

Welfare Plan - 2022

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Objectives

- To provide a high quality training and competition environment for wheelchair basketball players.
- To provide a national showcase for players, coaches, officials and volunteers.
- To provide support and training for parents, coaches, officials and volunteers.

Purpose of the Welfare Plan

The purpose of the Welfare Plan is to promote and ensure the well-being of the children and vulnerable adults taking part in the Sheffield Steelers Wheelchair Basketball Club activities such as training, games and events.

Values and Principles

- The welfare and well being of all members and participants is paramount.
- All players, coaches and volunteers, whatever their age, gender, culture, language, racial origin, religious beliefs, sexuality or ability, have equal rights to safety and protection.
- All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately.

Structure of the Sheffield Steelers Wheelchair Basketball Club

Committee	Name	Telephone	email
Chairman	Maurice Hammerton	07721 497255	Maurice.hammerton@btinternet.com
Vice Chairman	Steve Ryan	7775500029	<u>s_ryan5@sky.com</u>
Secretary	Kev Hayes	7972774250	<u>kevhayes1963@gmail.com</u>
Treasurer	Alison Wilson	07885304050	<u>Alison_wilson55@sky.com</u>
Committee Member (CM)	Jan Kerkhoff	07530793630	Jankerkoff@hotmail.com
Committee Member (CM)	Steve Owen	7775680789	Owenliverpool18@aol.com
Committee Member (CM)	Paul Hudson	07718625282	Paul.Hudson@siv.org.uk

CM and Welfare Officer	Shirley Samuels	07309708772	samuelsshirley@hotmail.com
Junior and Head Coach	Kevin Hayes	7972774250	kevhayes1963@gmail.com
CM	Jackie Lucas		lucaslaing@hotmail.com

1. Introduction

Sheffield Steelers Wheelchair Basketball Club will provide talented young people with:

- an opportunity for competitive and personal development
- an enjoyable and rewarding experience
- a taste of high level competition
- an opportunity to interact with other players, coaches and officials

They will also provide Home Country and Regional Wheelchair Basketball Associations, Local Authorities, County Sports Partnerships, and School Sports Partnerships with an opportunity to promote and celebrate their contribution towards the development of talented young people from their areas.

The Welfare Plan is designed to minimise the risks to the children and vulnerable adults taking part in the Sheffield Steelers Wheelchair Basketball Club and to maximise their enjoyment and well being.

In order to help us achieve this goal we require all coaches and Welfare Officer to read through this document carefully and work through the action plan that it contains.

This document is designed primarily for those involved with the Sheffield Steelers Wheelchair Basketball Club.

Code of Conduct for all staff/volunteers

Sheffield Steelers require all staff, coaches, and officials to read, agree and sign all our Policies and Procedures (including the Code of Conduct). As members of British Wheelchair Basketball (BWB) the Club is bound by the Policies and Procedures laid down by BWB and all Policies and Procedures can be viewed on the Club website and the website of BWB.

This Code of Conduct outlines good practice when working with children and vulnerable adults.

By agreeing to take part in the Sheffield Steelers Wheelchair Basketball Club, individuals are agreeing to the principles outlined in the Code of Conduct.

An environment which allows bullying, shouting, racism, or sexism is not acceptable.

All Staff, Coaches, Officials and Volunteers must be made aware of the following code of practice, and remain vigilant through all training sessions, games and club events in ensuring that it is implemented by everyone involved.

- **Rights** Coaches, Committee members and volunteers of the Sheffield Steelers must respect the rights of children and vulnerable adults, promoting their welfare and their individual needs related to participation in their sport.
- **Relationships** Coaches, Committee members and volunteers should promote relationships with participants and others that are based on openness, honesty, trust and respect. They must not engage in behaviour with participants that is abusive or inappropriate. They **must respond** to any concerns about a child's or vulnerable adult's welfare, and work in partnership with other organisations in the child's or vulnerable adults best interests.
- **Responsibilities** Coaches, Committee members and volunteers must demonstrate proper personal/professional behaviour at all times promoting **positive role models** for the children and vulnerable adults they are working with. Coaches, Committee members and volunteers must ensure that the children and vulnerable adults are provided with a safe environment which maximises benefits and minimises risk to them.
- **Equality** All staff must demonstrate commitment to respecting differences between staff and participants in terms of gender, race, ethnicity, disability, culture and religious belief systems.

2. Principles of Participation and Code of Conduct

Sheffield Steelers Wheelchair Basketball will be run with the following principles of participation in mind.

Principles of Participation

Code of Conduct for Participants

Fair Play

Treat others with respect and fairness.
Demonstrate 'Fair Play' in and out of competition.

Equity

Respect differences in gender, disability, ability, culture, race, ethnicity, and religious belief systems between yourself and others.

Challenge discrimination and prejudice.

Inclusiveness and tolerance

Appreciate that all participants bring something valuable and different to the club.

Value and learn from the diversity of people you meet and show patience with others and act with dignity at all times.

Responsibility

Look out for yourself and the welfare of others.
Do not engage in any irresponsible or illegal behaviour.

Challenge behaviour that falls below the

expected standards of the club. Speak out if you are concerned about anything or if you feel uncomfortable about your own needs and those of others. You can talk to any Steelers coach or committee member. Be organised and on time.

Friendship

Take time to thank those who help you take part – whether family, coaches, officials or team mates.

All those responsible for implementing the Welfare Plan should ensure that all participants taking part are aware of these principles and have agreed to abide by the Code of Conduct.

3. Responsibilities for Child/Vulnerable Adults Welfare

3.1 Sheffield Steelers Committee

The Committee will take responsibility for child and vulnerable adults welfare, child and vulnerable adults protection, health and safety matters and their duty of care towards the participants and members of the Sheffield Steelers Wheelchair Basketball Club.

- Information must be requested about the specific needs of any club member. If members of the Sheffield Steelers require support with intimate care, this has to be provided by the parent or carer.
- Information should be requested about any dietary needs.
- Information should be requested about any specific religious/ cultural needs e.g. space /time to pray.
- Disciplinary procedures must be in place and implemented for staff, coaches, officials and volunteers.
- Arrangements must be clarified for the role of staff and volunteers who may be assisting with arrangements at event venues and accommodation. They will need to be easily identifiable.
- All staff will be informed of procedures relating to child and vulnerable adults welfare, and who to report to. A system will be developed and implemented with regards to recording any concerns/incidents (see Child/Vulnerable Adult Incident Report Form).
- To ensure staff, coaches and volunteers are receiving regular welfare training
- All Coaches and staff working with players and travelling in an official capacity to hold a current Disclosure and Baring Service (DBS) certificate.
- The Self declaration form should be used to clear staff and volunteers pending the receipt of a DBS check. It MUST also be used to inform the club of any issues arising during the period between DBS checks.

Core Responsibilities

The Committee is required:

- to provide a Welfare Plan, and manage implementation of the plan

- to aim for best practice in the recommended standards in the plan, but to ensure that minimum standards are met in terms of recruitment, selection and training of staff and volunteers
- to ensure the planning process includes linking with local agencies with statutory responsibilities for child protection (Social Services/Police/Local Safeguarding Children Board) and to ensure that the plan is in line with local LSCB policies and procedures regarding child protection and duty of care.
- to liaise with the nominated Welfare Officer re:
 - implementation of the Welfare Plan
 - managing/ co-ordinating welfare issues as they arise
 - liaison with all relevant parties.

The Committee will:

ensure that there are always identified persons acting 'in loco parentis' for the participants

- ensure mixed gender staff groups for mixed gender groups
- ensure a welfare officer is in place for the club for the participants. The Welfare Officer must be appropriately skilled and trained to fulfil their roles
- ensure a female welfare officer is provided where there are female participants
- ensure personal safety of all – at all times.
- liaise with local statutory agencies (as previously stated). Obtain a copy of the LSCB child protection policies/procedures and those related to 'duty of care' where these exist. Be aware of the local procedures for children and vulnerable adults who disclose sexual abuse and be clear how to respond to any related concerns/allegations
- ensure that written consent has been obtained, for all participants from parents/carers in advance of the season or away events. Parents/carers must be asked to provide information about any medical condition/allergies their child/vulnerable adult may have – where relevant they must supply sufficient medication for the duration of the away games or tournaments. The consent form should ask for the details of who has legal 'parental responsibility' for the participant. This is particularly important where a child/vulnerable adult is looked after by someone other than their birth parents or is in local authority care. It makes sense to include all 'consent' issues on one form.
- ensure provision of First Aid cover 24 hours a day at the sports hall

- to ensure Coaches and / or Team Managers collate a list of all participants and their next of kin emergency details. This must be accessible by adults acting 'in loco parentis'. This information to be stored by the Chairman and Welfare Officer and to only be used to inform next of kin in an emergency. The information must be deleted once it is no longer required.
- provide safe and secure residential accommodation in case of away games or participation in tournaments (for relevant participants)
- ensure that all staff, coaches and volunteers who provide services to the Sheffield Steelers Wheelchair basketball Club have been police checked and cleared in advance. All coaches and volunteers must also complete DBS forms. N.B. Contractors should ideally be police checked – but where this is not possible it is imperative that they do not have unsupervised contact with participants
- ensure that all participants, coaches and volunteers have signed up to the Code of Conduct and all Policies and Procedures relevant to them.

3.2 The role and responsibilities of the Welfare Officer

The Welfare Officer will be nominated by the Committee and should ideally have a counselling qualification, be a teacher or hold similar professional qualifications. They should ideally have a background in professional care of children, with previous experience of supervising residential trips with children and be trained in child protection. They must be able to provide evidence of training undertaken in the past three years.

If such a person is not available then someone with significant experience of caring for children and vulnerable adults may be suitable. They must have appropriate child/vulnerable adult protection training.

They must be contactable 24 hours a day.

The Welfare Officer will be the main contact for all child/vulnerable adult protection issues at the club, they will liaise with the Chairman, Committee members and Coaches (where applicable).

They will also co-ordinate briefing sessions with relevant people, preparing for events (away) and lines of communication in the event of an incident or allegation of abuse to a child or vulnerable adult.

3.3 The role and responsibilities of the Team Coach

The Team Coach may be the first point of contact with the individual participants.

All Steelers coaches must be familiar with the Welfare Plan and must know the lines of communication should any incident or concern be reported to them.

The Team Manager may appoint the Welfare Officer with relevant experience to deal with welfare issues and act as the main point of contact for issues regarding the welfare plan and child/vulnerable adult protection at events, this person will be referred to as the Welfare Officer.

3.4 Responsibilities of Parents and Carers

Parents/carers of participants of the Sheffield Steelers Wheelchair Basketball Club are responsible for ensuring that:

- they have read the information about the Welfare Plan provided to them by the Team Manager or Welfare Officer
- they have given their written consent to their child/vulnerable adult's attendance (registration)
- they have provided information about any medical needs/allergies that their child/vulnerable adult may have and provided sufficient medication where necessary
- where a child or vulnerable adult has any additional care needs, information must be provided related to these needs. Consent must be given if any intimate care needs have to be provided for at the club (if this is necessary then players should bring 1 to 1 support with them)
- they have provided information about any specific dietary needs their child may have
- they have read the Participation Code of Conduct and discussed with their child how they will abide by these

- they have provided emergency contact details, including whom has legal parental responsibility for the child.

Parents should advise their Team Manager/Welfare Officer of any non-sport related issues which may affect their child's / vulnerable adult's participation at the event. This may include but is limited to:

- a child who may be affected by bereavement
- a child who is 'looked after' by the local authority
- a child who is being bullied in another setting
- any child/vulnerable adult protection issues.

3.5 Athlete's (Children & Vulnerable Adults's) responsibilities

Children & vulnerable adults participating in the club are responsible for:

- reading and agreeing to abide by the Principles of Participation and Code of Conduct for the Sheffield Steelers Wheelchair Basketball Club
- following the Code of Conduct that governs behaviour within the sport
- ensuring that they know who their Team Manager /Welfare Officer is and how to contact them.

Participants will be informed that their parents/carers will be contacted if they become involved in an accident or serious breach of safety.

3.6 Chain of Reporting for Welfare Issues

It is important that all members know what to do relating to the welfare of children and vulnerable adults and who to report to:

Concerns about poor practice:

Participant/ Parent/ Coach



Steelers Coach/ Head Coach/ Welfare Officer/ Committee Member



Steelers Committee - Investigation



BWB Child Protection Officer

Concerns about suspected abuse:

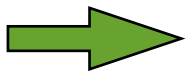
Participant/ Parent/ Coach



Steelers Welfare Officer, BWB CP Officer - Investigation -
Social Service Referral, Police



BWB Child Protection Officer



Parent/ Guardian

As appropriate, parents or guardians will be informed of concerns at earliest possibility and if referral to social services will be made.

The Reporting of Welfare Issues

The Committee needs to ensure that there are clear reporting procedures in place for responding to the range of welfare issues, which may affect children and vulnerable adults at the Event. Clear reporting guidance will be given to everyone, staff and volunteers of whom they should report their concerns. Children and vulnerable adults should be given information about who to speak to and who their Welfare Officer is.

All concerns need to be accurately recorded, using the incident report form and information must be securely stored.

The Welfare Officer will have specific responsibility as 'designated person' for the response to concerns. The Committee has overall responsibility for the management of welfare issues.

3.7 General Welfare Issues

Coaches and Welfare Officers (where applicable) at 'away' events will most commonly come across concerns for children such as: home-sickness, forgetting to bring things with them; anxiety about how they will get on with other children and vulnerable adults and so on.

Most of these issues will be able to be managed by the Coach. All welfare issues should be reported to the club's welfare officer and a record kept of incidents in line with the Sheffield Steelers Welfare Plan.

Regular briefing sessions should be held throughout the season. This will help to pick up any emerging themes such as bullying behaviour and provide support to the Welfare Officers.

Supervision and Missing Participants

Prevention is most important. From the moment children and vulnerable adults arrive at the training/ games venues (or from when they are handed over by parents to be transported to the event), staff and volunteers are acting in 'loco parentis' and have a **duty of care** towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. **It must be clear at all times, who in the team is responsible for supervision.** This is particularly important where events are held on large sites and at residential venues.

Times of particular concern are when children are arriving at/leaving the Event and when they are transferring between venues/facilities. Parents, children and vulnerable adults should be advised that any changes in arrival/collection plans by

families (e.g. a child being collected or not going on the team coach), must be notified to the coach. If players do need to go off site, they should request permission to do so from their coach and provide details as well as a contact number.

In the event of a missing player, this should firstly be reported to the coach, who should adopt the following course of action:

Concerns about a missing participant:



Supervising Adult



Parent/ Guardian



Police/ Social Services



Steelers Welfare Officer

4. Breaches of Code of Conduct, Complaints and Disciplinary Procedures

All breaches of the Sheffield Steelers Code of Conduct, whether by adults or participants, must be reported through the procedures. It will remain the overall responsibility of the Committee to decide on the appropriate response. For the purposes of safety, it will be the Committee or designated representative who decides if a member of coach, official, volunteer or participant should or should not be removed from the sports hall.

The committee, Team Managers and Welfare Officers have clear mechanisms for ensuring that any incidents related to: breach of the sports code of conduct; complaints about bullying or poor practice; possible disciplinary proceedings; are reported through the Sheffield Steelers' existing procedures.

1.1.1 Reporting of Child Protection Incidents

The Sheffield Steelers Wheelchair Basketball Club has a clear policy statement about child/vulnerable adult protection and there are clear reporting procedures. Everyone in the club should know what to do if a child/vulnerable adult protection concern arises.

Where a concern emerges that a child/vulnerable adult may be being abused at home, or where this is disclosed, this must be reported to social services/police

where the child lives. The Committee and Welfare Officer have contact details for police and social services within the local area who can then contact the child's local area officer.

Any allegations/concerns about abuse of children and vulnerable adults by staff/volunteers must be reported to the Welfare Officer who will refer the situation to the local police/social services. The disciplinary procedures may need to be followed and a decision made about suspending the individual concerned. The Committee or designated representative will have overall responsibility for deciding if the individual should remain at the event or be sent home. The social services/police will advise as to who should contact the child's parents/carers.

The police/social services will follow the local Area Child Protection Committee procedures in these circumstances.

4. Sexual Activity

Within sport, as within other activities, sexual relationships can and do occur. Organisations must be aware of the law relating to sexual behaviour and observe their own sports' code of conduct.

Sexual activity between young people is prohibited at the Sheffield Steelers Wheelchair Basketball Club. Inappropriate or criminal sexual behaviour committed by a young person may result in disciplinary action as well as be investigated under the local ACPC procedures for children and vulnerable adults who sexually abuse.

Sexual relationships between adults and children under the age of 16 are illegal. Relationships between adults and young people over the age of 16 raise serious questions about the power imbalance inherent in the relationship. A coach or other adult in a position of authority has significant power or influence over a young person's career.

Sexual activity between adults and young people over the age of 16 is prohibited where the adult is in a position of (coach, trainer, officials). Advice will be given to those young people who are attending as young officials or coaches. Inappropriate or illegal behaviour will lead to suspension and disciplinary action. All illegal behaviour will be investigated by the police/social services.

5. Recruitment, Selection and Training

This section sets out the minimum requirements for recruitment, selection and training of staff, officials and volunteers for all those working at the Sheffield Steelers.

All those working with children and vulnerable adults need to have a basic awareness of child protection issues and know what to do if they have concerns, or if allegations of abuse are made. They need to be aware of the signs and symptoms of abuse and how to respond if a child or young person discloses abuse to them.

They need to be aware of the Sheffield Steelers' child/vulnerable adult protection/welfare policies and procedures.

Those staff and volunteers with a significant level of direct contact with children/vulnerable adults and those with a higher level of responsibility for child welfare will require more in-depth knowledge and training.

The Committee is responsible for ensuring that all of their respective staff, officials and volunteers are suitable people to fulfill their job descriptions and are appropriately skilled, trained and DBS checked.

5.1 Recruitment and Selection of Regional Staff

It is advised that the Committee ensures, where possible, that all coaching staff/volunteer positions have a clear job description, person specification and have a selection process for their staff.

Coaching staff must hold a minimum Grade 2 Wheelchair Basketball Coaching qualification for Head Coaches, (England Basketball Level 2 qualification will also be accepted), and Grade 1 for Assistant Coaches, this is essential for insurance purposes.

* For further support regarding coaching qualifications, job description templates, DBS checking, or establishing Regional Associations, please contact BWB Office.

5.2 Self-Disclosure Forms (to be used whilst awaiting a pending DBS check or to report issues not covered by DBS)

Whilst there is no legal requirement for volunteers to be police-checked, changes in the law under the Protection of Children Act 1999 mean that organisations working with children/vulnerable adults can request checks through the Criminal Records Bureau. It will be a condition of recruitment for all staff and volunteers who will be in direct contact with young people to undergo a DBS check.

As an important safeguard, all staff, whether paid or unpaid, must be asked to complete a self-disclosure form regarding their suitability to work with children, as part of their application process. (See Sample Self-disclosure Form). Anyone who refuses to do so must be deemed ineligible to work or assist at the Sheffield Steelers.

Offences relating to drinking or driving, for example, could preclude the employment of someone who was a potential provider of participant transport. Recent and repeat convictions would give greater concern than isolated minor convictions or those committed a long time previously. No one with a Schedule 1 offence (CYPA Act 1939) against a child or young person, or with convictions for sexual offences or violence should be employed or directly involved with children. Persons subject to relevant current investigations or prosecution by the Police and/or Social Services

should also not be employed. Technically spent convictions relevant to child welfare must still be taken into account.

5.3 Police Checks

Employees of statutory agencies are required to be subject to DBS checks.

Under the Protection of Children Act 1999, other organisations working with children and vulnerable adults are now able to access checks through the Disclosure and Barring Scheme (DBS). These checks also include checks with the 'POCA' (Protection of Children Act) list. This combines information held on the DFEE 'List 99' and the Department of Health 'Consultancy List' of people deemed unsuitable to work with children. People on these lists may not have criminal convictions.

It is advised that the Committee asks all of their coaching staff and volunteers for permission to undertake a police check, as part of their recruitment and selection process. The Club will pay any fess in obtaining a DBS check for staff or volunteers.

The DBS system cannot be used for people not in direct contact with children/vulnerable adults.

- Staff/volunteers may participate if they have completed the necessary selection/recruitment process and completed self-disclosure forms but should not be allowed unsupervised contact with children without a satisfactory DBS check.
- All forms completed and checks done must be securely stored under the terms of the Data Protection Act.

6. Disciplinary Procedures

- Parents/carers may be asked to remove their child from any event within the Sheffield Steelers at their own cost. The child or young person must be sent home if they engage in any illegal behaviour.
- The Committee will be responsible for ensuring that disciplinary procedures are in place and are implemented for all their staff and volunteers. They should reserve the right to investigate and act upon any complaint. The first point of contact will be the Welfare Officer in the case of child/vulnerable adult related matters.

7. Photography and the Media

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children and vulnerable adult sports people in vulnerable positions.

- All staff must be vigilant with any concerns, and report them to the Welfare Officer or responsible person at the club.
- All professional photographers will be made aware about child protection issues, and what is expected of them to ensure that the Welfare Plan is implemented.
- A clear brief will be provided about what is considered appropriate in terms of content and behaviour.
- All commissioned photographers will be provided with identification, which must be worn at all times.
- Athletes and parents will be informed that a photographer will be in attendance at an event and consent will be sought relating to both the taking and publication of films or photographs.
- Unsupervised access to athletes or one to one photo sessions at the Event is not permitted.
 - Photo sessions outside the club or at a player's home are not permitted.

Videoring as a coaching aid:

There is no intention to prevent coaches using video equipment as a legitimate coaching aid. However, athletes and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

Where official photographic and video footage is taken at the request of the club, this will be used for the promotion of wheelchair basketball and wheelchair sport only. The completion of a 'photography consent form' is requested for each participant.

8 Child/Vulnerable Adult Protection Training, clarification of equivalent experience/training

It is recommended that coaches and support staff attend the **sports coach UK** 'safeguarding and protecting young people' course or any other appropriate course.

The outcomes of this course are that coaches should be able to:

- Identify the foundations of safeguarding good practice and child protection
- Describe the different categories of child abuse and the impact of abuse on children
- Recognise the signs and symptoms of each category
- Identify the appropriate action to take if abuse is suspected
- Recognise the roles and responsibilities of relevant statutory agencies

sports coach UK contact details:

sports coach UK
114 Cardigan Road
Headingley
Leeds
LS6 3BJ

Tel. 0113 2744802

Fax. 0113 2755019

Email: coaching@sportscoachuk.org

9. References and Resources

1. The Children Act 1989
2. Working Together to Safeguard Children 1999 – A guide to inter-agency working to safeguard the welfare of Children. Department of Health
3. The Protection of Children Act 1999
4. The Data Protection Act 1984 and 1998
5. The Human Rights Act 2000
6. Caring for Young People and the Vulnerable. Guidance for preventing abuse of trust. Home Office 1999
7. The United Nations Convention on the Rights of the Child
8. Code of Ethics – Good Practice for Children’s Sport – The Irish Sports Council
9. Safe Sport Away – NSPCC/ASA 2000
10. Child Protection in Sport website – www.thecpsu.org.uk
11. Code of Conduct for Sports Coaches – **sports coach UK**
12. Safeguarding Children Everybody’s Business – NSPCC video training pack 1999
13. Volunteer Development Agency – Our Duty to Care – principles of good practice for the protection of children and young people; 3rd Edition. VDA, Belfast
14. Health and Safety of Pupils on Educational Visits – A good practice guide (1988) – DFEE

10. Acknowledgements

Disability Sports Events	DSE Event Welfare Plan
Professor Celia Brackenridge	Author of the ‘Welfare Plan for the Millennium Youth Games’, which formed the basis from which the ‘Active Sports Talent Camp Welfare Plan’ was developed.
Joy Morton	Senior Development Manager - Sport England Active Sports National Team, - for her work on the document and trying to explain how sport works!
The ASA	Template Documents
Southampton City Council	‘The Good Sports Guide’ Template Documents
sports coach UK	‘Code of Conduct for Sports Coaches’

Self Disclosure Form
Staff/Volunteer

Title	First Name	Surname
Please state any previous name by which you may be known:		
Address		
Postcode		
Phone number(s)		

Date of Birth:

Sex:

National Insurance No.

Current clubs with which you are associated:	Position & role:	Start date:

Coaching qualifications held	Course date

Previous clubs	Start date	Leaving date	Positions held

Part B - Self declaration (for completion by the person named in section A only)

1. Have you ever been convicted of any criminal offences?

Yes/No?

If yes, please provide full details.

Note: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) order 1986 you should declare all convictions, including 'spent' convictions.

2. Are you a person known to any social services department as being an actual or potential risk to children and/or vulnerable adults?

Yes/No?

If yes, please provide full details.

3. Have you had a disciplinary sanction (from a sports provider or other organisation or governing body)?

Yes/No?

If yes, please provide full details below.

4. Declaration

I have read and understood the information leaflet regarding GBWBA Child Protection Policies and Procedures. I hereby consent to Sheffield Steelers

Wheelchair Basketball Club undertaking CRB, Police and/or Social Services checks against me. I understand that the information contained on this form, the results of checks and information supplied by third parties, will be held by Sheffield Steelers. I understand that this information may be made available to other clubs/ organisations, governing bodies or organisations that have an interest in child/vulnerable adult protection issues.

I agree to notify Sheffield Steelers immediately of any changes to the information contained on this statement promptly.

Signed _____ (person named in Section A)

Date _____

Print Full Name _____

Return this form in the envelope provided DIRECTLY to the sub-group Welfare Officer.

Volunteer Application Form

This form is to be completed by any individual wishing to undertake a voluntary or occasional role with the Sheffield Steelers. **This form is not intended for paid employees.**

The information contained within this form will remain confidential, and be stored securely by the organisation requesting the application.

Position Applied For:

Surname	First Name	Middle Name	Title
Any other names by which you have previously been known:			
Present Address:			
Postcode:			
Telephone Numbers: Day Evening Mobile			
Previous Addresses (if at present address for less than 3 years)			
Date of Birth	Place of Birth	National Insurance Number	
Current Occupation (including voluntary positions)			
Current Employer (name and address)			
Position and brief description of duties			
Start date:			

Previous Occupation (including voluntary positions)
Previous Employer (name and address)
Position and brief description of duties
Start Date: Finish Date:

Qualifications:	
Interests:	
Experience relevant to the post applied for:	
Previous experience of working within a disability sport environment:	
Reasons for applying for the position:	
References: Please give the names of two people who have first hand experience of you working with children and vulnerable adults and whom we can contact for a reference. We may additionally contact your current employer. Referees must have known you for at least 2 years.	
Name	Name
Organisation	Organisation
Address	Address
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

I agree to abide by the Association's Code of Conduct and child/vulnerable adult protection policies. I understand that prior to undertaking any role with the association, I will be required to complete a self disclosure form which will be used to undertake a police check. The results of this check, and the information I provide, may be shared with partner agencies if necessary.

Sign_____ **Date**_____

Please print name _____

Reference Request Form
CONFIDENTIAL

Name:
Position applied for:

How long have you known this person?
In what capacity?
What attributes does the person have that would make them suited to this work?

Please rate this person on the following criteria (one box only for each attribute)

	Poor	Average	Good	Very Good	Excellent	Please add any comments (optional)
Responsibility						
Maturity						
Self Motivation						
Can motivate others						
Team skills						
Trustworthiness						
Reliability						

This post involves substantial access to children and adults with a learning disability. Do you have any reason at all to be concerned about this applicant being in contact with children or vulnerable adults?

State Yes or No: _____ If you have answered yes, we will contact you in confidence.

Signed		Date
Print Name		
Position	Organisation	
Telephone Number(s): Day		Evening

Thank you. Please return this reference form in the envelope provided.

Sheffield Steelers Photography Registration Form

Sheffield Steelers will only permit the use of photography or filming equipment at organised events, training courses or similar activities by properly accredited users. Anyone wishing to take photographs/video footage must complete the following information, and will be issued with an identification badge/sticker at the event.

All people must register their camera with the event organiser.

- **Professional photographers / filming / video operators** – Where possible, professional photographers etc should register at least 36 hours before the event, providing some form of professional identification together with the self disclosure form.
- **Students or amateur photographers / film / video operators** – should submit self disclosure form together with their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event, prior to the event.
- **Spectators (including participants, parents, relatives or carers)** – spectators wishing to use photographic / film / video equipment (including mobile phones if they have this facility), should register their intent with the promoter of the event on the day.

Event:
Date:
Venue:

Surname	First Name	Middle Name	Title
Club/ Home Country or Regional Association (or Company Name/ Educational Establishment)			
Home Address:			
Postcode:			
Telephone Numbers: Day Evening Mobile			
Reason for attending event			
Who will the photos be made available to?			
Will GBWBA receive copies of photos taken?			

Signature: _____

Date:

Child/Vulnerable Adult Incident Report Form
CONFIDENTIAL

Person's Name: _____

Person's Address:

Phone Number: _____

Date of Birth: _____

Carer/Advocate's Name: _____

Carer/Advocate's Address:

Phone Number: _____

Please refer to the following notes before completing:

External agencies contacted:

Details of person completing this form. You may be contacted to discuss the content of this report:

When complete, please post this form, marking your envelope **"Private and Confidential – Addressee Only"** to:

CHILD/VULNERABLE ADULT PROTECTION OFFICER
c/o BWB
Loughborough Park
Oakwood Drive
Loughborough
Leicestershire
LE11 3NG

Database information held by British Wheelchair Basketball

BWB reserves the right to hold information about individuals working with the Association that are pertinent to the job undertaken and the responsibilities it carries. The information will not be shared with a third party without consent unless necessitated by procedures detailed within these guidelines, or an emergency situation occurs.

The information held will include, but is not limited to:

- Name
- Date of Birth
- Nationality
- Contact details
- Qualifications
- Medical history
- Previous/current employment details

Appendix 6

Player Registration and Medical Information Form

*The following information is to be retained by the Home Country/Regional Team Managers during the Regional Junior Championships, but may be required by the Championships Director in the event of a medical emergency.

Player's Name: _____

Address:

Emergency Contact Person and Telephone Number:

Date of Birth: _____

Ethnicity:

In the event of an emergency, every effort will be made to contact the above named person. However, if your child has been taken ill or has an accident, a member of staff may escort him/her to hospital. Please provide us with information that doctors may need before treating your child.

Doctor's Name:	
Doctor's Tel. No:	
Doctor's Address:	

Allergies: <ul style="list-style-type: none">• My child is/is not actively sensitive to penicillin• My child is actively sensitive to:	Any additional information:
--	------------------------------------

Current medication:	Other long term medication:
Please detail any information about your child's special needs or learning difficulties:	
Does the named individual require one to one carer support? If yes, please give carers name and contact details:	

Parental/Guardian/Carer Consent:

- I confirm that the above information is correct. I will inform the lead contact person in the event of any changes
- I consent to my child receiving any medical treatment considered necessary by a doctor in an emergency
- I do/do not consent (please delete where appropriate), to photographs being taken of my child *Where official photographic & video footage is taken at the request of the BWB this will be used for the promotion of wheelchair basketball and wheelchair sport only.

Signed:	Date:
Print Name:	

Appendix 8

**CODE OF CONDUCT FOR COMPETITORS
AGE 16 +**

I am aware that I am an ambassador for my family and my sport and I take full responsibility for my actions. I have read this contract and understand the guidelines set out below and agree to comply with the following contract whilst at in the Event.

I agree that I will not:

- 1) possess any prohibited substances or performance enhancing drugs as set out within the national policies adopted by UK Sport and the GBWBA
- 2) consume alcohol
- 3) smoke
- 4) engage in sexual activity
- 5) use bad language
- 6) tolerate or be involved in discrimination of any kind
- 7) leave the venue/site during the event without permission from the Home Country/Regional Team Manager
- 8) enter any accommodation block/room other than my own.
- 9) Behave in an inconsiderate way towards fellow participants, officials, event organisers or venue/hotel staff.

NB. The GBWBA Championship Director reserves the right to send participants home if they do not keep to the signed Code of Conduct. We do hope this will not be necessary.

Player Name (please print).....

Home Country/Region:.....
.....

Signature (Player):.....

Signature (Parent/Guardian if U.18):.....

Date:.....

Appendix 8.1

**CODE OF CONDUCT FOR COMPETITORS
AGE U.16s**

I know that I am representing my family and my sport.

I agree that I will behave in the best way I can.

I agree to:

1. Stay in the venue/site unless I am with a member of my staff or family.
2. Behave in a sensible and polite way towards competitors, officials and event organisers

I agree never to:

1. Drink alcohol or smoke
2. Use bad language
3. Be unkind to anyone
4. If I am staying in a hotel or dormitory I will not leave my room without permission from my staff or family
5. Disturb other people

I understand that if I am worried about anything I must tell a member of my staff straight away.

I have read this agreement with my parent/guardian.

I understand what is expected of me.

NB. The GBWBA Championship Director reserves the right to send participants home if they do not keep to the signed Code of Conduct. We do hope this will not be necessary.

Player Name (please print).....

Home Country/Region:.....
.....

Signature (Player):.....

Signature (Parent/Guardian):.....

*Parents/Guardians please note that accommodation may include a mix of ages in the dormitories

Date:.....

Appendix 8.2

GBWBA CODE OF CONDUCT FOR Staff and Volunteers

Coaches Code of Conduct

Coaches are expected to:

- Maintain association with the BWB through annual registration, licensing.
- Continue personal and professional growth, remaining current on new developments in the field through continuing education.
- Use their knowledge and professional expertise for the benefit of the people they serve.
- Respect the integrity, rights to confidentiality and protect the welfare of people they are working with.
- Avoid discrimination in all its forms.
- Read and implement good practice as laid down in the BWB Child Protection Policy. All persons working with or in contact with children and/or vulnerable adults will be subject to this policy.
- Create an environment free of fear and harassment
- Recognise the right of all athletes to be treated as individuals.
- Be aware of academic pressures placed on student athletes and be flexible in your conduct of training sessions and matches.

Coaches must demonstrate proper personal behaviour and conduct at all times:

- Constantly display high personal standards and project a favourable image of Wheelchair Basketball and of coaching.
- Must be fair, honest and considerate to athletes and others in their sport.
- Make a commitment to provide a quality service to athletes.
- Provide a safe environment that maximises benefits and minimises risks to athletes in achieving their goals.
- Ensure that all activities are suitable for the age, experience and ability of the athletes.
- Do not tolerate the use of performance-enhancing drugs.
- Educate athletes as to their responsibilities in contributing to a safe environment, and to do their best to ensure that all facilities and equipment meet safety standards.
- Consider the athlete's future health and well being as foremost when making decisions regarding an injured athlete's ability to continue competing or training, and to seek and respect professional medical opinions to serve as a basis for their decisions.
- Plan to be present at all practices and competitions and, when unable to attend, organize knowledgeable and safe supervision.
- Contribute to the development of coaching as a profession by exchanging knowledge and ideas with others.
- Regularly seek ways of increasing professional development and self-awareness.

Coaches must develop a relationship with athletes (and others) based on openness, honesty, mutual trust and respect.

A coach should:

- Maintain all relationships with coaching staff and players will be maintained on a professional and confidential basis.
- Not engage in behaviour that constitutes any form of abuse or harassment (physical, sexual, emotional, neglect, bullying, etc.).

- They must take action if they have a concern about the behaviour of an adult towards a child by reporting any suspected cases of abuse according to the BWB Child Protection Policy.
- Direct Comments or criticism relative to performance and not the athlete.
- Strive to develop individual and team respect for the ability of opponents.
- Encourage athletes to accept responsibility for their own behaviour and performance in training, participation and competition.
- Observe the rules of the game and encourage athletes to adhere to the spirit of the rules.
- Comply with regulations concerning transfer of players.

Spectators Code of Conduct

Athletes are not playing for the entertainment of spectators. They are playing to the best of their ability, in the spirit of the game in as a professional manner as possible.

As a spectator you may be perceived as a supporter of a given club. Bare this in mind when making comments as the reputation of the club you are supporting has been earned and can easily be damaged.

Spectators should:

- Applaud good performances from each team. Congratulate all players regardless of the outcome.
- Respect the referee's decisions.
- Never ridicule or scold a player for making a mistake during competition. Be positive.
- Condemn the use of violence in any form, be it by spectators, coaches or players.
- Show respect for your team's opponents, without them, there would be no game.
- Encourage players to obey the rules and decisions of officials.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
- Not use derogatory language based on gender, race or impairment.

Appendix 9

INFORMATION ON THE WELFARE PLAN FOR PARENTS/CARERS

What is a 'Welfare Plan'?

When children or young people are looked after by other adults when attending sports events, it is important that parents/carers are reassured that every effort is made to ensure their children's safety and wellbeing.

Sheffield Steelers Wheelchair Basketball Club is committed to providing a safe and enjoyable, fun event for children and young people involved.

The Sheffield Steelers Committee is responsible for developing and implementing a 'Welfare Plan' for the club. The 'Welfare Plan' outlines the roles and responsibilities for child/vulnerable adult welfare of everyone who is involved in working with children and vulnerable adults in the club.

Who has responsibility for my child's welfare at training times and matches?

The committee and staff of the Sheffield Steelers all have responsibility for your child's welfare.

The Committee and your team coach will support children/vulnerable adults who may experience any difficulties when they are away from home.

What do I need to do to help the organisers look after my child?

You will be asked to provide details of any particular needs that your child may have in terms of their:

- health
- disability
- diet

If your child requires any medication, you will be asked to ensure that they have sufficient for the Event.

- You will also be asked if your child has any allergies.
- You will also be asked to provide emergency contact details.

There will be a consent form given to you to sign, concerning these issues. This needs to be signed by someone with '**legal parental responsibility**' for your child.

If you think that your child may be affected by anything not related to the sporting event we would recommend that you speak to your child's Team Manager in advance of the Event. This may be if your child is the first time away from home, for instance, or there may be changes in family circumstances, such as bereavement.

You are responsible for ensuring that you have discussed the principles of participation and code of conduct with your child.

What other things are being done to help ensure my child's welfare?

Recruitment and Selection of Staff

All Steelers staff, coaches, officials and volunteers in contact with children will have been subject to appropriate checks to ensure their suitability to work with children and young people.

Whilst all checks cannot provide a complete guarantee, other measures are in place about best practice in working with children, such as staff, coaches, officials and volunteers never being alone with children.

Principles of Participation and Codes of Conduct

The success of the Sheffield Steelers depends on developing a positive and safe environment where everyone is treated with respect and **everyone takes responsibility for their own behaviour**. Everyone involved in the club will be asked to sign up to identified Codes of Conduct. These will be provided to you and your child.

For children these are about:

- fair play
- equity
- inclusiveness and tolerance
- responsibility
- friendship.

For adults these Code of Conduct reflect those of the BWB and other Sporting Organisations.

Breaches of the Codes of Conduct will be dealt with through disciplinary procedures and parents will be made aware of the possibility that their child could be sent home at their own expense for a serious breach of the Code of Conduct.

Medical Assistance and First Aid

Medical assistance will be provided at all event sites where children and young people are training/playing. Trained First Aid staff will be available 24 hours a day. Staff will have emergency contact details for evening/night time for medical emergencies (where appropriate).

Sexual Activity

Essentially, sexual activity between young people will be prohibited while in a club event.

Sheffield Steelers have in place procedures to follow in the event of any inappropriate behaviour.

Sexual activity between adults and children under the age of 16 is illegal and any allegations against an adult would result in a referral to the police and social services for a Child Protection Investigation.

Sexual activity is also prohibited between adults in a position of trust and young people aged between 16–18 years old.

What do I do if I have a complaint about my child's welfare?

You should contact your child's welfare Officer or team coach. If the complaint is about either of these people then you should contact the Committee or Chairman of the Sheffield Steelers (who will be informed of all complaints in any event).

If an allegation is made, which is, or may be about child abuse by an adult there are procedures, which will be followed in conjunction with the police and social services. If an allegation is made about an adult member of a team, Sheffield Steelers Child/ Vulnerable Adult Protection and Disciplinary Procedures will also be followed.

If an allegation is made by a child which is not related to the sports club activities, then the Welfare Officer will follow the Sheffield Steelers' Policy and Procedures and refer the information to statutory agencies to investigate under the local Area Child Protection Committee Guidelines.

Media and Photography

There are careful safeguards in place to ensure that no unauthorised photography occurs at the club. Your consent has to be requested for your child to be photographed.

Please contact the Welfare Officer/ Committee if you have any questions related to photography.

What does my child need to know?

Children and young people participating at the Sheffield Steelers Wheelchair Basketball Club are responsible for:

- reading and agreeing to abide by the Code of Conduct
- following the Sheffield Steelers' Code of Conduct which governs the sport
- being aware of the Sheffield Steelers' Code of Conduct.

Please note that breaking the rules will result in appropriate action being taken, which may result in those responsible being sent home at their own expense.