

GUERNSEY DARTS



ASSOCIATION
(2010)

Child Protection and Safeguarding Policy

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Child Protection and Safeguarding Policy

1 INTRODUCTION

Everyone who participates in the sport of Darts under the jurisdiction of the Guernsey Darts Association (2010) is entitled to do so in a safe and enjoyable environment. The Guernsey Darts Association (2010) has a moral and legal obligation to ensure that, when given responsibility for young people, coaches and volunteers provide them with the highest standards of care.

The Guernsey Darts Association (2010) is fully committed to devising and implementing policies so that everyone in the sport of Darts accepts their responsibilities to protect and safeguard children from harm and abuse. This means that they are obliged to follow the procedures in order to protect children and report any concerns about their welfare to the appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety / protection whilst in the care of the Guernsey Darts Association (2010) and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

A child / young person is defined as a person under the age of 18

The Children's Act 1989

The Children (Prescribed Orders – Northern Ireland, Guernsey and Isle of Man) Regulations 1991

(a) Policy Statement

The Guernsey Darts Association (2010) is committed to the following:

- (i) The welfare of the child is paramount.
- (ii) All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and / or sexual identity should be able to participate in the sport of darts in a fun and safe environment.
- (iii) Taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- (iv) All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- (v) All the Guernsey Darts Association (2010) employees who work with children will be recruited with regard to their suitability for that responsibility and will be provided with guidance and /or training in good practice and child protection procedures.
- (vi) Working in partnership with parents and children is essential for the protection of children.

2 PROMOTING GOOD PRACTICE

(a) Introduction

To provide children with the best possible experience and opportunities in the sport of darts everyone must operate within an accepted ethical framework.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants in the sport of darts to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice

and possible abuse and act if they have concerns about the welfare of the child, as explained in Section 4.

This section will help the reader to identify what is meant by good practice and poor practice.

(b) Good practice

All personnel should adhere to the following principles and action:

- (i) Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- (ii) Make the experience of playing darts fun and enjoyable; promote fairness, confront and deal with bullying.
- (iii) Treat all young people equally and with respect and dignity.
- (iv) Always put the welfare of the young person first, before winning.
- (v) Maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- (vi) Avoid unnecessary physical contact with young people. Where any form of manual / physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given.
- (vii) Involve parents / carers wherever possible, e.g. where young people need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs.
- (viii) Request written parental consent if club officials are required to transport young people in their cars.
- (ix) Gain written parental consent for any significant travel arrangements e.g. overnight stays.
- (x) Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff.
- (xi) Ensure that at away events adults should not enter a young person's room or invite young people to their rooms.
- (xii) Be an excellent role model, this includes not smoking or drinking alcohol in the company of young people.
- (xiii) Always give enthusiastic and constructive feedback rather than negative criticism.
- (xiv) Recognising the developmental needs and capacity of the young person and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will.

- (xv) Secure written parental consent for the club to act in "*loco parentis*", to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- (xvi) Keep a written record of any injury that occurs, along with details of any treatment given.

(c) **Poor Practice**

The following are regarded as poor practice and should be avoided by all personnel:

- (i) Unnecessarily spending excessive amounts of time alone with young people away from others.
- (ii) Taking young people alone in a car on journeys, however short that journey may be.
- (iii) Sharing a room with a young person.
- (iv) Engaging in rough, physical or sexually provocative games, including horseplay.
- (v) Allow or engage in inappropriate touching of any form.
- (vi) Allowing young people to use foul or inappropriate language unchallenged.
- (vii) Making sexually suggestive comments to a young person, even in fun.
- (viii) Reducing a young person to tears as a form of control.
- (ix) Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- (x) Do things of a personal nature that the young person can do for themselves.

Where a case arises where it is impractical / impossible to avoid a certain situation e.g. transporting a young person in your car, the task should only be carried out with the full understanding and consent of the parents / carers and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and / or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

3 DEFINING CHILD ABUSE

(a) **Introduction**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse. These are **physical abuse, sexual abuse, emotional abuse** and **neglect**. The abuser may be a family member, someone the young person encounters in

residential care or in the community, including sports and leisure activities. Any individual may abuse a young person directly or may be responsible for abuse because they fail to prevent another person from harming the young person.

Abuse in all its forms can affect a young person at any age. The effects can be damaging that if not treated may follow the individual into adulthood.

Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

(b) **Types of abuse**

- (i) **Physical Abuse:** where adults physically hurt or injure a young person e.g. hitting / striking, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent / carer reports non-existent symptoms or illness deliberately causes ill health in a young person they are looking after. This is called *Munchausen's Syndrome by Proxy*.

In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body.

- (ii) **Emotional Abuse:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

Ill treatment of children, in whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the young person is constantly being criticised, given negative feedback, expected to perform at levels which are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

- (iii) **Bullying:** may come from another young person or adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. There are four main types of bullying.

It may be physical (e.g. hitting / striking, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent / carer or coach pushes the young person too hard to succeed, or a rival competitor or official uses bullying behaviour.

- (iv) **Neglect:** occurs when an adult fails to meet the young person's physical and / or psychological needs, to an extent that it is likely to result in serious impairment of the

child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection or attention can also be considered as a form of neglect.

Neglect in sport could occur when a coach or official does not keep the young person safe or exposes them to undue cold / heat or unnecessary risk of injury.

- (v) **Sexual Abuse:** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach or official over young competitors, if misused, may lead to abusive situations developing.

(c) **Indicators of Abuse**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- (i) Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- (ii) An injury for which an explanation seems inconsistent.
- (iii) The young person describes what appears to be an abusive act involving them.
- (iv) Another young person or adult expresses concern about the welfare of a young person.
- (v) Unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- (vi) Inappropriate sexual awareness.
- (vii) Engaging in sexually explicit behaviour.
- (viii) Distrust of adults, particularly those whom a close relationship would normally be expected.
- (ix) Difficulty in making friends.
- (x) Being prevented from socialising with others.
- (xi) Displaying variations in eating patterns including over eating or loss of appetite.
- (xii) Losing weight for no apparent reason.
- (xiii) Becoming dirty or unkempt.

Signs of bullying include:

- (i) Behavioural changes such as reduced concentration and / or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training sessions or competitions.
- (ii) An unexplained drop off in performance.
- (iii) Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes.
- (iv) A shortage of money or frequents loss of possessions.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in the Guernsey Darts Association (2010) to decide that child abuse is occurring. It **IS** their responsibility however, to act and report on any concerns.

(d) **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 people.

All parents and performers should be made aware when coaches or officials use video equipment as a coaching aid.

All clubs should be vigilant and any concerns should be immediately reported to the Guernsey Darts Association (2010) Child Protection and Safeguarding Officer – **(Name, address, telephone number)**. A copy should be sent to the Guernsey Darts Association (2010) **(address and telephone number)**.

4 RESPONDING TO SUSPICIONS AND ALLEGATIONS

(i) **Introduction**

It is not the responsibility of anyone working within the Guernsey Darts Association (2010) in either 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 so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations / suspicions of abuse occurring within the Guernsey Darts Association (2010) and to allegations / suspicions that abuse is taking place elsewhere.

This section explains how to respond to allegations / suspicions.

(ii) **Receiving Evidence of Possible Abuse**

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in Section 3 above, it may be reported to us by someone else or directly by the young person being affected.

In the last of these cases, it is particularly important to respond in the appropriate manner. If a young person says or indicates that they are being abused, you should:

- (i) **Stay calm** so as not to frighten or scare the young person.
- (ii) **Reassure** the young person that they are not to blame and that it was right to tell someone about it.
- (iii) **Listen** to the young person, showing that you are taking them and their concerns seriously.
- (iv) **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The Law is very strict in this regard and child abuse cases have been dismissed where it is / was felt that the child has / had been led or words and ideas have / had been suggested during questioning. Only ask questions in order to clarify.
- (v) **Inform** the young person that you have to inform other people about what they have told you. Tell the child that by informing other people, this to help stop the abuse from continuing.
- (vi) **Safety of the young person is paramount.** If the young person needs urgent medical attention call an ambulance, inform the doctors / paramedics of the concern and ensure that they are made aware that this is a child protection issue.
- (vii) **Record** all information.
- (viii) **Report** the incident to the Guernsey Darts Association (2010) Child Protection and Safeguarding Officer.

NOTE:

In all cases if you are not sure what to do you can gain help from the NSPCC 24 Hour help line on telephone number 0800 800 500. Or you can contact the Guernsey Police Public Protection Unit on telephone number 01481 719419.

(iii) **Recording Information**

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure / concern. In recording you should confine yourself solely to the facts and distinguish what is your own personal knowledge and what others have told you. Do not include your own opinions.

Any information noted should include the following:

- (i) The child's name, age and date of birth.
- (ii) The child's home address and telephone number.
- (iii) Whether or not the person making the report is expressing their concern or the concern of someone else.
- (iv) The nature of the allegation, including dates, times and any other relevant information.
- (v) A description of any visible bruising or injury, location, size etc. Also if there are any indirect signs, such as behavioural changes.

- (vi) Details of witnesses to the incident or incidents.
- (vii) The child's account, it if can be given, of what has happened and how any bruising / injuries had occurred.
- (viii) Have the child's parents / carer(s) been contacted? And if so, what has been said to them?
- (ix) Has anyone else been contacted? If so, record the details of whoever that is.
- (x) Has anyone been alleged to be the abuser? If so, record details of whoever that is.

(iv) **Reporting the Concern**

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty towards a colleague. It is important to understand these feelings but not allow them to interfere and potentially cloud your judgement about any action which is to be taken.

The Guernsey Darts Association (2010) expects its members and staff and appointed officials to discuss any concerns that they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated Child Protection and Safeguarding Officer is not available, you should take responsibility and seek advice from either the NSPCC help line, the Duty Officer at the Health and Social Services Department (States of Guernsey) or the Guernsey Police Public Protection Unit. The telephone numbers for the NSPCC and Guernsey Police PPU are listed in blue above. The number for the Duty Officer at the Health and Social Services Department (States of Guernsey) is 01481 723182.

Where there is a complaint against an employee or volunteer, there may be three types of investigation:

- (i) **Criminal** in which case the police are immediately involved.
- (ii) **Child Protection** in which case the social services (and possibly) the police will be involved.
- (iii) **Disciplinary or misconduct** in which case the Guernsey Darts Association (2010) will be involved.

As mentioned previously in this Child Protection and Safeguarding Policy, members of the Guernsey Darts Association (2010) are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection and are far better equipped to investigate and act where necessary.

Social Services have a responsibility under *The Children's Act 1989* and *The Children (Prescribed Orders – Northern Ireland, Guernsey and Isle of Man) Regulations 1991* to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

N.B. If there is any doubt, you MUST report the incident: as it may be just one of a series of other incidences which together cause concern.

Any suspicion that a child has been abused by an employee or a volunteer should be reported to the Guernsey Darts Association (2010) Child Protection and Safeguarding Officer who will take the appropriate steps to ensure the safety of the child in question and also the safety of any other child who may be at risk.

This will include the following:

- (i) The Guernsey Darts Association (2010) will refer the matter to the Duty Officer at the Health and Social Services Department (States of Guernsey) and will deal with any media inquiries and implement any immediate disciplinary proceedings (if it is appropriate to do so).
- (ii) The Parents / carers of the child will be contacted as soon as possible following advice from the Duty Officer at the Health and Social Services Department (States of Guernsey).
- (iii) The Guernsey Darts Association (2010) Child Protection and Safeguarding Officer should also notify the Guernsey Sports Commission, and if a member of, the World Darts Federation.
- (iv) If the Guernsey Darts Association (2010) Child Protection and Safeguarding Officer is the subject of the suspicion / allegation, the report must be made to the appropriate Guernsey Darts Association (2010) Director or member of the Executive Committee who will then refer the matter to the Duty Officer at the Health and Social Services Department (States of Guernsey).

Allegations of abuse are sometimes made after the event. Where such allegation is made, you should still follow the same procedures and have the matter reported to the Duty Officer at the Health and Social Services Department (States of Guernsey). This is because other children in the sport or outside may still be at risk from the alleged abuser. **Anyone who has a previous criminal conviction for offences which are related to abuse against children is automatically excluded from working with children at any time.**

(v) **Concerns outside the immediate Sporting Environment (e.g. a parent or a carer)**

- (i) Report your concerns to the Guernsey Darts Association (2010) Child Protection and Safeguarding Officer.
- (ii) If the Guernsey Darts Association (2010) Child Protection and Safeguarding Officer is not available, the person being told or discovering the abuse must contact the Duty Officer at the Health and Social Services Department (States of Guernsey) or the Guernsey Police Public Protection Unit immediately.
- (iii) The Duty Officer at the Health and Social Services Department (States of Guernsey) and the Guernsey Darts Association (2010) Child Protection and Safeguarding Officer will decide how to inform the parents / carers.
- (iv) The Guernsey Darts Association (2010) Child Protection and Safeguarding Officer should also report the incident to the Guernsey Darts Association Board of Directors or Executive Committee. The Guernsey Darts Association (2010) should ascertain as to whether or not the person(s) involved in the incident play a role within the organisation and act accordingly.

(v) Maintain strict levels of confidentiality on a “need-to-know” basis.

(vi) **Confidentiality**

Every effort should be made to ensure that strict levels of confidentiality is maintained at all times for all who are concerned. Information should be handled and disseminated on a “need-to-know” basis only. This includes the following people:

- (i) The Guernsey Darts Association (2010) Child Protection and Safeguarding Officer.
- (ii) The parents / carers of the child.
- (iii) The person who is making the allegation.
- (iv) The Duty Officer at the Health and Social Services Department (States of Guernsey) and the police.
- (v) The alleged abuser (and parents / carers if the alleged abuser is a child).

Seek the advice of social services on who should directly approach the alleged abuser.

All information should be stored in a secure place with limited access given only to designated people, in line with *The Data Protection (Bailiwick of Guernsey) Law 2017* (which came into force on 25 May 2018).

(vii) **Internal Inquiries and Suspension**

- (i) The Guernsey Darts Association (2010) Child Protection and Safeguarding Officer will make an immediate decision about whether any individual(s) accused of abuse should be temporarily suspended pending further inquiries by the Duty Officer at the Health and Social Services Department (States of Guernsey) and the Guernsey Police Public Protection Unit.
- (ii) Irrespective of the findings of the inquiries by the Duty Officer at the Health and Social Services Department (States of Guernsey) and the Guernsey Police Public Protection Unit, a Guernsey Darts Association (2010) Disciplinary Committee will be convened to assess all individual cases, and to decide whether a member of staff or appointed official can be reinstated and how this process can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the Guernsey Police Public Protection Unit. In such case the Guernsey Darts Association (2010) Disciplinary Committee must reach a decision based upon the information which is available to them, which could suggest that on the balance of probability, it is more likely than not that the allegation being made is true. The welfare of the child should and must remain of paramount importance throughout.

5 RECRUITING AND SELECTING PERSONNEL WHO WILL BE WORKING WITH CHILDREN

(a) **Introduction**

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to staff (be they paid or unpaid) and volunteers, both full

and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken during the recruiting process.

(b) Controlling Access to Children

- (i) All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self disclosure about any criminal record.
- (ii) Consent should be obtained from the applicant to seek information from the Guernsey Vetting Bureau and additionally if necessary from the Criminal Records Bureau in the United Kingdom.
- (iii) Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed with telephone contact.
- (iv) Evidence of identity (passport or driving licence with photograph).

(c) Interview and Induction

All employees and officials will be required to undertake an interview carried out to an acceptable protocol and recommendations. All employees and officials should receive either a formal or informal induction in which:

- (i) A check should be made that the application form has been completed in full, including the sections on criminal records and self disclosures.
- (ii) Their qualifications should be submitted.
- (iii) The job requirements and responsibilities should be clarified.
- (iv) They should sign up to both the Guernsey Darts Association (2010) Child Protection and Safeguarding Policy and the Guernsey Darts Association (2010) Sports Equity Policy.
- (v) Child Protection and Safeguarding Procedures are fully explained and any training needs have been identified (e.g. basic child protection awareness).

(d) Training

In addition to pre-selection checks, the safeguarding process includes the provision of training after recruitment to help staff and volunteers to:

- (i) Analyse their own practice against what is deemed to be good practice, and to ensure that their practice is likely to protect them from false allegations.
- (ii) Recognise their responsibilities and report any concerns about suspected poor practice and / or abuse.
- (iii) Respond to any concerns expressed by a child.
- (iv) Work safely and effectively with children.

The Guernsey Darts Association (2010) also requires on a mandatory basis:

- (i) All staff and officials who have access to children to undertake a CRB / DBS check.

- (ii) All employees, officials, coaches, welfare officers and team managers to undertake relevant child protection training or undertake a form of home study, to ensure that their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- (iii) All staff and officials to receive advisory information outlining good / bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.
- (iv) All coaches, trainee coaches and officials should have an up to date First Aid qualification.