



## **BAB Child Safeguarding Policy & Guidance**

as it applies to

### **Safeguarding Structure within the BAB**

#### **Policy Statement**

*In accordance with Clause 12.1 of the Constitution, the BAB's Child Safeguarding & Protection Policy is mandatory for all Member Associations, including their Clubs and individual members providing services for children and young persons – that is, those under the age of 18.*

#### **The Role of the BAB**

In matters of child safeguarding the BAB will:

- Ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and/or, where appropriate, referred to other agencies.
- Make decisions on misconduct/poor practice within agreed timescales.
- Inform all appropriate individuals and bodies of their decisions within agreed timescales.
- Keep a list of all suspended, disciplined and disqualified persons and, where appropriate, refer people disqualified to relevant government agencies for consideration by PoCA/PoC(S)A and the Independent Safeguarding Authority (ISA); in Scotland ISA will be introduced and known as the Vetting and Barring Scheme.
- Monitor and evaluate the implementation of the policy.
- Review the Child safeguarding policy and Procedures document every 3 years.
- Provide support and guidance to the Association Child Protection Officers (ACPOs) and Club Welfare Officers (CWOs).
- Take advice and guidance from the BAB Lead Safeguarding Officer.
- Act upon the advice and/or recommendations of the LSO/CMG and, as necessary, notify the affiliated Association of the action required by the Association or their Club.

#### **Role of the BAB Lead Safeguarding Officer (BAB LSO)**

The role of the BAB LSO is to:

- Be informed of all matters relating to child safeguarding in BAB Member Associations and their Clubs.
- Advise or take action on matters relating to child safeguarding in respect of any BAB affiliated Club member.
- Advise or take direct action on matters referred by the affiliated Associations' CPOs, CWOs or any other Officer of those institutions or the BAB.
- Advise on, and take a leading role in, the development of the Child Safeguarding policy and supplementary/associated policies and procedures.
- Liaise, as appropriate, with the NSPCC CPSU and Statutory Agencies, on behalf of the BAB.
- Manage cases of a child safeguarding nature.
- Be the Lead Officer for the Child Protection CMG
- Make recommendations to the BAB Chairman as to what action should be taken by the Board, the Executive Committee, the Association(s) or the Club(s).



### Safeguarding Structure Within the BAB

- Keep the Chairman apprised on issues arising from the day-to-day work of the CMG.
- Provide anonymised updates to the Executive Committee and, where necessary, to the Board.

#### **Role of the BAB Child Protection Case Management Group (CMG)**

Working for, and under the direction of the BAB LSO, officers with appropriate CP management training comprise the CMG.

The **purpose** of the CMG is to:

- Make decisions on the initial approach to all reported cases related to the welfare and protection of children. Principally these relate to the 'route' a case will take internally and/or via external referral to statutory agencies.
- Make initial decisions as to what level each case will be dealt with, i.e:
  - Minor poor practice which may be referred back to a Club CWO with advice.
  - Suspected abuse of a child which requires dealing with at Association or Board level.
- Make the decision on the temporary removal of an individual member to be in a designated position with children within the BAB.
- Make recommendations on the permanent removal of, or refusal for, an individual member to be in a designated position with children within the BAB.”
- Make a recommendation to the BAB Chairman on the temporary or permanent suspension from Association membership of an individual member.
- Monitor and review progress on all cases and to identify any trends emerging which may require a review/revision of existing policies/procedures.

The **principles** of the CMG are:

- Independence. It is essential that the group is empowered by the BAB to make decisions on cases without receiving any influence or prejudice from others in the organisation.
- Confidentiality. All child welfare/protection matters must be regarded as highly confidential and not for disclosure outside the CMG unless so agreed, on a strictly need to know basis in line with the Data Protection Act and Human Rights Act.
- Expertise. The CMG should be led by the BAB LSO and should include people who have relevant knowledge and expertise to enable the CMG to fulfill its purpose.
- Equity and Equality Practice. All decisions made by the CMG need to be fair, open and transparent.
- The Welfare of the Child is Paramount. This principle is enshrined in the Children Act 1989. In any decision taken by the group, the welfare of the child is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.

#### **Role of the Association Child Protection Officer (ACPO)**

All Associations affiliated to the BAB are required to have an ACPO in post if any Clubs within the Association have members/students under the age of 18. The full job description of that post is detailed below.

Safeguarding Structure Within the BAB

Knowledge to be Acquired Through Training	Skills	Tasks
<ul style="list-style-type: none"> <li>• Core legislation, government guidance and national framework for child protection.</li> <li>• Roles and responsibilities of statutory agencies and Area Child Protection Committees.</li> <li>• Local arrangements for managing child protection and reporting procedures.</li> <li>• Poor practice and abuse – behaviour which is harmful to children.</li> <li>• Own organisation's role and responsibilities to safeguard the welfare of children, boundaries of welfare officer's role.</li> <li>• Own organisation's policy and procedures related to safeguarding children.</li> <li>• Core values and principles underpinning good practice.</li> <li>• Awareness of equalities issues and child protection.</li> </ul> <p><b>Recommended Knowledge</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge of how abusers 'target and groom' organisations to abuse children. Best practice in prevention.</li> </ul>	<ul style="list-style-type: none"> <li>• Administration.</li> <li>• Advice and support provision.</li> <li>• Child-focused approach.</li> <li>• Communication skills.</li> <li>• Recording skills.</li> <li>• Ability to take responsibility for providing information about local resources such as written materials.</li> <li>• Promote the organisation's policy procedures and resources.</li> </ul> <p><b>Recommended Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to provide basic training on child protection at Club level where supported and suitably trained by the organisation.</li> </ul> <p><b>Required training</b></p> <ul style="list-style-type: none"> <li>• Safeguarding and Protecting Children in Sport – scUK which should be renewed every 3 years</li> <li>• Child Protection Officer training (to be arranged by the BAB)</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Association to fulfill its responsibilities to safeguard children at local level.</li> <li>• Assist the Association to implement its child protection plan at local level.</li> <li>• Maintain contact details for local statutory agencies.</li> <li>• Make links with local statutory agencies (Police and Social Services) and Area Child Protection Committee/s.</li> <li>• Liaise with Social Services and Police on individual cases – where this is not done by the national organisation.</li> <li>• Provide advice and support to local Clubs regarding child protection and poor practice.</li> <li>• Maintain locally held records related to poor practice/child abuse cases, (where these are not held nationally).</li> <li>• Ensure confidentiality is maintained.</li> <li>• Advise their Association regarding local contacts/ procedures during child protection investigations.</li> <li>• Provide support networks for their Club Welfare Officers</li> <li>• Provide resources and (where appropriate) child protection training for local Clubs, Coaches and people working with children and sport.</li> <li>• Promote anti-discriminatory practice.</li> </ul>

This list is not exhaustive

**Role of the Club Welfare Officer (CWO)**

All Aikido Clubs must have a CWO if the Club has members under the age of 18. The full job description of that post is detailed below.

Safeguarding Structure Within the BAB

Knowledge	Skills	Tasks
<ul style="list-style-type: none"> <li>• Basic knowledge of core legislation, government guidance and national framework for child protection</li> <li>• Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police and Area Child Protection Committees).</li> <li>• Local arrangement for managing child protection and reporting procedures.</li> <li>• Poor practice and abuse – behaviour that is harmful to children.</li> <li>• Own organisation’s role and responsibilities to safeguard the welfare of children – boundaries of the Club Welfare Officer role.</li> <li>• Own organisation’s policy and procedures related to safeguarding children.</li> <li>• Core values and principles underpinning practice.</li> <li>• Awareness of equalities issues and child protection.</li> </ul> <p><b>Recommended Knowledge</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge of how abusers ‘target’ and ‘groom’ organisations to abuse children. Best practice in prevention.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic administration – maintain records</li> <li>• Basic advice and support provision</li> <li>• Child focused approach</li> <li>• Communication</li> <li>• Ability to promote the organization’s policy, procedures and resources</li> <li>• Ability to provide information about local resources</li> </ul> <p><b>Required training</b></p> <ul style="list-style-type: none"> <li>• Safeguarding and Protecting Children in Sport – scUK (to be renewed every three years)</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Association to fulfill it’s responsibilities to safeguard children at Club level.</li> <li>• Assist the Association to implement it’s child protection plan at Club level.</li> <li>• The first point of contact for staff, volunteers, parents and children where concerns about children’s welfare, poor practice or child abuse are identified.</li> <li>• Be the first point of contact with their <b>Association Child Protection Officer</b>.</li> <li>• Implement the BAB’s reporting and recording procedures.</li> <li>• Maintain contact details for local Social Services, Police. Know how to obtain Area Child Protection Committee guidelines.</li> <li>• Promote the BAB’s best practice guidance/code of conduct within the Club.</li> <li>• Sit on the Club’s management committee</li> <li>• Promote and ensure adherence to the organization’s child protection training plan.</li> <li>• Promote and ensure confidentiality is maintained.</li> <li>• Promote anti-discriminatory practice.</li> </ul>