

SECTION 2: GOOD PRACTICE GUIDANCE

Volleyball England has developed specific guidelines (available via the website or on request from the national office) for those individuals who are likely to work with young people including parents, coaches, officials and clubs. In addition to some of the principles related to specific roles, there are a number that can be considered as general good practice and are relevant to all.

2.1 POSITION OF TRUST

Always remember that whenever an adult is responsible for the care or supervision of a young person, or where they are in a position of power or influence over a young person, they are in a position of trust that has been invested in them by parents, the sport and the young person. Nothing should ever be done to abuse that trust.

The Sexual Offences Act (2003) states that sexual activity with a person under 16 is always unlawful, if there is a position of trust it may also be unlawful between the ages of 16 to 18. Abuse of a position of trust is always a breach of Volleyball England's Code of conduct.

Good Practice

Always remember that the mental and physical welfare and the safety, health and the future of any young person is the primary concern.

Where a position of trust exists and where that position is close or involves frequent contact, it is possible that either the adult or the young person will develop feelings which are not directly related to the practice of sport such as friendship or love. Remember that young people will not have the same awareness or judgment to realise what nature of a relationship is appropriate and what is not.

An adult in a position of trust should always ensure they are setting and maintaining the appropriate boundaries in any relationship with a young person. Remember that certain situations or friendly actions could be misinterpreted not only by the young person involved but also by third parties and could lead to allegations of misconduct or impropriety.

Adults should not encourage a physical or emotionally dependent relationship to develop between the person in a position of trust and the young person in their care. Rather, the young person's independence should be encouraged and fostered and all young people should be encouraged to be responsible and to accept responsibility for their own behaviour and performance.

Unacceptable behaviour

An adult in a position of trust should never:

- Enter into a sexual relationship with any young person in their care or supervision.
- Use their influence or power over any young person for their own interests.

2.2 PHYSICAL CONTACT

Good Practice

Physical contact should be generally for one or more of the following purposes and should be carried out by the individual(s) set out below and should be clearly explained to a young person:

1. To develop or demonstrate sport skills/techniques by a suitably and appropriately trained and qualified coach, official or team manager.



2. To treat an injury by a suitably and appropriately trained and qualified medical practitioner.
3. To give sport massage. Sport massages should only be given where necessary for physiotherapeutic, medical or physiological purposes and should only be performed by trained personnel.
4. For any other purpose involving the treatment, diagnosis or examination of the young person by a suitably and appropriately trained and qualified individual.

Physical contact is appropriate in other circumstances, but should be led by the young person, not the adult, e.g. a young person seeking comfort when distressed. Always ensure that it is necessary and reasonable, that the reasons are clearly explained to the young person and it takes place in a culture of openness.

Remember that interpretations of touching will be influenced by cultural differences, religious implications and by the age, sex, sexual orientation and physical status of you and the young person.

If a young person is vulnerable due to their physical state or learning or communication difficulties or requires special help, take particular care when proposing to use any kind of physical contact.

If possible, try to obtain the views of the young person and their parent/guardian beforehand.

Unacceptable Behaviour

An adult in a position of trust should never:

- Allow or engage in any inappropriate physical or verbal contact with young people.
- Engage in rough, physical or sexually provocative games.

2.3 SUPERVISION

It is important to always encourage openness, integrity, transparency, honesty and respect in all activities involving young people and any individual taking on the responsibility of supervision should be suitable to do so. For example they should have:

- Completed the appropriate recruitment and selection process (including a DBS check).
- An appropriate qualification for the activity.
- Appropriate insurance to cover the activity.
- An understanding and acceptance of Volleyball England's Codes of Conduct.
- A clear understanding of their responsibility to safeguard young people.

Adults should always be publically open when working with young people and ensure that more than one adult is present or at least in sight or hearing of others.

Good Practice

The adult/participant ratios should be based on the age and any additional needs of the young people involved. A minimum of two adults should be present at all times to ensure basic cover in the event of something impacting the availability of one of the adults and ideally, that a male and female adult are available if the activity involves both male and female young people. NB: Carers of disabled young people are not to be relied upon as a supervising adult with regard to ratios; they should be present in addition to recommended ratios.

In addition to the minimum two adults, Volleyball England's recommended minimum supervision ratios, are as follows:

Participants under 8 years old: 1 adult to 8 young people (with a minimum of two adults).

Participants over 8 years old: 1 adult to 12 young people (with a minimum of two adults).



NB: "Participants" extends to all those who are under 18 years old or considered to be a vulnerable adult, whether they are leading, coaching, officiating, volunteering or playing.

Leadership, officiating and volunteer awards create opportunities for young people to develop their skills and sense of responsibility. However, this should not result in these young people being given lead or full responsibility for managing groups of young people.

Parents/carers should have the contact details of a responsible adult involved in the activity and have provided their contact details in the event of an emergency or issue regarding the young person.

Those supervising the activity are responsible for first aid provision and should do so by ensuring:

- There is a qualified first aider on site.
- First aid boxes are accessible and up-to-date.
- There is access to a phone to contact emergency services if required.

Unacceptable Behaviour

An adult in a position of trust should never:

- Spend significant amounts of time alone with a young person or away from others.
- Be present at the home or in the private room or dormitory of a young person where they are on his/her own without a parent/carer or other responsible adult being present.
- Take a young person back to his/her own home or private room or dormitory.
- Invite or allow young people to stay with them at their home unsupervised.
- Share a room with a young person, or enter a young person's room without another adult present.
- Enter the room of a young person unless at their request or unless the door is left open to allow visual access to outsiders.

- Conduct individual meetings with a young person in their room or in any other private space without another responsible adult present.
- Allow any physically rough or sexually provocative games, or inappropriate talking or touching by anyone, in any group for which they have responsibility.

2.4 SAFETY

Any person in charge of young people involved in a sports club or activity has a duty of care and should take all reasonable care for their safety. As such, all adults in a position of trust or supervision should ensure the safety of any young person they are responsible for and should ensure that they have taken all reasonable steps to establish a safe working environment. The work done and the manner in which it is carried out, should be in keeping with regular and approved practice within volleyball.

Good Practice

A risk assessment should be completed prior to any activity involving young people and should specify any controls to reduce identified risks in the activity. Key factors to consider include:

- Age of young people participating.
- Additional supervision/support needs of participants.
- Competence/experience of the participants for the specific activity.
- Nature of the activity.
- The venue, whether it is closed and exclusive, or open and accessible.
- Health and safety elements of environment and equipment.



Where any activity or event is taking place ensure, as far as possible, that the location is secure from access by unauthorised third parties. All adults should be vigilant for people who do not appear to be relatives or friends of the young people who are participating, but nevertheless, seem to spend a substantial amount of time videoing or photographing them. Such individuals should be challenged by asking who they are and why they are taking photographs/recording images without permission. Any concerns should be reported to the Club or Regional Safeguarding Officer.

Ensure that any activity being undertaken is suitable for the age, experience and ability of the young people involved.

Ensure where it is necessary or appropriate that parents/carers have been kept informed of the activity undertaken and that they and the young person have given their consent to participate and that the young person is made aware of his/her personal responsibilities in terms of his/her own safety.

2.5 CHANGING

Young people aged 10 years old and under must be supervised at all times in changing rooms by two adults of the same gender as the young people and must have access to separate male and female changing rooms. Additionally, adults working with young people, including volunteers, coaches, officials or staff, should not change or shower at the same time when using the same facility as young people.

Good Practice

- If young people play for adult teams, they and the parent/carer should be informed of changing arrangements and consent obtained in sharing facilities.
- If young people need to share changing facilities with adults, the club must have consent from the parent/carer and their parent/carer should be allowed to supervise them while they are changing.
- If young people are uncomfortable changing or showering in public, no pressure should be placed on them to do so. They should be encouraged to do this at home.
- If any young people have a disability, they should be consulted, with their parent/carer in deciding how they wish to be assisted to change (if applicable) and full consent should be provided.

Unacceptable Behaviour

An adult in a position of trust should never:

- Be in a changing room on their own with a young person.
- Be in a changing room while young people are showering or changing unless accompanied by another adult.

2.6 TRANSPORTATION

It is the responsibility of the parent/carer to transport young people to and from the club; it is not the responsibility of coaches, officials, volunteers or other supervising adults.

However, Volleyball England understands that participation in away fixtures, competitions, and events may demand that young people travel with responsible adults. In this eventuality the following must be adhered to:

- The parent/carer must give written permission for the young person to be transported in another adult's vehicle.
- The parent/carer will provide emergency contact details.
- The person(s) transporting the young people will be recruited in accordance with the Volleyball England Recruitment Policy and Use of DBS Policy.



Good Practice

- A timetable of activities should be communicated to all parents/carers at the beginning of the season, or at the earliest opportunity, with any changes to be notified in writing wherever possible.
- A late collection protocol should be adopted and publicised and contact numbers for all parents/carers should be accessible to the supervising adult, as well as contact details for parent/carers to utilise to advise if they are going to be late.
- If a parent/carer is late, the supervising adult should:
 - Attempt to contact the parent/carer.
 - Wait with the young person and with another adult, if possible.
 - Report the situation to Children’s Social Care or the Police if the parent/carer remains un-contactable.
- It is strongly advised that private vehicles, other than those of the parents, are not used by adults in a position of responsibility to transport young people at any time. However, if this is the only feasible method of transport then the drivers must:
 - Ensure the safety of the passengers.
 - Ensure that their vehicle is roadworthy.
 - Hold a valid licence and insurance cover.
 - Only use vehicles with seatbelts and ensure all passengers are wearing these during transit.
 - Be aware of their legal obligations when transporting young players, i.e. child car seat laws.
 - Provide clear information on the expected time of departure and arrival, which needs to be communicated to the parent/carer.
 - Not be alone with a young person in the vehicle at any time. If this situation arises, drivers need to ensure that the young person is in the back of the vehicle.

- If an adult is hiring a vehicle that will be used to transport young people they should consider the following points:
 - Passenger safety.
 - Competence of the driver and whether they hold an appropriate licence.
 - Number of hours both driving and non-driving throughout the day.
 - Whether more than one driver is required.
 - Type of journey, traffic conditions, weather and appropriate insurance cover.
 - Journey time, distance and stopping points.
 - Supervision requirements.
 - Suitability of transport including any additional needs for disabled players.
 - Drivers will need to take breaks and be aware of emergency procedures.

Unacceptable Behaviour

An adult in a position of trust should never:

- Take a young person alone on a journey, however short, without the prior consent of the parent/carer. Even with parental consent this should only be done in exceptional circumstances.
- Send a young person home with another person without permission.
- Ask a young person to wait with them unless accompanied by another adult.

2.7 COMMUNICATION

Clear communication is required to ensure the safety and supervision of young people, as well as for their own development. However, all responsible adults should communicate with young people as deemed necessary and with the permission of the parent/carer and in accordance

with the Volleyball England Electronic Communication & Social Media Policy. Example consent form: SP5 Form.

All adults should be prepared to communicate and co-operate with other sport organisations, external agencies and allied professions if and when it is in the best interests of the young person. If the young person has medical, psychological or other issues you should be prepared to communicate and co-operate with the appropriate medical practitioners in the care and management of their needs. However, this should always be done in accordance with Volleyball England's Information Sharing & Confidentiality (Section 3.4).

Good Practice

- Young people should only be contacted when necessary.
- If young people need to be contacted urgently, i.e. a change in training arrangement, a grapevine system should be set up.
- Parents/carers should be copied in on all communication or spoken to at the same time as the young person.
- Clearly state the club's policy on communication with young people.



Unacceptable Behaviour

An adult in a position of trust should never:

- Directly contact a young person by phone, electronic communication or social media without parental consent.
- Electronically communicate with young people directly as individuals (this can be done as part of group communication with permission).
- Contact a young person unnecessarily.

2.8 INTEGRITY

A supervising adult should provide a constant example of good conduct and integrity for young people to follow, including encouraging fair play within the sport and the choice of language used.

Always remember that a young person may not have the same awareness of the importance or implications of what is being said as an adult would or of what is acceptable to say about others.

Good Practice

- Always discourage young people from talking offensively about others. Be aware that behaviour leading to this may relate to an indicator of abuse e.g. a young person teasing another for being smelly.
- Encourage young people to obey the spirit of the rules and regulations of volleyball and compete in good faith and treat their opponents and officials with respect.
- Emphasise the spirit of fair play in volleyball and the ideals embodied by Volleyball England.
- Be a positive role model.

Unacceptable Behaviour

An adult in a position of trust should never:

- Advocate measures, which could be deemed to constitute seeking to gain an unfair advantage or cheating of any kind.
- Allow themselves to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of young people.
- Use profane, insulting, harassing or otherwise offensive language.
- Use any form of sexually charged verbal intimacies or sexual innuendoes to or about young people.

2.9 COMPETITIONS AND EVENTS

Participating in a competition or event can be the highlight of a young person's enjoyment of the sport. Whether you are hosting or travelling to a competition or event there are responsibilities you should be aware of. The NSPCC have produced guidance on safe sports events, activities and competitions, which is available on the CPSU website.

Organising an Event

Staging a tournament, competition or event can be a rewarding but sometimes daunting task. For individuals or groups considering any such activities there are certain responsibilities and a duty of care to those involved including participants, spectators, event staff and the general public.

In addition to the general issues surrounding health and safety, events involving young people have some particular issues which organisers need to be aware of that relate specifically to safeguarding and include discipline, injury and illness, changing rooms and drop-off/collection by parents/carers.

Volleyball England has prepared specific guidelines for 'Running Junior Events' and 'Running Camps' that are



available via the website (www.volleyballengland.org/safeguarding) or on request from the national office.

Travelling with Groups

Working with young people in sport often requires groups to move around in order to take part in competitions and attend events. There are some particular issues related to duty of care in these situations which require specific attention and include; careful planning, communication with parents/carers, transport arrangements, supervision and staffing, insurance, accommodation arrangements and emergency procedures.

Volleyball England has prepared specific guidelines for 'Away Fixtures', 'Day Trips/Overnight Stays' and 'Travel Abroad/Hosting Teams' that are available via the website (www.volleyballengland.org/safeguarding) or on request from the national office.

Photographic & Recording Equipment

The taking and using of photographic and recorded images of young people while at competitions and events is subject to the Volleyball England Photographic & Recorded Images Policy and requires written consent from parents/carers and the young person prior to participation. Example consent form: SP5 Form.

In addition to this, all those wishing take photographic or recorded images should register with competition/event organisers and obtain accreditation that clearly identifies them as a registered photographer/filmographer. Example registration form: SP4 Form. Any individual taking photographs or recording images without displaying accreditation should be challenged by asking who they are and why they are taking photographs/recording images without permission. Any concerns should be reported to the event organisers or the event Safeguarding Officer immediately.

Good Practice

- Consent must be obtained from young people and their parents/carers prior to participation and they are informed that their image will be photographed or recorded by identifiable individuals. Permission can be obtained via a consent form.

- It may be necessary to obtain different levels of consent depending on the young person(s) involved or the event, further guidance is available from the CPSU or Volleyball England.
- The requirement to register as a photographer or filmographer should be prominently displayed throughout the venue, detailed in event programmes and announced over the public address at regular intervals.
- If a professional or press photographer is invited they should be provided with a clear brief about what is considered appropriate, in terms of picture content and their behaviour around young people.

Unacceptable Behaviour

An adult in a position of trust should never:

- Allow unsupervised one-to-one photo sessions at events.
- Allow photo sessions outside of the event or at the young person's home.
- Allow the personal details of a young person to be published alongside their image.

2.10 IMPLEMENTING ANTI-BULLYING PROCEDURES

It is expected that the Volleyball England Anti-Bullying Policy and Anti-Bullying Charter 'Block It Out' will be adopted by all teams, clubs and organisations within the volleyball community and that copies of both will be made widely available.

Raise Awareness

All individuals involved in volleyball should be aware of the Anti-Bullying Policy and Charter and should ensure that others are too, including adults and young people. This should be achieved by distributing copies of both documents to all those involved in the activity and displaying them prominently on noticeboards and throughout the venue. See template: Block it Out! Anti-Bullying Charter Poster. More importantly young people should know their rights and realise that they can talk to someone if they are worried.

Good Practice

- Ensure that the codes of conduct clearly state that behaviour which constitutes bullying will not be accepted.
- Ensure that all coaches, officials, volunteers, staff and young people have signed up to the codes of conduct.
- Establish a working group to support the ongoing development and implementation of the Policy and Charter.

Reporting Concerns

Any incidents of bullying should be reported to the Club or Regional Safeguarding Officer who will record the details using the Volleyball England Safeguarding Incident Reporting Form (SIRF) and follow the Volleyball England reporting procedure.

If the incident is an adult bullying a young person, the Club or Regional Safeguarding Officer will report the incident to the Lead Safeguarding Officer who will make a decision on the method and process for managing the incident and manage the situation with the support of the relevant Club or Regional Safeguarding Officer as appropriate.

All reported incidents of bullying behaviour, or threats of bullying, will be investigated and efforts made to stop the bullying quickly.

Managing Concerns

Once reported the following actions may be taken;

- Parents/carers will be informed and may be asked to come to a meeting to discuss the problem.
- If necessary and appropriate, the Police or Children's Social Care may be consulted.
- An attempt will be made to change the bullying behaviour.

If the situation is not or cannot be resolved through mediation, training or mentoring, the Lead Safeguarding Officer may manage the incident following the Volleyball England Disciplinary Procedure.

Review, Monitor and Evaluate

Ensure that the working group meets to review any incidents, how they were managed and outcomes reached and to take lessons learned and re-evaluate the process as required. It is important to update everyone involved with any changes.

It is important to maintain an ongoing poster campaign and consider other ways to promote the message across the sport and ensure that all are aware of the expectations for our sport. This could be done by collecting feedback from all those involved about the Policy and the Charter and the impact it has.

2.11 MANAGING CHALLENGING BEHAVIOUR

Some young people exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs should be discussed with the parents/carers and the young person when planning for the activity.

Where a potential risk is identified, strategies to manage those risks should be agreed in advance of the session, event or activity, including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/volunteers involved.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and young people in the context of rights and responsibilities.

The response to any challenging behaviour exhibited by a young person should be:

- Proportionate to the actions.
- Imposed as soon as practically possible.
- Fully explained to the young person and their parent/carer.



Good Practice

In dealing with young people who display negative or challenging behaviour, the following options might be considered:

- Time out: from the activity, group or individual work.
- Reparation: the act or process of making amends.
- Restitution: the act of giving something back.
- Behavioural reinforcement: rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation: talking through with the young person.
- Increased supervision.
- Individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences: e.g. missing an outing.
- Seeking additional/specialist support: working in partnership with other agencies to ensure any needs are appropriately met: e.g. talking with key support worker or school about management strategies.
- Exclusion: from the activity either temporarily or permanently.

Unacceptable Behaviour

The following should never be permitted as a means of managing a young person's behavior:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the young person.
- Being deprived of food, water, access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

2.12 PHYSICAL INTERVENTION

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a young person injuring themselves or others, or causing serious damage to property. It should also be used as part of a conscious decision, when all other approaches for managing challenging behaviour have been exhausted and not a reaction to a situation.

Good Practice

- Any physical intervention is carried out in the least restrictive way necessary to prevent them from getting hurt.
- Any contact with buttocks, genitals or breasts should be avoided and should never be carried out in a way that could be interpreted as sexual.
- The outcome achieved should be in the best interests of the young person whose behaviour is of immediate concern.
- The risks associated with physical intervention should be compared with the risks of not physically intervening and a reasonable decision made.
- If required, the minimum force needed to avert injury to a person or serious damage to property should be applied, for the shortest period of time.

Unacceptable Behaviour

Physical intervention should never;

- Be used as a form of punishment.
- Be used to get young people to comply with instructions.
- Involve inflicting pain.

Any use of physical intervention should be recorded as soon as possible after the incident by the staff/volunteer involved using the SIRC and passed to the Club or Regional



Safeguarding Officer as soon as possible and a timely debrief for staff/volunteers, the young person and their parent/carer should take place.

Physical intervention provokes strong feelings amongst all involved, including other young people who may not have been directly involved but who witnessed it. They may be fearful that it will happen to them in the future or have been upset by what they have seen. Staff/volunteers, young people and parents/carers should all be given the opportunity to talk about what happened in a calm and safe environment.

2.13 RECRUITMENT

This good practice should be read in conjunction with the Recruitment, Selection and Retention of Persons with access to young people policy (section 1.2)

It is important that all reasonable steps are taken to ensure that individuals working with young people in volleyball, either paid or unpaid, are appropriate to do so. This will:

- Help to protect young people and adults participating in volleyball as well as the sport itself.

- Ensure that young people can participate in a safe and enjoyable environment.
- Demonstrate a clear commitment to safeguarding and protecting young people to potential participants, parents/carers and external partners (such as public funders, sponsors, venue management).
- Help to deter the small minority of people who are unsuitable to work with young people from using sport as a means of gaining access to young people.
- Demonstrate a commitment to open, fair and consistent selection processes.

When recruiting new staff or volunteers who will become involved with working with young people during regulated activity, the Volleyball England Recruitment & Selection Policy must be adhered to. The following Good Practice Guidance may be followed in addition to the Policy to ensure all reasonable steps are taken to recruit safely.

Good Practice

The ideal practice in safe recruitment can be achieved by following 10 steps:

1. Planning

It is important to have clear roles and responsibilities for all positions being recruited. A job description should be used to list the duties for the position and a personal specification to highlight the skills and experience that are needed.

2. Advertising

When a position becomes vacant it is important to advertise the opportunity. Advertising the position on noticeboards, websites or local agencies can also help to attract new people to the sport. Advertisements/application packs should include:

- Aims of the club.
- Job description.
- Experience and skills required (personal specification).
- A copy of the Volleyball England Safeguarding & Protecting Young People Policy.
- Codes of Conduct relevant to the post.
- The need for DBS checks and self-disclosures as part of the selection process.
- Details on how to apply.

3. Applications

Anyone who wishes to be considered for the position should complete an application form. Applicants will also be required to complete a self-disclosure form, declaring any convictions or cautions, as per the Volleyball England Recruitment Policy. When applying for a role working with young people, all convictions (spent or unspent) must be declared. Applicants will need to be aware that they will be expected to complete a DBS check if appointed.

- Example application form: SP1 Form.
- Example self disclosure form: SP2 Form.



The application form is designed to elicit information about the individual, their employment history, relevant experience, qualifications and training. The application form should include;

- Name, address and evidence of the right to work (e.g. National Insurance number).
- Confirmation of identity.
- Relevant experience, qualifications and training undertaken.
- Listing of past career or involvement in sport or volleyball (to confirm experience and identify any gaps).
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people.
- Details of any former involvement with volleyball.
- A signed agreement to abide by Volleyball England's Codes of Conduct and Safeguarding & Protecting Young People Policy. Failure to adhere and comply may result in disciplinary action and possible dismissal/exclusion from volleyball.

4. Shortlist

Once all applications have been received, a small group should review and identify a shortlist of applicants to interview/meet.

5. Meeting/Interview

It is highly recommended that the applicants are met face-to-face before making any recruitment decisions. This will provide an opportunity to explore the information gathered on the application form. It is also recommended that:

- Applicants are asked to bring photographic proof of identity such as driving licence or passport.
- Questions are prepared in advance that will give the applicant the opportunity to demonstrate any relevant experience.
- The applicant's attitudes and commitment to safeguarding young people should be assessed. You could do this by asking the following:
 - "Tell us about any previous experience you have working with young people."
 - "Is there anything that we should know that would affect your suitability to work with young people?"
 - "What would you do in this safeguarding-based scenario i.e. A parent has not arrived to collect a young person after training?"

6. Checks and References

Before an appointment is made:

- At least two references should be sought. Example: Reference Request Form: SP3 Form. Ideally one should be work related while the other refers to working with young people.
- Confirm identity through checking photographic documentation i.e. driving licence or passport.
- All references should be in writing and followed up by telephone.
- Check that any relevant qualifications are recognised by Volleyball England and that their affiliation and registration is up-to-date.
- If any reference or information on a self-disclosure gives cause for concern, contact the Lead Safeguarding Officer.

Once the appointment has been accepted, an enhanced DBS check will need to be carried out by Volleyball England for any individual who will be involved in regulated activity with



young people. DBS disclosures should be carried out under the following conditions:

- All DBS checks must be conducted through Volleyball England.
- DBS checks should be completed every three years.
- Volleyball England has the jurisdiction to manage and deal with any matters arising from any disclosure.
- Clubs/associations must not engage people in contradiction of Volleyball England's sanctions.
- DBS disclosures should not be used in isolation, but as part of the recruitment process.

Further information on Volleyball England's DBS service is available on the website www.volleyballengland.org/safeguarding or from the national office.

7. Appointment

The successful applicant should be issued with an offer letter, which should specify the details of the position. The applicant should also be informed that the position is subject to a satisfactory DBS check and two references.

8. Induction

All staff or volunteers should undergo an induction programme (formal or informal) which should include:

- Signing up to the Volleyball England Safeguarding & Protecting Young People Policy, Good Practice Guidance and any Codes of Conduct which are appropriate.
- Confirming and agreeing responsibilities with both parties.
- Establishing and actioning any training needs.
- An initial period of supervision or mentoring could be agreed if required.

9. Training

Ongoing training should be provided to support the individual to fulfill their role. Appropriate safeguarding training will enable an individual to recognise their



responsibilities with regard to good practice and reporting poor practice or concerns regarding young people.

Volleyball England recommends that all adults working with young people attend Sports Coach UK's 'Safeguarding & Protecting Children' three-hour workshop.

10. Monitoring & Appraisal

Appraisals/supervision meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. All staff and volunteers should be given the opportunity to:

- Receive feedback.
- Identify training needs.
- Set new goals.
- Highlight any concerns about inappropriate behaviour.

2.14 SAFEGUARDING ADULTS AT RISK

The definition of an adult at risk is those who have health or social care needs (irrespective of whether or not those needs are being met by social care) and who are unable to safeguard themselves as a result.

Volleyball England recognises that some people will be vulnerable due to a disability or mental health needs. There are also those adults who are at risk due to a specific circumstance in which they may find themselves.

In sport this may look like:

- An elite athlete being groomed for sexual abuse by his/her coach.
- A member of a learning disabled sports club being financially exploited by another club member.
- A young woman confiding in her coach about a forthcoming holiday where she believes she will be married against her will.
- A club which insists on receiving a parental consent form before taking a 20 year old participant with a mild learning disability on an away-day trip.
- A coach who regularly neglects the individual needs of disabled participants when training.

Good Practice

- Take a constructive approach to safeguarding adults, aiming to provide a positive sport experience.
- Seek to ensure volleyball is inclusive and is adapted for any ability, disability or impairment and commit to continuous development, monitoring and review.
- Continually seek ways to improve the safety and well-being of all adults who play volleyball.
- Everyone in sport has a shared responsibility to ensure the safety and well-being of all adults.

For further information on reporting a concern about an individual relating to adults at risk please contact the national office.

2.15 SAFEGUARDING IN YOUR ORGANISATION

If your club, organisation or affiliated group involves young people you should implement the Safeguarding & Protecting Young People Policy. This can be achieved by carrying out the following Good Practice Guidance.

Good Practice

- Adopt and adhere to the Volleyball England Safeguarding & Protecting Young People Policy including the creation of appropriate consent forms and ensuring they are completed by parents/carers of all young people.
- Raise awareness of the policy and procedures with all involved in your organisation by ensuring all have copies of the policy. Ensure it is available on the organisation's website and promoted prominently on notice boards.
- Appoint a Safeguarding Officer to support and guide those involved on issues and implementation of policies and good practice. A Safeguarding Officer will have access to training via Volleyball England and will enable any concerns to be expressed and acted upon in confidence.
- Identify any training needs within your organisation and contact Child Protection in Sport Unit, Sports Coach UK or Lead Safeguarding Officer to find out about workshops and opportunities for support.
- Promote a culture that puts young people first and ensures that all young people are listened to and respected as individuals by:
 - Putting the welfare of the young person first.
 - Challenging unacceptable behaviour.
 - Avoiding unsupervised, one-to-one situations with young people.
 - Ensuring that volleyball is fun and that fair play is promoted.
 - Providing confidential lines of communication through which concerns can be expressed.
 - Reporting all concerns, allegations or suspicions of abuse.
- Ensuring that all involved have access to, or know how to access, Volleyball England's Reporting Procedures.

Where a situation occurs which is not adequately covered by these guidelines, or these guidelines are not suitable in the particular circumstance, or you are unsure of what is appropriate or necessary in the particular circumstance, contact your supervisor, the Club Safeguarding Officer, Regional Safeguarding Officer, National Safeguarding Officer, Lead Safeguarding Officer or Chief Executive Officer for guidance.

