

*Every young person that takes part in  
volleyball should do so in an environment where  
they feel safe and protected from harm*



## Child Protection Policy and Good Practice Guidance



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## FOREWORD

Volleyball England joined forces with the English Schools Volleyball Association several years ago and has responsibility for the development of volleyball across the wide spectrum of age range.

An important client group for volleyball, and indeed for any sport, is the youth market. This is needed in order for the sport to prosper in the future. It is essential that, during their formative years, the children who wish to participate in volleyball activity get an enjoyable experience which they can take into adulthood and in later years impart to future generations of volleyballers.

Not only must the experience be enjoyable but it must also be in a safe, non-threatening environment. This is both imperative and beneficial for all parties. It will ensure that parents can be safe in the knowledge that their children are taking part in sport in safe and child friendly volleyball clubs and that the standards of coaching and instruction are of the requisite quality.

By the publication of this policy it is intended to disseminate through all of Volleyball England the need to have effective policies in place on a whole range of matters, this one being particularly concerned with the protection of children and vulnerable adults.

It is hoped that all participating clubs, regions and areas in Volleyball England will welcome this document and actively incorporate the policies contained therein to their own handbooks, to sit alongside other policies and practices on coaching, refereeing, development and the like.

In the preparation of this policy many persons were involved and consulted. Specific acknowledgements must go to the efforts of the working party, under the guidance and leadership of Janet Inman, to the British Olympic Association for their preparatory work in establishing policies, and to others involved in the process.

**Toomas Ojasoo**  
*Chief Executive Officer*  
*Volleyball England*



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

### VOLLEYBALL ENGLAND'S CHILD PROTECTION STATEMENT

This Child Protection Policy applies to all VE officers, employees and volunteers who come into contact with children at any event organised by or held under the authority of and/or any other body affiliated, or representative of VE. As part of VE's commitment to best practice in the care of children, VE expects you to comply with the Policy and the regulations contained within it.

For the purposes of this Child Protection Policy, a child is any individual under the age of 18.

## Section One Policy Statement

[www.volleyballengland.org](http://www.volleyballengland.org)

### CHILD PROTECTION POLICY STATEMENT

#### Volleyball England believes:

- That the safety and welfare of children should always be of paramount importance, whatever the circumstances.
- That everyone with a role in working with children has a moral and arguably a legal responsibility to safeguard and promote a child's welfare particularly when it comes to protecting children from abuse.
- That special care is needed in dealing with children whose age, inexperience or physical state makes them particularly vulnerable to abuse.

#### Volleyball England:

- Has therefore adopted this Child Protection Policy to ensure that the welfare and safety of children in VE's care or custody is always the primary consideration.
- Is committed to providing an environment where children can learn about, participate in and enjoy volleyball free from harassment or abuse.

#### The Policy is predicated on the following three principles:

1. A child's welfare is the paramount consideration.
2. A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from abuse.
3. The rights, dignity and worth of a child should always be respected.

The Children Act 1989 (as amended by The Children Act 2004) states that anyone who is involved in the care of children should "do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare".

### BILL OF RIGHTS FOR YOUNG PEOPLE

Young people participate in sport for many reasons including to make friends, have fun and learn 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 believe every young person has the right:

- To participate in volleyball.
- To be treated with respect by all adults and players.
- To compete and train as a child.
- To report any problems to the Club Welfare 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 have fun.



### CHILD WELFARE OFFICERS (CWO)

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 have identified Child Welfare Officers as key individuals in leading this process at national, regional and club level. Such individuals will promote good practice and provide the main contact for issues related to ensuring 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](#).



## RESPONDING TO AN ALLEGATION

What should you do if you are concerned?

If a child or 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 child
- Tell the child he/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 child about explicit details
- Reassure 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 child or 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 Child Protection Incident Report Form (CPIRF). This form is on Page 7 of this publication or available from
  - The Area or Regional Child Welfare Officer
  - The Volleyball England website
- Pass the information, without delay, on to the appropriate person in accordance with the VE Child Protection Incident Reporting Procedure.



## INCIDENT REPORTING PROCEDURE

This reporting procedure is to be followed if:

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

### What YOU should do:

1. Ensure the child 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's Child Welfare Officer (CCWO), if your club does not have a CCWO, the report must be made to the Area or Regional CWO.
3. Fill in the **VE CPIRF** (page 7), giving full details of what occurred.

### What the Club's Child Welfare Officer should do:

1. Contact the child's parents (unless they are implicated in the incident). If considered necessary, contact will also be made to the Social Services, Police, NSPCC etc.
2. Immediately contact the Area/Regional Child Welfare Officer and report the incident and actions.

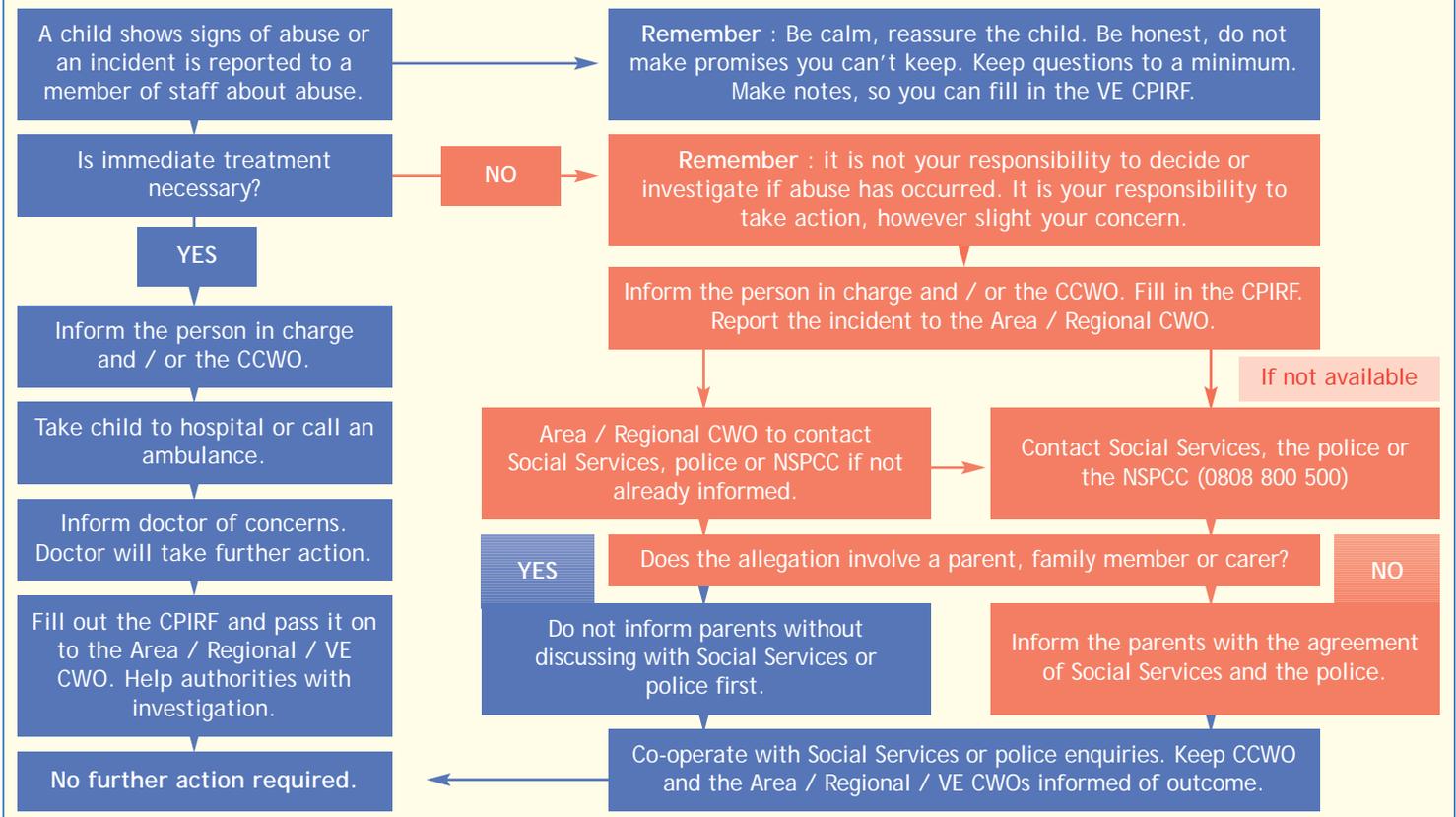
Information passed on to the Social Service Department or the police must be as helpful as possible, it will be necessary to make a detailed record of the following;

- 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.

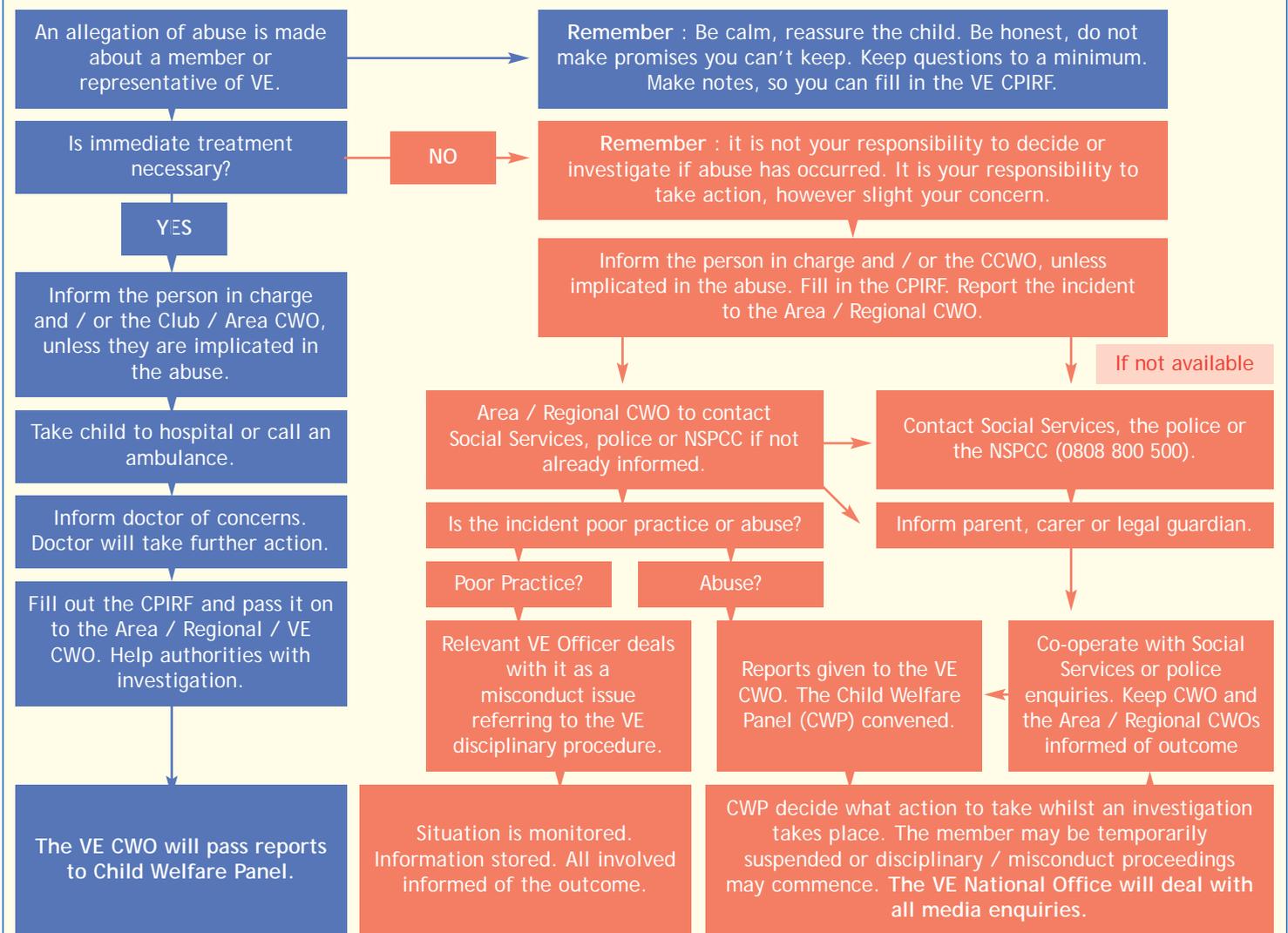
When a referral is made to the Social Service Department or the police a written report should be sent within 24 hours. A record should be kept of the name and title / number of the social service member or police officer to which the concerns were passed, together with the date and time of the call, in case any follow up is needed.

# CHILD PROTECTION INCIDENT REPORTING PROCEDURE

## Responding to signs or an allegation of abuse.



## Responding to an allegation of abuse against someone working on behalf of Volleyball England.\*



\*includes but not limited to professional staff, registered coaches/ referees, squad personnel and regional officers.

### INFORMATION SHARING

There has been confusion and uncertainty on the part of many professionals and volunteers working with children about when, how and with whom concerns about the welfare of children may be shared.



Information must be shared on a need to know basis. This includes sharing the information with the welfare officer, the police or social services and relevant people within the National Governing Body. If the matter is one concerning an allegation of abuse, the police or social services 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 (Data Protection Act).

There is advice on information sharing on [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk) or sports own information sharing protocol available [via the website](#) or on [request from the national office](#).

### 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 children and to ensure the effectiveness of that work.

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

1. Children's Services of the Social Services Department,
2. The Local Police,
3. The Education Department and
4. The Health Services (Hospitals and GPs).

The Children's Services and Police receive referrals relating to child protection concerns, the Education Department often work in partnership with sports in PESSCL programmes and the Health Services will treat children where their health has been impaired.

It is important that local clubs and welfare 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 services 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 / County welfare officers should be aware of these arrangements and mechanisms for communication with them.



*Where the Panel does not consider that they have expertise relevant to the field of abuse to which the incident relates, the Chairperson will request a person with such expertise to the Panel.*

### THE CHILD WELFARE PANEL (CWP)

The Child Welfare Panel is to comprise at least three of the following:

- VE Solicitor (If appropriate)
- Chief Executive Officer (If appropriate)
- Club Child Welfare Officer (If available)
- Area / Regional Child Welfare Officer
- VE Child Welfare Officer
- Person with expertise in the field of abuse to which the incident may relate (e.g. Social Services or Police)

The confidential Group Discussion may take place by telephone, fax or email.

The Panel should immediately assess whether the child is, or is not at the risk of, suffering significant harm. If this is the case, ensure Social Services have been informed. Discuss and seek agreement with the child's parent/guardian (provided that to do so, will not place the child at increased risk of significant harm).

The Panel should then consider the action to be taken, to include but not be limited to the following questions:

#### ACTION ON SITE

1. What action is required on site?
2. Is further information needed?
3. Who should obtain this?
4. What third parties at the sight of the incident should be informed (e.g. parents, Social Services, Police) if they have not been informed already?

When a decision has been reached, the CWP should take such action as is required immediately. The Chairperson will keep all other relevant parties informed about the decisions the CWP have reached.

Where the incident involves a member of the VE staff, an officer or volunteer, or anyone representing the VE (collectively referred to as the VE Individual) the CWP may, in circumstances which they deem appropriate, arrange for the suspension of the VE Individual from his/her duties immediately.

Continued consultation should take place between the members of the CWP and all other relevant parties until the situation has been resolved. There should not be any period without communication of more than 28 days with involved parties and case management processes should not normally extend over more than 3 months.

## VOLLEYBALL ENGLAND CHILD PROTECTION INCIDENT REPORT FORM

Name	Position
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Date	Location
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1. **CONCERNS** -Describe your concerns and who they are about, child or adult.  
Give the names and if possible the details of the people involved.

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Where and when did the above take place?

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Does anyone else know about it? Did anyone else see, hear or make any comment? Give their names and (if possible) their details.

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Are these your concerns or a third party's? If the latter, give their name and, if possible, their details.

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2. **ACTIONS** Have you informed the CCWO/Person with overall responsibility for the child?  
If YES, please state what they said. If NO, please state why not.

YES  NO

3. **WRITTEN STATEMENTS**

Have you got a written statement from the child involved/any third parties involved?  
If NO, please state why not.

YES  NO

*NB: 1. Please write only facts and avoid interpretation.  
2. Include times, dates and locations wherever possible*

Signed	Dated
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### **GUIDELINES FOR COMPETITIONS & EVENTS**

#### **USE OF PHOTOGRAPHIC EQUIPMENT**

Professional photographers / filming / video operators wishing to record a VE 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 5 working days before the event.

Students or amateur photographers/film/video operators wishing to record the VE 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.

Accreditation procedure: a system should be established whereby a record should be made of the name, address and club/ organisation of anyone wishing to film or photograph a VE event. Professionals should register prior to the event and their identification records should be recorded. On registering, the event organiser will issue an identification label, which will serve to identify those who have been given permission to film or photograph the event. 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 published prominently in event programmes and must be announced over the public address system prior to the start of the event.

*Recommended wording: In line with the recommendations in the VE Child protection policy, the event organisers request 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.*

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 care should be taken in the storage of such footage. If a club is concerned that someone they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact the facilities manager.

#### **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 that require specific attention and include; careful planning, communication with parents/carers, transport arrangements, supervision and staffing, insurance, accommodation arrangements and emergency procedures.

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



#### **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 that organisers need to be aware of that relate specifically to child protection and include; discipline, injury and illness, changing rooms and drop off/collection by parents/carers.

Volleyball England have prepared specific guidelines for 'Running Junior Events' and 'Running Camps' that are available via the website or on request from the national office.

### GOOD PRACTICE GUIDE

Volleyball England has developed specific guidelines for those individuals who are likely to work with young people including; **parents, coaches, officials** and **clubs** (available [via the website](#) or on [request from the national office](#)). 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.

#### 1. POSITIONS OF TRUST

*Always remember that, whenever you are responsible for the care or supervision of a child, or where you are in a position of power or influence over a child, you are in a relationship of trust. You should never do anything to abuse that trust.*

##### Good Practice

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

Remember that particularly where a relationship of trust exists and where that relationship is close or involves frequent contact, it is possible that either you or the child will develop feelings which are not directly related to the practice of sport such as fondness or love. Remember that young children will not have the same awareness or judgement to realise what nature of relationship is appropriate and what is not.

Always be alert to ensure you are setting and maintaining the appropriate boundaries in any relationship you have with a child.

Always remember that certain situations or friendly actions could be misinterpreted not only by the child involved but also by third parties motivated by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety.

Encourage and foster a child's independence and encourage any children for whom you are responsible to accept responsibility for their own behaviour and performance.

##### Unacceptable behaviour

You must never:

- Enter into a sexual relationship with any child under your care or supervision
- Use your influence or power over any child for your own interests

#### 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:

- To develop or demonstrate sport skills/techniques by a suitably and appropriately trained and qualified coach, official or team manager
- To treat an injury by a suitably and appropriately trained and qualified medical practitioner
- 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.
- For any other purpose involving the treatment, diagnosis or examination of the child by a suitably and appropriately trained and qualified individual.

Physical contact is appropriate in other circumstances, such as consoling a child who is upset, or administering first aid. Always ensure that it is necessary and reasonable and 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 child.

If a child 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 child and their parent/guardian beforehand.



## GOOD PRACTICE GUIDE CONTINUED

## 3. GENERAL SUPERVISION

*It is important to always encourage openness, integrity, transparency and honesty in all activities involving children.*

**Good Practice**

You must work in pairs if groups of children have to be supervised in the changing room.

You must ensure that male and female responsible adults always accompany mixed children's teams.

**Unacceptable Behaviour**

You must not, and must not allow other adults to, spend significant amounts of time alone with a child away from other children.

You must not take a child alone on a journey, however short, without the prior consent of the child's parent(s)/guardian(s)/carer(s).

You must not be present at the home or in the private room or dormitory of a child where the child is on his/her own without the parents or guardian of the child or other responsible adult being present. You must not take a child back to its own home or private room or dormitory.

You must never share a room with a child, or enter a child's room without another adult present.

You must never enter the room of a child unless at the child's request or unless the door is left open to allow visual access to outsiders.

You must never conduct individual meetings with a child in the child's room or in any other private space without another responsible adult present.

Never allow any physically rough or sexually provocative games, or inappropriate talking or touching by anyone, in any group for which you have responsibility.

Where changing or dressing rooms are used, you must not be present whilst children are showering or changing unless accompanied by another responsible adult.



## 4. SAFETY

**Good Practice**

Always ensure the safety of any children for whom you are responsible as far as possible.

Ensure that you have taken all reasonable steps to establish a safe working environment. The work done and the manner in which it is done should be in keeping with regular and approved practice within that sport or area.

Where any activity or event is taking place ensure, as far as possible, the location is secure from access by unauthorised third parties. Be vigilant for people who do not appear to be relatives or friends of children who are participating, but nevertheless, seem to spend a substantial amount of time videoing or photographing them.

Ensure that any activity being undertaken should be suitable for the age, experience and ability of the children.

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

## 5. CONFIDENTIALITY

**Good Practice**

Where there is a close relationship between you and a child, you must realise you may be in a position of confidence and you may gather (often very personal) information about the child.

If it seems that, because of a child's youth or inexperience the child is not able to judge what information it is appropriate to confide, try and make the child aware of the importance and implications of the information he/she is imparting or is proposing to impart.

Where possible reach an agreement with the child as to what is regarded as confidential information.

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## Unacceptable Behaviour

You should never:

1. Encourage confidences beyond what is appropriate
2. Intrude into the private life of the child.

Finally, remember that often it will be necessary to divulge confidential information to a responsible third party. Remember that confidentiality does not preclude the disclosure of information to persons who have a right to know or to whom they have a legal duty to disclose, in circumstances where what is involved is:

1. The pursuit of disciplinary or legal action relating to alleged breaches of this Policy, or the enforcement of any applicable laws or any rules or regulations of VE.
2. The evaluation of the child's performance in their sport.

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## 6. INTEGRITY

### Good Practice

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

Discourage children from talking offensively about others except where the child seems to be hinting at or talking about an instance of abuse or irregularity.

Encourage children to obey the spirit of the rules and regulations of volleyball and compete in good faith and treat their opponents and officials with all due respect.

Emphasise the spirit of fair play in volleyball and the ideals embodied in Volleyball England.

### Unacceptable Behaviour

Never advocate measures, which could be deemed to constitute seeking to gain an unfair advantage or cheating of any kind.

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## 7. CO-OPERATION

### Good Practice

Communicate and co-operate with other sports and allied professions if and when you feel it is in the best interests of the child.

If the child has medical, psychological or other problems you should be prepared to communicate and co-operate with the appropriate medical practitioners in the care and management of such problems.

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## 8. PERSONAL STANDARDS

### Good Practice

Always display high personal standards

Always project a favourable image of volleyball and of Volleyball England.

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## 9. PERSONAL APPEARANCE

### Good Practice

Always be suitably and appropriately attired and project an image of health, cleanliness and efficiency.

### Unacceptable Behaviour

Never smoke or drink alcohol when in the company of children.

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## 10. LANGUAGE

### Unacceptable Behaviour

Never use profane, insulting, harassing or otherwise offensive language

Never use any form of sexually charged verbal intimacies or sexual innuendoes to or about children.

*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 Child Welfare Officer, the Area Child Welfare Officer, the Regional Child Welfare Officer, the VE Child Welfare Officer or Chief Executive Officer for guidance.*

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### KINDS AND INDICATIONS OF ABUSE

#### Main Forms of Abuse

*It is generally acknowledged that there are four main forms of abuse:*

##### Neglect

Neglect occurs where adults fail to meet a child's basic needs like the need for food or warm clothing, or where adults fail or refuse to give children love, affection and attention. Children might also be constantly left alone or unsupervised.

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

##### Physical Abuse

Where adults physically hurt or injure children by hitting, shaking, squeezing, burning or biting or by giving children alcohol, inappropriate drugs or poison. Attempted suffocation or drowning also comes within this category.

*In a volleyball situation, physical abuse might occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.*

##### Sexual Abuse

Adults - both male and female - who use children to meet their own sexual needs, abuse girls and boys. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse.

*In volleyball the power of the coach, team manager or official over young performers could, if misused, also lead to abusive situations developing.*

##### Emotional Abuse

Persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted may make the child nervous and withdrawn. Emotional abuse may also occur when there is constant overprotection (which prevents children from socialising), or there is neglect, physical or sexual abuse.

*In volleyball emotional abuse might occur if children are subjected to constant criticism or unrealistic pressure to perform consistently to high or unrealistic standards.*

*Any kind of abuse, harassment or criticism based on racial or ethnic origins which amounts to racial discrimination can also amount to emotional abuse. Bullying of a child, perpetrated either by other children or by an adult with the care or supervision of the child, can also amount to emotional abuse.*

*Abuses of any sort can be perpetrated not only by adults, but may also be caused by other children.*



## Section Four *(continued)*

VOLLEYBALL ENGLAND  
www.volleyballengland.org

### Indications of Abuse

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

Recognising child 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 children which may have been caused by factors possibly including child abuse. They do not in any way confirm that child abuse has occurred.

- The child says that she or he is being abused, or another person says they believe (or actually know) that abuse is occurring
- The child has an injury for which the explanation seems inconsistent
- 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 child's behaviour changes, either over time or quite suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive
- The child appears not to trust adults, e.g. a parent or coach with whom she or he would be expected to have, or once had a close relationship, and does not seem to be able to make friends
- He or she becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason
- The child shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way



### Bullying

Another type of abuse is bullying, here the abuser may well be another young person. Both girls and boys can be bullies and they can do both physical and emotional bullying. Bullying usually occurs when there is inadequate supervision, in volleyball this could happen in the changing rooms.

*In volleyball the bully could be the parent/carer who pushes too hard or the coach or teammates who adopts a win-at-all costs philosophy.*

### Harassment

The main characteristic of harassment is that it is unwanted by the recipient. Each individual must determine what is and is not acceptable to them. It is the unwanted nature of the conduct that distinguishes harassment from acceptable behaviour.

**NSPCC**  
Cruelty to children must stop. FULL STOP.  
**HELPLINE 0808 800 5000**

## RECRUITMENT GUIDELINES

*These guidelines must be followed by all VE staff and affiliated groups recruiting new staff or volunteers who are or will become involved with working or interacting with children.*

1. All individuals working or seeking to work or be involved with children, as a VE officer, employee or volunteer, must complete the [CP1 Form](#) (page 15).
2. All individuals must complete the self -declaration [form CP2](#) (page 16). This will show that the individual has not been convicted of any offence involving child abuse or the neglect or mistreatment of children.



*Individuals must be told clearly in writing that the positions which they are working or seeking to work in, as they involve work or contact with children, are therefore exempt from the provisions of the Rehabilitation and Offenders Act 1974.*

*As such all convictions however old must be declared.*

**NSPCC**  
Cruelty to children must stop. FULL STOP.  
**HELPLINE 0808 800 5000**

3. When an individual has no experience of paid or voluntary work with children or where VE considers it necessary, a reference will be sought from a reputable person on the [form CP3](#) (page 17).
4. All individuals working or seeking to work with children must undergo a thorough interview conducted by a VE representative.
5. When an individual has been selected to work in a role or position that may involve working with children the responsible body must conduct an induction process that 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 Child Protection Policy and understands their responsibilities and obligations
  - iv) Is encouraged to attend a safeguarding and protecting children course such as Sports Coach UK's '[Safeguarding and Protecting Children: a guide for sportspeople](#)' or a similar course organized by the Local Safeguarding Children Board (note: Welfare Officers should also undertake the 'Time to Listen' course)



## APPLICATION FORM FOR VOLLEYBALL ENGLAND STAFF / VOLUNTEERS

Title	First Names	Surname
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Previous names by which you might have been known

Address

Daytime Telephone Number	Evening Telephone Number
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Any Previous Addresses you have lived at in the last 3 years

Date of Birth	Sex (tick) <input type="checkbox"/> Male <input type="checkbox"/> Female
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Current Occupation

Have you any previous experience of working with children (voluntary or paid)? If yes, please detail below:

Dates	Position	Organisation	Brief Description of Duties and Responsibilities

Please provide details of two references with experience of your work or contact with children

Reference 1.	Reference 2.
Name	Name
Address	Address

If you have no previous experience of working with children, Please detail below any situations where regular contact has been outside your home with children.

Please provide details of two References

Reference 1.	Reference 2.
Name	Name
Address	Address

SELF DECLARATION FORM FOR VOLLEYBALL ENGLAND STAFF / VOLUNTEERS

Title	First Names	Surname
Date of Birth	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Have you ever been convicted of any criminal offences? (This does not include motoring offences)		<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please supply details of any criminal convictions		
<hr/>		
<hr/>		
<hr/>		

*Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including "spent" convictions*

Are you a person known to any Social Services Department as being an actual or potential risk to children?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please supply details	
<hr/>	
<hr/>	
<hr/>	

Have you ever had any disciplinary sanction relating to child abuse?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please supply details	
<hr/>	
<hr/>	
<hr/>	

Have you read and understood the job description related to this post?	<input type="checkbox"/> YES <input type="checkbox"/> NO
------------------------------------------------------------------------	----------------------------------------------------------

Have you read the VE Code of Conduct related to your post?	<input type="checkbox"/> YES <input type="checkbox"/> NO
------------------------------------------------------------	----------------------------------------------------------

Have you read the VE Child Protection Policy?	<input type="checkbox"/> YES <input type="checkbox"/> NO
-----------------------------------------------	----------------------------------------------------------

Do you know who your direct supervisor is to whom you report?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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I hereby consent to VE undertaking police and/or social services/Criminal Records Bureau (CRB) checks against me. I understand that VE is registered with the CRB and has the right to process all personal data, which I submit, in accordance with data protection legislation. I understand that such processing may include disclosure of police, CRB and social services checks and I hereby consent to the processing of my personal data by VE for the purposes of Membership Administration. I understand that this may involve, where strictly necessary, disclosing my details to other regulatory bodies and/or third parties and I consent to the transfer storage and processing of such data to/in countries within and outside the European Community.

Signed	Date
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**VOLLEYBALL ENGLAND STANDARD REFERENCE LETTER INCORPORATING  
REFERENCE FOR WORK WITH CHILDREN**

has applied for the position of  
 at Volleyball England and has given  
your name as a referee. A copy of the relevant job description is enclosed for  
your information.

I should be grateful if you would confirm how long you have known   
and in what capacity. It would also be helpful if you could give your opinion of the applicant's  
ability, personality, health record and suitability for the post for which (s)he has applied, together  
with any other general information that you feel is relevant to this application.

The post may involve access to children and as an organisation committed to the welfare and  
protection of children, I should be grateful if you would also complete the attached document and  
return this to me with your reply.

Your comments will of course be treated in the strictest confidence and an early reply would be  
greatly appreciated. A pre-paid envelope is enclosed for your convenience.

I am grateful for your assistance in this matter and I look forward to hearing from you.

Yours sincerely

**VOLLEYBALL ENGLAND CHILD PROTECTION POLICY**

Name of Applicant

Name of Post

This post may involve substantial access to children. As an organisation committed to the welfare and protection of children, we should be grateful if you would indicate below whether or not you have any reason at all to be concerned about this applicant being in contact with children or young people.

Please place a tick in the appropriate box

Yes\*

*\*If you have answered "yes " you will be contacted in confidence*

No

Signed

Name(Please print)

Address

Telephone

email

## ABBREVIATIONS LIST

ACWO	Area Child Welfare Officer	CP3	Child Protection -Reference letter
CCWO	Club Child Welfare Officer	CP4	Child Protection -Reference return
CPIRF	Child Protection Incident Report Form	CWP	Child Welfare Panel
CP1	Child Protection -Application form for staff	NSPCC	National Society for the Prevention of Cruelty to Children
	volunteers		
CP2	Child Protection -Self Declaration form	RCWO	Regional Child Welfare Officer

## USEFUL CONTACTS

## Volleyball England

Suite B, Loughborough Technology Centre  
Epinal Way, Loughborough  
Leicestershire LE11 3GE  
Tel: 01509 631 699 Fax: 01509 631 689  
E-mail: [info@volleyballengland.org](mailto:info@volleyballengland.org)  
Website: [www.volleyballengland.org](http://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 Fax: 0116 234 0464  
E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)  
Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

## NSPCC

42 Curtain Road, London EC2A 3NH  
Tel: 020 782 52500 Helpline: 0808 800 5000

## NSPCC

National Training Centre  
3 Gilmour Close, Beaumont Leys  
Leicester LE4 1EZ  
Tel: 0116 234 7273 Fax: 0116 234 0464  
Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

## Childline UK

Freeport 1111, London. N1 0BR  
Tel: 0800 1111  
Website: [www.childline.org.uk](http://www.childline.org.uk)

## Criminal Records Bureau (CRB)

Horton House, Exchange Flags  
Liverpool L2 3YL  
Tel: 0870 9090811 Fax: 0151 236 2677  
Website: [www.crb.gov.uk](http://www.crb.gov.uk)

## Kidscape

2 Grosvenor Gardens, London SW1W 0DH  
Tel: 020 7730 3300 Helpline: 08451 205 204  
Fax: 020 7730 7081  
Website: [www.kidscape.org.uk](http://www.kidscape.org.uk)

## Sports Coach UK

114 Cardigan Road, Headingley  
Leeds LS6 3BJ  
Tel: 0113 274 4802 Fax: 0113 275 5019  
Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)

[www.there4me.com](http://www.there4me.com)  
[www.bullying.co.uk](http://www.bullying.co.uk)  
[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)  
[www.children1st.org.uk](http://www.children1st.org.uk)

## USEFUL LOCAL CONTACTS

## Club Child Welfare Officer

Name

Address

Tel

Mobile

E-mail

## Regional/ Area Child Welfare Officer

Name

Address

Tel

Mobile

E-mail

## Volleyball England Child Welfare Officer (Out of Office Hours)

Tel 01427 718789

Mobile 07980 122394

E-mail [welfare@volleyballengland.org](mailto:welfare@volleyballengland.org)

## LOCAL SAFEGUARDING CHILDREN BOARD

Local Social Service Contact

Tel

E-mail

Local NSPCC Contact

Tel

E-mail

Local Police Station

Tel

E-mail

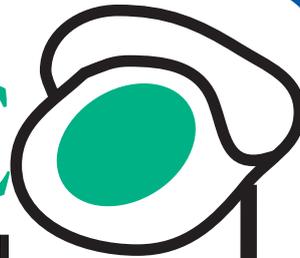
Volleyball England

[www.volleyballengland.org](http://www.volleyballengland.org)

Photographs courtesy of Janet Inman, Barbara Totterdell, Jon McGugan and Lynne Marshall

**NSPCC**

**CHILD PROTECTION**



**HELPLINE**

**0808 800 5000**

