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## **UK Ultimate – Safeguarding Policy for Ultimate Clubs**

It is recognised that anyone may have the potential to abuse children and young people in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working in that environment.

### **Policy Statement**

This policy is designed for an Ultimate club in the UK to follow for protecting and safeguarding children and young people from abuse and poor practice:

- Setting up a committee which can uphold this policy.
- Appointing appropriate responsible adults and coaches.
- Creating a culture of safeguarding and good practice.
- How to report concerns and abuse.
- Photographs and filming.

This document is designed to be read in conjunction with *UK Ultimate Safeguarding and Welfare policy* and the club's copy of the *UK Ultimate Safeguarding Declaration Form*.

### **Club Committee**

It is recognised that the responsibility for safeguarding in sports clubs falls to the organizing committee. As such, committee members are expected to support the processes of safeguarding.

Committees must ensure that:

- A designated safeguarding officer is appointed for the club, as a point of contact for concerns and allegations.
- Appropriate steps are taken to ensure that those in positions of authority are both suitable and capable.
- All concerns and allegations are dealt with and it is never presumed that something is untrue.

It is not the responsibility of any individual to decide whether or not abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate designated person.

### **Suitability of People in Positions of Authority**

It is recognised that anyone may have the potential to abuse children and young people in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working in that environment.

### **Pre-selection Checks**

- People who are in positions of authority will make self disclosures about any criminal records.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau. When working with children and young people an enhanced check will be standard.
- Two confidential references, ideally including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.

- Evidence of identity. Photographic identity such as passport and driving licences are standard.

### **Training**

In addition to pre-selection check, the safeguarding process includes continued training after recruitment to help people to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children and young people.

### **Additional**

- Relevant personnel to complete a recognised awareness training course on safeguarding.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to gain a national first aid training qualification.
- Updating training when necessary. Information about meeting training needs can be obtained from Sports Coach UK, the NSPCC and the Sports Councils.

### **Club Coaches**

It is understood that people who coach in clubs do not necessarily have to be registered as coaches with UK Ultimate Ltd. People who fall in to these criteria are still subject to the framework which determines the **Suitability of People in Positions of Authority** when these people are coaching children and young people.

The club recognises that UK Ultimate requires registered coaches to obtain the following:

- Coaches to attend a recognised 3-hour good practice and safeguarding awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and safeguarding.

### **Responding to Allegations and Suspicions**

The Club will fully support any person, who in good faith, reports a concern that someone is, or may be, abusing a child or young person.

### **Concerns about poor practice**

Reporting poor practice of anyone who is coaching or in a position of authority at a club with children and young people should be made to the club's **designated safeguarding officer**.

- If, following consideration, the allegation is clearly about poor practice then the designated safeguarding officer will deal with it as a misconduct issue.

- If the allegation is about poor practice by the designated safeguarding officer, or the matter has been handled inadequately and a concern remains, it should be reported to the relevant **designated safeguarding officer** of **UK Ultimate** who will decide to deal with the allegation and whether or not to take the issues further.

### **Concerns about suspected abuse**

Concerns about suspected abuse should be made to the **designated safeguarding officer** of the club. This can be done via telephone, email or other means. After reporting a concern it is expected you are able to make yourself available to discuss the concern with the designated safeguarding officer.

If for any reason a safeguarding officer cannot be contacted and it is felt that a child is in immediate danger or in exceptional distress it would be considered appropriate to contact social services.

- Any suspicion that a child or young person has been abused should be reported to the designated safeguarding officer, who will take such steps as considered necessary to ensure the safety of the child or young person in question and any others who may be at risk.
- The designated safeguarding officer will refer the allegation to the social services department who may involve the police.
- The parents or carers of the child or young person will be contacted as soon as possible following advice from social services.
- If the designated safeguarding officer is the subject of the suspicion / allegation, the report must be made to the appropriate **designated safeguarding officer** of **UK Ultimate** who will refer the allegation to social services.

### **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 people:

- The designated safeguarding officers of the club.
- The parent of the person who is alleged to have been abused.
- The person making the allegation.
- Social services
- The police
- One of the designated safeguarding officers of UK Ultimate.
- The board of directors.

Information should be stored in a secure place with access limited to the designated people, in line with data protection laws.

### **A Club's Internal Responses**

#### **Internal Enquiries and Suspensions**

- The clubs designated safeguarding officer will make an immediate decision about whether any individual who is the subject of an accusation of abuse should be temporarily suspended pending further police and social services inquiries.

- Irrespective of the findings of the social services or the police inquiries, the committee may assess all individual cases to decide whether a club member can be reinstated and how this can be sensitively handled. This may be a difficult decision particularly where there is insufficient evidence to uphold any action by the police. In such cases, the committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not the allegation is true.
- The welfare of the child or young person should remain of the paramount importance throughout.

### **Allegations of previous abuse**

Allegations of abuse may be made some time after the event. For example by an adult who was abused as a child or young person by a member of staff who is still currently working with children and young people.

Where such an allegation is made an Ultimate Club should follow the procedures as detailed above and report the matter to social services and the police. This is because other children and young people, either within or outside of the sport may be at risk from this person. Anyone who has a previous criminal conviction of offences related to abuse is automatically excluded from working with children and young people.

*This is as stated by the details of the Protection of Children act 1999*

### **Use of photographic / filming equipment**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young sportspeople in vulnerable positions. All members of the club should be vigilant and any concerns will be reported to the **designated safeguarding officer**.

Coaches should remain sensitive to any young people who appear uncomfortable when photographed or filmed, and should recognise the potential for this kind of activity to raise concerns or lead to misunderstandings.

### **Videoing as a coaching aid**

There is no intention to prevent coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents / careers should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored correctly.

### **Photographic / Filming equipment at tournaments**

When attending sporting events it is possible that a third party may take video and photographic footage without the consent of parents/carers, nor the consent of UK Ultimate. Warning will be given to parents / careers and young people prior to the event, with due time given for those parents that wish their child not to attend.