



# The London Amateur Boxing Association

Protecting Children in the Heart of the Community

## Child Protection Guidance for Affiliated Clubs

### Policy Document

**Building a safe-child environment & culture across all London ABA Clubs  
in partnership with the Schools Amateur Boxing Association (SABA)**

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# Introduction

The London Amateur Boxing Association (hereinafter referred to as London ABA) will endeavour to offer support, guidance and training, best to all our members in child welfare and protection, having an open-door policy on concerns. Child protection should not overwhelm and worry the clubs. Children and their coaches share a wonderful journey together through boxing, embracing learning the art of boxing and building wonderful memories that last a lifetime.

As a boxing organisation working with children, we **ALL** have a level of responsibility and duty of care to children attending our facilities, a child being anyone under the age of 18.

We cannot be considered an expert authority of protecting children, that's the role of The Police, Social Services and The Courts, however we strongly adhere to law and best practice guidelines and consider it our responsibility and duty of care an utmost priority.

The main role of a Club is to spot any signs of harm and vulnerabilities in children and their environment, while promoting good practice in the wellbeing of our children attending our clubs, making sure they are safe and happy.

Harm to a child is a criminal act and only The Police have the power to investigate if a crime has been committed. Social Services are the support organisation for the child and family, along with NHS CAMHS.

There are four types of abuse against a child:

**1: Physical**

**2: Sexual**

**3: Emotional**

**4: Neglect.**

When working with children do not allow doubt to be a factor in their safety, seek advice, report and record appropriately. Build good relationships with your Local Children's Service and their Designated Officers, The Police and Schools. Working together will help in the prevention against children coming to harm.

This guidance incorporates law and best practice, split into two sections, Safeguarding and Well-being. Safeguarding risks and concerns will be reported to the appropriate agencies.

SABA and The London ABA welcomes any suggestions and improvements to this guidance.

We ask and thank all our members to support us in protecting children in our clubs and across their communities.

***The London Amateur Boxing Association  
Safeguarding Team 2019***

## The London ABA Child Protection Mission Statement

It is our belief, duty and responsibility that children are protected against harm of abuse, negative influence, radicalisation and exploitation while in our care.

Furthermore, it is our aim to create a “ripple effect” that expands into the surrounding communities of all affiliated clubs. This will forge a positive influence of social responsibility at grassroots level with the aim to protect children from harm, negative and poor choice lifestyles.

**The London ABA** adopts Every Child Matters and Safe Learner Blueprint policies, drawing from law and best practice guidelines.

**The London ABA** has an open-door policy that offers full acceptance of working together with statutory services and agencies to offer a “safe whole child approach” that protects them from harm.

*“The Abuse of Children is a National Threat”*

The Home Office

## Using this Guidance

This guidance is a collection of good practice guidelines and templates that your club can use to help promote children's wellbeing and help to keep them safe in sport. It is regularly reviewed and incorporates any new and updated child wellbeing and protection guidance and legislation. In this document a child or young person is defined as someone under the age of 18.

In order to ensure your club is a safe environment for children and young people it is recommended that all sections of this pack are implemented whether using your existing policies or the templates provided.

The guidance is written with Boxing Clubs in mind. It provides guidance and support for staff and volunteers working with children in sports clubs and any member of staff or volunteer taking on the role of Child Protection Officer. It should be read in conjunction with other relevant policies and procedures around safeguarding.

### This Policy Document can be used:

- in its entirety or select only the relevant sections
- to look at what is already in place in affiliated clubs – to confirm the positives and or identify any gaps
- to develop policies and procedures - templates can be used as is or changed to suit the needs of the London ABA and its affiliated clubs

Throughout this guidance we will refer to the sports volunteers / staff. By this we mean anyone involved in the delivery of the sport for example paid or unpaid staff including volunteer coaches, parent helpers, officials etc.

## Responsibility

Adopted by The Amateur Boxing Alliance and taken directly from  
***Working Together to Safeguard Children***: A Government guide to inter-agency working  
to safeguard and promote the welfare of children July 2018

### Attention is drawn to the following:

- the children act 2004
- people in positions of trust
- individual organisations responsibilities
- voluntary, charity, social enterprise, faith-based organisations and private sectors
- sports clubs / organisations

A range of individual organisations and agencies working with children and families have specific statutory duties to promote the welfare of children and ensure they are protected from harm. These duties, as applied to individual organisations and agencies, are set out in this chapter.

### Children Act 2004

Places duties on a range of organisations, agencies and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

### This places a duty on:

- A number of organisation's that include, but is not limited to: local authorities and district councils that provide children and other types of services, including children and adult social care services, sport, culture and leisure services, licensing authorities and youth services

These organisations and agencies should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:

- a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children
- a senior board level lead with the required knowledge, skills and expertise or sufficiently qualified and experienced to take leadership responsibility for the organisation's/agency's safeguarding arrangements
- a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- clear whistleblowing procedures, which reflect the principles in Sir Robert Francis' Freedom to Speak Up Review and are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed

- clear escalation policies for staff to follow when their child safeguarding concerns are not being addressed within their organisation or by other agencies
- arrangements which set out clearly the processes for sharing information, with other practitioners and with safeguarding partners
- a designated practitioner (or, for health commissioning and health provider organisations/agencies, designated and named practitioners) for child safeguarding. Their role is to support other practitioners in their organisations and agencies to recognise the needs of children, including protection from possible abuse or neglect.
- safe recruitment practices and ongoing safe working practices for individuals whom the organisation or agency permit to work regularly with children, including policies on when to obtain a criminal record check
- appropriate supervision and support for staff, including undertaking safeguarding training
- creating a culture of safety, equality and protection within the services they provide

### In addition:

- employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff able to raise concerns and feel supported in their safeguarding role
- staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and the procedures to be followed if anyone has any concerns about a child's safety or welfare
- all practitioners should have regular reviews of their own practice to ensure they have knowledge, skills and expertise that improve over time

### People in positions of trust

Organisations and agencies working with children and families should have clear policies for dealing with allegations against people who work with children. Such policies should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children who has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child in a way that indicates they may pose a risk of harm to children

### Voluntary, charity, social enterprise, faith-based organisations and private sectors

Voluntary, charity, social enterprise (VCSE) and private sector organisations and agencies play an important role in safeguarding children through the services they deliver. Some of these will work with particular communities, with different races and faith communities and delivering in health, adult social care, housing, prisons and probation services. They may as part of their work provide a wide range of activities for children and have an important role in safeguarding children and supporting families and communities.

Like other organisations and agencies who work with children, they should have appropriate arrangements in place to safeguard and protect children from harm. Many of these organisations and agencies as well as many schools, children’s centres, early years and childcare organisations, will be subject to charity law and regulated either by the Charity Commission or other “principal” regulators. Charity trustees are responsible for ensuring that those benefiting from, or working with, their charity, are not harmed in any way through contact with it. The Charity Commission for England and Wales provides guidance on charity compliance which should be followed. Further information on the Charity Commission’s role in safeguarding can be found on: the Charity Commission's page on Gov.uk.

All practitioners working in these organisations and agencies who are working with children and their families are subject to the same safeguarding responsibilities, whether paid or a volunteer.

### Sports Clubs / Organisations

There are many sports clubs and organisations including voluntary and private sector providers that deliver a wide range of sporting activities to children. Some of these will be community amateur sports clubs, some will be charities. All should have the arrangements described in this chapter in place and should collaborate to work effectively with the safeguarding partners as required by any local safeguarding arrangements. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and how to make a referral to local authority children’s social care or the police if necessary.

All National Governing Bodies of Sport, that receive funding from either Sport England or UK Sport, must aim to meet the Standards for Safeguarding and Protecting Children in Sport

## UNICEF

UNICEF Code of sports ethics whose primary focus is on fair play for children and young people. It is a good benchmark for all those working or engaging with children on a regular basis.

### What is meant by fair play?

Fair play incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence, sexual harassment and abuse of children, exploitation, unequal opportunities, excessive commercialization and corruption.

### What does the Code of Sports Ethics say?

The Code of Sports Ethics ensures that fair play is given the highest priority by all of those parties who are directly or indirectly involved with sport or who influence and promote sporting experiences for children and young people. The following parties therefore fall within the scope of the Code:

- Governments
- Sports and sports related organisations
- Individuals



# Child Protection Policy

## The purpose and scope of this policy

The purpose of this policy is:

- to protect children and young people who receive The Amateur Boxing Alliance services. This includes the children of adults who use our services
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of The London ABA including senior managers, Committee members, paid staff, volunteers, sessional workers, agency staff and students.

## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. **A summary of key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning)**

This policy should be read alongside relevant organisational policies, guidance and procedures

## The London ABA believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

## The London ABA recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely
- sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions

- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

## Forms of Abuse

There are four recognised types of Child Abuse by governments across the world.

### 1. Physical abuse

Physical Abuse is defined as abuse perpetrated through behaviours such as beating, shaking, administration of alcohol and illicit drugs, attempted suffocation or excessive discipline or physical punishment. It does not include accidental injury.

### 2. Emotional abuse

Emotional abuse is the sustained, repetitive, inappropriate ill-treatment of a child or young person through behaviours including threatening, belittling, humiliating, intimidation, controlling, blaming, verbal abuse, bullying, neglecting, ignoring, misleading, isolation, encouragement to engage in inappropriate behaviour and prevention of contact with services or support networks.

### 3. Sexual abuse

Sexual Abuse is defined as any type of sexual behaviour involving a child where the child has less power or there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

### 4. Neglect

Neglect is defined as the intentional failure by parents/carers to provide, arrange or allow the provision of adequate care, effective medical, therapeutic or remedial treatment. It includes abandonment, failing to provide adequate food or shelter and/or care, nurturance or supervision to a severe and/or persistent extent.

## Training

- All child protection training shall be a priority of SABA and The London ABA.
- Training will be recorded and retained by The London ABA Lead Safeguarding Officer in an appropriate manner.
- All training to be certificated and recorded as a true record of compliance and recording.
- Training to be provided by SABA as The London ABA's approved training provider.

## Mandatory training:

- All members of staff, paid and volunteer: will be hold a minimum level in Child Protection up-dated every three years.
- Child Welfare Officers: As above with the added training in Child Radicalisation and Child Sexual Exploitation, up-dated every two years.

## Recommended and encouraged voluntary training:

- Child welfare in sport
- Children and gangs
- Working with children with special needs
- Working with ex-offenders
- Working with vulnerable adults
- Drug and crime exploitation
- Trafficking and modern-day slavery
- Understanding Mental Health in children
- Advanced CSE
- Advanced radicalisation

All over training to be encouraged that keeps children from harm and a benefit to children, staff and volunteers

## Information Sharing

This document is adopted directly from HM Governments Working Together to Safeguard Children: A guide to inter-agency working to safeguard/promote the welfare of children July 2018

Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment and service provision to keep children safe. Serious case reviews (SCRs) have highlighted that missed opportunities to record, understand the significance of and share information in a timely manner can have severe consequences for the safety and welfare of children.

Practitioners should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to local authority children's social care (e.g. they are being supported as a child in need or have a child protection plan). Practitioners should be alert to sharing important information about any adults with whom that child has contact, which may impact the child's safety or welfare.

Information sharing is essential for identifying patterns of behaviour when a child has gone missing, when multiple children appear associated to the same context or locations of risk, or in relation to children in the secure estate where there may be multiple local authorities involved in a child's care. It will be for local safeguarding partners to consider how to build positive relationships with other local areas to ensure that relevant information is shared in a timely and proportionate way

Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children, which must always be the paramount concern.

## To ensure effective safeguarding arrangements:

- all organisations and agencies should have arrangements in place that set out clearly the processes and the principles for sharing information. The arrangement should cover how information will be shared within their own organisation/agency; and with others who may be involved in a child's life
- all practitioners should not assume that someone else will pass on information that they think may be critical to keeping a child safe. If a practitioner has concerns about a child's welfare and considers that they may be a child in need or that the child has suffered or is likely to suffer significant harm, then they should share the information with local authority children's social care and/or the police. All practitioners should be particularly alert to the importance of sharing information when a child moves from one local authority into another, due to the risk that knowledge pertinent to keeping a child safe could be lost
- all practitioners should aim to gain consent to share information but should be mindful of situations where to do so would place a child at increased risk of harm. Information may be shared without consent if a practitioner has reason to believe that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner. When decisions are made to share or withhold information, practitioners should record who has been given the information and why.

Practitioners must have due regard to the relevant data protection principles which allow them to share personal information, as provided for in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). To share information effectively:

- all practitioners should be confident of the processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data'
- where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

## The London ABA takes a zero-tolerance approach to anyone who:

- has a negative or coercive influence on a child
- holds an imbalance of power over a child,
- is a safeguarding risk to a child including abuse, gang recruitment, exploitation, grooming or radicalisation?
- or any other inappropriate behaviour by an adult to a child.

The above includes any form of contact through social media, internet, phone, photography or similar.

# Reporting Part One – Safeguarding Issues

Safeguarding compliance for children and adults directly connected with the ABA and affiliated clubs. Safeguarding is defined as **“a concern of harm to a child by crime”**

Safeguarding as abuse has four recognised categories:

- 1: Physical
- 2: Sexual
- 3: Emotional
- 4: Neglect

The ABA includes the sub-categories of exploitation, grooming and radicalisation.

## 1. Physical abuse

Physical Abuse is defined as abuse perpetrated through behaviours such as beating, shaking, administration of alcohol and illicit drugs, attempted suffocation or excessive discipline or physical punishment. It does not include accidental injury.

### Physical abuse indicators

- Bite marks
- Bruises
- Burns
- Broken bones
- Hair missing in tufts
- Lacerations and abrasions (especially to the eyes, lips, gums and mouth)
- Lack of treatment and care of an injury
- Missing or loosened teeth
- Welts

### Behavioural Indicators

- No or little emotion when hurt
- Regression
- Overly compliant, shy, withdrawn, passive
- Uncommunicative
- Self-harming
- Suicide attempts
- Disclosure
- Fear of a parent or carer
- Avoidance of physical contact
- Arms and legs are covered by clothing in warm weather
- Homelessness / Sofa surfing
- Parent shows little concern about the marked delay between injury and medical assistance

## 2. Emotional abuse

Emotional abuse is the sustained, repetitive, inappropriate ill-treatment of a child or young person through behaviours including threatening, belittling, humiliating, intimidation, controlling, blaming, verbal abuse, bullying, neglecting, ignoring, misleading, isolation, encouragement to engage in inappropriate behaviour and prevention of contact with services or support networks.

### Physical indicators:

- Depression
- Eating disorders (anorexia or bulimia)
- Lethargy or fatigue
- Symptoms of stress
- Evidence of drug abuse or dependence
- Wetting, soiling, smearing
- Psychosomatic complaints
- Violent drawings or writing
- Rocking
- Sucking thumb
- Self-harming behaviour

### Behavioural indicators:

- Attempted suicide
- Overly compliant or passive behaviour
- Overly shy or withdrawn
- Low self esteem
- Fire setting
- Truancy or school avoidance
- Deliberate harming of animals
- Poor peer relationships
- Disclosure directly to an adult or indirectly to a friend or adult
- Adult-like behaviour e.g. parents' other children
- Aggressive or delinquent behaviour
- Excessive neatness or cleanliness
- Fearfulness when approached by a person known to them
- Discloses having witnessed domestic violence
- Expresses feelings of worthlessness
- Low tolerance to frustration

### 3. Sexual abuse

Sexual Abuse is defined as any type of sexual behaviour involving a child where the child has less power or there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

Child sexual abuse includes any type of sexual behaviour involving a child where:

- the child is the subject of bribery, coercion, a threat, exploitation or violence
- the child has less power than another person involved in the behaviour
- there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour
- it includes inappropriate touching, exposure to sexual acts or pornographic materials and sexual penetration.

Physical indicators:

- bruises or bleeding from external genitalia, vagina or anal regions
- blood stained underwear
- pregnancy or fear of pregnancy
- signs of pain, itching or discomfort in the anal or genital area
- urinary tract infections
- self-mutilation

Behavioural indicators:

- Inappropriate interest in sexual matters
- Knowledge of sexual behaviour inappropriate to age
- Regression to infantile behaviour
- Sudden unexplained fears
- Enuresis and/or encopresis (wetting and soiling)
- Excessive attention getting, aggression or clingy behaviour
- Recurrent physical complaints
- Depression, withdrawal into fantasy, suicidal pre-occupation
- Disclosure directly or indirectly through drawings, play or writing
- Sexualised behaviours inappropriate to age (including sexually touching other children or themselves), public masturbation or disrobing
- Disclosure of involvement in sexual activity directly to an adult, indirectly to a friend or in a disguised way (e.g. "I know a person who")
- Inappropriate expressions of affection
- Promiscuity
- Criminal sexual behaviour
- Decline in academic performance
- Running away from home



## 4. Neglect

Neglect is defined as the intentional failure by parents/carers to provide, arrange or allow the provision of adequate care, effective medical, therapeutic or remedial treatment. It includes abandonment, failing to provide adequate food or shelter and/or care, nurturance or supervision to a severe and/or persistent extent.

### Physical indicators:

- Poor personal hygiene
- Dirty and unwashed
- Lack of adequate or suitable clothing
- Constantly hungry
- Inadequate nutrition
- Lack of medical or dental care
- Development delays
- Untreated physical or medical problems e.g. sores, boils and lice
- Drug and/or alcohol abuse in the home
- Lack of adequate supervision

### Behavioural indicators:

- Poor school attendance
- Falling asleep in school, constant fatigue
- Always attends school, even when sick
- Frequent lateness, early arrival or reluctance to leave school
- Poor academic performance
- Steals, hoards or begs for food
- Engages in vandalism
- Disclosure directly to an adult or indirectly to a friend that no one is home to provide care
- Inappropriate sexual behaviour

## The process of informing The London ABA Child Protection Team

1. Immediately the London ABA Child Protection Team are informed of a safeguarding concern. they will take appropriate action and inform The Police.
2. The London ABA Child Protection Team will take next stage action led by The Police.

It is the duty of Club Child Protection Officers to inform The London ABA Child Protection Team immediately when a concern is raised.

The London ABA Child Protection Team encourages anyone to report a Safeguarding concern to them but will liaise with the Clubs Child Protection Officer as the main lead.

### Appropriate action when raising a safeguarding concern.

**Step 1:** Report by phone to the Senior Lead for Safeguarding: If the Senior Lead for Safeguarding is unavailable and it is an urgent, but not an emergency concern telephone The Safeguarding Officer or Deputy.

**Step 2:** Fill out a Safeguarding Concern Form and send by secure email to The Senior Lead for Safeguarding, copy in the Safeguarding Officer.

**Step 3:** Take the next stage guidance from The London ABA Child Protection Team

**The safeguarding concern must but kept in the strictest confidential manner at all times**

### Safeguarding guidance for children and adults not connected with The London ABA and affiliated clubs

We encourage anyone with a safeguarding concern to report any concern in the following way.

- Local Authorities Social Services Team
- 101 if not an emergency
- Crime Stoppers 0800 555 111
- CEOP for online concerns: 0870 000 3344
- The NSPCC / Childline 0800 1111
- **The Police 999 in an emergency**

## Reporting Part Two - Well-being

Well-being guidance for children and adults directly connected with The London ABA and affiliated clubs

### What is well-being?

Although definitions vary there is broad agreement that well-being refers to the quality of children's lives. It is about how well they are, and how their lives are going.

When children have poor lifestyles connected with well-being, they can be prone to vulnerabilities and abuse. If poor quality of life around well-being is recognised, we should always consider the child is at risk of abuse or already being abused, physically, sexually, emotionally or by neglect., grooming, radicalisation or exploitation may be an added factor.

It can also be an indicator of poor mental health. A family's poor-quality lifestyle can also play a part in a child's overall well-being and vulnerabilities. Reference should be made to the indicators and behaviour patterns within this document.

### Vulnerabilities around poor well-being

The Children's Commissioner's Office identified seven broad categories of vulnerable children to provide an initial framework of what is meant by 'vulnerable'.

1. Formal categories of children in care of the state whether in care, other forms of state provision such as offender institutions, residential special schools, mental health / other establishments
2. Formal categories of need that may reflect family circumstances such as children receiving Free School Meals or Children in Need, and asylum-seeking children
3. Categories of need that reflect features of child development such as children in Pupil Referral Units or with Special Education Needs and Disability.
4. Children who are in receipt of services following assessment even if they do not have a formal status. For instance, those with a CAHMS service but with no formal diagnosis, or have been assessed by statutory agencies as vulnerable in some manner
5. Informal types of vulnerability for example when a child is referred to CAMHS who does not reach the threshold required to access services but where unmet need and vulnerability may still exist, or a child identified as part of a family experiencing domestic violence and abuse
6. Definitions relating to national policy such as 'troubled families' or 'just about managing' families.
7. Scientific and academic literature on risk and resilience

## The process of informing The London ABA Child Protection Team

Remember Well-being concerns have elements of safeguarding, but these would be recognised as safeguarding concerns straight away.

**LOW-LEVEL CONCERNS:** reviewed in-house, and dealt with at club level, a report to The London ABA Child Protection Team to monitor, record, advise and support.

**EXAMPLE:** Child generally happy and well kept, but family has known concerns around lifestyles, may suddenly struggle to pay subs, return forms, above age appropriate language and topics etc.

**MEDIUM-LEVEL CONCERNS:** reviewed in-house, and dealt with at club level, advice sort from their local social services. a report to The London ABA Child Protection Team to monitor, record, advise, support and evaluate to improve service.

**EXAMPLE:** sudden changes in child's mood, appearance and behaviour in appropriate sexual language. Three or more concerns in the abuse indicators. Unusual injuries that border on natural "play and accidents" (if explanation is not plausible then go to High Level)

**HIGH-LEVEL CONCERNS:** reported immediately to the London ABA Child Protection Team to take appropriate action, with Police or / and with local Social Services. The ABA Child Protection Team to record, advise, support and evaluate to improve service. Take disciplinary action on all if required

**EXAMPLE:** High level a sudden increase of expensive equipment, phones, gadgets or gifts, money is readily available, picked up by adults unknown. Talk around drugs, crime, gang culture, exploitation or radicalisation. Un-explained injuries, either self-harming or by others. Six or more concerns in abuse indicators.

If in doubt and unsure, contact The London ABA Child Protection Team, NSPCC, Local Authority Safeguarding Team or your local Police Community Support Officer. Report and log your concerns as indicated in this guidance.

## Media Interest

Incidents of child abuse can generate significant media interest. Anyone who is approached by the media should refrain from providing any information and should follow the following guidance:

- Take a note of the journalist's name and contact details and whom they represent;
- Establish exactly what information the journalist requires;
- Establish whether the journalist is working to any deadlines and inform them that the matter will be referred to The ABA to discuss a response;
- Inform the appropriate Welfare Officer or person in charge who must refer the matter to the Lead Safeguarding Officer who will assist in formulating an appropriate response in consultation with senior officials.
- A copy of the response will be sent to the journalist and other relevant individuals.

## Responding to a Disclosure

It can be very hard for children and young people to reveal abuse. Often, they fear there may be consequences. Some delay telling someone about abuse for a long time, while others never tell anyone, even if they want to. Children value being believed and, as the adult they have chosen to tell, it's vital that you act on what you've been told.

**Below you can find advice on what steps to take if a child tells you they've been abused and how you can help keep them safe.**

- **If a child discloses abuse** If you're in a situation where a child discloses abuse to you, there are a number of steps you can take.
- **Listen carefully to the child.** Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking
- **Let them know they've done the right thing.** Reassurance can make a big impact to the child who may have been keeping the abuse secret
- **Tell them it's not their fault.** Abuse is never the child's fault and they need to know this
- **Say you will take them seriously.** A child could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen to and support them.
- **Don't talk to the alleged abuser.** Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child
- **Explain what you'll do next.** If age appropriate, explain to the child you'll need to report the abuse to someone who will be able to help
- **Don't delay reporting the abuse.** The sooner the abuse is reported after the child discloses the better. Report as soon as possible so details are fresh in your mind and action can be taken quickly
- **Take note:** You should try to make notes on what the child said and keep an accurate record.

You can report the abuse to the NSPCC helpline at any time where a helpline counsellor will speak with you about what the child has said and advise you on what needs to happen next.

**If we decide a child is at risk of harm or is in need, we will:**

- ask you to provide the child's details (name, age, address) as well as any information you have about the alleged abuser
- take detailed notes on what you tell us
- share this information with children's services as well as the police, if necessary
- advise you on any other support available to you

You can find out more information about what to expect when you contact us on our reporting abuse page. You can also report abuse directly to children's services where the child is living and by following the guidance and procedure set out in this document

**If a child is in immediate danger, call the police on 999.**

# Safe Recruitment Guidance

\*To be read along with DBS Safe Recruitment

## Introduction

Although the vast majority of people seeking to work or volunteer with children do not present a risk to children, it is accepted that some individuals have inappropriate motives in seeking this type of work. Safe recruitment and selection procedures should help to deter or prevent inappropriate individuals from gaining positions as well as clarifying the club's commitment to safeguarding high standards of behaviour.

The London ABA is committed to applying a robust recruitment and selection process and recruit individuals who share The London ABA's values and approach to safeguarding. All London ABA registered clubs should make sure that they also adopt these processes. These procedures should apply to both paid and voluntary positions, even where there is only one applicant for a position.

### These procedures are not applicable in the following cases:

- Parents/carers whose only role is to care for their own child
- One-off volunteers who only have contact for a short period, e.g. young people on work experience, helpers at fundraising events, and are always supervised by appropriately recruited and vetted individuals.

In positions where a criminal record check has been deemed by the organisation to be required, these must be repeated at regular intervals of no more than three years throughout the period of employment (paid posts) or deployment (volunteers).

The London ABA recognise the importance of robust recruitment and selection practices and will ensure all safeguarding issues are considered throughout the process. The following procedures will be applied for all roles working with children:

## Planning

All positions should have a job/role description that describes the range of duties the role will involve, and a person specification that describes the required attributes. The person specification should be divided into 'essential attributes' which describe what each candidate must be able to demonstrate immediately and 'desirable attributes' that describe qualities that would enable a candidate to perform the duties better and, if not currently possessed, may be gained in time.

All person specifications for roles working with children should include suitability to work with children as an 'essential' criterion.

Any advertising and information sent to potential applicants should make specific reference to safeguarding and promoting the welfare of children and highlight that the post involves working with children and will therefore require the completion of an enhanced DBS check.

## Pre-interview

All applicants should be required to complete The London ABA standard application form which requires the applicant to supply the following information:

- Current and any former names, address and other contact details;
- National Insurance number to confirm the right to work;
- Information on relevant academic or vocational qualifications & details of the awarding body
- Membership details of NGB;
- A full history of any paid or voluntary positions working with children, with start and end dates and reasons for leaving;
- A statement of the personal qualities and experience that demonstrate the applicant's suitability for the position and how she/he fulfils the person specification;
- Contact details of at least two referees, including a previous employer or club. The application form should indicate that references will be sought for short-listed candidates prior to the interview, unless the applicant has a justifiable reason for not seeking references in advance;
- As the position is exempt from the Rehabilitation of Offenders Act 1974, the applicant will be required to make a self-declaration of any convictions, cautions and warnings, including those regarded as 'spent', In addition applicants must also indicate whether they have had any involvement in a Police/Children's Social Care Services enquiry involving children under the age of eighteen or they have been subject to any disciplinary sanctions by any other sports governing regulatory body or alternative, or previous employer.

All applicants should be assessed against the criteria contained in the person specification and a short list prepared. Any concerns and unexplained gaps from the application forms should be noted and addressed with the applicant at interview. Clubs should contact The London ABA to ask that they provide any relevant information regarding the applicant's suitability to work with children and to confirm coaching qualifications, if appropriate. A minimum of two written references, including one from their most recent role that specifically address suitability to work with children should be requested for all candidates.

## Interview

All potential staff or volunteers should be interviewed or be asked to attend a meeting with a minimum of two representatives of the club prior to any position being confirmed. They should be asked to bring evidence to verify their identity and confirm the right to work in the UK and proof of any relevant qualifications. The interview process and questions should be agreed in advance, and should take account of the interview's two main functions:

- a) to explore the applicant's qualities in relation to the requirements of the job, and
- b) to assess an applicant's suitability to work with children.

The interview should explore any gaps and inconsistencies in the application and assess suitability to work with children by examining the applicant's commitment to safeguarding by asking questions that probe the applicant's underlying attitudes and behaviour relating to working with children.

## Pre-recruitment checks

The successful candidate should be asked to complete an enhanced level Criminal records check prior to commencing any aspect of their role that involves contact with children. For posts identified as constituting regulated activity, candidates may (subject to the outcome of the government's review) be required to be registered with the Disclosure and Barring Service through the Independent Safeguarding Authority (ISA). Where the candidate has been resident in a foreign country, it is unlikely that a BDS check will suffice. The London ABA will seek to access information from the relevant country of origin/residence.

All appointments should be confirmed by the Executive Committee (or relevant body) on confirmation that the individual has been registered with the Disclosure and Barring Service (see above) and the DBS disclosure has been approved or any conditions agreed and have been met.

## Induction

All new staff and volunteers should:

- Complete an induction process to familiarise them with the organisation's policies and procedures and the responsibilities of the post, including safeguarding.
- Be required to sign up to the organisation's constitution, rules, guidelines, codes of conduct, regulations and policies
- Register as a member of The London ABA
- Attend a recognised safeguarding awareness course as soon as possible and no later than six months after taking up their post.
- Complete a probationary/trial period (usually 6 months)

## Monitoring and appraisal

At regular intervals all new and existing staff and volunteers should be given the opportunity to receive and provide feedback relating to their role. All new staff and volunteers should have access to support from a mentor and receive a formal appraisal at the end of their probation period. After this period, appraisal should be provided at regular intervals and a formal appraisal covering safeguard practice completed annually.



## Understanding Disclosure and Barring \*DBS

Your club has a legal duty, under the Protection of Vulnerable Groups, to make sure that the adults who are authorised to work or volunteer with children on behalf of the club are not barred from working with them or a concern has been raised.

The person/s in the club who are responsible for making the decisions about appointments and for managing the sports volunteers/staff should be clearly identified. The Child Protection Officer will play an important advisory role in relation to appointments to work with children but will not usually be responsible for the final decision about appointments.

### Where can I get help with the DBS scheme?

The DBS is informative, helpful and up-to-date information can be found at

- Web: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- Address: DBS customer services  
PO Box 3961  
Royal Wootton Bassett  
SN4 4HF  
United Kingdom
- Telephone: 03000 200 190
- Email: [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk)

The minimum age someone can be asked to apply for a criminal record check is 16 years old

### What they do:

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions on more than four million people every year. They help to prevent unsuitable people from working with vulnerable groups, including children.

- The Disclosure and Barring Service (DBS) was established in 2012 and carries out the functions previously undertaken by the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).
- We help to prevent unsuitable people from working with vulnerable groups, including children.
- Safeguarding is at the heart of everything we do at the DBS.

### We are responsible for:

- Ensuring effective processing and issuing within Amateur Boxing Alliance Regions
- Providing advice and making considered decisions regarding whether an individual should be barred from engaging in regulated activity with children, adults or both
- maintaining the children's and adults' barred lists

## DBS Barring

Where requested, an enhanced certificate will also include a check of one or both of the DBS barred lists. If an individual is listed, this will appear on their DBS certificate.

It is the responsibility of the DBS to maintain these lists. This area of work involves making fair, consistent and thorough decisions that are appropriate to the behaviour that has occurred and considering the risk of future harm.

People are brought to the attention of our barring team in one of three ways:

- automatic barring offence – also known as autobar
- disclosure
- referral

## DBS Automatic – also known as autobar

This is when someone has been newly convicted or cautioned for a serious offence and they are considered for immediate barring, either with or without the opportunity to make representations. This information comes from the Police National Computer.

## DBS Disclosure

This is when someone applies for an enhanced DBS check to work with children or adults in certain circumstances, such as those in receipt of healthcare or personal care, and the check reveals relevant information that results in the individual being considered for inclusion on one or both barred lists.

## DBS Referral

This is when an employer, volunteer manager or other organisation has concerns that someone has either caused harm or has the potential to cause harm to vulnerable groups and submits a referral to the DBS.

Regulated activity providers (employers or volunteer managers of people working in regulated activity in England, Wales or Northern Ireland) and personnel suppliers have a legal duty to refer to DBS where conditions are met.

The DBS can only bar a person from working within regulated activity with children or adults if we believe the person is, has been, or might in the future be, engaged in regulated activity.

The only exception to this is where a person is cautioned or convicted for a relevant (automatic barring) offence and is not eligible to submit representations against their inclusion on a barred list.

Where a person is cautioned or convicted of a relevant (automatic barring) offence with the right to make representations, the DBS will ask the person to submit their representations and consider them before making a final barring decision.

*The London ABA adopts “best practice” view on DBS checks and all people working with children will be required to have a DBS check at the appropriate level*

## Reporting someone as unfit to work with children or vulnerable adults

Parents or members of the public who are concerned about someone working with children or vulnerable adults should contact the police, social services or the person's employer.

Employers must refer someone to DBS if they:

- fired them because they harmed someone
- fired them or changed their role because they might have harmed someone
- They were planning to fire them for either of these reasons, but they resigned first.

**You're breaking the law if you don't refer someone to DBS when you should**  
**DBS helpline. Telephone: 0300 0200 190**

## Recruitment References:

Always request and check 2 references. At least one reference should be from a role that involved working with children. References from relatives are not acceptable. These can be verbal or written. Record verbal references - who the reference was from and what was said.

## DBS Guidance on recruitment Induction & Training. (To be read with *Safe Recruitment*)

When a new post holder starts at the club the Child Protection Officer should:

- agree what training they need (e.g. safeguarding and protecting children) and when it should be done by
- explain the child protection policy and procedures, including the code of conduct
- get written agreement to abide by Child Protection and Wellbeing policies and the Code of Conduct for working with children

## Recruitment Trial period

It is recommended that the club and any new members of the sports volunteers/staff agree a trial period to make sure that the role is a good fit for both.

## Recruitment Monitoring and Performance review:

The club should monitor the performance of the individual doing regulated work. This gives an opportunity to check on progress and address any problems or concerns.

## Recruitment Training and Guidance:

Guidance will be given prior and on-going, Training will be given at the first appropriate and practical time. Prior to training there may be limitations put in place and a risk assessment s written and adhered to. Below is some information on PVG which may be useful to share with people who you are considering to do regulated work with children at your club.

## DBS Frequently Asked Questions

Before the club can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to have a DBS check and to make a self-declaration of any relevant convictions or investigations.

### 1. Does the legislation say that I need have a DBS to work with children?

No. It is not a legal requirement for you to be a DBS check to work with us with. However, it is an offence for a club to recruit someone into 'regulated' work with children if they are barred from working with children. In order to establish this, the club will ask you to have a DBS check.

### 2. How do I have a DBS check?

Your club Child Protection Officer will guide you through this

### 3. What if I have previous convictions/non-conviction information?

A criminal record will not necessarily prevent you from working or volunteering in the club. Please give details of any relevant information in the self-declaration form. We may invite you to discuss this further to make sure we have as much of an understanding as possible about your situation. Vetting information on your DBS check will also be considered in relation to the position you are being considered for.

### 4. What is a self-declaration?

This is your opportunity to provide information and comment on your own record of convictions and/or investigations. It will be considered alongside your DBS check and references when the decision about appointments is made.

## Child Protection Officer / Deputy Role Description Example

### Roles & Responsibilities:

- Develop effective child protection / wellbeing policy / procedures and keep them up to date
- Promote and champion child protection and wellbeing at the club and encourage good practice
- Respond appropriately to child protection or wellbeing concerns
- Regularly report to the club's organising committee
- Ensure that members of the sports volunteers/staff who are working with children are recruited safely and in line with legal requirements
- Make sure the sports volunteers/staff, parents/carers, adults, and children are aware of:
  - How to contact the Child Protection Officer
  - The Code of Conduct for working with children
  - How to raise concerns
- Deal with breaches of the Code of Conduct
- Keep up with developments in child wellbeing and protection by liaising with The ABA Lead Child Protection Officer.
- Attend Safeguarding and Protection Children (SPC) meeting when and where required.
- Signpost other relevant adults in the club to attend training where required
- Maintain confidential records of reported cases and action taken
- Liaise with national or local Child Protection Officer and/or statutory agencies if/when required.

### Person Specification:

#### An interest in child protection and wellbeing matters

- Friendly and approachable with the ability to communicate well with adults and children
- A willingness to challenge opinion and to drive the child protection and wellbeing agenda
- Strong listening skills and the ability to deal with sensitive situations with empathy and integrity
- An understanding of the importance of confidentiality and when information may need to be shared in order to protect the best interests of a child
- The confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child and know when to ask for support

#### Skills & Relevant Experience

- Relevant training to fulfil the role of Club Child Wellbeing and Protection Officer
- Experience of working with children

#### Safe Recruitment \*see main guide

A well-run recruitment process is part of the club's commitment to putting the protection and wellbeing of children first. Many jobs are done by volunteers who have been recruited informally. If a job involves working with children, the club has a legal and moral responsibility to ensure that the person appointed is suitable. The checklist below gives essential steps to help clubs comply with their obligations.

## Checklist for Appointment

Essential	Desirable
Role fully explained. Include a clear statement of the requirement for DBS membership for positions of regulated work. See DBS Guidance notes	Advertisement with a statement that DBS membership is required for positions of regulated work. Written job description provided.
DBS scheme explained and signpost to DBS website	Written DBS scheme information provided
Self-declaration form completed and returned	Application form completed and returned
Informal interview & evidence of qualifications	Interview & evidence of qualifications
2 X verbal references (1 involving work with children)	2 X Written references (1 involving work with children)
DBS scheme membership application	Yes
DBS membership received by Club Child Protection Officer	Yes
Take relevant training	Yes
Supervision and monitoring of performance	Performance review and on-going suitability

## Changing Room Facility Guide

The use of changing facilities can be difficult to regulate where training venues are open to the public and may be mixed gender. All London ABA clubs should develop a policy that fits with the specific circumstances in which they operate. The following principles should be adopted:

- Where a club is fully responsible for changing facilities, adults should not be permitted to get changed in these facilities at the same time as children;
- Parents should only be in the changing room to assist their child if the age group using the facilities are under-8 years old. Additional arrangements may be required if there are young people with disabilities in the group;
- There must be separate changing facilities or changing times for males and female;
- No-one should enter changing rooms if they are being used by members of the opposite sex;
- The use of photographic devices, e.g. mobile phone must not be permitted in changing areas
- Codes of conduct should cover behaviour whilst using changing facilities;
- Children should be aware that incidents in the changing facilities must be reported without delay
- Clubs that are unable to provide safe changing room facilities must ensure participants arrive wearing their training clothes

## Filming and Photography Guide

The London ABA believes it is important that parents/carers are able to celebrate the achievements of their children through photographs/film. In addition, the London ABA recognise that promoting images of the sport will help encourage increased participation. However, the London ABA acknowledges that there are risks to children associated with the use of photographs on sports websites and other publications.

Photographs can be used as a means of identifying children when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to “groom” the child for abuse. In addition, the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto sites showing child abuse images.

The London ABA does not advocate the banning of photography but recognise the importance of putting in place appropriate and proportionate safeguards to ensure a safe sporting environment for children and young people and allow children (and their parents/carers on their behalf) the right to decide whether their photograph is taken, and how the images may be used.

### Photography at events

The London ABA permits spectators and accredited professional photographers to take photographs at Boxing events, but requires those organising such events to regulate the taking of photographs and apply, as a minimum, the following safeguards:

- Children and parents/carers should be informed that photography will be permitted at an event and if professional photographers will be present.
- If the media or professional photographers are present at the event, the event organiser is responsible for making sure children and their parents/carers are fully informed why photographs are being taken, where and how they will be published and for obtaining the necessary consents.
- Spectators wishing to take photographs will be required to register with the event organiser the intention to use photographic and video equipment (including mobile phones with cameras) and must acknowledge that the images are for private use and not for publication.
- Professional photographers/filming/video operators wishing to cover an event will need to apply for accreditation by the event organiser at least (*set number of days*) working days before the event. The accreditation process will require proof of professional identification details, which should be verified with the issuing authority prior to the event.
- Anyone who is registered to take photographs will be issued with a photography pass, which they will be required to display at all times during the event.
- Anyone registered/accredited to take photographs will be provided with clear guidance on what is considered acceptable in terms of the appropriate imagery and conduct and any areas where photography is forbidden (e.g. changing rooms, toilet areas).

- A public announcement will be made, prior to the start of the event, outlining the specific details concerning photographic/filming equipment registration. This will also be published prominently in event programmes. The recommended wording is: 'In line with the recommendation in the [insert name of NGB] Policy, the organiser of this event request that any person wishing to engage in any video or photography should register their details with staff at the spectator desk before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the organiser's conditions. If you are concerned about any photography taking place at this event, please contact the promoter or event organiser who will be pleased to discuss this matter with you
- Unsupervised access to children, one to one photo sessions at events or photo sessions outside the events or at a child's home will not be permitted.
- Any concerns regarding the inappropriate or intrusive use of photographic equipment should be reported to the event organiser or event welfare officer.

### Filming for coaching purposes

There is no intention to prevent club coaches and teachers from using videoing as a legitimate coaching aid, however, it is important to ensure the welfare of children being filmed. The child and their parent/guardian must be made aware of the purpose of the filming as a coaching aid and consent obtained. As the filming is not being conducted for publication, it is acceptable to introduce a blanket consent form as part of the process applied when a child joins the club. It is important that appropriate care is taken to securely store the footage to avoid inappropriate usage.

### The following guidance should be applied when seeking to publish images:

Prior to taking photographs or filming a child, the child (or their parent/guardian) should be informed of the purpose and where the images will be published e.g. in print or on a website;

- The child (or their parent/carer) should be asked to provide their written consent for their images to be taken and published;
- Images of children should not be accompanied by identifying personal details. This includes first name and surname, address etc. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport. If it is important to name a child, their image should not be used.
- Only images of children in appropriate sporting attire should be used to reduce the risk of the image being adapted for inappropriate use.
- Sporting action shots should focus on the activity rather than a particular child and should avoid full face and body shots.
- Website managers should carefully monitor content and ensure any inappropriate images or improper text is removed.

The London ABA should be informed of any inappropriate use of imagery on websites or any other form of media, which is not in keeping with this guidance. Anyone discovering a child's image that may be illegal should follow the NGB reporting procedures and ensure the NGB Lead Officer and Children's Social Care and/or Police are informed.



## Late Collection of Children Guide

Late collection of children by parents/guardians can be challenging for clubs to manage. One way of addressing this issue is to stress the need for parent/carers to ensure they arrive on time at the end of a session. If appropriate, remind parents/guardians of the policy relating to late collection.

However, it is appreciated that there are some circumstances beyond the control of the parent/guardians that may make it impossible to collect their child on time.

Whilst it is not the responsibility of coaches and officials to transport children home \*only do this following safeguarding procedure, on behalf of parents/guardians who have been delayed, clubs should adopt the following measures to ensure children are safeguarded:

- Ask parents to provide an emergency contact name and number.
- Provide parents/guardians with a contact number for the club and an instruction to call if there is any likelihood of late collection.

Attempt to contact the child's parent/guardians or, if necessary, the emergency contact. Ensure that two adults remain with the child at the facility until the parents/carer arrives.

The child should not be sent home with another person without permission from a parent/carer.

## Physical Contact Guide

The use of physical contact in boxing is important to support the development of skills and techniques, to treat injury or prevent an injury or accident from occurring.

Physical contact during participation in Boxing should always be intended to meet the child's needs, NOT the adults. It is important to be open and transparent about physical contact as it is possible that legitimate contact between an adult and a child may be misconstrued or misunderstood both by the child and observers.

The following guidance should be applied in respect of any physical contact with children:

- Ensure, in situations where physical contact is necessary to assist with learning, the adult explains to the child the nature and reason for the physical contact, and unless the contact arises in an emergency and to prevent harm, ask the child for permission;
- Avoid over handling when assisting a child;
- Ensure any physical contact takes place in an open or public environment and does not take place in secret or out of sight of others;
- Avoid any gratuitous or unnecessary physical contact with children and young people;
- Include guidance on physical contact as part of an induction process / pack/ handouts
- Ensure children with disabilities who need to be lifted or manually supported are treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting receive appropriate training;
- Ensure that any sport science / medical practices or roles where physical contact is common place, that a requirement of the role it is only carried out by trained / qualified practitioners;
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment;

- Any form of physical punishment of children is unlawful, as is any form of physical response to misbehaviour unless it is by way of physical intervention to prevent a young person from harming themselves or others or damaging property;
- Encourage children to voice concerns in the event that any physical contact makes them feel uncomfortable or threatened.

There may be occasions where children are distressed and in need of physical comfort and reassurance. A young person or coach may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases, being led by the needs of the child and ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time.

## Responding to Bullying Guide

All forms of bullying are unacceptable and will not be tolerated. It is important to ensure children are adequately supervised at all times, to help identify and take action to address any early signs of bullying. The provision of an open environment where children are encouraged to report any bullying concerns is vital in tackling bullying. The following action should be taken should any incident of bullying occur:

- Offer the bullied person reassurance and try to gain their trust;
- Explain that someone in authority needs to be informed about the bullying;
- Report suspicions or concerns to the person in charge or the club welfare officer if they are present;
- Talk to the bully/bullies and try to get them to understand the consequences of their actions;
- Ask the bully/bullies to apologise to the victim.
- Inform the parents of both the bullied and bullying children;
- Insist that any items taken from the bullied person are returned;
- Impose sanctions or disciplinary action if necessary;
- Encourage the bully/bullies to change his/her behaviour;
- Keep accurate records of what happened together with names of those involved and any action taken.

Children who have been bullied will benefit from ongoing support to deal with the impact of bullying. As well as support from the welfare officer, victims of bullying can benefit from peer support. It is important that parents/carers are involved as they are likely to be a key source of support.

The club may consider holding a reconciliation meeting to help address the issues between the bully and the bullied young person. There are also a number of charities that can provide support to children who experience bullying e.g. Kidscape.

## Transporting Children

Although it is always best safeguarding practice to avoid transporting a child alone, The London ABA recognise that there are some circumstances where it is unavoidable if a child is to participate in the required training and competition. If all alternatives have been exhausted and a coach or official has to transport a child there are a number of safety measures that should be put in place to minimise the risk:

- Ensure anyone providing transport to children on behalf of the NGB or registered club has been asked to complete an enhanced CRB check and provide evidence of appropriate insurance;
- Ensure the Club Welfare Officer has been made aware of the transport arrangements and is given the opportunity to talk to the child/children in advance to check they are comfortable with the plans. The Welfare Officer should ensure that the children understand their rights and feel able to discuss any concerns or incidents;
- Try to avoid having one child alone with the driver, either by having another adult present or by ensuring children are transported in groups with central pick-up and drop-off points. If the latter recommendation is not possible, and the transport arrangements are in place on a routine basis, try to alternate which child is dropped off last;
- Provide parents with full details of any planned breaks in the journey and departure and arrival times;
- Sit children in the back of the car;
- Always use seat belts and booster seats, if required. Requirements should be confirmed prior to the trip.
- Ensure the driver has a point of contact and mobile phone should they break down.

It is accepted that circumstances may arise in event of an emergency, e.g. a child sustains an injury and needs to go to hospital, where an unaccompanied adult may need to transport an unaccompanied child. In such situations, the welfare officer or senior official and, where possible, the child's parents should be informed.

## Missing Child at a Boxing Event Guide

### Procedure:

If a child goes missing during an event, the club/organisation will apply the following procedure:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organize the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.

- make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
- report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
- follow police guidance and maintain close contact with the police.
- report the incident to the designated safeguarding officer.
- ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.

### Process chart:

If a child or young volunteer appears to be missing, the flow chart below identifies the process to be followed. There may well be access to photographs of all young people at the event and if so, these can be used to help provide the police with a description should this be necessary.

### Stage 1 to 4 no more than 15 minutes with the exception of 2a

1	Coach, friend or other person notices absence of a child
2	Staff present, in conjunction with the club/team/school Safeguarding Officer, to make assessment of the situation. <b>2a Immediate concern e.g. child seen stepping into a car, walking away with someone unknown contact Police by 999</b> Otherwise conduct immediate search of appropriate area. Do not send other children to search.
3	Ensure event security is informed
4	Ensure sport or school specific lead is informed
5	<b>Call police on 999 if not done so in 2a.</b> Do not hesitate to call the any stage prior to this if you believe this is the right thing to do.
6	Be guided by the police prior to them attending keep a controlled search and allow Police to take over once there.
7	Inform parents / guardians
8	Incident logged and discussed in an emergency safeguarding meeting, log as a serious case review, as child A, B, C etc and amend polices and risk assessments where required.
9	Inform all Child Welfare Officers of outcomes

## Code of Conduct for Staff and Volunteers

London ABA coaches and volunteers involved in sport for children and young people have a great opportunity to be a positive role model and help build an individual's confidence. Staff and volunteers are expected to:

- Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance. Encourage and guide participants to accept responsibility for own performance & behaviour.
- Treat all young people fairly and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow rough or dangerous play, bullying, use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward
- Be positive, approachable and offer praise to promote the objectives of the club at all times.
- Not let allegations of abuse of any kind or poor practice go unchallenged or unrecorded. Incidents and accidents must be recorded in line with The ABA's procedures.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person. Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider"
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced
- Establish and address the needs of disabled participants or other vulnerable groups.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible Maintain confidentiality about sensitive information
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop appropriate working relationships with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not spend excessive amounts of time alone with children unless in exceptional circumstances
- Never taking children to their home
- Not administer First Aid involving removal of children's clothing unless in the presence of others
- Hold appropriate valid qualifications and insurance cover.
- Make the sport/activity fun.

## Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by the governing body/club.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from the club/sport.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the sport's disciplinary procedures

## Emergency action and first aid

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedure

### This will include:

- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

## Code of Conduct for Parents and Guardians

### Parents are expected to:

- Positively reinforce your child and show an interest in their chosen activity.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete and return the Registration, Medical and Consent Form pertaining to your child's participation with "Name of Club, School or Event" (see parental consent).
- Deliver and collect your child punctually before and after sessions/matches/the event. Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any relevant medical concerns or conditions pertaining to their child on the registration/consent form. Any changes in the state of the child's health should be reported to the coach/school/event staff prior to the activity.
- To inform the organiser prior to the activity starting if your child is to be collected early.
- Encourage your child to play by the rules and teach them that they can only do their best.
- Ensure that your child understands their code of conduct.
- Behave responsibly on the side-line; do not embarrass your child.
- Show appreciation and support the coach/school/event staff.
- Ensure your child is punctual.
- Be realistic and supportive.
- Ensure your child has appropriate showering equipment, plus adequate food and drink. Accept the official's judgment and do not enter the field of play
- Promote your child's participation in playing sport for fun.

### Parents / Guardians have the right to:

- Be assured that your child is safeguarded during their participation in sport.
- Be informed of problems or concerns relating to your children.
- Be informed if your child is injured.
- Have your consent sought for issue such as trips or photography.
- Contribute to decisions within the club.
- Have any concerns about any aspect of your child's welfare listened to responded to.

Any breaches of this code of conduct will be dealt with immediately by The London ABA / School or Event" official. Persistent concerns or breaches may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/guardian continue to breach the code of behaviour of the Club School or Event" officials regrettably asking your child to leave the session, event or club.

## Code of Conduct for Children

The London ABA and Affiliated Clubs are fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with Name and Position. Sports clubs should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment.

As a member of the Amateur Boxing Alliance, you are expected to abide by the following junior code of practice: Children are expected to:

- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Refrain from bullying or persistent use of rough and dangerous play
- Not consume alcohol or drugs of any kind on club premises or whilst representing the club.
- Report inappropriate behaviour or risky situations for youth members
- Respect opponents and officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Not cheat or be violent and aggressive.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Keep yourself safe.
- Take care of equipment owned by the club.
- Not get involved in inappropriate peer pressure or push others into something they do not want to do
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Wear suitable kit; insert a list compulsory items – for training and match sessions, as agreed with the coach/team manager.
- Pay any fees for training or events promptly.
- Not smoke on club premises or whilst representing the club at competitions.



## Children / Young People have the right to:

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed
- Ask for help.
- Have my concerns taken seriously and acted on?

Any minor misdemeanours and general misbehaviour will be addressed by the coach and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the club/sport. Parents will be informed at all stages. Disciplinary action can be appealed to the coach with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

## Support Services

Both the victim of abuse and anyone who is investigated for allegations of abuse may benefit from information about support services. It is useful to provide this information for anyone else who has been affected by an incident of abuse, including family members, those involved in responding to the incident, and other children, parents or club members. Anyone who has made a disclosure of abuse, has been the subject of an allegation, or has been indirectly affected by an incident will be offered information on support services.

## Whistleblowing

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. The London ABA supports an environment where staff and volunteers, members and their parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reports a legitimate concern to the organisation will be supported and all concerns will be taken seriously.

It is acknowledged that individuals are often very reluctant to report concerns through fear of negative reprisal. The London ABA will take action against anyone who has harassed or victimised a whistle-blower. The identity of individuals who wish to remain anonymous will not be disclosed without first taking time to explain the circumstances in which disclosure may be desirable. In the first instance, poor practice concerns that relate to a club should be referred to the club welfare officer or senior official, except where:

- The whistle-blower believes there would be a risk of victimisation, either to the whistle-blower or child/children, if the matter was raised internally within the club; or
- The whistle-blower has already raised the matter internally and the matter was covered up or no action was taken, and the situation remains unchanged.

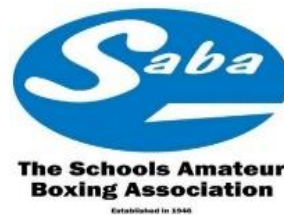
## Implementation of Policy

*This policy was authored by SABA and adopted by the Board of The London Amateur Boxing Association on 4<sup>th</sup> August 2019.*

*This Policy shall be deemed effective as of 1<sup>st</sup> October 2019. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.*



The London Amateur  
Boxing Association



**STIMULATE. INTEGRATE. EDUCATE.**

## Contacts

### **The London Amateur Boxing Association:**

**Chair:** Name:  
Email:  
Telephone:

**Secretary:** Name:  
Email:  
Telephone:

**Registrar &  
Data Protection Officer:** Name: Ron Phillipson  
Email:  
Telephone:

**Safeguarding Lead:** Name: Lewis Gell  
Email: lewis.a.gell@gmail.com  
Telephone: 07734 – 228473