



SAFEGUARDING & PROTECTING YOUNG PEOPLE POLICY

AND GOOD PRACTICE GUIDANCE

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INTRODUCTION

Young people are the future of our sport, and participate in volleyball in various ways, from playing to volunteering and should be able to do so in a safe and happy environment.

As our sport has grown and developed, so has the need to safeguard the ever-increasing number of young people involved; something which has always been a priority for Volleyball England. This Safeguarding & Protecting Young People Policy and Good Practice Guidance has been designed to both inform and guide those within our sport on all aspects of safeguarding and should be adopted by all members of the volleyball community.

Volleyball England is committed to creating and maintaining a safe and positive environment for all young people to participate in volleyball. We all have a responsibility to safeguard the welfare of young people and protect them from poor practice, abuse and bullying.

The information within this document and more can be found online at:

www.volleyballengland.org/safeguarding

Lisa Wainwright

**Chief Executive
Volleyball England**

SAFEGUARDING & PROTECTING YOUNG PEOPLE STATEMENT

This Safeguarding & Protecting Young People Policy and Good Practice Guidance applies to all Volleyball England employees and volunteers at any event organised by, or held under the authority of, Volleyball England and/or any other affiliated body. As part of Volleyball England's commitment to best practice in the care of young people, it is expected that all members of the volleyball community will comply with the Policy and the regulations contained within it. Part of the Volleyball England Affiliation Process requires the Club Safeguarding Officer and/or Chair to sign up to this Policy on behalf of the affiliated club, group or organisation.

For the purposes of all Safeguarding & Protecting Young People documentation, a young person is anyone who has not yet reached their eighteenth birthday. The principles of all policies and procedures can be adopted and implemented to cover adults at risk, however reporting procedures are different. Please contact the national office for further details.

VOLLEYBALL ENGLAND NATIONAL SAFEGUARDING WORKING GROUP

This group provides a strategic overview of the safeguarding policies and procedures for Volleyball England. They review, monitor and evaluate the policies, procedures and good practice guidance in place to ensure that our sport is kept to the highest standards and that our young people can participate in a safe and enjoyable environment.

LEAD OFFICER

Volleyball England has a Lead Safeguarding Officer, whose role is to coordinate safeguarding and child protection within volleyball. They will also offer advice regarding any concerns and liaise with statutory agencies, such as the Police and Children's Social Care where necessary. Volleyball England also has a Technical Expert - Safeguarding who assists the Lead Safeguarding Officer.

ACKNOWLEDGEMENTS

Volleyball England wishes to thank the NSPCC, CPSU, The Rugby Football Union, Kidscape and Childline for their permission to adapt and modify material within the Policy.



SECTION 1: POLICIES



1.1 SAFEGUARDING & PROTECTING YOUNG PEOPLE IN VOLLEYBALL POLICY

General Principles

1. A young person's welfare is paramount.
2. A young person, regardless of age, ability or disability, gender reassignment, race, religion or belief, sex, social status or sexual orientation has a right to be protected from abuse.
3. The rights, dignity and worth of a young person should always be respected.
4. Deaf and disabled young people have an increased vulnerability and are up to four times more likely to be abused than other young people (Sullivan & Knutson 2000). It is essential to be additionally aware of their safeguarding needs and there may be situations where there is a need to take extra measures.
5. Volleyball England promotes a culture where everyone is free to speak out regarding concerns; everyone within volleyball must report all concerns in accordance with Volleyball England's reporting procedures.
6. It is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone's responsibility within volleyball to report concerns.

Responsibilities of Those within Volleyball

Volleyball England is committed to creating and maintaining a safe and positive environment for all young people involved in volleyball. It accepts a responsibility to help safeguard the welfare of young people and protect them from harm.

Every individual and organisation within the volleyball community has a role and responsibility to help ensure the safety and welfare of young people.

In particular, all clubs and others providing opportunities for young people in volleyball must accept that they are required to fulfill their duty of care which means that they must do everything that can be reasonably expected of them to help safeguard and protect young people from any reasonably foreseeable harm.

Everyone within volleyball must act in accordance with:

- The general principles set out in this Policy; and
- The principles set out in the particular policies below:
 - Recruitment, Selection and Retention of Persons with Access to Young People Policy
 - Use of Disclosure and Barring Service Policy
 - Photographic and Recorded Images Policy
 - Electronic communication and Social Media Policy
 - Anti-bulling Policy
- Volleyball England reporting procedures where there are concerns relating to the safety or welfare of young people.

Volleyball England's Role

As the National Governing Body, Volleyball England has adopted this Safeguarding & Protecting Young People Policy to ensure that the welfare and safety of young people in Volleyball England's care or custody are always the primary consideration. We will also support affiliated clubs and associations in adopting and implementing these policies and procedures through access to necessary resources.

Education and support are available to all those working with young people in volleyball.

Volleyball England is committed to providing an environment where young people can learn about, participate in and enjoy volleyball free from bullying, harassment or abuse. We are committed to ensuring that concerns relating to safety and welfare of young people in volleyball are taken seriously and acted upon swiftly and appropriately.

Volleyball England recognises the roles and responsibilities of the statutory agencies in safeguarding young people and the responsibilities and expertise of the relevant agencies in determining whether young people have, or may have, been abused or otherwise harmed. Volleyball England is committed to complying with the procedures of the Local Safeguarding Children Boards (LSCBs). Accordingly, Volleyball England will work co-operatively with the relevant statutory agencies on matters relating to safeguarding young people and where Volleyball England receives report of a concern it will refer the matter to the relevant statutory agency where appropriate.

Volleyball England is also committed to directly challenging conduct within volleyball that is, or may be, harmful to young people. It may, therefore, instigate proceedings under its own Safeguarding and Protecting Young People - Complaints and Disciplinary Regulations where concerns or complaints are raised (by sources internal or external to volleyball) relating to the safety and welfare of young people. Volleyball England will take action against any person or organisation within its jurisdiction whose conduct is found to have harmed a young person in volleyball or whose conduct (within or outside volleyball) poses or may pose a risk of harm to young people in volleyball. Volleyball England may also refer matters back to a club for resolution at club level where appropriate.

Guidance and Legislation

The Children Act 2004 (which built upon the Children Act 1989) states that anyone who is involved in the care of young people should "do what is reasonable, in



the circumstances, for the purpose of safeguarding or promoting the child's welfare". This legal obligation is underpinned by the HM Government Guidance "Working Together to Safeguard Children" (2013) which sets out how organisations and individuals should work together.

Everyone in volleyball has a duty of care to safeguard and protect young people within the sport. The Safeguarding and Protecting Young People Policy applies to all individuals involved, whether paid or in a voluntary capacity, and clearly defines responsibilities.

Bill of Rights for Young People

Young people participate in sport for many reasons including making friends, having fun and learning new skills. Whilst competing and participating in volleyball activities, young people have certain rights that should allow them to get the most from their experiences. Volleyball England believes every young person has the right:

- To participate in volleyball in an enjoyable and safe environment.
- To be treated with respect by all adults and players.
- To compete and train at an appropriate level for their age and ability.
- To report any problems to the Club Safeguarding Officer.
- To be considered for every match or competition.
- To train and compete safely and have appropriate medical treatment if required.
- To be coached by a Volleyball England qualified coach.
- To express their opinions.
- To have fun.

(Volleyball England Youth Forum 2011)

Safeguarding Officers (SO)

The implementation of the Policy and Good Practice Guidance requires increased awareness and active involvement from all those involved in working with young people. Volleyball England has identified Safeguarding Officers as key individuals in leading this process at national, regional and club level. Such individuals will promote good practice and ensure the implementation of this Policy at all levels of the sport. Safeguarding Officers will also provide the main contact for issues related to ensuring the safe recruitment of volunteers and responding to concerns/allegations or disclosures. Role descriptions, guidance and training to help in supporting these critical positions have been developed and are available via the website or on request from the national office.

1.2 RECRUITMENT, SELECTION AND RETENTION OF PERSONS WITH ACCESS TO YOUNG PEOPLE POLICY

This policy should be read in conjunction with Use of Disclosure and Barring Service (DBS) Policy (Section 1.3) and Recruitment (Section 2.13).

General Principles

It is important that reasonable steps are taken to ensure that individuals with access to young people in volleyball, whether in a paid or unpaid capacity, are suitable and appropriate. This can:

- 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.
- Ensure that everyone within the volleyball community has an understanding of the importance of good practice in recruitment, selection and retention for safeguarding young people and should know what Volleyball England's policy is on recruitment and retention.
- Ensure that staff and volunteers in volleyball must be recruited, retained and fairly treated regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- Ensure that staff and volunteers in volleyball are not discriminated against unfairly on the basis of a conviction or other information revealed on a DBS disclosure. Volleyball England has a policy on recruitment of ex-offenders, which is written in accordance with the Rehabilitation of Offenders Act 1974.
- Ensure that selection processes when recruiting to any



position, whether paid or unpaid, must be open, fair and transparent.

Responsibilities of Those within Volleyball

1. All individuals working (or seeking to work) with young people, as a Volleyball England employee or volunteer, must complete an application form providing a reference for, and details of, experience working with young people. Example application form: SP1 Form.
2. All individuals must complete a self disclosure form. Example form: SP2. All individuals who meet the eligibility criteria will be subject to a Disclosure and Barring Service (DBS) check in accordance with the Volleyball England Use of DBS Policy (Section 1.3).
3. When an individual has no experience of paid or voluntary work with young people, or where Volleyball England considers it necessary, a reference should be sought from a reputable person to ascertain suitability to work with young people. Example reference request form: SP3 Form.
4. All individuals working, or seeking to work, with young people must undergo a thorough interview conducted by a Volleyball England representative. (A representative can mean any affiliated member of the organisation).
5. When an individual has been selected for a role or position that may involve working with young people, the responsible body must conduct an induction process which ensures that the individual:
 - i) Is fully aware of the duties and responsibilities of the post.
 - ii) Is aware of who their direct supervisor is and whom they are to report to.
 - iii) Has fully read and understood the Volleyball England Safeguarding & Protecting Young People Policy and understands their responsibilities and obligations.
 - iv) Is directed to attend a recognised safeguarding and protecting young people course such as Sports Coach UK's 'Safeguarding and Protecting Children' Workshop or an equivalent level course organised by another sporting body.

Volleyball England's Role

Volleyball England is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training and supporting documentation.

Volleyball England is also committed to ensuring that concerns relating to the recruitment, selection and retention of persons with access to young people in volleyball are taken seriously and acted upon swiftly and appropriately. To achieve this, Volleyball England has developed procedures for reporting concerns, set out in Section 3 of this document. Volleyball England may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting Young People - Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate.

1.3 USE OF DISCLOSURE & BARRING SERVICE (DBS) POLICY

This policy should be read in conjunction with Recruitment, Selection and Retention of Persons with Access to Young People Policy. (Section 1.2).

What is the Disclosure and Barring Service?

The Protection of Freedoms Act 2012 has introduced new safeguarding and vetting requirements affecting individuals who have contact with young people.

In December 2012 the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged to form the Disclosure and Barring Service (DBS). The DBS will now issue disclosure certificates.

The DBS allows Volleyball England and affiliated groups to make informed recruitment decisions. Any individuals wishing to work with young people in volleyball are subject to an enhanced DBS check and/or barred list check (where eligible).

Please remember DBS checks should not be used in isolation, they should be part of the process to determine if someone is suitable to work with young people in a particular role.

General Principles

- Everyone within the volleyball community has an understanding of the use of DBS checks in volleyball and its relation to good practice in recruitment, selection and retention of staff and volunteers, and should know what Volleyball England's policy is on DBS checks.
- In accordance with Volleyball England's policy on recruitment, selection and retention of persons with access to young people, when recruiting to a position which meets the eligibility criteria, a DBS check must be undertaken through Volleyball England's DBS Service.
- In line with DBS policy and sports industry standard practice, Volleyball England will not recognise DBS checks obtained through other organisations.
- Where a DBS check will be required, all application forms, job advertisements and related documents issued by affiliated clubs and associations must contain a statement that a check will be requested in the event of the individual being offered the position.
- Given the potentially sensitive nature of information contained on DBS checks, all those involved in the process must maintain confidentiality in accordance with the DBS Code of Practice. Breach of this condition may result in disciplinary action being taken in accordance with Volleyball England's Safeguarding and Protecting Young People - Complaints and Disciplinary Regulations. Please contact the national office for further information.
- Should a DBS disclosure reveal any history of offending, Volleyball England will assess whether the offences are relevant and significant. All decisions taken will be in the best interests of young people and will balance the relevance and significance of the offence and rehabilitation of the offender in relation to the role they are undertaking. Volleyball England will advise the individual and the club or organisation of the outcome of this assessment process.
- Having a criminal record will not necessarily bar an individual from working or volunteering in volleyball. This will depend on the nature of the position and the circumstances and background of their offences. Factors that may be taken into account would include:
 - Whether the information received is relevant to the position they are applying for in relation to working with young people.
 - The seriousness of any offence or other matter.
 - The age of the person at the time of the offence.
 - The age of the victim involved and whether the offence

was violent or sexual in nature.

- The length of time since the offence or other matter occurred.
- Whether the applicant has a pattern of offending behaviour or other relevant matters.
- Whether the offences involved a breach of trust.
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters.
- The circumstances surrounding the offence and the explanations offered.

All decisions will be made in good faith whilst recognising that the welfare of young people remains paramount.

- Volleyball England will work with other relevant organisations to ensure that decisions are made according to best practice in the use of evidence and research in this field.

– On receipt of DBS information regarding significant and relevant offending or other matters Volleyball England may initiate proceedings under its Safeguarding Young People - Complaints and Disciplinary Regulations.

- Any information provided to Volleyball England by the DBS will be accepted as correct. Any dispute regarding information contained on a DBS check should be referred by the individual directly to the DBS.

Responsibilities of Those within Volleyball

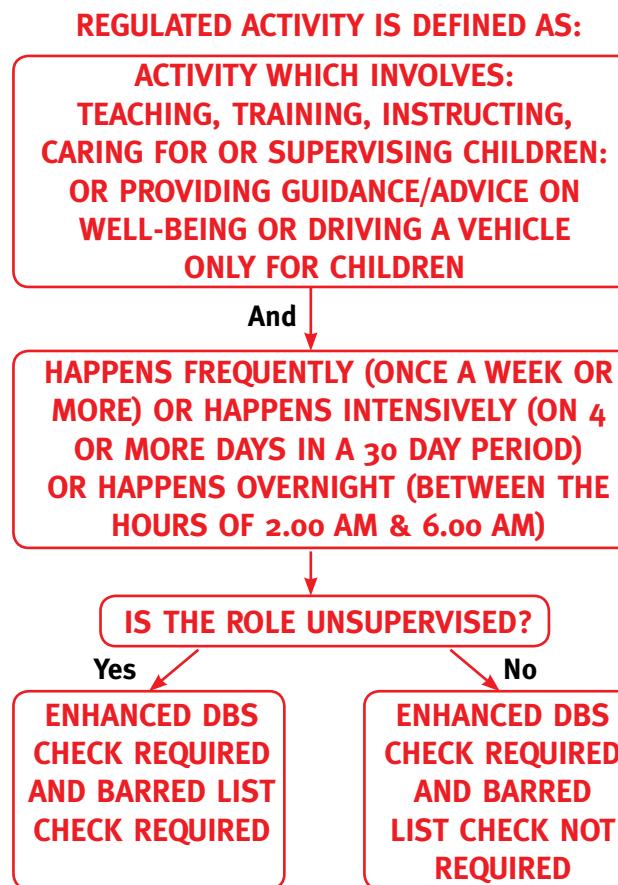
Everyone within volleyball has a responsibility to ensure persons working with young people are suitable to do so. It is therefore everyone's responsibility to ensure DBS checks are completed where the eligibility criteria is met.

Who is Eligible for a Check?

The Government have reviewed the criteria to determine who is eligible for a DBS check and have introduced a new definition of 'regulated activity' to assist. The new guidance introduces safeguarding and vetting requirements for all those working with young people, whether they are in a paid or voluntary capacity.

The new definition distinguishes between roles that meet the definition of 'regulated activity' and whether they are deemed supervised or unsupervised roles. The supervision distinction determines the level of check required i.e. barred list check and/or enhanced DBS check. See diagram over page for eligibility.





NB: Under 16's are not eligible for a check.

Volleyball England's Role

Volleyball England is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation. Volleyball England will ensure that all those involved in the process of decision making regarding the relevance of DBS disclosed information will be trained to identify and assess the relevance and circumstances of offences. They should also have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Volleyball England is an umbrella body for DBS checks. This means that Volleyball England will facilitate DBS checks for all affiliated clubs and associations through the Volleyball England DBS Service. Volleyball England will provide advice to clubs where the DBS check reveals adverse information, and this must be followed. Clubs and associations should note that they will remain responsible for all other aspects of the recruitment process.

Management of Single Applicant Only Certificates

From 17 June 2013, the DBS Enhanced Disclosure Certificate will be issued by the DBS to the applicant only. As a consequence of this change, Volleyball England will request applicants to send in an original copy of their DBS Enhanced Disclosure Certificate before confirming with clubs that an individual is clear to undertake a role in regulated activity.

All applicants will be contacted requesting that he/she send in the original DBS Enhanced Disclosure Certificate within twenty one days of receipt. Pending receipt of an original DBS Enhanced Disclosure Certificate the individual shall not be permitted to undertake a role in regulated activity but may remain in a supervised role for a maximum of three months.

If the individual fails to send the DBS Enhanced Disclosure within the requisite twenty one days, Volleyball England shall write to the individual, requesting that he/she provide the DBS Enhanced Disclosure within a further period of seven days and advising that should he/she fail to do so, he/she may be temporarily suspended from undertaking any role that meets the definition of 'regulated activity'. A copy of the letter will be sent to the club or affiliated association.

If the DBS Enhanced Disclosure is received within the requisite period and is clear, Volleyball England shall notify the club or affiliated association and the individual in writing, as soon as reasonably possible, confirming that the individual may commence a role in regulated activity.

If the DBS Enhanced Disclosure is received within the requisite period and it is not clear, Volleyball England shall proceed to consider and assess the facts of the particular case in accordance with its existing Safeguarding and Protecting Young People Policy before notifying the individual and the club or affiliated association of the outcome of the assessment.

DBS Update Service

This new subscription service lets individuals keep their DBS Certificates up-to-date so that they can be taken with them when they apply for more jobs and roles. Further information on this service including applicant's guidance can be found at www.gov.uk/dbs. Volleyball England does not currently offer this service.



1.4 PHOTOGRAPHIC & RECORDED IMAGES POLICY

The use of photographs and recorded images can be extremely useful for positively celebrating the success of young people in volleyball and assisting with training.

Volleyball England does not wish to prevent parents, spectators or coaches being able to take legitimate photographs or recorded images. However, Volleyball England is committed to protecting young people from the inappropriate or uninformed use of their image in resources, media publications, on the internet and elsewhere. With the development of new technologies it is increasingly easy to publish images at the point of action, through social media, live streaming and cloud technology which requires increased awareness and understanding of the need to prevent inappropriate or uninformed use.

Use of Photographic & Recording Equipment

Equipment can include; cameras, mobile phones, MP4 players, handheld consoles and other personal electronic devices.

A registration and/or accreditation process should be used for photographers when taking and using photographic and recorded images of young people, whether at an event, training or during matches. This will help to deter those wishing to take photographs or recorded images for inappropriate use. Example registration form: SP4 Form (section 4.1).

- Professional photographers/film/video operators wishing to record a Volleyball England event should seek permission from the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.
- Students or amateur photographers/film/video operators wishing to record the Volleyball England event should seek permission from the event organiser by producing their student or club registration card and a letter from their club or educational establishment outlining their motive for attending the event.
- All other spectators wishing to use photographic/film/video equipment should register with the event organiser on the day.

Registration/Accreditation Procedure: A record should be made of the name, address and club/organisation of anyone wishing to film or photograph at a session or event involving young people. Professionals should register prior to the event and their identification should be recorded. At registration, the event organiser will issue an identification label, which will serve to identify those who have been given permission to film or photograph. When events are held on a regular basis the identification label should be changed regularly to prevent unofficial replication.

Public Information: The specific details concerning photographic/video and filming equipment registration should, where possible, be highly visible, published prominently in event programmes and must be announced over the public address system prior to the start of the event, as per the recommended wording below.

Recommended Wording: “In line with the recommendations in the Volleyball England Safeguarding & Protecting Young People Policy, the event organiser requests that any person wishing to engage in any video or close range photography should register their details with them at the registration desk before carrying out any such photography.”

Suspected inappropriate taking of photographic or recorded images should be challenged and reported.



Use of Photographic & Recorded Images

Permission to use images should be sought from the young person involved before being published. Parents and young people have a right to decide whether images are to be taken and how those images may be used. In accordance with good practice guidance for Competitions and Events (Section 2.9), parents and young people must provide written consent for images to be taken and used. There may be legitimate and/or legal reasons for denying consent. Example consent form: SP5 Form (section 4.1).

Images should reflect the positive aspects of volleyball such as, competition, fair play and fun. Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.

All images of young people should be securely stored to avoid misuse and when published, particular care should be taken to ensure that no identifying details facilitate contact with a young person.

In the case of images used online, particular care must be taken to ensure that no identifying details are given.

When images are uploaded to social networking sites, the rights to the photograph belong to the host social media site and are in the public domain. Such photographs can then be directly linked to a young person.

There is no intention to prevent club coaches using video as a legitimate coaching aid. Participants and their parents should be aware that this is part of the coaching programme and permission granted. All footage should be stored securely and in line with data protection guidelines.

1.5 ELECTRONIC COMMUNICATION & SOCIAL MEDIA POLICY

Volleyball England does not wish to prevent communication between adults and young people and understands that communication is important in a young person's development and membership of a team, club or organisation. Changes in technology have created more opportunity for interaction with young people and Volleyball England is committed to keeping up to date with these technologies and advising on best practice.

Electronic Communication

The term electronic communication includes contact with young people via email, text message, social networking sites and instant messaging systems.

Technology

As technology develops, the internet and its range of services can be accessed through various devices including mobile phones, computers, games consoles and other devices. Although the internet has many positive uses, it also provides the possibility for misuse such as distribution of indecent images of young people, grooming young people via social networking sites, chat rooms and instant messaging systems and, furthermore, is used by young people as a means of bullying their peers.

All adults working with young people in volleyball are asked to adhere to the following good practice guidelines. Volleyball England will investigate any concern raised regarding individuals who are not adhering to this policy when communicating with young people.

General Principles

- It is inappropriate for adults to communicate on a one-to-one basis with young people:
 - By text message
 - Through social networking sites
 - By email
 - By instant messaging
- All electronic communication by the above methods should include a copy to a third party, e.g. copy to the relevant Safeguarding Officer and/or parent.
- Adults should limit all electronic communication to volleyball related matters only.
- It is advised to send a group message rather than individual messages to one young person.
- Parental consent is required for communication between the adult and young person. This permission can be given as part of the club membership form at the start of the season. Example consent form: SP5 Form.
- The publishing of a photograph or video on a social networking site is governed by the same requirements as any other media outlet – see Volleyball England Photographic & Recorded Images Policy.
- All staff, volunteers, parents and members should behave responsibly and respectfully when online or texting. They should not post or discuss unfavourable comments about coaches, players, any helper or volunteer, parent or club.
- Electronic communication should never be used as a medium by which to abuse or criticise Volleyball England, its members, or clubs and to do so would be in breach of Volleyball England codes of conduct and therefore subject to disciplinary action.

Text Messages

Text messages are not the preferred method of communication between adults and young people. However, where they are used they should be group (bundled) messages and should always be copied to the relevant Safeguarding Officer and/or parent.

Emails

Emails are a positive and simple method of communication between adults and young people. Group emails are preferred, although in the case of an email to an individual young person, a copy must be sent to the relevant Safeguarding Officer and/or parent.

Social Networking

- Volleyball England members in a position of trust (see Section 2.1 for full definition) and/or responsibility should not have young people as friends/fans/followers on personal social networking sites when the primary reason for their relationship is volleyball.
- Clubs using social networking sites must only accept members of the clubs as their friends/fans/followers or contacts on the social networking site/page/group. This must be stated on the site and must be set up for that reason. It is important the site's privacy settings are set ensuring that an outside adult may not be able to make contact with a young person by first gaining access via the club social networking site.

NB: Clubs are encouraged to set up a 'page' rather than a 'group' so that all interaction and communication is public and one to one communication is discouraged.

- Young members should be encouraged to set their privacy settings and not accept requests either from people unknown to them or from adults within volleyball. Likewise, adults should not accept requests from young people involved in volleyball. Moreover, all social networking sites are restricted to people over 13 years of age. This restriction must be adhered to.

Instant Messaging Services

MSN, Yahoo, Google Chat, Facebook, Blackberry Messaging and other instant messaging services should not be used by adults to communicate with young people under any circumstances.

Reporting Guidance

In the event of a young person showing an adult, in a position of responsibility and/or trust within volleyball, a text message, image or email that is considered to be inappropriate for a young person to have, the adult must inform the appropriate Safeguarding Officer.

1.6 ANTI-BULLYING POLICY

Volleyball England is committed to the prevention and effective management of bullying behaviour relating to young people in volleyball.

This Policy Aims To:

- Provide staff, coaches, volunteers and officials with information if they are concerned about bullying.
- Provide young people and parents with information about what steps are being taken to safeguard against bullying.
- Set clear and consistent standards of behaviour.
- Establish an operational framework and introduce procedures of action to take if there are concerns about unacceptable behaviour.
- Assure all young people that they will be participating in a safe and friendly environment and that their well-being is our priority.
- Ensure that the rights of young people to protection from abuse and neglect are upheld.

What is Bullying?

Bullying is any persistent behaviour by an individual or group which intimidates, threatens or has a harmful and distressing impact on another individual or group. Such behaviour can occur between young people but also from adults towards young people and is often motivated by prejudice against different groups, for example on grounds of race, religion, sex, social background or sexual orientation.

Bullying behaviour may include any of the following:

- Verbal – name-calling or making personal comments.
- Social ostracised or left out of peer group activities.
- Material – when possessions are stolen or damaged or extortion takes place.
- Emotional – including pressure to conform.
- Physical – including any use of violence.
- Sexual – unwanted physical contact or sexually abusive comments.
- Racist – racial comments, language, graffiti or gestures.
- Homophobic – because of, or focusing on, the issue of sexual orientation.
- Virtual – action through digital or cyber technology including social media, emails or text messaging.

Bullying is different from fighting, which is usually a one-off incident with the purpose of dealing with immediate conflict. Verbal and social forms of bullying take place more often than material or physical bullying, with name-calling by far the most common.

Anti-Bullying Charter: ‘Block It Out’

Bullying of any kind is not acceptable within volleyball and should not be tolerated. Volleyball England is committed to the following anti-bullying charter to prevent and manage bullying behaviour by aiming to ‘Block It Out’.

It is expected that all teams, clubs and organisations within the volleyball community will pledge the following:

We will:

- Respond appropriately and effectively to incidents of bullying.
- Listen and respond to young people’s concerns and take appropriate action.

- Take parents’/carers’ concerns seriously and respond effectively.
- Ensure all staff and volunteers are suitably trained to deal with any incidents.

We aim:

- To create a positive, participative environment for young people.
- To encourage safe, accessible and challenging opportunities for young people.
- To ensure that all young people are able to participate freely in a safe, caring environment.

To achieve this we will:

- Ensure that a young-person-centered environment is created during activities.
- Emphasise the positive social values of participation, sharing, helping and encouraging.
- Promote justice and equality in all activities.
- Establish clear ground rules/boundaries for activities.
- Ensure that all staff, coaches, volunteers and officials are offered appropriate training on behaviour management and bullying awareness.
- Work towards continuously improving the quality of activities.

We are committed to taking positive steps to eliminate bullying incidents within activities.

To achieve this we will encourage all participants to behave according to agreed codes of conduct, which will provide a framework of acceptable behaviour.

All participants agree to abide by the following:

- We will not tolerate bullying or harassment of any kind.
- We will be accepting of others regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or social status
- We will not ignore an incident of bullying and will take all signs of bullying seriously.
- We will use a ‘time out’ if we feel angry or under pressure, or just need time to calm down.
- We will be kind to others, even if they are not our friends and we will make new participants in our activities feel welcome.
- We will not join in fights or disturbances.
- We will report any bullying incident to a member of staff/official immediately.
- We will not judge others on the way they speak, their social behaviour, appearance or their ability.
- We will try to remember that everyone matters, including ourselves.
- We will encourage all young people to speak and share their concerns.

We will encourage our staff, coaches, volunteers and officials to be vigilant and observant at all times.

If incidents of bullying are witnessed, our staff, coaches, volunteers and officials will respond by following the procedures set out in the Volleyball England Safeguarding & Protecting Young People Policy.

This Policy should be read in conjunction with the Good Practice Guidance section on Implementing Anti-Bullying Procedures (Section 2.10).

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:

- I. 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/Oversight 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 SIRF 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.

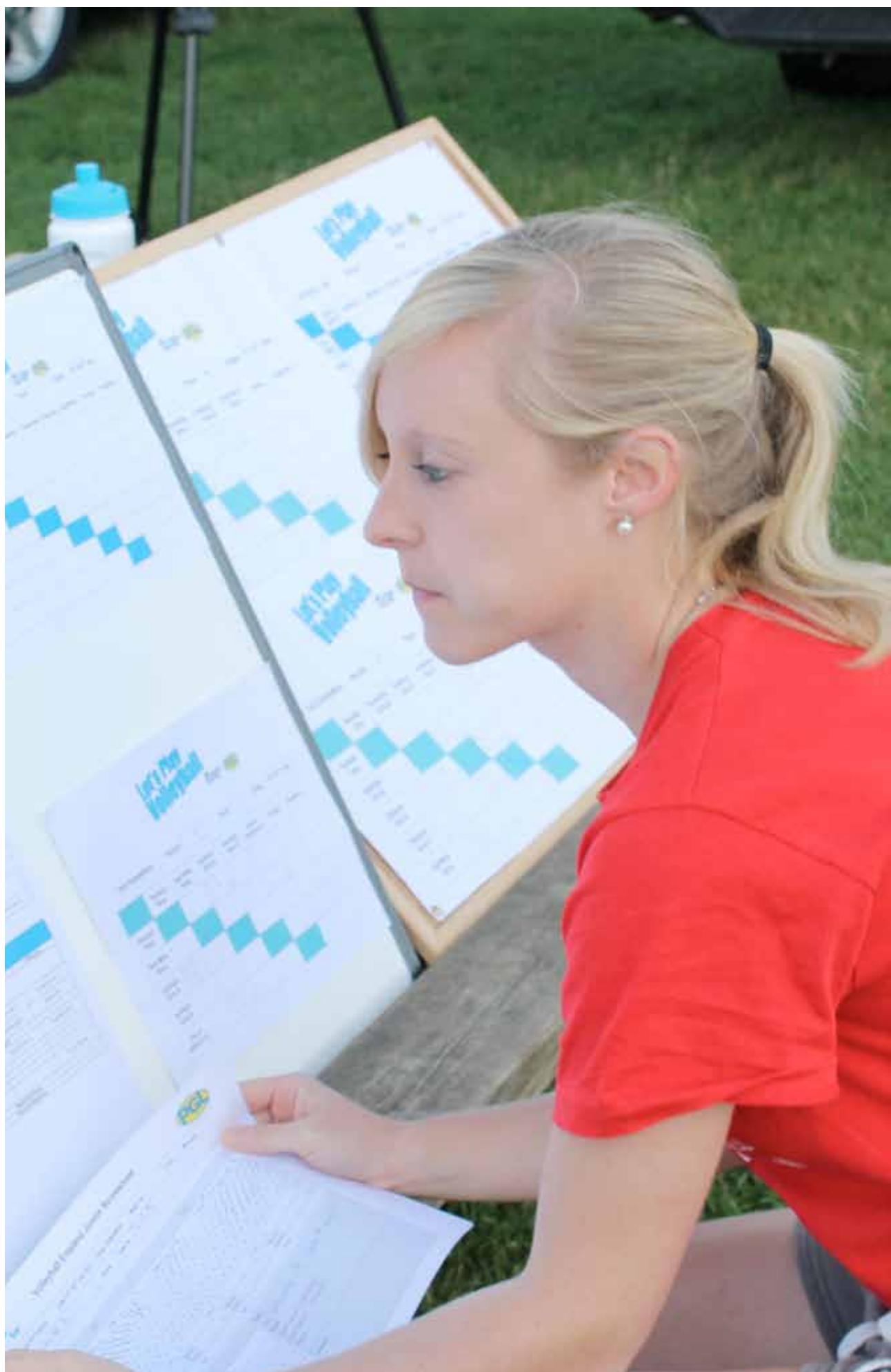
2.15 SAFEGUARDING IN YOUR ORGANISATION

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.



SECTION 3: RECOGNISING, RESPONDING AND REPORTING

3.1 RECOGNISING POOR PRACTICE AND ABUSE

What is Abuse?

Abuse is a form of maltreatment of a young person. Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another young person or persons.

Main Forms of Abuse:

There are five recognised forms of abuse. These are defined in HM Government Guidance: Working Together to Safeguard Children (2013):

1. Neglect

Neglect occurs where adults fail to meet young people's basic physical and psychological needs, like the need for food or warm clothing, or where adults fail or refuse to give a young person love, affection and attention. Young people might also be constantly left alone or unsupervised.

Neglect in volleyball could include a teacher or coach not ensuring participants are safe, exposing them to extremes of temperature or to unnecessary risk of injury.

2. Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a young person.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a young person.

In a volleyball situation, physical abuse might occur when the nature and intensity of training exceeds the capacity of the young person's immature and growing body or a young person is overplayed or fatigued.

3. Sexual Abuse

Involves forcing or enticing a young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the young person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging young people to behave in sexually inappropriate ways, or grooming a young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other young people.

In volleyball an adult could use the context of a training session to touch young people inappropriately. The power of the coach, team manager or official over young performers could, if misused, also lead to abusive situations developing.



4. Emotional Abuse

The persistent emotional maltreatment of a young person such as to cause severe and persistent adverse effects on the person's emotional development. It may involve conveying to a young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on young people. These may include interactions that are beyond a person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the young person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing young people to frequently feel frightened or in danger, or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of maltreatment of a person, though it may occur alone.

In volleyball, emotional abuse might occur if a young person is subjected to constant criticism or unrealistic pressure to perform consistently to high or unrealistic standards.

5. Bullying

The use of aggression with the intention of hurting another person. Young people could be bullied by adults or by other young people. Bullying results in pain and distress to the victim.

In volleyball bullying might occur if a young person is deliberately excluded from activities, unreasonably forced to do things they do not want to do or negative personal comments are posted on social media sites.

Any kind of abuse, harassment or criticism based on racial/ethnic origins, sexual orientation or gender bias which amounts to racial, sexual or homophobic discrimination can also amount to emotional abuse. Bullying of a young person, perpetrated either by other young people or by an adult with the care or supervision of the young person, can also amount to emotional abuse.

Abuse of any sort can be perpetrated not only by adults, but may also be caused by other young people.

Indications of Abuse

Abuse in all its forms can affect a young person at any age. The effects can be so damaging that if untreated, may follow an individual into adulthood.

Recognising abuse is not always easy – even for experts. The examples listed below are not a complete list and they are only intended to indicate behavioural signs in young people which may suggest abuse. They do not in any way confirm that abuse has occurred:

- The young person says that he or she is being abused, or another person says they believe (or actually know) that abuse is occurring.
- The young person has an injury for which the explanation seems inconsistent.
- He or she has unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injury.
- The young person's behaviour changes, either over time or quite suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive.
- The young person appears not to trust adults, e.g. a parent or coach with whom he or she would be expected to have, or once had, a close relationship.



- He or she is prevented from socialising with other young people or does not seem able to make friends.
- He or she becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason.
- The young person shows inappropriate sexual awareness or language for his/her age and sometimes behaves in a sexually explicit way.

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns to a Safeguarding Officer.

What is Poor Practice?

Poor practice is behaviour which contravenes the Safeguarding and Protecting Young People Policies, Procedures and Good Practice Guidance. Such behaviour could be intentional or accidental.

This includes behaviour which contravenes:

- Volleyball England Codes of Conduct
- Volleyball England Equity Policy
- Volleyball England Anti-Bullying Policy
- Safeguarding & Protecting Young People Policy

Poor Practice in Volleyball

Example 1:

Two coaches run a training session for 26 young people of 12-14 years old. Good Practice Guidance states that for participants over 8 years old there should be one adult to every twelve young people (with a minimum of two adults). As such there should be three supervising adults for a group of 26 young people.

Example 2:

A young person aged 14 years old missed a training session due to illness. After the session the coach sends a text message directly to the young person enquiring whether they would be attending the next session. Good Practice Guidance states that young people should only be contacted when necessary and that parents/carers should be copied in to all communication.

3.2 RESPONDING TO CONCERNs

What should you do if you are concerned?

Concerns can come from a variety of sources; a direct disclosure is the least likely of these. If you are concerned about a young person, an individual's behaviour towards a young person or a young person indicates that they have been abused, or you obtain information which gives you

concern, you should:

- React calmly so as not to frighten the young person.
- Reassure the young person that he or she is not to blame and that it was right to tell.
- Take the report seriously, recognising the difficulties inherent in interpreting what is said.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding. Only ask questions if you need to – do not ask the young person about explicit details.
- Reassure them but do not make promises of confidentiality which might not be possible to keep in the light of subsequent developments.

Volleyball England will fully support anyone who, in good faith and where he/she has reasonable grounds for doing so, reports his or her concern that a colleague is, or may be, abusing a young person, even if that concern is proved to be unfounded.

- Make a full record of what has been said, heard and/or seen as soon as possible and fill out a Volleyball England Safeguarding Incident Referral Form (SIRF) (Section 4.1). This form is available from:

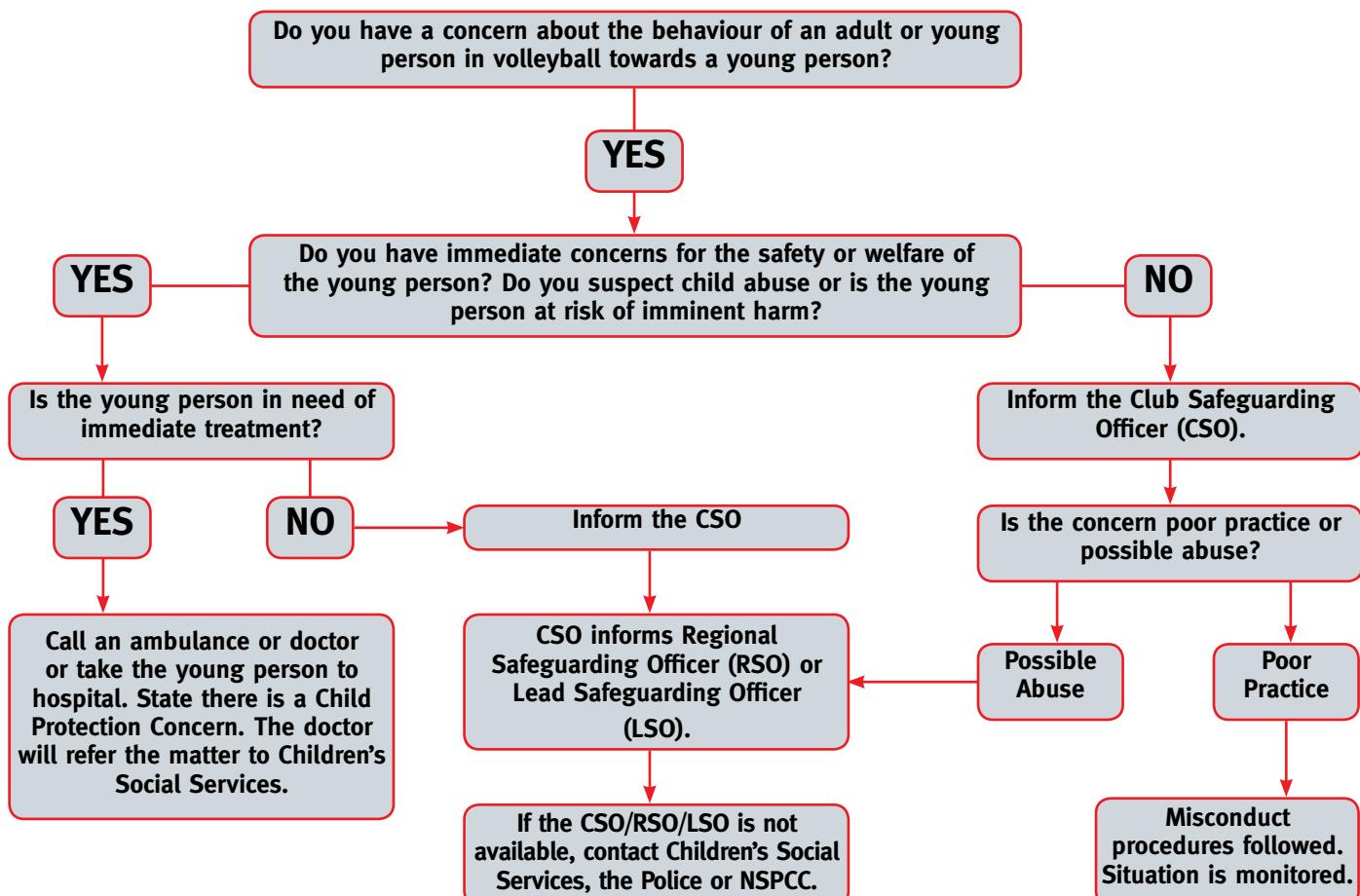
- Section 4.1 of this publication.

- The Club, Regional or Lead Safeguarding Officer.
- www.volleyballengland.org/safeguarding.
- Explain to the young person what will be done next and with whom the information will need to be shared.
- Pass the information, without delay, on to the appropriate person in accordance with the Safeguarding Incident Reporting Procedure.
- REMEMBER: it is not your responsibility to decide if the young person is being abused or poor practice has occurred. It is your responsibility to report your concerns.

Volleyball England has clear reporting procedures for reporting concerns. It is important that these are followed if you have any concerns surrounding poor practice, abuse or bullying. In some circumstances it may be most appropriate for the matter to be handled at a local level if, for example, the matter relates to minor poor practice or bullying. However, it is not your responsibility to decide if this is appropriate. Suitable guidance will be given by the Club, Regional, Volleyball England National or Lead Safeguarding Officer.

- **Where there is a concern of possible abuse there should be no undue delay in contacting statutory agencies.**

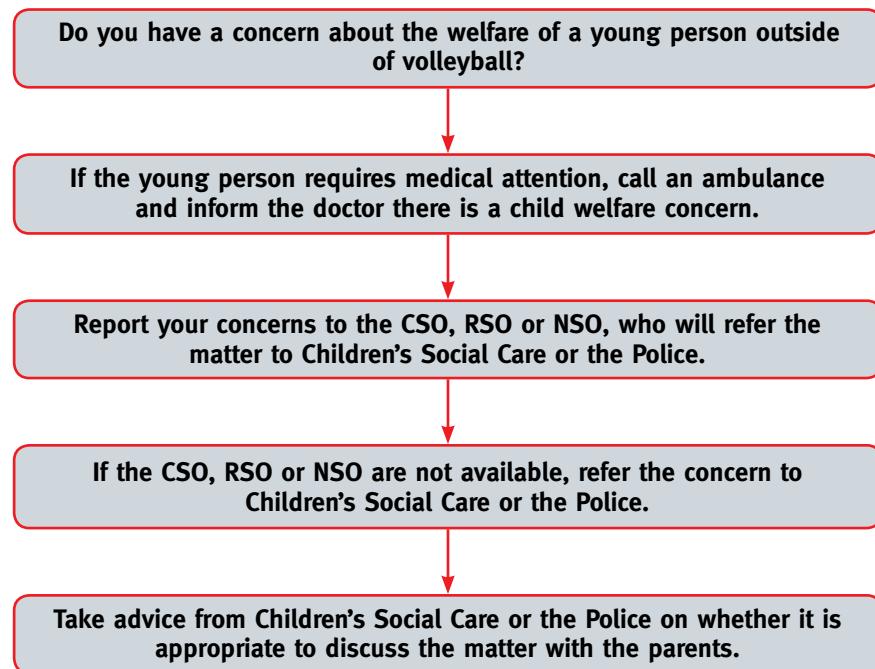
REPORTING CONCERNS OF POSSIBLE ABUSE WITHIN VOLLEYBALL



Remember:

- Be calm, reassure the young person. Be honest, do not make promises you cannot keep. Keep questions to a minimum.
- Take notes so that you can fill in the relevant paperwork.
- It is not your responsibility to decide or investigate if abuse has occurred.
- It is your responsibility to take action, however slight your concern.
- Make a factual record of the events, using the Volleyball England Safeguarding Referral Form. Forward a copy of the form including any action taken or additional information to the Club Safeguarding Officer or Regional Safeguarding Officer as soon as possible.

REPORTING CONCERNS OF POSSIBLE ABUSE OUTSIDE VOLLEYBALL


Remember:

- Be calm, reassure the young person. Be honest, do not make promises you cannot keep. Keep questions to a minimum.
- Take notes so that you can fill in the relevant paperwork.
- It is not your responsibility to decide or investigate if abuse has occurred.
- It is your responsibility to take action, however slight your concern.
- Make a factual record of the events, using the Volleyball England Safeguarding Referral Form. Forward a copy of the form including any action taken or additional information to the Club Safeguarding Officer or Regional Safeguarding Officer as soon as possible.

3.3 REPORTING AN INCIDENT

The Safeguarding Incident Reporting Procedure is to be followed if:

- There has been an allegation of abuse made by any person concerning any young person who is under the control, custody or supervision of Volleyball England, its employees or volunteers.
- Any member of Volleyball England staff, volunteer or accredited person has had any concerns made known to them about any young person.
- Any incident that could be deemed as abuse has occurred.

What YOU should do:

1. Ensure the young person is safe and receiving any necessary medical attention and is able to talk about their concerns, if they wish.
2. Report the incident to the Club Safeguarding Officer (CSO). If your club does not have a CSO, the report must be made to the Regional Safeguarding Officer (RSO).
3. Fill in the Volleyball England SIRF, giving full details of what occurred.

What the Club Safeguarding Officer should do:

Immediately contact the Regional or National Safeguarding Officer and report the incident and actions.

Where the Regional or Lead Safeguarding Officer is unavailable or where contacting them may cause undue delay contact the Police and/or Children's Social Services.

Any information passed on to Children's Social Care or the Police must be as helpful as possible, it will be necessary to make a detailed record of the following:

- The nature of the allegation.
- A description of the indicators of abuse.
- The account of the young person, if it can be given, of what happened to them.
- Any times, dates or other relevant information.
- A clear distinction between what is fact and what is hearsay.

When a referral is made to Children's Social Care or the police a written report should be sent within 24 hours. A record should be kept of the name, title and contact number of the Children's Social Care member or Police Officer to which the concerns were passed, together with the date and time of the call, in case any follow up is needed.

3.4 INFORMATION SHARING AND CONFIDENTIALITY

There has been confusion and uncertainty on the part of many professionals and volunteers working with young people about when, how and with whom concerns about the welfare of young people may be shared. Remember, the welfare of the young person is paramount.

Every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated. Information must be shared on a need to know basis and only with those who can help to manage the concern. This includes sharing the information with the Safeguarding Officer, the Police and Children's Social Care and relevant people within the Volleyball England. If the

matter is one concerning an allegation of abuse, the Police and/or Children's Social Care will take the lead in advising if others (including parents) can be informed. Remember there is a difference between information sharing and gossip. The latter should be avoided at all costs and could be unlawful according to the Data Protection Act and Human Rights Act.

Confidentiality is essential to ensure the safety of the young person and that any individuals involved are treated fairly, without prejudice or pre-judgment. Moreover it will ensure that the systems in place can work quickly and efficiently to manage any situation.

Further advice and guidance on information sharing is available on www.thecpsu.org.uk or www.gov.uk/dfe.

3.5 OFFICIAL REPORTING BODIES

The Local Safeguarding Children Board

Local Safeguarding Children Boards (LSCBs) replaced Area Child Protection Committees (ACPCs) in April 2006 and have been set up to co-ordinate local work to safeguard and promote the welfare of young people and to ensure the effectiveness of that work.

For our purposes the key agencies involved within the LSCB are:

- Children's Social Care
- The Local Police
- The Education Department
- The Health Services (Hospitals and GPs)

Children's Social Care and the Police receive referrals relating to welfare and protection concerns, the Education Department often works in partnership with sports through school-club links and the Health Services will treat young people where their health has been impaired.

It is important that local clubs and Safeguarding Officers are familiar with the contact/referral details within their LSCB and know which local inter-agency procedures they are working to. The local authority Children's Social Care will be pleased to advise and provide contacts.

Some LSCBs have been developing 'Safeguarding through Sport' sub-groups managed by the local authority and with representation across the sports and recreation sector.



Regional Safeguarding Officers should be aware of these arrangements and mechanisms for communication with them.

Local Authority Designated Officer (LADOs)

Local Authority Designated Officers (LADOs) were established as a result of HM Government Guidance 'Working Together to Safeguard Children' (2013). The role of a LADO is to support organisations, often towards the conclusion of a case, to ensure that internal complaints, investigations and disciplinary processes are effectively applied. The LADO becomes involved in cases involving potential abuse of trust. The way this happens will vary from case to case.

Club and Regional Safeguarding Officers should keep up-to-date contact details and information on how to make referrals to the LADOs in their area. A list of current LADOs can be found on the Child Protection in Sport Unit's (CPSU) website: www.thecpsu.org.uk.

Volleyball England Case Management Team (CMT)

Purpose:

1. To make decisions on the initial approach to all reported cases related to the safeguarding and protection of young people. Principally these relate to the 'route' a case will take internally and/or via external referral to statutory agencies but may also include making decisions in relation to concerns arising from information gathered through the recruitment process.
2. To make initial decisions as to what level each case will be dealt with, e.g. minor poor practice which may be referred back to a club's complaints/disciplinary procedures with advice, or suspected abuse of a young person, which requires dealing with at national level through disciplinary procedures.
3. To advise others within the organisation about actions they may need to take, such as initiating disciplinary proceedings.
4. To monitor and review progress on all cases and to identify any trends emerging which may require a review/revision of existing policies/procedures.

Principles:

- Independence

It is essential that the group is empowered by the organisation to make decisions on the 'route' that cases will take without influence or prejudice by others in the organisation.

- Confidentiality

All safeguarding and protection matters must be regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis, in line with the Data Protection Act and Human Rights Act.

- Expertise

The group should be led by the organisation's Lead Safeguarding Officer. The group should include people who have relevant knowledge and expertise to enable the group to fulfil its purpose such as HR/Personnel Manager/Clerk to Disciplinary Panel etc. It is recommended that at least one member of the group is external to the organisation's management group and has current professional safeguarding knowledge and experience.

- Equity and Anti-Discriminatory Practice

All decisions made by the group need to be fair, open and transparent. An open mind needs to be kept in all cases



until they have been investigated and concluded. The group should be guided by the organisation's equity policy and the principle that all young people have the right to protection from abuse regardless of their age, ability or disability, gender, racial origin, religious belief, social status or sexual orientation.

- The Welfare of the Young Person is Paramount

This principle is enshrined in the Children Act 2004. In any decision taken by the group, the welfare of the young person is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.

The CMT Is To Comprise At Least Three Of The Following:

- Volleyball England Solicitor (If appropriate).
- Chief Executive (If appropriate).
- Club Safeguarding Officer (If available).
- Regional Safeguarding Officer.
- Lead or National Safeguarding Officer.
- Person with expertise in the field of abuse to which the incident may relate (e.g. Children's Social Care or Police).
- President of Coaches and/or Performance Commission (If appropriate).

For further information regarding the CMT and its role please contact the national office.

3.6 WHISTLE BLOWING POLICY

It is important that any concerns regarding the behaviour of an adult towards a young person are shared with a Volleyball England Club, Regional or National Safeguarding Officer. All concerns will be taken seriously and managed according to Volleyball England's Safeguarding & Protecting Young People Policy.

All information received and discussed will be treated in confidence and only shared with those individuals who will be able to manage and resolve the situation in accordance with Volleyball England's Information Sharing Guidance.

Individuals can raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage. This policy is intended to encourage and enable individuals to raise serious concerns within Volleyball England and blow the whistle, rather than overlook the concern.

It is in the interests of all concerned that any disclosure is dealt with properly, quickly and discreetly. This includes the interests of Volleyball England, its employees, all registered members of Volleyball England and any persons who are the subject of any complaint, as well as the person making the complaint.

Whistleblower Reporting Procedure

Volleyball England recognises that the decision to report a concern can be a difficult one to make for many reasons, including fear of reprisal from those implicated in the concern. If an individual believes what they are saying to be true, they should have nothing to fear, because in reporting their concern they will be doing their duty to the young person concerned.

Volleyball England will not tolerate any harassment or victimisation (including informal pressure) towards whistleblowers and will take appropriate action to protect individuals when they raise a concern in good faith.

Any investigation into allegations of poor practice will not influence, or be influenced by, any disciplinary procedures that already affect individuals unless there may be a pattern of poor practice and/or abuse which requires the cases to be linked and/or dealt with together.

Confidentiality of the Whistleblower

Volleyball England will do its utmost to protect the identity of the whistleblower when they raise a concern and do not want their name to be disclosed. However, it must be appreciated that the investigation process may reveal the source of the information and a statement by the whistleblower may be required as part of the evidence. They will be given prior notice of this and a chance to discuss the consequences.

Anonymous Allegations

Volleyball England encourages the whistleblower to put their name to the allegation. Concerns expressed anonymously are much less powerful and may not provide all the relevant information. However, all reports will be considered at the discretion of the Case Management Team based on the seriousness of the issues raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources or factual records.

Unfounded Allegations

If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If however, it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may be taken against them. In such cases, Volleyball England's disciplinary procedures will apply.

Use of the Whistle Blowing Policy

The Whistle Blowing Policy should only be followed if the individual raising the concern feels unable to follow the standard reporting process outlined in Sections 3.2 and 3.3.

Individuals should raise the concern in the first instance with the Volleyball England Lead Safeguarding Officer by post to the national office, marked 'private and confidential' or via email to: safeguarding@volleyballengland.org

The individual should set out the background and history of the concern, giving names, dates and places where possible and the reason why they are particularly concerned about the situation. The earlier the concern is raised, the easier it is to take action.

Although the whistleblower is not expected to prove the truth of an allegation, they will need to demonstrate to the Lead Safeguarding Officer that there are sufficient grounds for their concern.

If your concern is regarding the Lead Safeguarding Officer, you should refer the matter to the Volleyball England Chief Executive Officer.

If you do not want, or feel unable to report the concern to Volleyball England, a number of external agencies are available for reporting purposes:

- The Child Protection in Sport Unit (CPSU)
- Local Safeguarding Children's Board (LSCB)
- Local Children's Social Care
- Local Police

The action taken by Volleyball England will depend on the nature of the concern. In all cases the matter will be referred to the Volleyball England Case Management Team.

In order to protect individuals it is likely that the Lead Safeguarding Officer will conduct initial enquiries so that the Case Management Team can decide on whether an investigation is appropriate and, if so, what form it should take. The amount of contact between the people considering the issues and the whistleblower will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the whistleblower as part of the investigation process.

When any meeting is arranged the whistleblower has the right, if they so wish, to be accompanied by a friend or a person of their choice who is not involved in the matter to which the concern relates.

Volleyball England will take steps to minimise any difficulties which individuals may experience as a result of raising a concern. For instance, if the whistleblower is required to give evidence in criminal or disciplinary proceedings, Volleyball England will advise them about the procedure.

Volleyball England accepts that the whistleblower needs to be assured that the matter has been properly addressed. Subject to legal constraints, they will receive information about the outcome of any investigation, and the action that is to be taken against those whose actions caused the concern. Also, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.



Notes:

SECTION 4: **FORMS, TEMPLATES & USEFUL CONTACT DETAILS**

The forms on the following pages are specimen documents, please photocopy for use or download copies from:

www.volleyballengland.org/safeguarding



SAFEGUARDING INCIDENT REPORT FORM (SIRF) page 1

Club/Organisation's Name:	
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Your Details

Position/Role:	
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First Name:		Surname:	
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Address:	
----------	--

	Postcode:
--	-----------

Email Address:	
----------------	--

Daytime phone number:	Evening phone number:
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Young Person's Details

First Name:		Surname:	
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Date of Birth:		Gender:	
----------------	--	---------	--

Parent/Carer's Name:		Parent/Carer's Contact Tel:	
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Address:	
----------	--

	Postcode:
--	-----------

Disability (if any):					
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Ethnic Origin (please circle):	White British	White Irish	White Other	Mixed – White & Black Caribbean	Mixed – White & Black African
Mixed – White & Asian	Asian/Asian British Indian	Asian/Asian British Pakistani	Asian/Asian British Bangladeshi	Asian/Asian British Other	Black/Black British Caribbean
Black/Black British African	Black/Black British Other	Chinese	Other Ethnic Group (please state):		

Details of the individual whose behaviour you have concerns about

Position/Role:	
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First Name:		Surname:	
-------------	--	----------	--

Address:	
----------	--

	Postcode:
--	-----------

SAFEGUARDING INCIDENT REPORT FORM (SIRF) page 2

Phone number:		Age Band (please circle):	Under 18	18-25 yrs	25-50 yrs	50 yrs+
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Relationship to the young person for whom there is concern:

Are you reporting your concerns or passing on those of somebody else? if the latter, please provide their name and if possible contact details*
--

Please describe the concerns/observations. Include dates, times, venues, etc of any specific incidents.*

Have you spoken to the young person(s)? if so, please give details of what was said and when*
--

Have you spoken to the parent/carer of the young person(s) involved? if so, please give details of what was said and when*

Action taken so far:*

External agencies contacted to date

Organisation	Yes/No	Name & Position	Contact Details	Advice received
Volleyball England				
Police				
Children's Social Care				
Other (e.g. NSPCC)				

Signed:		Date:
---------	--	-------

Print Name:	
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*Please continue on a separate sheet where necessary

Remember to maintain confidentiality. Do not discuss this incident with anyone other than those who need to know.
This form should be returned to either the Club or Regional Safeguarding Officer in your locality or Volleyball England's Lead Safeguarding Officer at Volleyball England, marked 'PRIVATE & CONFIDENTIAL'.

SP1 - APPLICATION FORM page 1

Position Applied For:

Personal Details

First Name:

Surname:

Any other first name, surname or maiden name known by:

Date of Birth:

Gender

Male/Female

National Insurance Number:

Address:

Postcode:

Email Address:

Daytime phone number:

Evening phone number:

Employment Details

Current Occupation:

Name of Organisation:

Job title:

Start date:

Address:

Postcode:

Telephone numbers:

Nature of duties:

Previous Experience Working with Young People (voluntary or paid)

Role/Position:

Name of Organisation:

Start date:

Finish date:

Relevant Experience:

If you have any other relevant experience, please use an additional sheet of paper

SP1 - APPLICATION FORM page 2

Qualifications

School/College/University:	Dates attended:	Qualifications achieved:
Sporting Qualifications or training courses attended (please include dates):		

Other Information:

Reason for applying:		

References:

Please provide details of two referees who you have known for a minimum of two years and who are not related to you. One should be a current or previous employer while the other should have firsthand experience of your work with young people. (If you do not have any previous experience working with young people, then references from previous employment or someone connected to your work within volleyball will suffice).

Referee 1

Name:	
Address:	
Postcode:	
Tel number:	

Referee 2

Name:	
Address:	
Postcode:	
Tel number:	

Applicant Declaration

I confirm that the information I have provided in support of my application is a complete and true record.

I have read, understood and accept Volleyball England's Safeguarding & Protecting Young People Policy and Good Practice Guidance (found on www.volleyballengland.org/safeguarding) and as such I agree to fully recognise and adhere to the principles and the relevant Codes of Conduct.

Signed:	Date:
Print Name:	

For Official Use Only

Applicant successful:	Yes / No	References received:	Yes / No	DBS check obtained:	Yes / No
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SP2 - SELF DISCLOSURE FORM page 1

This form should be completed for all roles involving contact with young people in volleyball.

NOTE: If the role you are in, or have applied for, involves frequent or regular contact with or responsibility for young people, you will also be required to provide a valid DBS (Disclosure & Barring Service) Certificate which will provide details of criminal convictions. This may also include a Banning List check depending on the nature of the role (see DBS Policy eligibility). This form may be adapted to include individuals working with vulnerable adults.

Private and Confidential - All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Part 1 - Personal Details

First Name:	Surname:
Any other first name, surname or maiden name known by:	
Date of Birth:	Gender Male/Female
Address:	
	Postcode:
Email Address:	
Daytime phone number:	Evening phone number:

Part 2 - Identification (tick box below): For Completion by the Organisation

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.

Either:

UK Passport Number and Issuing Office

UK Driving Licence Number (With Picture)

Plus:

National Insurance Card or Current Work Permit Number

Signature of authorised officer:

Date:

Print Name:

SP2 - SELF DISCLOSURE FORM page 2

Part 3 - Declaration For Completion by the Individual (Named in Part 1)

Have you ever been known to any Children's Services Department or The Police as being a risk or potential risk to children?

Yes / No

If Yes, provide information below

Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?

Yes / No

If yes, provide information below

Confirmation of Declaration (tick box below)

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken, if information is not disclosed by me and subsequently comes to the organisation's attention.

In accordance with the organisation's procedures, if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed:

Date:

Print Name:

SP3 - REFERENCE REQUEST FORM

Dear

The below named person has expressed an interest in working within volleyball and has given your name as a referee. The post involves substantial access to young people and as an organisation committed to safeguarding and protecting young people, we are keen to know if you would have any reason at all to be concerned about this applicant being in contact with young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post. We would appreciate you being candid, open and honest in your evaluation of this person.

Name of Candidate:	Name of Club/Organisation:	Position/Role Applied For:

1. How long have you known this person?

2. In what capacity?

3. Please comment on their suitability to work with young people?

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivating others					
Energy					
Trustworthiness					
Reliability					

5. Would you consider the above named person to pose any risk to the welfare of children or young people?

Yes / No	If you have answered YES we will contact you in confidence
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Signed:	Date:
Print Name:	Contact no:
Organisation:	Position:

Please return to:

Name:	Position/Role:
Address:	
Postcode:	

SP4 - PHOTOGRAPHY & VIDEO RECORDING REGISTRATION FORM

This form should be completed by anyone wishing to take photographs or recorded images at a volleyball event, session or activity.

Personal Details

Club/Organisation associated with:

First Name:

Surname:

Address:

Postcode:

Email Address:

Daytime phone number:

Evening phone number:

Event, Session or Activity Details

Event, Session or Activity Name:

Venue:

Date(s):

Please describe how the photographs or recorded images will be used

Declaration

I wish to take photographs or recorded images during the course of the above event, session or activity. I have read, understood and agree to abide by the Volleyball England Photographic & Recorded Images Policy and confirm that the photographs and recorded images will only be used in an appropriate manner.

I acknowledge that if it is deemed that I have used the photographs or recorded images inappropriately, this may result in me being unable to use photographic equipment at volleyball events, sessions or activities in the future and that the incident may be reported to the Lead Safeguarding Officer and managed according to the Volleyball England Safeguarding & Protecting Young People Policies & Procedures.

Signed:

Date:

Print Name:

SP5 - PARENT/CARER & YOUNG PERSON CONSENT FORM page 1

This form should be completed by the young person and their parent/carer to confirm that they are aware and give consent to participate in a volleyball event, session or activity and provide relevant permissions for communication and the use of photographs and recorded images associated with volleyball.

Organisation

Club/Organisation Name:

Lead Person:

Email Address:

Daytime phone number:

Evening phone number:

Event, Session or Activity Details

Event, Session or Activity Name:

Venue(s):

Date(s):

The above organisation recognises the need to ensure the safety and welfare of all young people and will act in accordance with the permissions below and in line with the Volleyball England Safeguarding & Protecting Young People Policy.

Personal Details

First Name:

Surname:

Address:

Postcode:

Email Address:

Daytime phone number:

Evening phone number:

Medical Information

In case of emergency and as part of the organisation's responsibility to young people, ALL individuals are required to complete this medical information section as accurately as possible. Details will be held securely with access restricted to authorised individuals only.

Name of next
of kin:

Relationship:

Contact Tel no.:

As far as you are aware, are you allergic to any
medication? (If so, please state.)

Are you taking any medication? (If so, please state.)

Do you have any long term illnesses or injuries?
(If so, please state.)

SP5 - PARENT/CARER & YOUNG PERSON CONSENT FORM page 2

Communication: via phone, email or social media (please circle one)

With the young person
& the parent/carer
copied in

Via the parent/
carer only

Never –
in person only

Use of photographic & recorded images (please circle all that you give permission for)

For coaching
purposes

For club
publicity

For national
publicity

Never

Consent by Parent/Carer

I consider the young person named above to be physically fit and capable of full participation and agree to notify the organisation of any changes to the information provided. Furthermore in the event of an injury I give permission for the organisation to obtain emergency medical treatment.

I give consent for the young person named above to participate in the above-mentioned volleyball event, session or activity and confirm that communication with them and the use of any photographic and recorded images of them may be used under the above-stated rules and conditions.

I confirm that I have legal responsibility for this young person and am entitled to give this consent.

Signed:

Date:

Print Name:

Declaration by Young Person

I give my consent to participate in the above mentioned volleyball event, session or activity and understand that I do so at my own risk and agree to abide by the Volleyball England Player Code of Conduct.

I also consent that I may be communicated with, and that any photographic and recorded images of me may be used, under the above stated rules and conditions.

Signed:

Date:

Print Name:

BLOCK IT OUT!

Anti-Bullying Charter

Bullying of any kind is not acceptable within volleyball and should not be tolerated.

is committed to the following anti-bullying charter to prevent and manage bullying behaviour by aiming to 'Block It Out' altogether.

We will:

- Respond appropriately and effectively to incidents of bullying.
- Listen and respond to young people's concerns and take appropriate action.
- Take parents/carers' concerns seriously and respond effectively.
- Ensure all staff and volunteers are suitably trained to deal with any incidents.

We aim:

- To create a positive, participative environment for young people.
- To encourage safe, accessible and challenging opportunities for young people.
- To ensure that all young people are able to participate freely in a safe, caring environment.

To achieve this we will:

- Ensure that a young person-centered environment is created during activities.
- Emphasise the positive social values of participation, sharing, helping and encouraging.
- Promote justice and equality in all activities.
- Establish clear ground rules/boundaries for activities.
- Ensure that all staff, coaches, volunteers and officials are offered appropriate training on behaviour management and bullying awareness.
- Work towards continuously improving the quality of activities.

We are committed to taking positive steps to eliminate bullying incidents within activities.

To achieve this we will encourage all participants to behave according to agreed codes of conduct, which will provide a framework of acceptable behaviour.

All participants agree to abide by the following:

- We will not tolerate bullying or harassment of any kind.
- We will be accepting of others regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or social status.
- We will not ignore an incident of bullying and will take all signs of bullying seriously.
- We will use a 'time out' if we feel angry or under pressure, or just need time to calm down.
- We will be kind to others, even if they are not our friends and we will make new participants in our activities feel welcome.
- We will not join in fights or disturbances.
- We will report any bullying incident to a member of staff/official immediately.
- We will not judge others on the way they speak, their social behaviour, appearance or their ability.
- We will remember that everyone matters, including ourselves.
- We will encourage all young people to speak and share their concerns.

We will encourage our staff, coaches, volunteers & officials to be vigilant & observant at all times.

If incidents of bullying are witnessed our staff, coaches, volunteers and officials will respond by following the procedures set out in the Volleyball England Safeguarding & Protecting Young People Policy.

4.3 - USEFUL CONTACT DETAILS

Please use the following contact details when reporting or responding to a Safeguarding & Protection incident.

Use the spaces below to complete the details for your local contacts:

NATIONAL CONTACTS

NSPCC – 24hr Helpline	0808 800 5000	www.nspcc.org
Samaritans	08457 909 090 <small>(will hold Children's Social Care contact in an emergency)</small>	www.samaritans.org

VOLLEYBALL ENGLAND SAFEGUARDING CONTACTS

Club Safeguarding Officer	Name: Email:	Tel: Mob:	
Regional Safeguarding Officer	Name: Email:	Tel: Mob:	Website:
Lead Safeguarding Officer	Name: Amy Dennis Email: safeguarding@volleyballengland.org	Tel: Mob: 01509 227722 07850 938309	Website: www.volleyballengland.org/safeguarding

LOCAL SAFEGUARDING CHILDREN BOARD

Local Children's Social Care Contact	Name: Email:	Tel: Mob:	
Local NSPCC Contact	Name: Email:	Tel: Mob:	Website:
Local Police Child Protection Team	Name: Email:	Tel: Mob:	Website:

HELP, SUPPORT AND ADVICE

Organisation	Contact Details	Website	Further Information
NSPCC – Child Protection in Sport Unit	01162 347 278 cpsu@nspcc.org	www.thecpsu.org.uk	Sport-specific advice on safeguarding & protecting young people
NSPCC – 24 Hour Helpline	0808 800 5000	www.nspcc.org.uk	National Society for the Prevention of Cruelty to Children
Kidscape	020 7730 3300 08451 205 204 (Parents' anti-bullying helpline)	www.kidscape.org.uk	Offers advice, guidance and support on how to deal with bullying
BullyingUK	0808 800 2222	www.bullying.co.uk	Offers advice, guidance and support on how to deal with bullying
Victim Support	0845 303 0900	www.victimsupport.org.uk	Provide emotional support, information and practical advice for victims and witnesses
The British Association of Counseling and Psychotherapy	01455 883 300	www.bacp.co.uk	Provides a list of registered qualified therapists
Disclosure and Barring Service	0870 90 90 811	www.gov.uk/dbs	Advice and guidance on DBS check process and current legislation
Sports Coach UK	0113 274 4802	www.sportscoachuk.org	Provides coach development information including details on safeguarding & protecting young people courses

ADVICE FOR YOUNG PEOPLE

Organisation	Contact Details	Website	Further Information
There4me	0808 800 5000	www.there4me.com	Support and advice for 12-16 year olds from the NSPCC
Childline	0800 1111	www.childline.org.uk	Free helpline for young people
Kidscape		www.kidscape.org.uk/childrentees	Provides online advice for young people on bullying
BullyingUK	0808 800 2222	www.bullying.co.uk	Advice and support on bullying

USEFUL ADDRESSES

Volleyball England

SportPark, Loughborough University
 3 Oakwood Drive, Loughborough
 Leicestershire, LE11 3GE
 Tel: 01509 22 77 22
 E-mail: info@volleyballengland.org
 Website: www.volleyballengland.org

Child Protection in Sport Unit

NSPCC National Training Centre
 3 Gilmour Close, Beaumont Leys
 Leicester LE4 1 EZ
 Tel: 0116 234 7278/7280
 E-mail:cpsu@nspcc.org.uk
 Website: www.thecpsu.org.uk

NSPCC

42 Curtain Road, London EC2A 3NH
 Tel: 020 782 52500 Helpline: 0808 800 5000
 Website: www.nspcc.org.uk

Childline UK

Freepost 1111, London. N1 0BR
 Tel: 0800 1111
 Website: www.childline.org.uk

Disclosure and Barring Service

PO Box 110, Liverpool, L69 3JD
 Tel: 0870 90 90 811
 Website: www.gov.uk/dbs

Kidscape

2 Grosvenor Gardens, London SW1W 0DH
 Tel: 020 7730 3300
 Parents' Helpline: 08451 205 204
 Website: www.kidscape.org.uk

Sports Coach UK

Chelsea Close, Off Amberley Road,
 Armley, Leeds, LS12 4HP
 Tel: 0113 274 4802
 Website: www.sportscoachuk.org

4.4 - ABBREVIATIONS LIST

- SO:** Safeguarding Officer
CSO: Club Safeguarding Officer
RSO: Regional Safeguarding Officer
LSO: Lead Safeguarding Officer
CMT: Case Management Team
LADO: Local Authority Designated Officer
LSCB: Local Safeguarding Children Board
DBS: Disclosure and Barring
NSPCC: National Society for the Prevention of Cruelty to Children
CPSU: Child Protection in Sport Unit
ACPC: AREA Child Protection Committee
SIRF: Safeguarding Incident Referral Form
SP1: Safeguarding & Protection - Application Form
SP2: Safeguarding & Protection - Self Disclosure Form
SP3: Safeguarding & Protection - Reference Request Form
SP4: Photography & Video Recording Registration Form
SP5: Parent/Carer & Young Person Consent Form

*Volleyball England sees young people as the future of the sport.
Every young person that takes part in volleyball should
do so in an environment where they feel
safe and protected from harm.*



SportPark, Loughborough University
3 Oakwood Drive, Loughborough LE11 3QF

Tel: 01509 227722

Fax: 01509 227733

Email: info@volleyballengland.org

www.volleyballengland.org