

WHEELCHAIR DANCE SPORT ASSOCIATION (UK)

PROTECTION OF CHILDREN AND VULNERABLE ADULTS POLICY



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POLICY STATEMENT

Wheelchair Dance Sport Association (UK) (WDSA (UK) approach to the protection of children and vulnerable adults is based on the principles recognised within UK and International legislation and guidance including;

- The Children Act 1989
- The Children Act 2004
- The Safeguarding Vulnerable Groups Act 2006
- The Protection of Children Act 1999
- The Every Child Matters strategy (DfES, 2004) No Secrets – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse 2000
- Human Rights Act 1998/2010
- Working Together to Safeguard Children (HM Government 2006)
- The Sexual Offences Act 2003
- The Rehabilitation of Offenders Act 1974
- The UN Convention on the Rights of the Child
- The Data Protection Act 1998
- The Police Act 1997 Criminal Justice and Court Services Act 2000

RELEVANT HOME COUNTRY LEGISLATION AND GUIDANCE

NORTHERN IRELAND

- Children (NI) Order 1995
- Our Duty to Care NI, DHSSPS 2007
- Co-operating to Safeguard Children DHSSPS 2003
- Safeguarding Vulnerable Groups (NI) Order 2007
- Sexual Offences (NI) Order 2008
- Protection of Children and Vulnerable Adults (NI) Order 2003

WALES

- Safeguarding Children: Working Together under the Children Act 2004 (Welsh Assembly Government 2007)
- The All Wales Child Protection Procedures (Welsh Assembly Government 2007)

SCOTLAND

- Children (Scotland) Act 1995
- Police (Scotland) Act 1997
- Protection of Children (Scotland) Act 2003
- Protection of Children (Scotland) Act 2005 (replaced by the 2010 Protection of Vulnerable Groups Act)

WDSA (UK) believes that anyone who has the responsibility for the care of a child should

“Do what is reasonable in all circumstances for the purpose of safeguarding or promoting a child’s welfare” In accordance with the Children Act 1989.

Adoption of and adherence to this policy is mandatory for any instructors, groups and partners affiliated to WDSA (UK)

The policy should be read in conjunction with the Wheelchair Dance Sport Association (UK) Code of Conduct.

The WDSA (UK) is committed to ensuring that the activities it provides are conducted safely, and that the welfare of athletes and volunteers is foremost at all times.

The Association has a responsibility to ensure that athletes and volunteers are protected from possible abuse, and the Executive Committee has therefore adopted the procedures detailed in the policy, and is committed to their implementation.

WDSA (UK) will take all allegations seriously. It will deal promptly and sensitively in all cases, and ensure that appropriate action is taken where an allegation is found to have good grounding as set out within this document.

Board of trustees, volunteers, instructors/leaders, parents, paid staff and the athletes themselves, all bear a responsibility to implement the policy, and each has a right to be protected by it.

WDSA (UK) is also committed to supporting anyone who, in good faith, reports his or her concerns that they, or a colleague, is at risk of, or may actually be, being abused.

All persons, regardless of age, gender, ability, disability, ethnicity, religious belief and sexual identity, have a right to be protected from abuse.

Personal information will be treated in strict confidence, within the limits of the law, which requires that the Police, Children’s Social Care (social services) and/or any other statutory agencies including the NSPCC to be informed where there are concerns that a child or adult is at serious risk of harm or it is believed that a crime has been committed.

PRINCIPLES

In order to ensure that procedures are followed to their utmost, WDSA (UK) aims to follow the principles set out below.

The welfare of the child is paramount!

The broad definition of a "vulnerable adult" within the Who Decides? (HM Government 2007) document is a person who is 18 years or over and is in need of community care services by reason of mental health or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation; WDSA (UK) will take serious all suspicions and allegations of abuse and respond swiftly and appropriately.

The Children's Act 1989 recognises a child/young person as being under the age of 18 years; WDSA (UK) recognises that working together with children, individuals, parents/guardians and the relevant safeguarding organisations is essential for the protection of children, young people and vulnerable adults; All persons, regardless of age, gender, ability, disability, ethnicity, religious belief and sexual identity, have a right to be involved in wheelchair dance sport and wheelchair dancing in an enjoyable and safe environment and to be protected from abuse; Young players and vulnerable adults have a right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the game of wheelchair dance sport.

It is the responsibility of the child protection experts and statutory agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns; The WDSA (UK) will provide guidance and resources (including signposting) and provision of training to support members and clubs to implement the policy.

Confidentiality should be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000. Information will be shared on a need to know basis wherever there are concerns about the welfare or safety of a child; WDSA (UK) will ensure that the Child Protection Policy will be appropriately communicated throughout the organisation.

All those involved in the planning, development, management and delivery of wheelchair dance sport to children, young people and vulnerable adults have a duty to ensure that participants are:

1. Coached and trained by appropriately qualified people in a safe and fun environment;
2. Actively encouraged to participate in wheelchair dance sport at an appropriate level for their age and ability;
3. Provided with opportunities to participate in games and training sessions as appropriate to the age, ability of the individual;
4. Not subjected to abuse and/or poor practice from any source;
5. Not subjected to bullying or undue pressure;
6. Supported to play an active role in the community, both in and out of the wheelchair dance sport environment

RESPONSIBILITIES

Wheelchair Dance Sport Association (UK) WDSA (UK) recognises its responsibility both morally and legally under the current legislation and will commit our utmost efforts to promote good practice to protect children, young people and vulnerable adults.

In doing so, we recognise that the WDSA (UK), the Board of Trustees, our affiliates and members have a responsibility to:

- Continually update existing policies.
- Safeguard and promote the interests and well-being of everyone involved in the delivery of wheelchair dance sport, (athletes, participants, instructors/leaders, volunteers and spectators of the sport).
- Respect and promote the rights, wishes and welfare of the all involved in wheelchair dance sport.
- Maintain confidentiality with respect to the Human Rights Act 2000 and the Data Protection Act 1988.
- Recruit, train and supervise its employees and volunteers so as to promote best practice to safeguard and protect young people and vulnerable adults from abuse.
- Ensure that the WDSA (UK) Safeguarding and Protecting Children, Young People and Vulnerable Adults Policy is communicated, understood and implemented throughout the organisation, its affiliates and membership.
- Respond to any complaints about poor practice or allegations of abuse.

All other bodies involved in the sport of Wheelchair Dance Sport which provides opportunities to work with children, young people up to the age of eighteen and vulnerable adults should be encouraged to recognise the value of the policy and adopt the good practice contained within therein.

Wheelchair Dance Sport Association will:

- Appoint a lead officer for safeguarding;
- Convene a disciplinary panel when necessary;
- Ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate, referred to other agencies;
- Provide opportunities for delivery staff and volunteers to access training and guidance opportunities;
- Where there are concerns about possible abuse, ensure that these are referred appropriately to the statutory agencies to determine whether or not abuse has taken place;
- Make decisions on misconduct and/or poor practice within the agreed timescales;
- Inform all appropriate individuals and bodies of decisions within agreed timescales;
- Maintain records of suspended, disciplined and disqualified persons and where appropriate, refer people disqualified to relevant government agencies for consideration by Protection of Vulnerable Adults (PoVA) and Protection of Children (Scotland) Act (PoCA) and the Independent Safeguarding Authority (ISA).

DEFINITIONS OF ABUSE

HOW DOES ABUSE OCCUR?

It is important to understand exactly what is meant by abuse. There is sometimes a fine line between acceptable and unacceptable behaviour, and it is important that anyone connected with the WDSA (UK), and particularly the athletes, understands this boundary. It is also important that the signs of abuse are understood, as the victims of abuse often feel unable to tell anyone.

Whilst these procedures are designed to ensure that incidents are brought to light, and dealt with properly, it is equally important to try to ensure that such incidents do not occur in the first place. There are a number of "good practices" rules that help avoid potential situations occurring.

The Children's Act (1989) and Working Together to Safeguard Children (2006) identify four main types of abuse - Physical, Sexual, Emotional and Neglect, though it is important to also consider Financial abuse. In general terms, abuse may be the action or inaction by, for example, a coach, volunteer or paid helper, family member or another young athlete.

PHYSICAL ABUSE

"Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or induces illness in a child."

In a sporting context it might also occur if a person is forced to train beyond his/her capabilities, or the intensity of training disregards an individual's ability/impairment. Physical abuse may also occur through encouraging the inappropriate use of substances to stimulate performance.

SEXUAL ABUSE

"Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve contact including penetrative acts (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways."

In a sporting context it could range from sexually suggestive comments to actual sexual contact or could involve inappropriate photography or videoing, for the gratification of the viewer.

EMOTIONAL ABUSE

"Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone."

Emotional abuse occurs when a person is not given help and encouragement and is constantly derided or ridiculed or ignored. Conversely, it can also occur if a person is over-protected. In a sporting context this is present in the unrealistic expectations of parents and coaches over what an athlete can achieve, or the undermining of an athlete through ridicule. Bullying is likely to come into this category. Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying. In the case of learning disability, emotional abuse can occur through failing to communicate important information accurately or appropriately, providing misleading statements or failing to ensure a person understands the information given.

Psychological Abuse often includes emotional abuse and can include; threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidating, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

NEGLECT AND ACTS OF OMISSION

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal drug abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs."

In a sporting context it may be when an athlete's personal or intimate requirements are ignored, particularly if they are disabled, or where an athlete is not cared for in a way appropriate or according to their needs. It could also mean failing to ensure they are safe or exposing them to harm.

BULLYING

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing

Here the abuser may well be another young person. Bullying can occur where there is inadequate supervision. In a sports context this could be on residential (training, tournament, camps), in changing rooms and in under-staffed environments. Increasingly bullying occurs through the use of social media such as the internet and mobile phones.

Poor Practice and Abuse includes any behaviour that contravenes existing Codes of Conduct, infringes an individual's rights and/or reflects on a failure to fulfil the highest standards of care.

Many children and young people will lack the skills or confidence to complain and it is therefore extremely important that adults in the club advocate for the participants. This in turn will also encourage and develop a safer environment that could support all involved in the club and deter abusers.

Discriminatory Abuse can occur in the shape of psychological, emotional and physical abuse and is based on the grounds of; racism, sexism and any form of abuse targeting a person's ability/disability, age, sexual identity or religious belief.

Financial and Material abuse means failing to act in a person's best interests, when managing money issues. This might include inappropriate payments, or mismanagement of funds held or managed on behalf of athletes.

INDICATORS OF ABUSE

Recognising abuse is not always easy. WDSA (UK) and our safeguarding partners acknowledge that Staff, Instructors, Volunteers and Officials whether in a paid or voluntary capacity, are not experts at such recognition. Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is not the responsibility of those working with young people in wheelchair dance sport to decide whether or not an individual is being abused, however it is their responsibility to share concerns.

Those with roles and responsibilities for supporting the delivery of activities, and therefore also for safeguarding and protecting children, young people and vulnerable adults (Staff, instructors/leaders, Volunteers and Officials), may be the only persons in a position to notice these signs. In order to create a better picture of whether abuse is taking/has taken place, it may mean collating information from previous sessions and observations.

Please use the table below as a guide to some possible physical and behavioural signs of abuse. If you are unsure, speak to the Safeguarding Officer at WDSA (UK) will be able to provide advice, guidance and support.

Type of Abuse	Physical Signs	Behavioural Signs
Physical Abuse Unexplained,	Unusual or repetitive bruising or swelling. Finger, strap and/or bite marks. Burns or scolds, this includes cigarette burns. Fractures, missing teeth. Injuries that are particularly situated on a part of the body not normally prone to such injuries	Inappropriate excuses to explain injuries, reluctance to change or uncover body, fear of returning home, fear of contact, aggressive temper, depression withdrawal and cowering.
Sexual Abuse	Genital pain, bruising, bleeding, Sexual Transmitted Infections (STI), itching, stomach pains, discomfort, pregnancy, incontinence, anal pain on passing motions Inappropriate sexual awareness, engaging in sexual explicit behaviour,	Unexplained changes to their behaviour, inappropriate use of language, unexplained money or gifts, issues regarding eating, bedwetting, running away, distrust of adults or specific gender. Neglected or poor personal hygiene, in-appropriate clothing or appropriate fitting clothes
Emotional Abuse	Low self-esteem, continual self-depression, emotional immaturity, weight change, clothing inappropriate for individuals age, gender or culture, lack of growth/development, self-harm, unexplained speech disorders	Behavioural extremes, decline in concentration levels, withdrawn, few friends, unable to play, difficulty communication, Neglected or poor personal hygiene, in- appropriate clothing or appropriate fitting clothes, change in weight and/or constant hunger.
Untreated conditions/injuries,	failure to supply appropriate equipment for the quality of life Isolation, seeks attention from adults or withdraws from people, continually tired	absent, late, few friends, no money, wanting to steal, lack of communication, low self esteem
Bullying Unexplained injuries	bruising and/or body pains, disturbed sleep, weight change,	Isolated, anxiety over attending activities, withdrawn, suicidal, aggressive, bullying others, moodiness, depressed, reduced performance, lack of concentration,

Information taken from working together 2010

It is important to note that any of the physical or behavioural signs in the table above might have a very plausible explanation.

RAISING AWARENESS AND POTENTIAL VULNERABILITY

The Wheelchair Dance Sport Association (UK); Safeguarding Children, Young People and Vulnerable Adults Policy, has been established with Inclusivity built in and not bolted on. The WDSA (UK) understands that the same actions be taken regardless of the needs and background of an individual. However, some children, young people and vulnerable adults are disadvantaged by their additional vulnerabilities or experiences. Please see below for examples.

DISABLED PEOPLE

Disabled people might be additionally vulnerable because they may:

- Have an increased possibility of isolation.
- Be subject to; greater negative experiences in society.
- Have additional needs of support.
- Need to use alternative methods of communication (both sending and receiving).
- Not be believed.
- Have medical needs that are used to explain abuse.
- Not want to raise issues at the risk exclusion or lack/withdrawal of activity.

PEOPLE FROM BLACK, ASIAN AND MINORITY ETHNIC (BAME) GROUPS

People from BAME groups are additionally vulnerable because they may be:

- Experiencing racism and racist attitudes.
- Have difficulty communicating using the English language.
- Victims of prejudices and assumptions i.e. have an advantage in a particular sport due to their ethnicity etc.
- Wanting to fit into society and therefore, may not want to make a fuss.
- Experiencing racism through being ignored by people in authority.

In order to ensure that information, communication and resources can be accessible, WDSA (UK) will ensure that promotional and informational resources can be made available in other languages and formats, such as large print, Braille, audio cassette and floppy disc. For concerns of how to access this resource please contact the WDSA (UK).

CHILDREN AND YOUNG PEOPLE WHO UNDERTAKE LEADERSHIP ROLES

Children and Young People are being actively encouraged to undertake leadership roles in wheelchair dance sport. WDSA (UK) believes that supporting the development of young leaders will benefit the growth of the sport and our instructor/leader, volunteer and officials. However, although a young leader may undertake a role such as; instructor, volunteer or as an official, it is important to remember that anyone under the age of 18 is still legally a child.

WDSA (UK) will promote both the protect children, young people and vulnerable adults Policy coupled with relevant partner organisations and the support that they can offer to young people that undertake such roles within a club environment.

WDSA (UK) acknowledges the increased risks of physical, emotional and verbal abuse children and young people in these roles can be subject to and in order to manage this, it is recommended that young leaders should never have sole responsibility for other young people and be fully supported and supervised by an appropriately qualified adult.

REDUCING THE POTENTIAL FOR VULNERABILITY

In order for WDSA (UK) to establish an environment that is; safe, enjoyable, educational and enables people to positively contribute to developments; delivery partners must be extra vigilant in creating a safe culture, this includes:

- Monitoring and evaluating projects and communicating with participants, members and partners; Setting high standards and ensuring that these are consistently adhered to;
- Engaging, understanding and promoting the diverse culture of wheelchair dance sport;
- Respecting cultural difference;
- Ensuring an inclusive ethos;
- Establish an environment that encourages feedback and where issues can be discussed;
- Acknowledges the increased vulnerability of specific individuals;
- Recognises that children and young leaders have an increased vulnerability of poor practice and abuse;
- Implementation of a WDSA (UK) code of conduct for dancers, instructors/leaders, volunteers, officials and spectators;
- The Implementation of a procedure for the use of photography and filming equipment.
- Encourage a partner wide approach to safeguarding, in order to create better communication, advice and support mechanisms.
- Ensure that instructor/leader ratios are appropriate for the number of individuals in attendance.
- Lone working and one-to-one environments are not advised.

RESPONDING TO DISCLOSURE, SUSPICIONS AND ALLEGATIONS

HOW TO RESPOND AND ACTIONS TO AVOID

Research shared between our partners shows that on average it takes a child seven attempts to disclose and be heard.

Wheelchair Dance Sport Association (UK) encourages environments which are engaging, respectful and which encourage feedback in order to raise awareness of issues.

In all cases of reported poor practice and abuse, the following principles must always be adopted:

- Record,
- Act
- Never Assume

Do

- Stay calm and do not rush so as not to frighten the individual, as this may lead to the with-holding of information
- Always reassure the individual that he/she is not to blame that they were right to raise awareness to this issue
- Confidentiality procedures must be followed this includes telling the individual that you may have to inform others to help stop the abuse. Confidentiality must be maintained but any concerns or information relating to possible abuse must be shared on a need to know basis.
- Always ensure the safety of the individual, if urgent medical attention is required, then call an ambulance, inform the doctors of concerns and ensure they are aware of the safeguarding/protection issue
- Do take notes and complete the incident report form. All concerns will be treated with a non-judgemental and open mind and be handled in a fair and equitable manner
- In order to ensure that your wellbeing is not hindered during a safeguarding issue please be aware that there are support mechanisms for you to access. Speak to your line Manager, Head Instructors/leaders or WDSA (UK) board member.

Do Not

- Rush into actions that may be inappropriate and do not approach the alleged accuser and do not take actions that may compromise/destroy evidence e.g. washing clothes, showering etc.
- Express your own emotions and or make promises you cannot keep. The individual will need reassurance not an emotional response.
- Do this on your own, consult and refer and hand on appropriately to the relevant people.
- Make assumptions, the outcomes will be focused on evidence and fact. In addition do not assume that someone else is aware of the abuse and that they are taking action to stop the abuse

RECORDING INFORMATION

Information that has been recorded may need to be passed onto partner/external agencies. Therefore, information must be as helpful as possible. Please remember, it is important to make a detailed report at the time of disclosure.

The report should contain the following details:

- Details of the individuals (alleged perpetrator and/victim), this should include name, address, date of birth, race, ethnic origin, and any disability that they may have.
- Information regarding the nature of the allegation
- A concise description of any incident or injury
- Any previous and current observation regarding any physical and behavioural state of the individual
- Times, dates and venues
- A concise account based on the own words of the individual if they have made a disclosure
- Information about any action taken by you or others
- Details of the person recording the information (name, role, contact details) and date of the disclosure
- Copies for future reference Keep a record of any third party correspondence or contact e.g. police officer, social services etc.

As mentioned previously, it is the responsibility of WDSA (UK) Staff, Instructors/leaders, Volunteers and Officials to recognise concerns and/or the signs of abuse and not to decide whether abuse has/has not taken place.

Concerns should be reported to and discussed with the Children's Social Care (Social Services) as soon as possible. Children's Social Care will decide how and when parents or carers will be informed.

WHISTLE BLOWING

Often, WDSA (UK) members that are delivery based (i.e. Instructors, Physiotherapists, Officials, Parents or spectators) are the first to recognise that a child, young person or vulnerable adult is at risk of abuse. However, they may not express their concerns because they feel that the experience may be too difficult to handle. Therefore, in these circumstances it may be easier for the individual to ignore the concern rather than report what may be little more than just a suspicion of poor practice.

WDSA (UK) is committed to developing and promoting an environment that is; open for people to voice their concerns, honest to its membership and those involved in wheelchair dance sport, supportive and accountable. As part of this commitment, individuals are encouraged to voice any serious concerns they may have regarding any aspect of safety and welfare within a wheelchair dance sport setting.

Where there is a complaint of abuse against a member of the WDSA (UK) (volunteer, instructor/leader, official, member of staff) one of the courses of action will be followed:

1. A criminal investigation
2. A child protection investigation
3. A disciplinary investigation by the WDSA (UK) Case Management Team (CMT)

The CMT will decide if an individual should be temporary suspended from membership pending Police and Children's Social Care/in Scotland, Social Services inquiries.

The results of the Police and Children's Social Care/in Scotland, Social Services investigations will inform the disciplinary investigation.

If the investigation shows that the allegation is clearly about poor practice then the CMT will follow the WDSA (UK) Child Protection Procedures.

Irrespective of the findings of the Police and Children's Social Care/in Scotland, Social Services, WDSA (UK) will assess all individual cases under the appropriate complaints procedure to decide if a member of staff or volunteer can be reinstated and how this can be sensitively handled.

The welfare of the children/vulnerable adult should always remain paramount.

FLOW CHART FOR RESPONDING TO CONCERNS, DISCLOSURE OR ALLEGATIONS IN WHEELCHAIR DANCE SPORT ENVIRONMENT

Concerns Identified in relation to a participant, instructor, volunteer or official (about an instructor, participant etc.)

Is the Individual in need of immediate medical attention?
Call an ambulance; inform the doctor what this relates to. Safeguarding Issue

Report to WDSA (UK) Safeguarding Officer who will:

1. Complete Incident Referral Form
2. Report issue to CWO or designated person
3. Where urgent concerns WDSA (UK) Lead safeguarding Officer will refer immediately to Children's Social Care/Police and copy referral form to both of them and the WDSA Lead Safeguarding Officer as soon as possible.
4. When there is concern regarding the abuse of the position of trust the LADO should be contacted who will advise on next course.

WDSA (UK) Lead Safeguarding Officer

.WDSA (UK) Safeguarding case management team decide which route to take

Alleged Minor Poor Practice

Referred back to Branch with advice on process to be followed

- Complaints procedure
- Disciplinary procedure
- No Further action

Possible outcomes:

No case to answer

Complaint/disclosure resolved with agreement between parties

Training Mentoring identified and agreed

Disciplinary sanction

More significant concerns emerge (refer back to WDSA (UK) CMT)

Serious Poor practice with Wider Implications, Alleged Child Abuse

Possible processes

- child protection investigation
- criminal investigation/proceedings
- Investigation under disciplinary proceedings – including possible temporary suspension of person accused WDSA (UK) investigation pends outcome of Children's Social Care / Police investigation

Possible Outcomes:

- No case to answer
- Less serious- referred to complaints procedure
- Disciplinary hearing
- sanctions
- Civil proceedings

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Appeal

RESPONDING TO POSSIBLE ABUSE OUTSIDE OF A WHEELCHAIR DANCE SPORT SETTING

1. Concern identified about a child, young person or vulnerable adult outside a wheelchair dance sport environment
2. If the child, young person or vulnerable adult is in need of urgent medical attention then call an ambulance and inform a doctor that a safeguarding issue is of concern
3. Report the concern to the Club Welfare Officer (CWO) who will refer the matter to Children's Social Care/the Police without delay. Remember to record anything the child, young person or vulnerable adult has said or any observations that have been made, along with dates and times
4. If the CWO (or WDSA (UK) Safeguarding Officer) is not available the person discovering or being informed of the abuse should refer the matter directly to the Police or Children's Social Care. Remember, delay may place an individual at further risk of abuse
5. The Police or Children's Social Care will offer advice on contacting the child's parents or guardians.
6. Complete and forward a report form to Social Services, Police and WDSA (UK) Safeguarding Officer within 48 hours

LOCAL AUTHORITY DESIGNATED OFFICERS (LADO'S)

IN England, guidance in working together to safeguard children (HM Government 2006) resulted in the establishment of a network of Local Authority Designated Officers LADO's. The key role of the LADO's is to support organisations where concerns have arisen in relation to the behaviour towards children of a member of staff or volunteer in a position of trust or responsibility. Whether or not a parallel abuse investigation is considered or undertaken, LADO's will work with organisations (often to the conclusion of the case) to ensure that internal complaints and disciplinary and investigative processes are effectively applied. The way in which LADO's become involved in cases involving the potential abuse of positions of trust varies.

It is important to establish whom and where LADO's are in your area and how referrals are made to them. It is important for you to have contact numbers of these agencies, so that you do not need to find them when you are dealing with an issue or concerns. You can find your local LADO by contacting your Local Safeguarding Children Board (LSBC) or Local Authority.

PROCEDURES RECRUITMENT OF NEW STAFF AND VOLUNTEERS

Wheelchair Dance Sport Association (UK) relies heavily upon its volunteer base to both manage the organisation and deliver the activities it provides. Without a dedicated volunteer resource the organisation could not survive, nor would the sport of wheelchair dance sport have progressed as quickly or as far as it has.

Nevertheless, the recruitment and selection of volunteers is the most critical time when child and vulnerable adult protection issues must be addressed. It is important therefore that appropriate steps are taken to ensure that we have embedded safe practice in relation to ensuring that those employed/partnered and deployed with roles with and responsibilities for children, young people and vulnerable adults are subject to appropriate. These procedures should be accepted and welcomed practice rather than viewed as an invasive, bureaucratic process.

Under the Protection of Children's Act 1999, all individuals working on behalf of the WDSA (UK) are treated as employees whether paid or volunteers. Therefore recruitment checks must be carried out. (Please see below for procedures regarding volunteers)

EXISTING VOLUNTEERS

Though many of the WDSA (UK) volunteers have worked with, and supported, the organisation for a number of years, the Board of Trustees of WDSA (UK), upon adopting the procedures, also undertakes to lead by example, and will be conducting retrospective checks on all existing volunteers. This should not be seen in any way as questioning the integrity or motive of willing of volunteers, but an undertaking to ensure that all volunteers, new and existing, have provided an identical set of information against a clear policy.

REGISTERED VOLUNTEERS

Upon satisfactory submission of the application forms (see appendix A for an Employer and Volunteer versions Application forms), and appropriate background checks have been completed, all volunteers and paid officers will be presented with a registration card. This will be valid for two years, and will be renewed only if the volunteer is still active within the program of the Association. Volunteers will be expected to carry the registration card at all times, when representing or undertaking work for the Association, and should be expected to present it on-demand.

ADVERTISING

If any form of advertising is used to recruit staff, it should reflect:

- The Job Description,
- Roles/Responsibilities and pay scale
- The Level of experience or qualification required (e.g. working with children, young people and adults)
- The WDSA (UK) stance on equity and safeguarding
- The job description should carry a statement detailing the degree of contact with children and/or vulnerable adults, and the need for appropriate checks to be undertaken prior to commencing the role.

An example of the statement can be found below.

The position described above involves substantial access to children and vulnerable adults. As an organisation committed to the welfare and protection of its members, it is WDSA (UK) policy to request individuals to complete a self-declaration form, giving two referees whom we may contact. In addition, an Enhanced Police check (CRB disclosure) will be undertaken. Though details will remain confidential, should any concerns about an applicant's appropriateness to work with children and/or vulnerable adults, we reserve the right to retract the offer of joining the WDSA (UK) employment base, and may seek to clarify concerns or to gather further information (with further consent from the applicant where appropriate) in order to undertake an assessment of an individual's suitability.

APPLICATION PROCESS

Any persons employed by WDSA (UK) will be required to apply in writing through the Application Form (appendix A). Following the written process any successful applicant will be required to attend an interview.

CHECKS AND REFERENCES

Any staff/volunteer joining WDSA (UK) who is seeking to undertake a role or responsibilities for children, young people or vulnerable adults should be given a self-declaration form to complete. A copy of the self-declaration form appears in Appendix B & F, along with guidance notes. Though a position may be offered to an individual subject to receiving the signed form, the applicant must not commence the role, nor act as a representative of the organisation, until satisfactory references have been obtained.

All adults who have "regular supervisory contact with children, young people and/or vulnerable adults" will undertake Criminal Records Bureau (CRB) enhanced level disclosure. These adults will include:

- Professional Staff,
- volunteers,
- instructors/leaders
- physiotherapists
- Management Committees
- Team Managers/Assistants All Officials,(this includes adjudicators and classifiers Officials)
- Welfare Officers
- Event Managers

The form will request information regarding an applicant's qualifications and experience for the post. If an applicant has no experience of working with children, young people or vulnerable adults, training and supervision is strongly advised.

References should be requested from people who have known the applicant in a capacity pertinent to the role for which they are applying. They should have known the individual for at least two years and the extent to which the role involves working with children and/or vulnerable adults should be explicit.

A copy of the Reference Request Form duly headed with the name of the applicant and the position should be sent, along with a pre-addressed envelope, to each referee. A copy of the job description may also be sent. A copy of the form appears in Appendix C.

It may not be possible to implement the procedures described above where a volunteer is recruited at very short notice for a one-off occasion (e.g. a specific event). Where such recruitments are necessary (for example when students are recruited to help at events), WDSA (UK) will only approach known individuals, or those people for whom a teacher or official can provide suitable verbal reference or recommendation. In these circumstances the individual must not work in isolation and should be supervised by someone who has been subject to appropriate recruitment checks and ideally who has also attended safeguarding and protecting children basic awareness training.

INDEPENDENT SAFEGUARDING AUTHORITY (ISA)

The Safeguarding Vulnerable Groups Act 2006 came about as a result of the Bichard report which enquired about the events surrounding the Soham murders of Holly Wells and Jessica Chapman by Ian Huntley and led to the establishment of the ISA). The purpose of the ISA vetting service is first to make sure that barring decisions are taken by independent qualified people and to promote confidence that these decisions are taken fairly. The scheme will replace other barring lists by providing a single approach to barring individuals. The names of people who are considered to be unsuitable to work with children and vulnerable adults will be placed on one of two ISA barred Lists, working in partnership with the Criminal Records Bureau (CRB).

To ensure that the safeguards for children and young people, in relation to ensuring a safe workforce, are strengthened by implementation of the ISA the CRB enhanced disclosure process needs to continue alongside the ISA. Not barred does not necessarily mean that an individual is suitable for any role in relation to children and vulnerable adults. The information that the WDSA (UK) accesses via CRB checks will continue to be essential to help assess the suitability of a particular individual to undertake a specific role with children and young people within a particular setting in our sport. All employees or volunteers who wish to work with children and young people will be required to become a registered member of the children's workforce through the ISA registration process. Application for registration will be on the same form as application for a CRB disclosure and will happen immediately for all new recruits and at the time of CRB check renewal or application for existing staff and volunteers.

INTERVIEW AND INDUCTION

Where appropriate, all professional appointments for full or part-time employment positions should undergo a formal interview;

All staff (paid and Voluntary) must undergo a formal induction in which:

- Qualifications can be verified
- Training needs can be identified
- Appropriate codes of conduct are agreed and signed up to,
- policies and procedures are explained
- The roles, responsibilities and expectations of the job are clarified

TRAINING

WDSA (UK) is committed to the Continual Professional Development (CPD) of its workforce. In order to ensure that the organisations workforce can be responsible for the; planning, development and evaluation of its delivery and report cases of poor practice and/or concerns of possible abuse, WDSA (UK) strongly recommends Recognised Safeguarding and Child Protection basic awareness training be attended and refreshed at least every three years and instructor relevant equality training.

MONITORING AND APPRAISAL

Appraisals will be completed on a six monthly basis. All staff and volunteers will be given the opportunity to receive formal and/or informal feedback. This enables both line manager and the person receiving the appraisal the opportunity to Identify training needs Set SMART targets Raise awareness to any areas of satisfaction and concern

Guidelines for the use of Photographic & Recorded Images of Children, Young People or Vulnerable Adults

WDSA (UK) GUIDELINES PROTECTION OF CHILDREN AND VULNERABLE ADULTS - USE OF VIDEO AND CLOSE RANGE PHOTOGRAPHY

PHOTOGRAPHY

WDSA (UK) recognises that abuse can extend beyond acts of a physical or mental nature. The Association will therefore only permit the use of photography or filming equipment at WDSA (UK) organised events by properly accredited users.

The following people must register their intentions by completing the Use of Photography Equipment Form, with the event organiser. It is the responsibility of the organisers to ensure that forms are readily available.

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-declaration form

STUDENTS OR AMATEUR PHOTOGRAPHERS / FILM / VIDEO OPERATORS

Students and Amateurs should submit a self-declaration form together with their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event

SPECTATORS (INCLUDING PARENTS OR RELATIVES)

Spectators wishing to use photographic / film / video equipment with a telescopic or zoom lens should register their intent with the promoter of the event by completing a self-declaration form (standard cameras without zoom facilities are exempt if used from the spectator area).

In future, all event programmes, will carry a statement highlighting the need to register photography equipment with the organisers, prior to its use (Where appropriate, similar statements will also appear in pre-event information or entry forms). The statement can be amended according to the specific activity, please see example below as a guideline.

WDSA (UK) PROTECTION OF CHILDREN AND VULNERABLE ADULTS - USE OF VIDEO AND CLOSE RANGE PHOTOGRAPHY

WDSA (UK) requires any person wishing to use photographic or filming equipment to register themselves with the event organiser prior to using the equipment. This applies to all professional and amateur photographers and spectators with zoom or close range photographic equipment. Spectators using standard equipment from the spectator area, or professionals hired by the organiser for the specific purpose of recording the event, are exempt. Details and declaration forms are available from the organiser or by contacting the WDSA (UK) Office.

The promoter reserves the right to decline permission to any person who fails to meet these conditions, or fails to give satisfactory motive for recording the event. Where necessary the police may also be informed.

If you are concerned about photography at a WDSA (UK) event, contact the organiser or member of staff.

Signs will also be placed at the entrance to events giving the same details and via announcements at the start of each event.

Where a photographer fails to register, or where there is sufficient reason for the organiser to doubt the motive of a photographer, WDSA (UK) reserves the right to prevent access to the event by that person.

Should this fail, WDSA (UK) maintain the right to contact the venue management and, where necessary, inform the Police.

Responsibility for implementing and monitoring the procedures will be undertaken by the event organiser. Where possible, organisers should issue accreditation badges to eligible photographers, to avoid confusion or possible embarrassment. Regular photographers need only register once.

VIDEOING AS A TEACHING AID

There is no intention to prevent instructors/leaders using videoing as a legitimate teaching aid. However, where this is intended, the athletes and their parents should be aware that this is part of the programme, informed consent should be sought and gained in writing and care should be taken in the storing of such images.

USE OF IMAGES – EASY RULES TO REMEMBER

When the use of images is to be used, the following procedures should be followed:

- Written permission should be granted by the dancer and parent/carer/s in order to take and use images. This ensures that the person and their responsible adult are aware of how the image will be used to represent the sport. Completion of the consent form is a good practice example.
- Hold back the use of personal information such as; email addresses, telephone numbers, home address etc this is paramount to not putting children, young people or vulnerable adults at risk. Images where an individual is named (i.e. on clothing) should not be used.
- Use only images of participants/players that are suitably dressed.
- Focus on the activity rather than on an individual. As a good practice example, Images that represent the broad range of people in the chosen activity are more beneficial. (i.e. male and female, BAME, disabled people and non-disabled)
- Only use images that promote positive aspects of children, young people or vulnerable adult's involvement in wheelchair basketball (safe, enjoyable, competitive, structured etc.)

USE OF PHOTOGRAPHIC AND RECORDED IMAGES WHEN TEAMS/SECTIONS ARE ABROAD

When teams/couples/sections are involved in competitions and activities abroad, it is important to note that not all countries have the same high standards as the UK for the protection and safeguarding of children, young people and vulnerable adults.

The use of camera/video cameras in side facilities is very likely.

In these circumstance parents/carers must be made aware that images and content of their child/vulnerable adult are possibly going to be captured and it is for the parent/carer to decide whether consent to travel be given to play in these circumstances.

Templates regarding photograph registration forms are available in Appendix E.

TRANSPORT

COLLECTION

In order to set a high standard of understanding and to reduce the risks for children, young people and vulnerable adults it is advised that instructors should provide a timetable of activities at the beginning of the season. Parents/carers should be notified about any changes to the timetable as soon as possible.

In reference to the transportation of individuals by branch staff and members, parental/carer consent in writing (where possible) should be sought prior to any transportation taking place.

SAFEGUARDING CHECKLIST

COMMUNICATION

Destination and venue details are established and communicated to parents/carers/participants

Provide details of fixtures such as match/training details Kit required Drop off/collection times

TRANSPORT

When a person associated with a branch is providing transport for other people within the branch, it is beneficial to follow the guidelines below; Qualified driver Insurance cover Suitable, accessible and appropriate vehicle (i.e. MOT, Road Taxation License) Supervision en route Journey times and stopping points Parent/carer consent (preferably in writing) One-to-one working in cases where an adult is responsible for an individual are not advised.

LATE COLLECTION

Issues around late collection can create many problems for instructors it is therefore advised that instructors develop and actively communicate guidelines for dealing with such issues. It is important to note that it is not the responsibility of the instructor to transport individuals in the event of late collection.

Examples of good practice for instructors include:

- Parent/Carer contact details available
- Minimum of two instructors present when waiting with individuals
- Additional contacts (emergency) available for Instructors to contact in the event of failure to contact parent/carer
- Remind parents of the guidelines; times and problems this causes for the branch

What instructors should not to do:

- Take the individual home or to any other location
- Wait alone with the individual
- Send the young person home with another person without the consent of the parent

CASE MANAGEMENT

Should an incident be reported, WDSA (UK) is committed to responding to it quickly, efficiently and fairly. In the first instance, and upon receipt of the details, the Safeguarding Officer (SO) will be responsible for gathering and clarifying information

MINOR INCIDENTS

It may be deemed on the information given that a situation has occurred through a lack of awareness, lack of training, poor planning or lack of volunteer support. Minor incidents can be addressed easily, and appropriate action should be taken to tackle the problem. This may involve reporting the problem to the chairperson of the WDSA (UK) or if partner there Chair, or may be addressed by speaking to the individuals concerned. Such actions and follow-up must be clearly communicated to the parties involved, and must be felt to be satisfactory to all. A full report will then be given to the WDSA (UK) Safeguarding Officer.

MAJOR INCIDENTS

If the report concerns a more serious allegation a clear grievance/disciplinary procedure must be initiated. Any concern that might indicate concerns about potential abuse will be referred out to the statutory agencies by the Welfare Officer without delay and any WDSA (UK) processes will be suspended pending the outcome of any Children's Social Care or Police enquiries. Where there is any uncertainty it is absolutely fine to seek advice and support from the statutory agencies about any concerns.

The Welfare Officer within the group should contact the WDSA (UK) Safeguarding Officer giving full details of the concern, incident or allegation. The Safeguarding Officer will establish the Case Management Team (CMT) that will instigate a full investigation and inform the WDSA (UK) Chair with the results.

This will include collecting information on the exact nature and extent of the incident and the persons involved.

Where an athlete or volunteer is to be interviewed or questioned about an incident each will be allowed one representative to accompany them to the meeting. The person should be allowed to aid communication issues, but should not lead the individual or answer on their behalf.

If necessary, and in accordance with the code of conduct, persons involved may be temporarily suspended from duty whilst the investigation is undertaken. This will be done in writing giving details as to why this action is necessary, and must be authorised by the Board of Trustees of WDSA (UK) at the request of the CMT. Suspension is a neutral act not an assumption of guilt.

Following investigation, the WDSA (UK) CMT will produce a full report, detailing their findings and making recommendations regarding:

Appropriate disciplinary action to be taken
Criteria for re-instatement
Recommendations to avoid a similar incident re-occurring

The CMT will be independently empowered to act and make an appropriate judgment and take any disciplinary action necessary. Where the allegation is found to have merit, and is of a significant nature the Police and Social Services and the people concerned may also be informed

of the incident (If concerns about abuse are indicated, this process should happen before any WDSA (UK) process). The person's registration card will also be returned to the Association.

TIME SCALES

The Wheelchair Dance Sport Association - Case Management Team (CMT) believes that setting an appropriate time frame to deal with complaints would be beneficial to those parties that are involved.

Complaints will be assessed on both, risk and priority and this will set a time-frame as to how soon a resolution can be found.

The CMT will aim to conclude minor incidents within 3 months of receipt. However, time-frames may be widened dependant on the requirements of partner/external agencies as this may delay the procedures of the CMT.

Nevertheless, the CMT will maintain communication and continually update the complainant with regards to the status of their complaint.

SUPPORTING INDIVIDUALS

It is important that throughout the investigation, all individuals are given adequate support and guidance. It is equally important that all parties are communicated effectively and that the process is transparent throughout.

Where an investigation is to take place, support for the alleged victim and the alleged perpetrator will be separate e.g. victim support via Lead Officer and perpetrator via deputy or another national role.

APPEALS

On conclusion of the investigation, the individuals concerned maintain the right to appeal against the decision and the CMT findings. This should be done in writing to the Chair, within 14 days, stating clearly the objection, and reasons. Should an appeal be made, the group should reconvene to re-assess the decision, with findings being reported within 14 days. The decision will then be deemed to be final.

CONFIDENTIALITY

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a need to know basis only. This may include the following persons:

- the person making the allegation
- the Club Welfare Officer (CWO)
- the parents/carers of the individual who is alleged to have been abused
- WDSA (UK) Safeguarding Officer and CMT
- the alleged abuser (and parents/carers if the individual is a young person) upon guidance from Social Services/Police

Information collated by WDSA (UK) will be stored centrally in a secure place with limited access for designated people in line with the Data Protection Act 1984.

ALLEGATIONS OF PREVIOUS ABUSE

If an allegation of abuse is made some time after an event by persons such as; an individual that was abused as a child, young person by a member of staff who is currently working with children, the branch should follow the procedures detailed on page 18 (flowchart diagram of dealing with concerns, disclosure or allegations in a wheelchair dance sport environment).

This is because other children, young people or vulnerable adults may be at risk from this person.

Anyone who has previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the Protection of Children Act 1999 that states; the organisation reasonably considered the individual to be guilty of misconduct (whether or not in the course of his employment) which harmed a child or placed a child at risk of harm; and that the individual is unsuitable to work with children.

USEFUL CONTACTS

- The NSPCC
National Centre, 42 Curtain Road, London, EC2A 3NH
Website: <http://www.nspcc.org.uk>
Tel: 020 7825 2500, free phone 24 hour helpline: 0808 800 5000 - Text Phone: 0800 056 0566 Gujarati: 0800 096 7714 Hindi: 0800 096 7716 Bengali/Sylehti 0800 096 7715 Punjabi 0800 096 7717 Urdu 0800 096 7718
- Child Line
Freepost1111, London, N1 0BR
Website: www.childline.org.uk
Tel: 0800 1111
Text phone for deaf, hard of hearing and speech impaired children: 0800 400 222
- Child Protection in Sport Unit (CPSU)
NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, Leicester, LE4 1EZ
Website: <http://www.thecpsu.org.uk>
Email: cpsu@nspcc.org.uk
Tel: 0116 234 7278
- Northern Ireland Child-line
74 Duke Street, Londonderry
Tel: 0504 311555
- Sports coach UK
114 Cardigan Road, Headingley, Leeds, LS6 3BJ
Tel: 0113 274 4802
- National Child Protection Helpline
www.infoscotland.com/childprotection
Tel: 0800 022322
- English Federation of Disability Sport
Manchester Metropolitan University, Alsager Campus, Hassall Road, Alsager, Stoke-on-Trent, ST7 2HL
Tel: 0161 247 5294
- Local Citizens Advice Bureau
Website: www.nacab.org.uk
- Aftermath
PO Box 414, Sheffield, S4 7RT
Website: www.aftermathuk.org.uk
Tel: 0114 275 8520
- Local Authorities (Social Services)
Website: www.direct.gov.uk/en/H11/Help/Socialservices/index.htm
- Sport England
Victoria House, Bloomsbury Place, London, WC1B
Website: www.sportengland.org
Tel: 0845 850 8508

APPENDIX A –EMPLOYEE AND VOLUNTEER COPY OF APPLICATION FORM

Employee Application Form

Please complete this form in as much detail as possible and return to the above address

Contact details

Full Name	Date of birth
Address	Tel (<i>home</i>)
	Tel (<i>work</i>)
	Mobile
Postcode	Fax
Position Applied For	E-mail
National Insurance No	

Which is your preferred means of communication?

<input type="checkbox"/> Telephone	<input type="checkbox"/> Fax	<input type="checkbox"/> E-mail
------------------------------------	------------------------------	---------------------------------

<input type="checkbox"/> Other (please detail)
--

When are the best times to contact you?

--

Section 1 of the Disability Discrimination Act 1995 describes a disabled person as a person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition, would you consider yourself to be disabled?

Yes

No

(please tick as appropriate)

If yes, do you require any arrangements to be made to assist you if called for interview?
Please provide details:

--

Which area of the WDSA (UK) work particularly interests you and why?

--

Academic Qualification				
From	To	School / College / University	Examinations taken and Qualifications Gained (Specify Grades)	
Professional Qualification or Training Courses				
From	To	Name of Institution (state if Full – or- Part Time)	Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)	
Membership of Professional Organisation/Bodies				
Date Joined	Institute/ Organisation		Grade Of Membership (Where appropriate)	
Employment Record (Please list chronologically, starting with current or last employer)				
Name & Address of Employer and Nature of Business:	From: To:	Job Title:	Job Function/ Responsibilities:	Reason for Leaving

Why do you want to join WDSA (UK) as an organisation?

What is your experience of Wheelchair Dancing or Wheelchair Dance Sport, and what is your understanding and knowledge of the issues affecting disabled dancers?

Apart from the above training and qualifications you have given what other experience and expertise would you bring to the job advertised? (Please refer to the job description).

Is there any equipment or training that you feel you may need to help you in your ability to do the job? Please give details

--

--

REFERENCES		
It is WDSA (UK) policy to obtain references prior to taking on people. Please give the names of two people who will give references for you. One must be from your present or most recent employer and the other from someone who knows you well. If this is impossible, please give the names of two people who know you well in the capacity for which you are applying for.		
Full Name		Full Name
Organisation		Organisation
Position		Position
Address		Address
Postcode		Postcode
Telephone No		Telephone No
Nature of Relationship:		Nature of Relationship:
How long have you known individual		How long have you known individual

APPLICANT DECLARATIONS
I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I may be considered unsuitable to work with children and or vulnerable adults nor am I barred from working in regulated activity.
Signed: _____ Date: _____
I confirm that I am over 18 and am willing for WDSA (UK) to undertake an enhanced CRB check prior to me starting any work voluntary or otherwise and that all details written on the Application are correct and I understand that any false information given may result in the job offer being withdrawn.
Signed: _____ Date: _____
If completing and returning this application electronically, typing your name in full in the APPLICANT DECLARATIONS section of the form constitutes a signature, and as such your acknowledgement that all information provided on this application form and any attachments is true and correct.

Thank you for completing this application.

Please email to ds@wdsauk.co.uk or post to WDSA (UK) The Lemaire Centre for Charities, 524 St Albans Road, Watford Herts WD24 7RX

Someone from WDSA (UK) will be in touch with you shortly to talk further about your application

VOLUNTEER Application Form

Please complete this form in as much detail as possible and return to the above address

Contact details

Full Name	Date of birth
Address	Tel (<i>home</i>)
	Tel (<i>work</i>)
	Mobile
Postcode	Fax
Position Applied For	E-mail
National Insurance No	

Which is your preferred means of communication?

<input type="checkbox"/> Telephone	<input type="checkbox"/> Fax	<input type="checkbox"/> E-mail
------------------------------------	------------------------------	---------------------------------

<input type="checkbox"/> Other (please detail)
--

When are the best times to contact you?

--

Section 1 of the Disability Discrimination Act 1995 describes a disabled person as a person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition, would you consider yourself to be disabled?
No

Yes

(please tick as appropriate)

If yes, do you require any arrangements to be made to assist you if called for interview?
Please provide details:

Which area of the WDSA (UK) work particularly interests you and why?

Academic Qualification				
From	To	School / College / University	Examinations taken and Qualifications Gained (Specify Grades)	
Professional Qualification or Training Courses				
From	To	Name of Institution (state if Full – or- Part Time)	Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)	
Membership of Professional Organisation/Bodies				
Date Joined	Institute/ Organisation		Grade Of Membership (Where appropriate)	
Employment Record (Please list chronologically, starting with current or last employer)				
Name & Address of Employer and Nature of Business:	From: To:	Job Title:	Job Function/ Responsibilities:	Reason for Leaving

Why do you want to join WDSA (UK) as an organisation?

What is your experience of Wheelchair Dancing or Wheelchair Dance Sport, and what is your understanding and knowledge of the issues affecting disabled dancers?

Apart from the above training and qualifications you have given what other experience and expertise would you bring to the Role? (Please refer to the role description).

Is there any equipment or training that you feel you may need to help you in your role?
Please give details

REFERENCES		
It is WDSA (UK) policy to obtain references prior to taking on people. Please give the names of two people who will give references for you. One must be from your present or most recent employer and the other from someone who knows you well. If this is impossible, please give the names of two people who know you well in the capacity for which you are applying for.		
Full Name		Full Name
Organisation		Organisation
Position		Position
Address		Address
Postcode		Postcode
Telephone No		Telephone No
Nature of Relationship:		Nature of Relationship:
How long have you known individual		How long have you known individual

APPLICANT DECLARATIONS
<p>I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I may be considered unsuitable to work with children and or vulnerable adults nor am I barred from working in regulated activity.</p> <p>Signed: _____ Date: _____</p>
<p>I know of no reason which would prevent me from being a company director or trustee, e.g. undercharged bankruptcy, unspent conviction for deception or dishonesty or previous removal as a charity trustee on these grounds?</p> <p>Signed: _____ Date: _____</p>
<p>I confirm that I am over 18 and am willing for WDSA (UK) to undertake an enhanced CRB check prior to me starting any work voluntary or otherwise and that all details written on the Application are correct and I understand that any false information given may result in the Role offer being withdrawn.</p> <p>Signed: _____ Date: _____</p> <p>If completing and returning this application electronically, typing your name in full in the APPLICANT DECLARATIONS section of the form constitutes a signature, and as such your acknowledgement that all information provided on this application form and any attachments is true and correct.</p>

Thank you for completing this application.

Please email to ds@wdsauk.co.uk or post to WDSA (UK) The Lemaire Centre for Charities, 524 St Albans Road, Watford Herts WD24 7RX

Someone from WDSA (UK) will be in touch with you shortly to talk further about your application

APPENDIX B - VOLUNTEER / STAFF DECLARATION FORM

VOLUNTEER / STAFF DECLARATION FORM

Section A

Contact details

Full Name (Please state any previous name by which you may be known :)	Date of birth
Address	Tel (<i>home</i>)
	Tel (<i>work</i>)
	Mobile
Postcode	E-mail
Gender:	National Insurance No

Present Groups

From	To	Current Groups affiliated with	Coaching qualifications held

Previous Groups

Name & Address	From:	Job Function/ Responsibilities:	Reason for Leaving
	To:		

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

1. Have you ever been cautioned or 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 WDSA (UK) Child Protection Policies and Procedures. I hereby consent to WDSA (UK) 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 WDSA (UK).

I am aware that failure to declare any existing or future concerns or convictions which are relevant in relation to assessing my suitability to work with children will result in disciplinary action).

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.

Signed _____ (person named in Section A) Date _____

Print Full Name _____

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

APPENDIX C - REFERENCE REQUEST FORM

REFERENCE REQUEST FORM

CONFIDENTIAL

Name of Referee	Tel:
Address	Mobile
	E-mail
Postcode	
Name of Applicant	
Position Applied For:	

The above person has expressed an interest in working with the Wheelchair Dance Sport Association (UK). The post involves substantial access to children and vulnerable adults. As an organisation committed to the welfare and protection of children and vulnerable adults, we are anxious to know if they are suitable for the job and that if there is any reason to be concerned about this person being in contact with children or vulnerable adults.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the post. We would appreciate you being extremely candid, open and honest in your evaluation of this person. We may contact you to discuss your answers if necessary.

Wheelchair Dance Sport Association (UK)

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
Responsibility					
Reliability					
Trustworthiness					
Team skills					
Can motivate others					
Self-Motivation					

Please add any comments (optional)

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 _____

Thank you. Please return the Reference form in the envelope provided.

APPENDIX D - INCIDENT OR CONCERN RECORD FORM

INCIDENT OR CONCERN RECORD FORM

Discuss all concerns with: Safeguarding Officer, WDSA (UK) at the details at the top of this form

Please refer to the following notes before completing:
Your Name:
Your Position:
Your Contact Number:
Childs/Victim's Name:
Child/Victim's Address:
Parent/Carer/Advocate's Name, Address And Contact Number:

ETHNIC GROUP - Please choose the category that best describes the Childs ethnic group from the following list And tick the appropriate box									
A1. British		B1. White and Black Caribbean		C1. Indian		D1. Caribbean		E1. Chinese	
A2. Irish		B2. White and Black African		C2. Pakistani		D2. African		E2. Any Other background (please write in)	
A.3 Any other White background (please write in)		B3. White and Asian		C3. Bangladeshi		D3. Any other Black background (please write in)			
		B4. Any other Mixed background (please write in)		C4. Any other Asian background (please write in)					

Keep questions to a minimum – obtain sufficient information to only understand what is being said Distinguish between conjecture, fact and opinion State the exact nature of the allegation – e.g. physical, emotional, sexual or a combination Include a description of any physical marks, and state the location of any injury or bruising Include the person's account of how these occurred. Let the person tell it in his or her own way Ensure relevant dates, times and frequencies are included Note any other organisations spoken to, e.g. police, social services etc. Ensure the information remains confidential Use additional paper if necessary

DISABILITY - The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal Day-to-day activities.

Please choose the description that best describes the nature of the Childs disability and tick the appropriate box

A. Visually Impaired		B. Hearing Impaired		C. Physical Disability		D. Learning Disability		E. Multiple Disability		F. Other (please write in)
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Child/Victim's Date Of Birth	
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Date And Time Of Any Incident	
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Your Observations:

State exactly what the child/victim said and what you said:
(Remember - do not lead them - record actual details. Continue on separate sheet if necessary).

Action taken so far:

Statement of concerns (section to be completed where no allegations have been made but you have concerns to record. Details of any alleged perpetrator including name, role and contact details)

Please state the nature of your concerns and any other relevant information:

External agencies contacted:	
POLICE	Yes/No
SOCIAL SERVICES	Yes/No
WDSA (UK) Child Protection Officer	Yes/No
LOCAL AUTHORITY	Yes/No
If yes - which:	
Name and contact number:	
Details of advice received:	
Details of advice received: OTHER (e.g. NSPCC)	
Signature:	
Print Name:	
Date:	
When Complete, please post this form, marking the envelope "Private and Confidential" to:	
Lyn Holding	
WDSA (UK),	
The Lemaire Centre for Charities	
524 St Albans Road	
Watford	
Herts	
WD24 7RX	

APPENDIX E - PHOTOGRAPHY AND FILMING EQUIPMENT USAGE

PHOTOGRAPHY AND FILMING EQUIPMENT USAGE FORM AND GUIDANCE NOTES

WDSA (UK) will only permit the use of photography or filming equipment at organised events, training courses or similar activities by properly accredited users.

The following people must register 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-declaration form
- Students or amateur photographers / film / video operators - should submit a self-declaration form together with their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event
- Spectators (including parents, relatives or carers) - spectators wishing to use photographic / film / video equipment with a telescopic or zoom lens should register their intent with the promoter of the event by completing a self-declaration form (standard cameras without zoom facilities are exempt if used from the spectator area).

Event/Date/Venue		Company Name
Surname		Address:
First Name		
Middle Name		Postcode:
Title		
Telephone Number		Mobile
Reason for attending?		
Who will the photos be made available to?		
Will WDSA (UK) receive copies of photos taken?		
When complete, please post this form, marking your envelope to: Safeguarding Officer, WDSA (UK), Lemarie Centre, 524 St Albans Rd, Watford, Herts, WD247RX		

APPENDIX F - POSITIONS THAT REQUIRE AN ENHANCED LEVEL CRIMINAL RECORDS BUREAU CHECK

With regards to the safeguarding of individuals within a wheelchair dance sport environment, Wheelchair Dance Sport Association (WDSA (UK)) would like to emphasise on the needs to carry out the appropriate checks. Therefore, the table below has been created to support, clarify and give guidance to clubs and partner organisations.

The codes and descriptions have been provided by the Criminal Records Bureau (CRB) and have been selected by WDSA (UK) as those that are applicable to wheelchair dance sport. Please note that the description provided for CODE 03, positions have been identified, however if a Club Welfare Officer (CWO) or Safeguarding Officer (SO) feels that a person's within a club are liable for checking, this should be discussed with the WDSA UK.

CODE

3 Description: A position whose normal duties include caring for, training, supervising or being in sole charge of children.

LEVEL OF RECORD CHECK: Enhanced

POSITIONS:

- Instructors(all levels),
- Club Welfare Officer,
- Safeguarding Officer,
- Conditioning Staff,
- Development and Performance Staff,
- First Aiders,
- Physiotherapists,
- Medical Staff,
- Escorts,
- Classifiers,
- Management (including Support Staff), Match Officials

4 Description: A position whose normal duties involve unsupervised contact with children under arrangements made by a responsible person.

5 Description: A position whose normal duties include caring for children under the age of 16 in the course of the children's employment.

9 Description: Work in a further education institution where the normal duties of that work involve regular contact with persons aged under 18.

10 Description: For the purpose of the Rehabilitation of Offenders Act (ROA) 1974 (exceptions) Order 1975, a person who regularly cares for, trains, supervises or is in sole charge of vulnerable adults