarding Case Management Group
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

### **Core skills**

- Knowledge of key legislation and government guidance on safeguarding
- Understanding of roles of safeguarding relevant agencies
- Ability to manage systems for administration and record maintenance
- Child-centred approach
- Communication skills
- Confidence in relation to referring cases externally
- Ability to ensure policy and procedures are effectively implemented
- Ability to influence key people and ensure ownership of policy and implementation plan across the governing body.

### **Training Requirements**

- Safeguarding Awareness (sports coach UK Safeguarding & Protecting Children workshops)
- Safeguarding in Sport "Time to Listen" training for designated persons for safeguarding in sport (Regional/National Level)
- Tutor training to deliver Safeguarding in Sport "Time to Listen" Club Level Module (if appropriate prior knowledge and experience)
- Appropriate Equity training.

## **APPENDIX 9 - The Club Safeguarding Officer**

### **Role and Responsibilities**

The Club Safeguarding Officer has the main responsibility for promoting an environment for safe access to an enjoyment of the sport and at the same time managing child and vulnerable adult protection issues within a BSAC Club. The role and responsibilities of the Club Safeguarding Officer are detailed below. Specific responsibilities in relation to allegations against members are detailed later in this policy.

### **The Club Safeguarding Officer will:**

- Implement and promote the BSAC Safeguarding Policy and procedures
- Know who the BSAC Safeguarding Officer is and how to contact them
- Report cases, concerns and action taken to the BSAC Safeguarding Officer
- Seek advice from NSPCC Helpline if BSAC Safeguarding Officer is unavailable
- Regularly report to the Club Committee on compliance, whilst maintaining confidentiality
- Act as the main contact within the Club with BSAC HQ for information relating to the protection of children and vulnerable adults
- Provide information and advice to Club members on the protection of children and vulnerable adults
- Promote good practice and support of procedures to protect children and vulnerable adults within the Club
- Communicate with members on issues of child and vulnerable adult protection
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults
- Follow the Procedures and Guidelines detailed in this publication in cases of incidents and maintain confidential records of reported cases and action taken and liaise with the statutory agencies and BSAC HQ to ensure they have access to all necessary information
- Attend training on the protection of children and vulnerable adults.
- Maintain and keep up to date a list of relevant local contact details for support agencies
- Identify any training needs for Club members and where appropriate organise such training
- Monitor and review the Safeguarding Policy and Procedures for their Club:

### **Core knowledge and Skills:**

- Have an understanding of the issues affecting children and vulnerable adults and the sensitive way in which they must be managed
- Be able to communicate the implications of protecting children and vulnerable adults to all members
- Be able to communicate with children and vulnerable adults
- Be supportive of the introduction of the BSAC Safeguarding of Vulnerable People Policy.
- Have an understanding and appreciation of the need to respect confidentiality
- Be able to follow procedures and recognise when to seek advice and not rely solely on their own judgement
- Be willing to challenge members who do not comply with the BSAC Safeguarding of Vulnerable People Policy.

**Training requirements:**

- Familiarise themselves with BSAC Safeguarding of the Vulnerable Policy and Procedures
- Attend training provided by sports coach UK Safeguarding & Protecting Children workshops.

## APPENDIX 10 - Training

### TRAINING

#### Minimum levels of awareness and training per Role

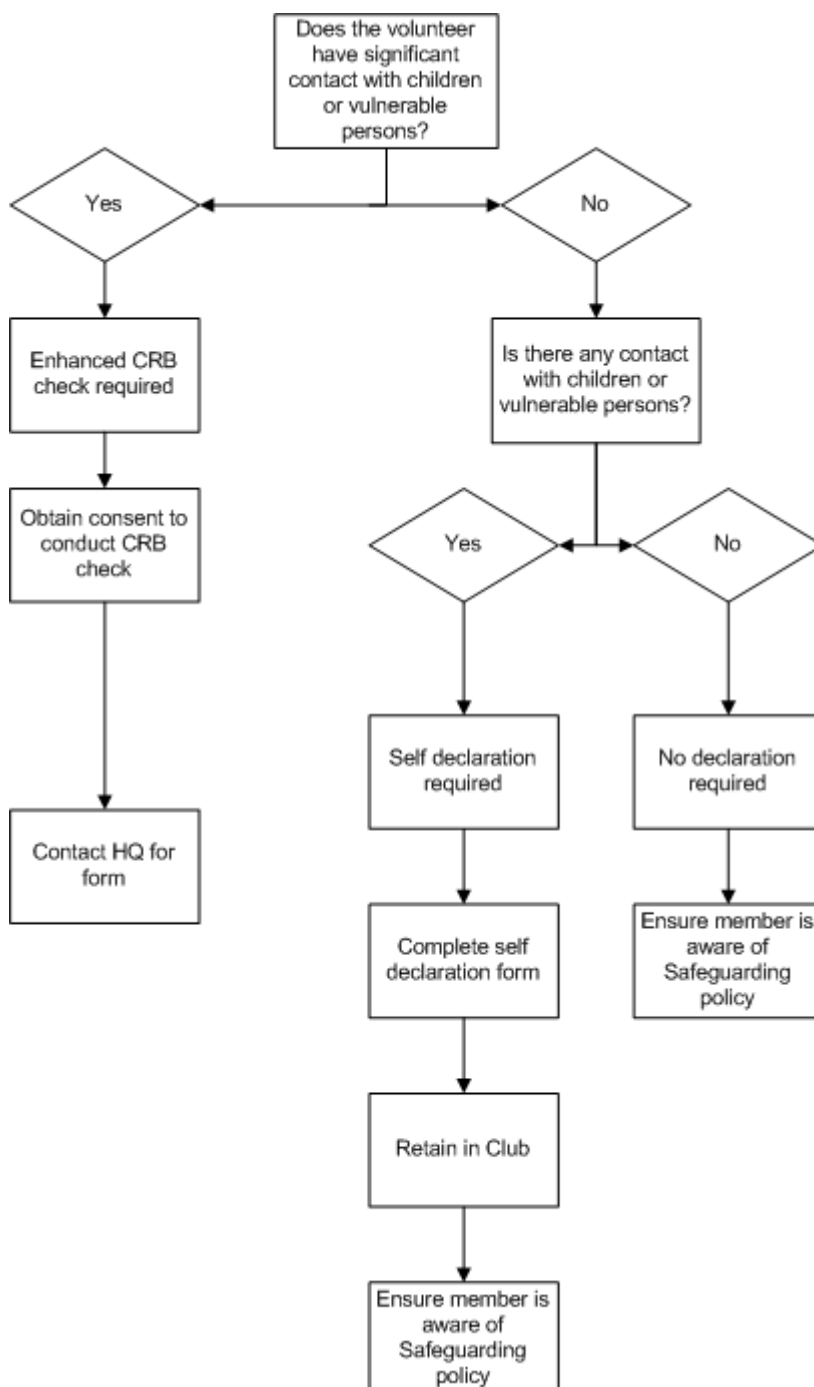
**CRB = Criminal Records Bureau**

Role	Read BSAC Safeguarding Policy	Read CPSU Standards for Safeguarding and Protecting Children in Sport	Undertaken Basic Awareness module in IFC or equivalent	Self-declaration	Enhanced CRB checked	Attend CPSU "Time to Listen" BWO course
BSAC Safeguarding Officer	√	√	√		√ every 3 years	Recommended
Club Safeguarding Officer	√	√	√		√	
Headquarters Instructors	√	√	√	Depends upon role	Depends upon role	Recommended
Club Instructor, Area & Regional Coach	√	√	√		√ every 3 years	
Diving Officer	√	√		√		
Club Committee NDC and Council Members	√	√	Recommended	√	If direct Child contact, etc √ every 3 years	
Club Members	√	Recommended	Recommended			

## APPENDIX 11 - Procedure for the recruitment of Staff and Volunteers (including Independent Safeguarding Authority (ISA)/CRB process)

The following procedures should be followed when recruiting new staff or volunteers who will become involved with working, training, diving or interacting with children.

Any new adult member or helper who will be significantly involved with vulnerable persons as an employee or volunteer must complete an application form. Any role, which involves being in contact with children, means exemption from the provisions of the Rehabilitation of Offenders Act 1974. Therefore all convictions, however old, must be declared, including "spent" convictions.



Obtain the volunteer's consent to criminal record checks being made with the appropriate agency.

- Contact the BSAC Safeguarding Officer for an application form relevant for the area in which the person resides i.e. England and Wales (CRB), Scotland (Disclosure Scotland), Northern Ireland (PECS)
- Ensure that the volunteer is made fully aware of their duties and responsibilities. Ensure that they understand and agree to comply with the BSAC Safeguarding Policy.

The CRB check is free of charge to BSAC volunteers and should be renewed every three years. The CRB and NSPCC definition of a volunteer is as follows:

A person who performs any activity which involves spending time, unpaid (except for travelling and other approved out of pocket expenses), doing something which aims to benefit someone (individual or groups) other than or in addition to close relatives. If a person receives a tax declarable payment for their services they cannot be classed as a volunteer. The reimbursement of normal out of pocket expenses would not be considered as payment and acceptable for the purposes of the volunteer definition. If a person is usually "employed" as a volunteer but receives a single payment for a specific activity undertaken separate to the voluntary work this would not affect their volunteer status.

### **CRB Checking Procedure**

1. CRB forms are requested from BSAC Safeguarding Officer via the Club Safeguarding Officer for any members of the club who need to have CRB check
2. This CRB check is only available for members, mainly instructors within the Club who are teaching children or vulnerable people and meet the significant contact definition
3. The Club Safeguarding Officer will evidence the members of the Club who complete the CRB form by means of identification as stipulated by CRB guidelines
4. The CRB form should be completed in accordance with the instructions issued with it
5. Queries on completion of the form should be directed to the BSAC Safeguarding Officer at BSAC HQ
6. Completed forms should be sent to the BSAC Safeguarding Officer at BSAC HQ
7. Once a week CRB forms are sent from BSAC Safeguarding Officer to the Criminal Records Bureau (or equivalents in Scotland and Northern Ireland)
8. The Criminal Records Bureau or equivalent national body completes the checking of the forms. A response is sent directly to the person who completed the form and a copy to the BSAC Safeguarding Officer at BSAC HQ
9. No forms are sent to the Club
10. Where there are no positive convictions on the form, a standard letter is issued to the Club contact to inform them that the CRB check has been completed successfully

11. Where there are positive convictions on the form a letter will be sent directly to the person who completed the CRB form. This letter asks the applicant to verify that the conviction listed on the CRB form is correct
12. Once the verification letter is returned to the BSAC Safeguarding Officer, a confidential discussion is held with the BSAC Safeguarding Case Management Group. The conviction is discussed; however the name of the applicant remains confidential to the Safeguarding Officer only
13. Once a decision is taken by this group, a letter will be sent to the applicant
14. If the person is deemed inappropriate to teach or do the role they were requesting the Club contact will be notified. A discussion, with BSAC Safeguarding Officer or if needed an interview, will be carried out with the person before this happens
15. The person will be given the right to appeal against the decision.

## ***Frequently asked questions***

### **Why have we put this policy in place?**

**All vulnerable persons have a right to protection.  
The welfare of them is paramount.**

Some people, who work or seek to work in sport in a paid or voluntary capacity, pose a risk to children and young people. In order to minimise the risks and to prevent abuse we must have safeguards in place. In addition we want to provide guidance to instructors, coaches and Clubs on best practices to be adopted to ensure the safety of vulnerable persons.

### **Do I need to have a CRB check if I don't have any involvement in training children?**

No you do not; CRB checks are only mandatory for all instructors and for members who have significant contact with children.

### **I have already had a CRB check at work, do I need another one?**

Yes, at the moment you need to have one for every organisation that you work or volunteer for if it is needed. This may change as the Independent Safeguarding Authority becomes active in 2010.

### **Do I need to go on any child protection training?**

No, this is not a requirement; however BSAC does highly recommend that all Safeguarding/Welfare officers in Clubs do attend such courses.

### **Why are we having CRB checks?**

The Government is introducing the Vetting and Barring Scheme, designed to prevent those who are known to pose a risk of harm to children or vulnerable adults from gaining access to them through their work. The scheme, to be operated under the Safeguarding Vulnerable Groups Act



2006, places new duties on employers and employees and is enforced through criminal law. Once the new scheme is introduced, all those seeking to work with children or vulnerable adults, in either a paid or unpaid capacity, will need to register with the Independent Safeguarding Authority before they enter the workforce. Employers, and those who manage the work of volunteers, must check that the individual is registered before he or she can start working with children.

Parents will also be able to check the registration status of people they employ to look after their children, including home tutors, sports coaches and nannies.

BSAC is preparing for this now by requiring all instructors and officers who have significant contact with children to undergo an enhanced CRB check.

For more information see [www.isa-gov.org.uk](http://www.isa-gov.org.uk).

**Can I provide training without my CRB check?**

Yes you can, but not to vulnerable persons. If you have applied for an enhanced CRB check you must wait until the clearance has returned.

**Do CRB checks need to be renewed?**

Yes every three years. BSAC HQ will maintain a record, but you also are responsible to ensure that this is renewed.

## **APPENDIX 12 - Forms of abuse and the signs (NSPCC)**

- Physical abuse: includes being hit, kicked, shaken or punched, or given harmful drugs or alcohol
- Emotional abuse: includes frequently being called names, being threatened or made to feel belittled. Sexual abuse: includes being touched by an adult or young person in a way the subject does not like, being forced to have sex, or being made to look at sexual pictures or videos. For some disabled children, it includes a person helping them to use the toilet touching them more than is needed
- Neglect: is when a child is not looked after properly, including having no place to stay, or not enough food to eat, or clothes to keep them warm. It also includes the child is not being given medical care or medication when they need it. For some disabled children, it could include their carer taking away the things they needed for everyday life - like their wheelchair or communication board - or not helping a disabled child who needs help using the toilet.

Bullying and domestic violence are also forms of abuse. Bullying includes hitting or threatening a child with violence, taking their things, calling them names or insulting them, making them do things they do not want to do, and deliberately humiliating or ignoring them.

A child may be experiencing abuse if he or she:

- Is frequently dirty, hungry or inadequately dressed
- Is left in unsafe situations or without medical attention
- Is constantly "put down", insulted, sworn at or humiliated
- Seems afraid of parents or carers
- Is severely bruised or injured
- Displays sexual behaviour which does not seem appropriate for their age
- Is growing up in a home where there is domestic violence
- Is living with parents or carers involved in serious drug or alcohol abuse
- Significant changes in behaviour.

This list does not cover every child abuse possibility. Other things in a child's behaviour or circumstances may indicate a potential issue. Abuse is always wrong and it is never the victim's fault.

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

It is not the responsibility of the coach or official to decide that the child is being abused but it is their responsibility to act upon their concerns.

Any individual who is concerned about the safeguarding of a child **MUST ACT!** It should not be assumed that somebody else will - it may be too late.

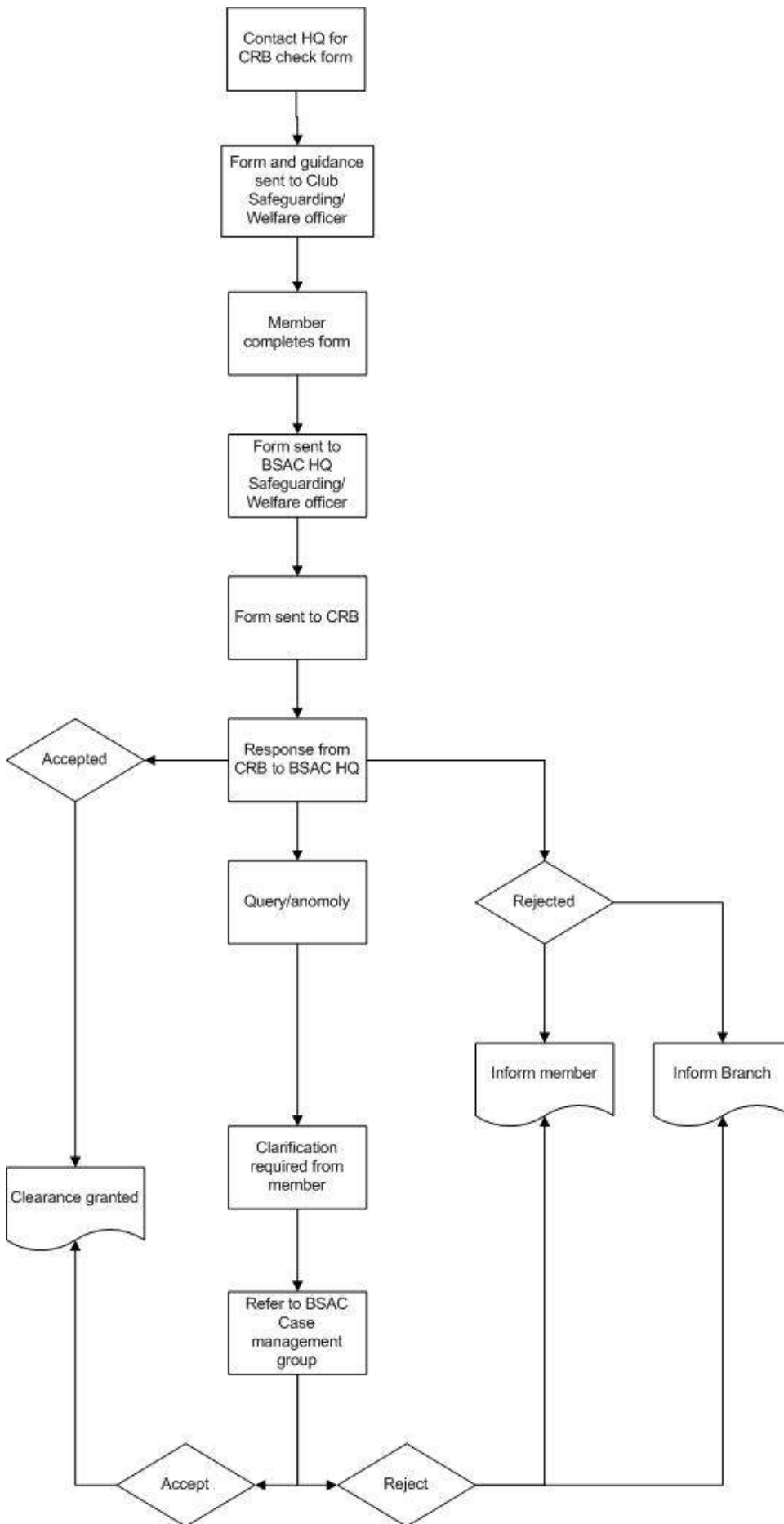
### ***Whistle Blowing***

1. This guidance is written for any person working for or representing the Club who is working with children, young people and vulnerable adults working in a range of circumstances and should be read in conjunction with all of this Policy

2. Members and Staff of the Club must accept and be aware of their individual responsibilities to bring matters of concern to the attention of a responsible person and/or of relevant agencies. Although this can be difficult this is particularly important where the welfare of children may be at risk
3. You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation; these feelings, however natural, must never result in a child, young person or vulnerable adult continuing to be at risk. Remember it is often the most vulnerable persons who are targeted. These people need someone like you to safeguard their welfare. Don't think "what if I'm wrong - think what if I'm right"
4. Reasons for whistle blowing
  - Every individual has a responsibility for raising concerns about unacceptable practice or behaviour
  - To prevent the problem worsening
  - To protect or reduce risks to others
  - To prevent becoming implicated yourself
5. What stops people from whistle blowing
  - Fear of getting it wrong
  - Fear of not being believed
  - Disrupting the work or project
  - Fear of repercussions or damaging careers
  - Disrupting the work or project
6. What happens next?
  - You will be given information on the nature and progress of any enquiries
  - Your Diving Officer, Safeguarding Officer and Committee have a responsibility to protect you from harassment or victimisation
  - No action will be taken against you if the concern proves to be unfounded and was raised in good faith
7. Self-reporting.

There may be occasions when a member has a personal difficulty, maybe a physical or mental problem, which they know to be impinging on their professional competence. Other members or staffs also have a responsibility to discuss such a situation with their Safeguarding Officer or line manager so professional and personal support can be offered to the member or member of staff concerned. Confidentiality cannot be guaranteed where personal difficulties raise concerns about the welfare of safety of children, young people and vulnerable adults
8. Further advice and support.

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from your Branch Safeguarding Officer, or the BSAC Safeguarding Officer at BSAC headquarters.



## **APPENDIX 13 - If a Person Reports Abuse to You?**

If someone discloses that they are being abused whether in the home or in the Club environment, then upon receiving the information you should react calmly.

If the person is a child then:

- Reassure the child that they were right to tell someone, that they are not to blame
- Take what the child says seriously
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said and do not ask about explicit details
- Reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments
- Make a full and written record of what has been said/heard as soon as possible and do not delay in passing on the information.

### **What Should You Do Next?**

It is not your responsibility to decide whether or not abuse has taken place, however you should pass on the information to an appropriate authority. The Club Safeguarding Officers are available for advice and assistance.

In a BSAC Club you should notify the Safeguarding Officers or pass your concerns directly to the BSAC Safeguarding Officer in BSAC HQ.

Ensure that all of the information has been documented and there is an Incident Report Form attached to this document to help you to remember all of the important points of information you may be asked about at a later time.

Severe and obvious cases of abuse should be reported directly to the local Children's Social Care Department in respect of adults, or to children's social care in the case of children, who will take responsibility for further actions.

The children's services have a statutory duty under The Children Acts 1989 and 2004 to make enquiries where a child is or may be at risk of significant harm. When a child protection referral is made, their staff have a legal responsibility to investigate. This may involve talking to the child and their family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. Clearly then concerns about children must not be taken lightly.

### **What Should You Do If You Have Concerns?**

- Talk to parents/carers about the concerns if you think that there might be an obvious explanation such as examination pressures
- Ensure that you record all information
- Keep a copy of all information recorded
- If the concerns involve the parents/carers then talk to the person in charge, Safeguarding Officer, Facilities Manager. Notify BSAC Safeguarding Officer or Regional Coach as appropriate
- If you are unsure call BSAC HQ OR NSPCC 24 hour Helpline 0808 800 5000.

## **Recording Information**

It is important that information about your concerns should be as helpful and accurate as possible. Such information may need to be passed to the children's or social services or the police, hence the necessity for making a detailed record. Information should include:

- The nature of the allegation outlining the type of abuse suspected
- A description of any injuries or bruising; simple descriptions in non-medical terms
- The injured party's account, if it can be given, of what has happened and how injuries may have occurred. Take care to listen and record what the victim says rather than your own interpretation of events
- Any times, dates or other relevant information
- A clear distinction of what is fact, opinion or hearsay
- The name of the person taking the information and details of any further action taken.

Reporting the matter to the police or social or children's services should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the children's services should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the children's services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed

All such information should be registered with BSAC HQ.

## **Confidentiality & information sharing**

### **Confidentiality**

All matters of indiscipline and possible misconduct are private to those involved. Any inquiry or investigation must be treated as completely confidential. These are not matters for discussion or speculation in a management committee or elsewhere. All records must be stored in a secure, locked place.

### **Matters to pass to authorities**

Any suspicion of Child Abuse should always be referred to the police or Children's Social Care.

The Club and BSAC Safeguarding Officer should be informed to ensure the proper routing for this information.

A significant instance of assault, theft of, or damage to property should always be reported to the police for their consideration before embarking on internal inquiries.

## **APPENDIX 14 - Action in case of Unfounded Accusations**

This section relates to all instructors or assistant instructors engaged in teaching BSAC snorkelling or scuba diver training programmes and to all dive leaders, Dive Managers and Diving Officers who take responsibility for others in the course of Club activities.

Following all good practices is the best way to avoid a misunderstanding, misinterpretation or situation that could give rise to any doubts.

Although this is a sensitive and difficult issue, abuse has occurred within other institutions and may equally occur in a Club Environment. All persons involved should be prepared to accept the concerns of others, to respond to them with compassion and to do everything possible to re-assure complainants of the safety of the children vulnerable people in their care.

It does happen that responsible members may have allegations made against them by students, parents/guardians or other club members. Such allegations should only be taken seriously if the accusers are prepared to be identified and to put their suspicions in writing.

It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

There may be circumstances where allegations arise from poor practice rather than abuse, but those responsible should always record the allegation and consult with senior colleagues such as Regional Coaches or BSAC HQ and gain advice from Social Services or the NSPCC if there is any doubt.

### **Actions to Take**

- If the allegation is clearly one about poor practice then the person in charge may deal with the matter or seek advice from the Regional Coach or directly from BSAC HQ
- Any suspicion that a child has been abused by a responsible member should be reported to the Safeguarding Officers or in their absence, the Diving Officer/person in charge who will take such steps as considered necessary to ensure the safety of the child in question and any other children who may be at risk

(This may involve the temporary suspension from similar activities of the responsible member – but in no way implies or infers any guilt. It is merely a way of removing all concerned from possibly awkward situations until a satisfactory investigation is completed)

- The person in charge should notify BSAC HQ who will then deal with any media enquiries
- Every effort should be made to ensure that confidentiality is maintained for all concerned
- If the person in charge is the subject of the suspicion then the Diving Resources Department at BSAC HQ must be informed directly and they will then be responsible for taking the action outlined above
- Ensure that all stages are written down accurately.

## **APPENDIX 15 - Reporting Guidelines**

Immediate managers (such as Dive Managers on-site) are authorised to suspend an individual from active participation if they consider circumstances dictate. Every occasion when this authority is exercised must be reported urgently to the Club Diving Officer or BSAC HQ as appropriate.

Where Safe Diving has been compromised, the relevant Diving Officer should be informed urgently for advice. A note of every relevant fact, conversation or allegation should be made with photographs taken if possible, in order to inform later consideration by the proper authority. The BSAC Incident Report Form may be a useful resource for any incident, not only a diving incident. It secures relevant information in a clear and structured fashion.

**However, the Child Protection incident form is mandatory whenever Child Protection is at issue.**



## **APPENDIX 16 - Investigation Timescales**

### **Stage One: Informal Resolution locally**

#### **Timescale: Immediate**

As an adult member of BSAC, when a child or young person has disclosed a complaint or concern to you, your first duty is to assess if it is appropriate for you to deal.

In general terms if it is of a minor nature and you feel able to address the concern, you should do so. Ideally, if circumstances enable, you should always consult your Club Safeguarding Officer before embarking on this course of action.

Remember that 'confidentiality' must be adopted whenever and wherever possible subject to the constraints outlined in the BSAC Safeguarding Policy.

Having successfully addressed the concern to the satisfaction of the child or young person, parent, guardian, carer or friend, you must inform your Club Safeguarding Officer of the circumstances and outcomes.

You should always inform the child's parent or guardian regarding the disclosure and resolution, as the matter which you have resolved may be one of a number of indicators to the parent or guardian that there are other concerns to be addressed. The task of informing the parents at this stage is best placed with the Club Safeguarding Officer.

If the complaint is 'more than' minor, for example, poor practice by an instructor or bullying, you should always seek intervention by the Club Safeguarding Officer. This person is trained to identify and assess levels of poor practice, abuse and importantly, access to advice or help.

The child or young person must be informed that you intend referring the matter to the Club Safeguarding Officer.

### **Stage Two: Resolution through Club Safeguarding Officer**

#### **Timescale: Within 7 days**

The primary role of the Club Safeguarding Officer will be one of resolution to the satisfaction of the child or young person, parent, guardian, carer or friend if possible.

The Club Safeguarding Officer may deal with such matters within his / her threshold for instance minor and Club rule infringements, poor practice and bullying. The Club Safeguarding Officer should at all times be mindful of the various areas of support he can access and which is offered within BSAC Vulnerable Persons Protection Policy.

The Club Safeguarding Officer must document the disclosure and the outcomes whilst observing confidentiality and secure storage of referral documentation.

### **Stage Three: Investigation and / or Dispute Resolution**

#### **Timescale: Within 7 days**

If the Club Safeguarding Officer defines the disclosure / complaint as 'more than' the Club Safeguarding Officer's intervention threshold [demands formal investigation and / or clear evidence of abuse or breach of Codes of Conduct] the Club Safeguarding Officer must refer the matter to the appropriate Regional Safeguarding Officer for investigation locally.

If deemed appropriate, the findings of the Regional Safeguarding Officer will be presented to the BSAC Safeguarding Officer.

**Stage Four: National Level**

**Timescales: without undue delay**

At national level and after consideration of all forms of resolution, the BSAC Safeguarding Officer who, in cases that reach the National threshold, will decide on the course of action, if necessary in consultation with the BSAC Case Management Group.

## **APPENDIX 17 - Disciplinary jurisdiction**

Normally, incidents are dealt with under the law applying where they occur. Exceptionally, should the authorities waive their interest or the incident falls to BSAC, one of its Regions or Clubs for resolution, this will not apply. Regions and Clubs shall apply the law of their territory. BSAC shall apply English Law, save where it relates to actions or decisions properly taken under other law.

### **Scope of this policy:**

The BSAC Disciplinary policy and process applies to incidents witnessed, allegations made by victims, complaint or whistle-blowing by third parties and also reported suspicion.

### **In any case of alleged or suspected child abuse**

If the Club Safeguarding Officer has any doubt about what to do they must consult the BSAC Safeguarding Officer before referring to children's social care or the police. The BSAC Safeguarding Officer will then seek the necessary advice. It is not the responsibility of Club members to enquire into or investigate child abuse. Referrals made in good faith will be looked into sensitively. In any case of alleged or suspected child abuse the BSAC National BSAC Safeguarding Officer must be informed of all the circumstances.

### **Process for complaints, appeals, etc.**

#### **Disciplinary panels**

Depending upon the gravity and potential consequences of an incident, it may be necessary to set up a properly constituted disciplinary panel. Panel members should clearly not be influenced by gossip or prejudice. Where it is clear that a case must be answered, whether it arises from incident or complaint, a panel of at least three persons shall be convened. Panel members must not be associated with either the persons or events concerned. It follows that they must not have been present at the time and place concerned. The panel should have a similarly independent clerk, to take notes of proceedings. To save time, panels may wish to take written evidence in advance and then hear different 'sides' only in the presence of the other.

It may be wise for office holders to avoid appointment to such panels, so that exercise of their office under the direction of the panel should not be compromised. (E.g. Diving Officer in connection with diving incident; Safeguarding Officer with safeguarding issue.)

Managers responsible for setting up such panels should act swiftly to identify and brief those appointed so that they may declare any interest and preserve their independence.

#### **Hearings**

A disciplinary hearing should follow this broad running order:

- Evidence from the complainant;
- Evidence gathered by inquiry (presented by the manager concerned);
- Challenge by person against whom allegation is made;
- Alleged offender's alternate evidence;
- Challenge by complainant and/or manager;
- Questions from the panel; and
- Opportunity for final questions.

Except in clarifying evidence as it is presented, members of the panel should generally keep their questions to the end. However, the Clerk to the panel may wish to clarify at any point, in order to keep an accurate record.

Both parties shall withdraw before the panel considers its decision, though they should remain close at hand should further clarification be needed. As soon as possible after the parties withdraw the Chair should ascertain that, in the absence of questions, other persons may leave and instruct the Clerk accordingly.

Decisions shall always be given in writing to all parties as soon as possible and reported to the relevant authority before being retained as minuted documents.

## **APPENDIX 18 - The Procedure In Relation To Appeals and Means of Escalation**

Appeal against a panel ruling (without fresh evidence) shall be made in writing to a further panel constituted at the level of governance above that whose ruling is contested. Where new evidence is produced, the original panel or its equivalent should re-open the case.

Only in the most extreme cases will evidence be taken orally a second time. Written evidence presented at the original hearing by all parties, a report from the chair of the original panel regarding verbal evidence given and enquiries made by the panel together with the notes of the Clerk may be examined by an appeal panel of three members not associated with the incident, complaint or hearing.

For further appeals and in exceptional cases, the BSAC Chief Executive shall appoint a board of adjudicators from whom a final appeal tribunal may be drawn. Disciplinary hearings before three adjudicators independent of the persons and organisational unit concerned will be provided with a clerk from HQ and deliver a final decision. Members of the board from which this tribunal is drawn are disqualified from membership of any other BSAC adjudication panel.

### **Disciplinary Sanctions**

Unless provided for in Club byelaws, it is not possible to impose a fine upon members and/or volunteers.

Members may be formally warned as to their future conduct, required to apologise to the person(s) affected and instructed to make restitution for the consequence(s) of their actions.

Beyond restoration of the status quo in this way, the most serious cases may lead to suspension from club activities and ultimately dismissal from the Club.

Where a member is to be dismissed from the Club, it is important that the Membership Manager at headquarters is consulted, so that advice may be given regarding the likely outcome of such action.

Volunteers who give their time and efforts to BSAC may be subject to "change of status" should they be found guilty of misconduct. This sanction must always carry a review or end date. It may not be left "open-ended". Similarly, a recommendation of training required and/or behavioural criteria to be satisfied in order to regain status should also be made.

It is permissible, in cases of alleged gross misconduct or during inquiries by police or other authority for one or more volunteers to have their status suspended and/or for members to be barred from attendance. However these sanctions must be removed as quickly as possible.

No speculation as to cause should be permitted when a member or volunteer is sanctioned. A brief non-specific (preferably agreed) statement is all that is necessary or appropriate.

## **APPENDIX 19 - Advice for children:**

If you think you are being abused, or have been in the past, it is really important to tell an adult you trust. This may not be easy. You may feel worried about what will happen if you do. Here are some other reasons why you may not want to tell anyone:

- The abuser may have told you to keep quiet and not to talk to anybody
- They may have threatened you about what might happen to you or your place in the club if you tell anyone
- They may have made threats about your friends or family
- They may have said "No one will believe you" or "No one will do anything if you tell"
- You may feel guilty that you did not stop the abuse happening
- The person may be someone who everyone in your club looks up to - perhaps including your parents
- You may not want to let your parents down
- You may even think the problem will go away if you ignore it.

Do not let any of these things stop you getting help. By telling someone, you can stop the abuse. You will also be helping to protect other children from the abuser.

**Tell an adult whom you trust.**

## **APPENDIX 20 - Advice if you are accused**

Following all good practices is the best way to avoid a misunderstanding, misinterpretation or situation that could give rise to any doubts.

You should not take any actions yourself to have the accusations retracted and you should await any actions by the club or authorities.

You may or may not be suspended from the club depending upon the accusation.

It is often a good idea to refrain from teaching until the investigation is completed.

If the police are involved they may tell you what you can and cannot do.

During investigation you may still continue to dive and you can contact BSAC HQ for specific advice on your case and activities allowed.

## **APPENDIX 21 - BSAC Active Volunteer Status**

BSAC Volunteer Active status is held by all members of the BSAC. Volunteers are any members participating in any process for the BSAC that are not employed. This document details the procedure to remove active status from a BSAC Volunteer.

For a member of the BSAC to retain Active Volunteer Status the member must agree to the following criteria:

1. To be a BSAC member
2. To comply with BSAC Instructor Guidelines detailed in the Diver Training Programme, Instructor notes and Standards for BSAC Courses
3. To adhere to the BSAC Safe Diving Practices
4. To adhere to BSAC Welfare of Vulnerable People – Procedures and Guidelines
5. To adhere to BSAC Rules and Regulations
6. To adhere to BSAC Expenses guidelines.

### **BSAC Provisional Volunteer Status**

A member may be placed on Provisional Volunteer Status for a period of time to monitor adherence to the Active Volunteer Status criteria. This status is normally only used for significant indiscretions or an identification of a need to improve standards and procedures. A member on Provisional Volunteer Status can normally continue to teach on BSAC courses, to act as Coach or to represent the BSAC in any role on any occasion. However, there may be specific defined areas of activity that require a mentor to be present when conducting these specific areas, or that the volunteer should not perform.

All members must hold either Active or Provisional Volunteer Status to be authorised to teach on BSAC courses, to act as a Coach or to represent the BSAC in any role on any occasion.
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### **BSAC Inactive Volunteer Status**

A member may be placed on Inactive Volunteer Status if serious, significant and substantiated allegations are made towards the volunteer of having failed to meet one or more of the Active Volunteer Status criteria.

A member may also be placed on Inactive Volunteer Status if they fail to co-operate with any investigation into allegations of contraventions of the Active Volunteer Status criteria.

A member may be placed on Inactive Volunteer Status if external agencies (e.g. Police; Social Services) request the BSAC to do so.

Any member placed on Inactive Volunteer Status is not authorised to represent the BSAC in any role or under any occasion until satisfactory conclusion of any investigation.

### **Exclusion from the BSAC**

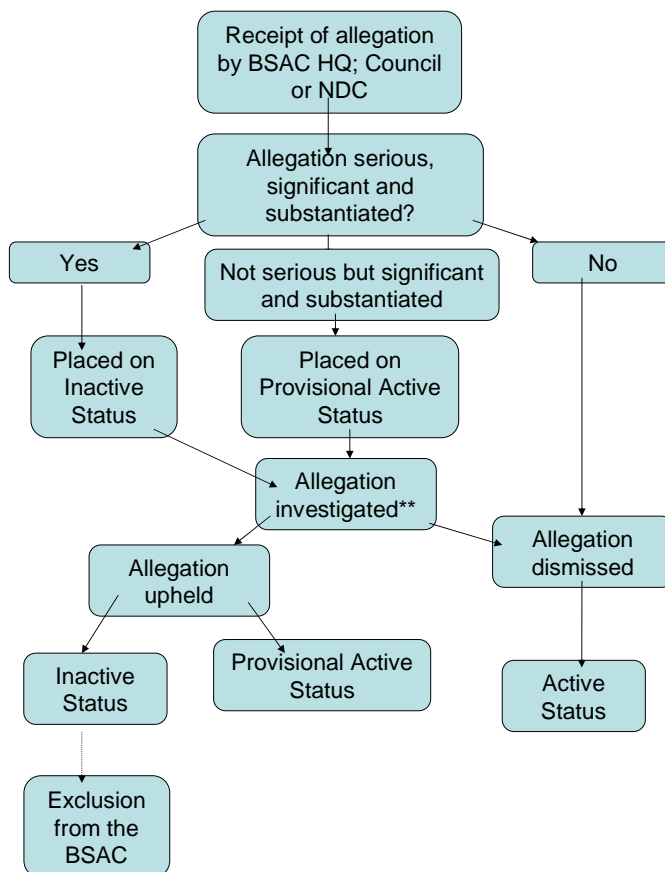
Any member found guilty of a serious contravention or repeated contraventions of the Active Volunteer Status criteria may be excluded from the BSAC through the member exclusion process detailed in the Rules of the BSAC.



## Change of BSAC Volunteer Status

BSAC Council or NDC sub-committee can make the decision to change volunteer status based on supported allegations, explicit evidence or substantiated information from other BSAC members or any external agencies.

The BSAC Council or the NDC Steering group (sub-committee of Council), as appropriate, will pursue this process. If warranted the BSAC Council reserve the right to inform the Police, HSE, Social Services and/or other Diving Organisations of the outcome of any investigations.



\*\*The investigation may be conducted by external bodies such as the Police, in which case the BSAC may not need to conduct an internal investigation and will act on the conclusions of such external investigations.

In the absence of any investigation external to the BSAC, the BSAC will conduct an internal investigation.

The internal investigation process should be as follows:

- 1.** The volunteer should be notified of the allegation under investigation through a formal written statement delivered by registered post. If considered appropriate a verbal communication can be made prior to the written statement. The statement should detail the allegation made, the disciplinary process and invite the volunteer to submit any supporting evidence to the investigation team by letter. The letter should also detail the status of the volunteer whilst the investigation is taking place and the BSAC activities the volunteer cannot

continue to perform; and those the volunteer can continue to perform but only with mentor support.

**2.** Evidence should be gathered by the BSAC Council or NDC sub-committee investigation team regarding the alleged contraventions of BSAS Active Volunteer Status.

**3.** A meeting of the BSAC Council or NDC sub-committee investigation team should then be held to discuss the reasons for change of status. The volunteer can attend this meeting and the investigative team must hear any evidence offered by the volunteer. The volunteer may request the attendance of a fellow volunteer for support. The decision of the investigation team regarding the future status of the volunteer should be communicated to the volunteer by letter.

**Right of Appeal:** Each volunteer who is subject to the disciplinary process shall have the right to appeal to the BSAC National Diving Officer or BSAC Chairman. This should be in the form of a formal written appeal stating the points of disagreement with the disciplinary process.

**Reinstatement of Status:** The Active Status of a volunteer may be reinstated by the BSAC Council or NDC sub-committee investigation team once the reason for change has been resolved. However, reinstatement of status would need to be confirmed by a written statement from the volunteer that he/she would not allow the breach of standards or procedures to reoccur.

### **Action in case of Unfounded Accusations**

This section relates to all instructors or assistant instructors engaged in teaching BSAC snorkelling or scuba diver training programmes and to all dive leaders, Dive Managers and Diving Officers who take responsibility for others in the course of Club activities.

Following all good practices is the best way to avoid a misunderstanding, misinterpretation or situation that could give rise to any doubts.

Although this is a sensitive and difficult issue, student abuse has occurred within other institutions and may equally occur in a Club Environment. We must be prepared to accept the concerns of others and to respond to them with compassion and do everything we can to re-assure them of the safety of the children in our care.

It does happen that responsible members may have allegations made against them by students, parents or other club members. Such allegations should only be taken seriously if the accusers are prepared to be identified and put their suspicions in writing.

It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

There may be circumstances where allegations arise from poor practice rather than abuse, but those responsible should always record the allegation and consult with senior colleagues such as Regional Coaches or BSAC HQ and gain advice from Social Services or the NSPCC if there is any doubt.

### **Actions to Take**

- If the allegation is clearly one about poor practice then the person in charge may deal with the matter or seek advice from the Regional Coach or directly from BSAC HQ.

- Any suspicion that a child has been abused by a responsible member should be reported to the Safeguarding Officers or in their absence, the Diving Officer/person in charge who will take such steps as considered necessary to ensure the safety of the child in question and any other children who may be at risk.

(This may involve the temporary suspension from similar activities of the responsible member – but in no way implies or infers any guilt. It is merely a way of removing all concerned from possibly awkward situations until a satisfactory investigation is completed.)

- The person in charge should notify BSAC HQ who will then deal with any media enquiries.
- Every effort should be made to ensure that confidentiality is maintained for all concerned.
- If the person in charge is the subject of the suspicion then the Technical Department at BSAC HQ must be informed directly and they will then be responsible for taking the action outlined above.
- Ensure that all stages are written down accurately.

## **APPENDIX 22 - photographic policy**

There is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of young and disabled sports people in vulnerable positions. All clubs should be vigilant about this possibility. Any concerns during an event should be reported to a club officer or other responsible person.

If a professional photographer is commissioned or the press are invited to an event, it is important that they understand the expectations of them in relation to protection of vulnerable persons. The responsible person should:

- Provide a clear brief about what is considered appropriate in terms of their behaviour and the content of the photography
- Issue them with identification which they must display at all times
- Inform participants and parents/guardians/carers that a photographer will be present at the event and ensure they consent to filming and/or photography and to its publication
- Not allow photographers unsupervised access to children or one-to-one photo sessions during the event
- Not approve photo sessions outside the events or at a participant's home.

Permission for the filming/photographs must be obtained from both from the subjects and their parents/guardians/carers.

Photographs of children and young people on websites can pose direct or indirect risks to their subjects. For example, images accompanied by personal information - 'this is X who likes to collect stamps' - could be used by an individual to learn more about a child prior to 'grooming' them for abuse. Or the content of the photograph could be used or adapted for inappropriate use. This kind of adapted material has appeared on child pornography sites.

Clubs should be careful about the type of images they use.

When assessing risk, the most important factor is the potential of inappropriate use of the images. You should take the following steps to reduce the potential for misuse:

- Avoid using children's names (first name or surname) in photograph captions. So if the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child
- Use a parental permission form to request and record parental permission to use an image of their person. This ensures that parents know that an image of their child is being used to represent the sport
- Ask for children's permission to use their image. This ensures that they are aware of the way their image is being used to represent the sport
- Only use images of children in suitable dress to reduce the risk of inappropriate use. Certain sports activities including swimming, snorkelling and scuba, present a greater risk of potential misuse. Images of these should therefore focus on the overall activity, not on a particular child, and should avoid full face and body shots. This means, for example, that photographs of children in a pool would be appropriate if shot poolside from waist or shoulder up. The age of children is another factor to consider when deciding what is appropriate.

## Sample Consent

Sample consent form for the use of photographs or video. (Parents and children)

(Club) recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our safeguarding policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

The (Club) will follow the guidance for the use of photographs a copy of which is available from (insert name)

The (Club) will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform (Club) immediately.

I (parent/carer) consent to (club) photographing or videoing (insert name)

Date:.....

I (insert name of child) consent to (Club) photographing or videoing my involvement in (diving/snorkelling)

Date: .....

## **APPENDIX 23 - Sources of Support and Information**

### Sources and Contacts

BSAC Safeguarding Officer – Mary Tetley  
Tel 0151 350 6220  
safeguarding@bsac.com

NSPCC  
National Centre, 42 Curtain Rd, London EC2A 2NH.  
Tel: 0207 825 2500 Free phone 24 hour helpline: 0808 800 5000  
<http://www.nspcc.org.uk>

NSPCC advice for young people:  
<http://www.achance2talk.com> or  
<http://www.worriedneed2talk.org.uk>

Child Protection in Sport Unit  
NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, Leicester LE4 1EZ  
Tel: 0116 234 7278  
<http://www.thecpsu.org.uk>

Childline UK  
Freepost 1111, London N1 0BR  
Tel: 0800 1111

Kidscape  
Support on Bullying  
Tel: 0207 730 3300

Sports Coach UK  
114 Cardigan Rd, Headingley, Leeds LS6 3BJ  
Tel: 0113 274 4802

Disability Sport England  
Tel: 0207 490 4919

British Association of Counselling and Psychotherapy  
Tel: 0870 444 5252

POLICE  
In an emergency contact via 999

n.b. Please note that throughout the policy Social Services is also referred to as Children's Services and Children's Social Care

**LOCAL NUMBERS for reference AND FOR YOUR OWN BRANCH REFERENCE:**

Please complete the table with local details for quick referral:

<p><b>CLUB SAFEGUARDING OFFICER</b></p> <p>Name: .....</p> <p>Tel: .....</p> <p>Email: .....</p>
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<p><b>SOCIAL SERVICES DEPARTMENT:</b> (including out of office hours contact)</p> <p>Name: .....</p> <p>Tel: .....</p> <p>Email: .....</p>
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<p><b>LOCAL AUTHORITY OUT OF HOURS EMERGENCY:</b></p> <p>Name: .....</p> <p>Tel: .....</p> <p>Email: .....</p>
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