WORCESTER NETBALL CLUB

VOLUNTEER INFORMATION BOOKLET

VOLUNTEER & S/E AGREEMENT FORM NAME.......................

All coaches/team managers/officials working with *WNC* are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, all club coaches/team managers/officials should be aware of and adopt *WNC* club’s own:

Codes of practice for coaches/team managers/officials.

Child protection policy and procedures.

Equity and safety policy statement and guidelines.

The club will ensure that its club coaches/team managers/officials have a copy of each policy and guidance note that is relevant to their work. The club will listen to and respond to matters that its officials bring to its attention in relation to their work and

will support, where possible, their training needs.

I, *.....................................*, am familiar with *WNC’s* standards of practice named above and will adopt these in my work. I accept the responsibilities outlined in the attached task description.

Coaches will be paid expenses for training sessions and petrol. If you wish to

opt out and not receive expenses please tick box below:-

**Signed: Date:**

**Name:**

*N.B. Before a volunteer signs and returns the agreement you should provide him/her with copies of all/some of the following:*

Safety guidelines.

Codes of practice.

Equity policy statement.

Child protection policy and procedures

PLEASE USE THE FOLLOWING REFERENCES ON THE ENGLAND NETBALL WEBSITE IN ADDITION TO THE INFORMATION BELOW

https://www.englandnetball.co.uk/governance/enjoy-ennsure-enntrust/inclusion/

https://www.englandnetball.co.uk/gold-caps-downloads/

**1)Codes of Conduct for: All Volunteers participating in Netball Assessors Coaches Club Safeguarding Officers Mentors Table Officials Teachers Team Managers Testers Trainers Tutors Umpires Verifiers**

I will Respect:

1. The rules, regulations and requirements of the Sport, including, but not limited to, any

competitions in which I participate either directly or indirectly

2. The rights, dignity and worth of all people involved in netball, regardless of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion

3. The rights, dignity and worth of Children, Young People and Adults at Risk and ensure that I am aware of the Safeguarding best practice guidelines and procedures when interacting with them.

4. Confidentiality and the sensitivities of information I hold on other individuals.

5. Netball and the individual’s reputation and not take any action or make inappropriate comments about a fellow participant, coach, official, volunteer or member of England Netball’s staff that will bring the Sport or those associated with delivering the Sport into disrepute, including making comments on social media technology. I will respect EN’s guidance and policies on social media technology.

6. The position I hold within Netball and always conduct and dress myself in an appropriate manner.

7. The result of the game and will not attempt to offer, offer or accept either directly or indirectly any consideration whatsoever in return for influencing or attempting to influence the result or seek to achieve personal gain on a result which I can influence by betting on any match or event where I am participating, either by playing, coaching or officiating, or through direct or indirect involvement.

Netball is based on Teamwork, therefore I will:

8. Not abuse or misuse any relationship of trust or position of power or influence held by me in my team, be that my playing team, Club, County, Regional or England Netball

9. Be on time, dressed appropriately and ready to give my full attention to the role I am carrying out within Netball

10. Recognise that individuals bring different qualities and attributes but “together we will excel”.

11. Welcome new members, volunteers, and connected participation and cooperate with Members, Connected Participants, colleagues, coaches, officials and administrators already in the Sport.

I recognise individuals participate in Netball to achieve and have fun, therefore I will:

12. Recognise the achievements of others and applaud their successes

13. Endeavor to ensure that all involved in the Sport optimise their potential by promoting the positive aspects of the sport and never condoning the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.

14. Not impinge on others enjoyment of the Sport or my performance by consuming alcoholic drinks or smoke immediately prior to or while participating in the sport, or while safeguarding children, young people or vulnerable adults

15. Ensure that everyone has the opportunity to participant in a fair, honest environment by rejecting cheating, abiding by the Anti-Doping policies and not taking illegal substances immediately prior to or while participating in the Sport.

16. Display modesty in victory and graciousness in defeat; be sporting – whether I win or lose; always acknowledge the other team and the umpires at the end of the game with a hand shake or three cheers.

17. Never argue with an official or participant during a game and listen to and cooperate with officials’ decisions

18. Control my temper; I understand that verbal, emotional and physical abuse of officials, coaches, spectators or participants, or deliberately distracting or provoking a participant, coach or official is not acceptable or permitted behaviour in netball

19. Enjoy the game and ensure other can also enjoy it.

I will also:

20. Be a positive role model for netball by acting in a way that projects a positive image of my role within netball and being fair, considerate and honest with participants and officials

21. Display high standards in my language, manner, punctuality, preparation and presentation to ensure that all time spent with me by participants or colleagues is a positive experience

22. Exercise reasonable care and skill when carrying out my duties, including but not limited to keeping up to date with the latest practices and developments by taking up further education and other personal and professional development opportunities

23. Be consistent, independent and demonstrate complete impartiality through exercising reasonable care and skill to enforce the rules of the game by applying them fairly and to effect control of the game

24. As a coach, seek to inspire and motivate in accordance with an individual’s abilities to enable them to play to the best of their ability and realise their potential

25. As a coach, provide athletes with planned and structured training programmes appropriate to their abilities and goals by ensuring that equal attention and opportunities are available to all, including those requiring a modified plan due to sickness or injury

26. As a tutor, assessor, tester, trainer, verifier or mentor, provide candidates with the appropriate information, planned and structured programmes appropriate to their needs and goals, ensuring that equal attention is applied, and to provide appropriate feedback following observation of a session

27. Be mentally and physically fit to carry out my role within netball

28. Ensure that the training and/or competition environment is safe and appropriate for the age, physical and emotional maturity, experience and ability of the athletes

29. Ensure that I follow instructions and comply with all health and safety regulations that apply to the role I am undertaking.

I will endeavour to abide by this code of conduct and promote it to others.

I understand that if I fail to follow the code, then England Netball, the Regional Association or the County Association may take action against me under the Disciplinary Regulations which may result in Sanctions including fines and suspension.

Name (print) Signature ................................................................................... ...................................................................................... .............................................

Date

**2)Volunteer Coach/Committee Expenses Policy**

A volunteer within Worcester Netball Club does not have a formal contract of employment. Therefore expenses claimed whilst carrying out voluntary work will not be liable to Income Tax.

The principles below are to ensure that employment and volunteering are clearly distinguishable.

Our Club expenses and rewards policy should ensure that the Club and the volunteers are not exposed to risk.

**Tax Implications**

As long as expenses paid to a volunteer do not exceed more than reimburse costs incurred, or are at a rate which can’t be regarded as simply a reimbursement of what has been spent, HMRC will not consider that individual to be receiving a wage or salary. To do so would make that individual liable for Income Tax and National Insurance Contributions.

Expense payments made to volunteers within the rates of the approved mileage allowance payments scheme are not taxable.

WNC will pay mileage at 25p per mile.

Coaches can claim for travelling to coaching sessions (if not to do their own personal training also), and to fixtures for their designated age group, in excess of 5 miles travelling, not including the 5 miles in both directions.

The Club will cover the cost of the DBS check, first aid course, safeguarding course, and relevant England Netball coaching courses at the discretion of the committee and availability of funds.

**Reimbursing Expenses**

WNC can only reimburse actual out-of-pocket expenses.

Invoices and receipts should be provided for all reimbursements.

Should any funding be made available for a coach to be paid an hourly rate, that coach is personally responsible for declaring to HMRC for any Tax or NI calculations.

REWARDS

A volunteer should not be rewarded with anything that either represents a cost to the organisation or that the volunteer could use to make profit i.e gift vouchers.

Gifts should be flowers, chocolates etc.

Club Coaches will be provided with a club t- shirt.

Signed........................................................................... ...........

Agreed........................................................................... ...........

**3)PRIVACY POLICY AND COOKIES POLICY**

We at the **Worcester Netball Club** want to make sure all the personal information we have collected about you, is safe and secure whether we collect it through our website at **www.worcesternetballclub.co.uk** or from other sources. This Policy set outs our commitments to you, in compliance with and beyond the General Data Protection Regulation (commonly known as the **GDPR**) and explains how we collect, store and use your personal information.

We have appointed a Data Protection Officer to oversee our compliance with data protection laws as we are required to do so, but our Data Protection Officer has overall responsibility for data protection compliance in our organisation. If you have any questions about this Policy or what we do with your personal information, their contact details are set out in the "**Contact**" section below.

**PRIVACY NOTICES**

Collecting specific, relevant personal information is a necessary part of us being able to provide you with any services you may request from us or in providing services to our customers and members or just managing our relationship with you.

When we hold or use your personal information as a **data controller** *(see below for a description of what this is)* we will provide you with a privacy notice which sets out in detail what information we hold about you (such as your contact details, address, etc.), how your personal information may be used and the reasons for these uses, together with details of your rights.

Where we collect personal information from you directly, we will provide this privacy notice at the time we collect the personal information from you. Where we receive your personal information indirectly, we will provide this privacy notice when we first contact you, first pass the data to someone else or within a month, whichever is the earlier.

We will only provide this privacy notice to you once, generally at the start of our relationship with you. However if the applicable privacy notice is updated substantially, then we may provide you with details of the updated version. You are encouraged to check back regularly for updates.

**THE DIFFERENCE BETWEEN DATA CONTROLLERS/PROCESSORS**

A data controller is a person who controls how personal information is processed and used. A data processor is a person who processes and uses personal information in accordance with the instructions of a third party, i.e. the data controller.

This distinction is important. You have certain rights in relation to your personal information, for example the right to be provided with the personal information held about you and details of its use and the right to have certain of your personal information either erased or anonymised, commonly referred to as the right to be forgotten (*see below to see what rights you have).* These rights can generally only be exercised against a data controller of your information.

In most cases we will be a data controller of your personal information. In any case where we are not a data controller this means that you cannot exercise these rights against us directly (i.e. where we only act as a data processor), but you can do so against the data controller (i.e. the person who controls how we process the personal information). In these cases we will endeavour to inform you who is the data controller of your personal information so that you can direct any such requests to them.

Also it is only a data controller that will provide you with a privacy notice about your personal information, so where we process your personal information as a data controller we will provide you with a privacy notice. Where we process your personal information as a data processor for a third party, that third party should provide you with a privacy notice which will set out details regarding the processing of your personal information, which should also include the processing to be carried out by us on their behalf.

**HOW DO WE USE YOUR PERSONAL INFORMATION?**

We will use your personal information as described in the privacy notice provided to you, but, for example, we may use your personal information to administer any account(s) you have with us or to send you information we think you might find useful, provided you have indicated that you are happy to be contacted for these purposes.

**WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?**

Details of how we disclose your personal information are set out in the relevant privacy notice provided to you, but generally it is where we need to do so in order to run our organisation (e.g. where other people process information for us). In such circumstances, we will put in place arrangements to protect your personal information. Outside of that we do not disclose your personal information unless we are required to do so by law.

If we transfer personal information about you outside the European Economic Area (EEA), we will let you know and ensure that all reasonable security measures are taken and that any third party processers will be required to process the information in accordance with information protection laws and we will notify you in your privacy notice if we are the information controller.

We do not sell, trade or rent your personal information to others.

**HOW LONG DO WE HOLD ON TO YOUR PERSONAL INFORMATION?**

Further details of how long we hold onto your personal information for are set out in the relevant privacy notice provided to you, but we will only hold your information for as long as is necessary or where you ask us to delete records we may delete it earlier.

The duration for which we retain your personal information will differ depending on the type of information and the reason why it was collected. However, in some cases personal information may be retained on a long term basis: for example, personal information that we need to retain for legal purposes will normally be retained for at least six years in accordance with usual commercial practice and regulatory requirements.

**WHAT ARE YOUR RIGHTS?**

Full details of your rights set out in the relevant privacy notice provided to you, but you are entitled by law to ask for a copy of your personal information at any time. You are also entitled to ask us to correct, delete or update your personal information, to send your personal information to you or another organisation and to object to automated decision making. Where you have given us your consent to use your personal information in a particular manner, you also have the right to withdraw this consent at any time.

To exercise any of your rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contact**" section below. You can also unsubscribe from any **direct marketing** by clicking on the unsubscribe link in the marketing messages we send to you.

You should note that some of your rights may not apply as they have specific requirements and exemptions which apply to them and they may not also apply to personal information recorded and stored by us. However your right to withdraw consent or object to processing for direct marketing are absolute rights.

If you are unhappy with the way we are using your personal information you can complain to the UK Information Commissioner’s Office or your local data protection regulator. More information about your legal rights can be found on the Information Commissioner’s website at https://ico.org.uk/for-the-public/. However, we are here to help and would encourage you to contact us to resolve your complaint first.

**LINKING WITH THIRD PARTY SITES**

Our Site may, from time to time, contain links to and from the websites of our commercial partners, other regional bodies, advertisers and clubs]. If you follow a link to any of these websites, please note that these websites have their own privacy policies and they will be a data controller of your personal information. We do not accept any responsibility or liability for these policies and you should check these policies before you submit any personal information to these websites.

In addition, if you linked to this Site from a third-party site, we cannot be responsible for the privacy policies and practices of the owners or operators of that third-party site and recommend that you check the policy of that third party site and contact its owner or operator if you have any concerns or questions.

**SECURITY**

We employ a variety of technical and organisational measures to keep your personal information safe and to prevent unauthorised access to, or use, or disclosure of it. Unfortunately, no information transmission over the Internet is guaranteed 100% secure nor is any storage of information always 100% secure, but we do take all appropriate steps to protect the security of your personal information.

**COOKIES**

Certain parts of our Site provided by Weebly use "cookies" to keep track of your visit and to help you navigate between sections. A cookie is a small data file that certain websites store on your computer's hard-drive when you visit such websites. Cookies can contain information such as your user ID and the pages you have visited. The only personal information a cookie contains is information that you have personally supplied.

We use cookies on our Site to enable us to deliver content that is specific to your interests and gives us an idea of which parts of the Site you are visiting and to recognise you when you return to the Site. Reading cookies does not give us access to other information on your computer's hard-drive and our Site will not read cookies created by other websites that you have visited.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. If, however, you select this setting you may be unable to access certain parts of the Site. Unless you have adjusted your browser settings so that it will refuse cookies, our system will issue cookies when you access the Site.

Please note providers of third party content may also use cookies over which we have no control. For detailed information on the cookies we use and the purposes for which we use them see the table below

Weebly - Information about our use of cookies Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies. A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer’s hard drive. We use the following cookies:

• Strictly necessary cookies. These are cookies that are required for the operation of our website.

• Analytical/performance cookies. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are

using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

• Functionality cookies. These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).

• Targeting cookies. These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website more relevant to your interests. We may also share this information with third parties for this purpose. Please note that third parties (including Google Analytics) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies. You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site. Except for essential cookies, the longest cookie to expire will do so after 10 years.

**LOG FILES**

In common with most websites, our Site logs various information about visitors, including internet protocol (IP) addresses, browser type, internet service provider (ISP) information, referring / exit pages and date / time stamp.

We may use this information to analyse trends, administer the Site, track your movement around the Site and gather broad demographic information.

**CHANGES TO THIS POLICY**

Any changes we may make to this Policy in the future will be posted on our Site and, where appropriate, notified to you by e-mail. When we change this Policy in a material way, we will update the version date at the bottom of this page. Please check back frequently to see any updates or changes to this Policy and should you object to any alteration, please contact us as set out in the "**Contact**" section below.

**CONTACT**

In the event of any query or complaint in connection with the information we hold about you, please email enquiries@worcesternetballclub.co.uk

Our Data Protection Officer can be contacted at enquiries@worcesternetbllclub.co.uk

Whilst this privacy policy sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner’s website at https://ico.org.uk/for-the- public/.

**Version Date: [ 1 ] April 2018**

**4)Safeguarding Young People in Netball Policy**

**Responsible Officer** Director of Finance & Corporate Resources

**Group Owner** Executive Team

**Date Created / Modified** May 2018

**Version** 1.1 **Review Date** May 2020

**Applicable for** This policy is mandatory. It applies to Clubs, Regional Management Boards, County Netball Associations, and all volunteers acting in any capacity within netball where a separate policy does not exist.

**Summary** This Policy sets out England Netball’s approach to fulfilling its commitment to creating and maintaining a safe and enjoyable environment for the young people who take part in the sport of netball. England Netball requires all members, connected participants and staff to abide by this Policy and all relating procedures and practice. Version Control: Person Responsible Version and summary of changes

1. Purpose and Scope

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3-4 5. Roles and Responsibilities

4 6. Duty of Care

5 7. Wellbeing

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9. Policy Review

10. Contacting England Netball

**England Netball Policy Note: Safeguarding Young People in Netball No. 1.1 May 2018** This policy note is uncontrolled when printed please ensure you have the most up to date version Endorsed by Registered charity Registered charity numbers 216401 and SC037717 **PURPOSE AND**

**SCOPE**

England Netball considers the safety and wellbeing of young people as central to its values. As a governing body we accept our responsibility for providing guidance and support to all members to ensure that netball is enjoyable and safe. We require risk assessments on all people looking to take a role in providing netball to young people and take seriously all concerns regarding their wellbeing or protection from abuse.

Everyone has a responsibility for safeguarding the welfare of young people and this is no less the case in netball. Specified people have identified responsibility within the Reporting a Concern process, but they can only act on the information which others provide to them. Understanding how to recognise concerns and how to respond to them, will help make all parts of the Reporting a Concern process more effective.

Some concerns may relate to a young person’s general wellbeing, rather than due to them being subject to abuse. England Netball accepts its role in supporting the netball community with offering assistance to these individuals.

Where necessary, England Netball will take Disciplinary Action against any members and connected participants and staff where breach of this Policy or the Codes of Conduct and Disciplinary Regulations is alleged.

This Policy operates in conjunction with the legislation governing safeguarding and protecting young people and England Netball works with external partners to ensure best practice is implemented and adhered to, click here for further information: Working Together to Safeguard Children 2015. It is also to be read in conjunction with the Codes of Conduct, Safeguarding Disciplinary Regulations and all other relevant England Netball policies and procedures.

DEFINITIONS

▪ **Child Protection in Sport Unit** – The Child Protection in Sport Unit (CPSU) is a partnership between the NSPCC, Sport England, Sport Northern Ireland and Sport Wales. In Scotland there is a similar partnership between Children 1st and sportscotland. The Unit was founded in 2001 to work with UK Sports Councils, National Governing Bodies (NGBs), County Sports Partnerships (CSPs) and other organisations to help them minimise the risk of child abuse during sporting activities.

▪ **Disclosure and Barring Service** – the government department responsible for processing the criminal record checks to assist in making safer recruitment decisions. The Disclosure and Barring Service replaced the Criminal Records Bureau and the Independent Safeguarding Authority. When a person is banned from working with young people by England Netball, we are obliged to refer this information to the DBS and they will determine inclusion on the barred list.

▪ **Lead Child Protection Officer** – the person appointed by England Netball to lead on all safeguarding matters, including developing and maintaining safeguarding policies and procedures and advising the netball community on their implementation and application.

▪ **Local Authority Designated Officer** – person appointed by a local authority to be the point of contact for all safeguarding and child protection issues relating to individuals in a position of trust. They are usually based in the local social services child care team.

▪ **Local Safeguarding Children Board** – the key statutory body responsible for co-ordinating the relevant agencies’ co-operation in safeguarding and promoting the welfare of young people in their local authority area. Created under the Children Act 2004, they comprise local authorities, health, police and other agencies. They provide local inter-agency guidelines for child protection.

▪ **National Society for the Prevention of Cruelty to Children** - The NSPCC is a charity that specialises in child protection and the prevention of cruelty to young people. It is the only UK young people’s charity with statutory powers that enables it to take action to safeguard young people at risk of abuse. The society operates throughout the UK and the Channel Islands.

▪ **Position of trust** – someone who has a position of power or influence over those under 18. Criminal offences of abuse use this definition.

▪ **Wellbeing** – a person’s state of mental and physical health and resilience

▪ **Young person** – is defined by England Netball as meaning a person under the age of 18 and over the age of 14. A child is a person under that age of 14. In this Policy young person will mean anyone under the age of 18, unless specified as being a child.

2.This Policy and the guidance which supports it, complies with legislation and will be updated to reflect any changes in the law. Statutory guidance takes precedence over England Netball Policy and we will always work within the requirements of the National Safeguarding Children Board and the police.

The relevant legislation includes:-

▪ The UN Convention on the Rights of the Child

▪ The Human Rights Act 1998

▪ The Children Acts 1989 and 2004

▪ The Protection of Children Act 1999

▪ The Police

Acts

▪ Criminal Justice and Court Services Act 2000

▪ Data Protection Acts 1994 and 1998

▪ Safeguarding Vulnerable Groups Act 2006

▪ Protection of Freedoms Act 2010

▪ Caring for the Young and Vulnerable – Home Office 1999

▪ What to do if you are worried a child is being abused – Department of Health 2006

▪ Working Together to Safeguard Children 2015

▪ Children and Social Work Act 2017

▪ General Data Protection Regulation (GDPR) 2018

**WHAT IS ABUSE?**

Abuse is a term used to describe the ways in which young people may be harmed by others.

It can happen inside and outside the home, but wherever it happens, everyone has a responsibility to act to protect the child from harm. Abuse results in harm to young people’s physical, mental or emotional health and/or development.

It can be committed by an adult or another child/young person, and be by way of an act or a failure to act.

Familiarising yourself with the forms of abuse, and thinking about whether what you see and hear may be a sign that there are causes for concern which fall into one or more of these categories, or that of wellbeing, will help you to an make assessment of when you need to report your concerns. Click here for information on Recognising Signs of Abuse and on how to Report a Concern

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You don’t have to decide whether there has been any form of abuse, but you need to report the concern so that others can make the necessary decisions.

In the world of sport, there are numerous occasions when abuse may occur, intentionally or unintentionally. Some concerns may fall within the umbrella term “poor practice”, and this is a safeguarding concern, but not a form of abuse, and may be most appropriately dealt with at the local level, with support from the Lead Child Protection Officer.

We provide advice and procedural guidance on Recognising Abuse and Reporting a Concern

England Netball fulfils its safeguarding responsibilities by providing advice and guidance to all those in netball and by working in partnership with members, connected participants, staff and external agencies, including statutory authorities.

England Netball has an appointed Lead Child Protection Officer, who is responsible for formulating the organisation’s approach to safeguarding; developing the work programme to

implement this Policy; providing advice, guidance and resources to the sport of netball to ensure a consistent level of awareness of safeguarding and who is the point of contact for all concerns to be raised with and to liaise with the statutory agencies and other partners.

England Netball has a Case Management Group (CMG) tasked with setting the strategic direction of the organisations’ safeguarding work; overseeing the work of the Lead Child Protection Officer; identifying trends in concerns reported and agreeing organisational responses to issues. Investigation of the more complex cases will be overseen by this group and they have a key role in the conduct of Safeguarding Disciplinary Cases.

This Group is Chaired by a Board member and has the input of an external/independent expert member.

Regional Management Boards promote and educate on safeguarding practice in their Region. Through their Regional Implementation Plans they commit to working with England Netball to provide safeguarding training throughout their Region, particularly Time to Listen and Safeguarding and Protecting Children courses.

Clubs are responsible for ensuring the environment in which young people engage in netball is a safe one which provides them with a fun experience. Clubs must appoint a Club Safeguarding Officer and provide them with the support and resources necessary to fulfil their role. They must ensure that all those who carry out regulated activity have had the necessary, current DBS checks and are cleared to work with young people. Click here for DBS Guidanance

England Netball accepts its duty of care for the young people in the sport of netball and welcomes the Duty of Care in Sport Review (2017). This means we will take reasonable measures to ensure that their participation in activities, which they are invited or permitted to participate in, is safe and enjoyable.

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Clubs have a responsibility to take all reasonable care for the safety of the young people involved with their event. The person in charge of the young people acts *“in loco parentis”* and is expected to act as a reasonably prudent parent would. They need to consider the reasonable steps which should be taken to show you have acted to a reasonable standard of care. This should include:

▪ Adopting the policies and procedures of England Netball in to the club constitution;

▪ Ensuring that every member of the club and their parent/carer is informed who the Club Safeguarding Officer is;

▪ Familiarisation with the Safeguarding Young People in Netball Policy;

▪ Ensuring relevant training is provided and kept up to date for Club Safeguarding Officers, coaches and the members of your club; and

▪ Ensuring everyone knows how to use the Reporting a Concern process

There should also be:-

▪ A current register of attendees;

▪ A current register of contact details, including emergency contacts;

▪ Confidentiality retained details on any medical conditions, allergies, special needs etc

▪ First aid provision available at all times, at the club and when off site, and a trained First Aider in attendance;

▪ Appropriate personnel in place, appointed in accordance with the Recruitment and Selection of Volunteers policy

▪ Current risk assessments for the premises and activities carried out. Clubs should ensure that the young people in their care only take part in authorised and insured activities with suitably qualified instructors.

Coaches have a duty of care to ensure that the activities they organise are appropriate to the capabilities of each young person in their care. They should adhere to the standards set for them by the qualifications they have achieved and not seek to operate at a level which is beyond their current qualification. For example, a Level 1 coach taking a session unsupervised by a Level 2 coach.

**WELL BEING**

Many concerns about the welfare of young people are about their general health and happiness, their wellbeing, rather than about issues of potential abuse. The evidence our safeguarding case management process shows is that these issues are significantly more frequent than concerns about abuse. England Netball believes that sport offers many positives in the lives of its young participants and that caring about the welfare of young people is part of the safeguarding duty which we all have. People in positions of trust can be a great influence in the lives of young people and so have the potential to notice changes, be available to talk to and to offer advice.

Young people may manifest signs of behaviour which cause you concern. We recognise that not all issues will be picked up by Children’s Services as they do not meet their threshold of ‘significant risk of harm' and that local support may be the most effective way of helping the young person. We can assist with identifying and supporting the young person by raising levels of awareness and acting as a sign posting service to resources and organisations which provide support for parent’s/carers or for the young people directly. Click here for information on Wellbeing.

Recognising and Responding to Concerns

Whistleblowing and Complaints Policy

Safeguarding Disciplinary Regulations

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For victims, reporters, friend and family:-

> ChildLine – for young people to access help > The NSPCC– for adults to access help or report a concern > Young Minds - young people’s wellbeing and mental health > Club Safeguarding Officers (CSOs) > MOSAC: providing a safe place for parents and carers > Lucy Faithful Foundation: the only UK-wide child protection charity dedicated solely to reducing the risk of young people being sexually abused: Tel: 0808 1000 900, Email: help@stopitnow.org.uk > Child and Adolescent Mental Health Services (CAMHS) are NHS funded services for young people in the mental health arena in the UK > Bullying UK - bullying in Sport –

support/what to do

Concerns which are not of potential abuse but are about the young person’s wellbeing, should also be addressed and the Wellbeing pages of our website provide further guidance and contacts which may be helpful to you and the young person.

**POLICY REVIEW**

The Human Resources Department in conjunction with the lead child protection officer will be responsible for reviewing and updating the policy in line with any new legislation or statutory changes.

This safeguarding young people in netball policy will remain in force until it is amended, replaced or withdrawn. All personal information will be held fairly, lawfully and securely in accordance with data protection laws and the England Netball Privacy Policy.

**CONTACT ENGLAND NETBALL**

Report a concern via besafe@englandnetball.co.uk or 01509 277850. Urgent cases should be referred to the Police and emergency services by calling 999.

NSPCC are available 24 hours a day, 365 days a year on 0808 800 5000

**General Data Protection Regulation May 2018**

The Law is changing for Data Protection. WNC hold the following information:

• We hold manual registration forms as required by England Netball

• We input names, Date of births, email addresses and telephone numbers on an excel spreadsheet shored in Google docs and

accessible by Club Secretary, and Club Chair and nominated individuals

• We communicate with club members via email.

• All club members’ status is reviewed annually. Those that leave the club are deleted immediately, those that haven’t affiliated for the current year are given a choice to be removed from the database via email contact or remain on the database.

• Email contact is used to advise of club training, games, to communicate with parents, and to advise of workshops in school holidays

• The spreadsheet is updated every summer with new age group bandings

We will appoint a Data Protection Officer and combine it with the Club Secretary role.

**Review-** Remove address from club database – not relevant

Worcester Netball Club and Net First for Sport CIC work in collaboration. Information about workshops and camps are sent the Worcester Netball Club Database members as an email or on a newsletter.

Ensure this information is provided to club members on the registration form to Opt-in

Requests for information can be sent to Becky Atkins, Club Secretary & Data Protection Officer

All Club committee members who are given access to Google Docs for accessing the database are required to protect their devices with a password

In the event of a breach or loss of data we should contact England Netball in the first instance: company.secretary@englandnetball.co.uk for guidance and a process to follow

**Right of Access.** Individuals have the right to access their own data from an organisation and when requested this comes in the form of a Subject Access Request (SAR). All organisations are required to have a policy and procedure on how these are to be handled. In the forthcoming GDPR there is no cost for an individual to apply for a organisations have 30 days with which to comply.

The club will adopt the England Netball has process and we will contact them on request

**Retention Periods**: England Netball will be undertaking an exercise to determine the appropriate retention timelines. There will be sent to regions, counties and clubs as soon as agreed

In the absence of guidelines form England netball, all coaches and committee members should not retain any personal information regarding team members, selection notes, tour information, or registers more than 3 months after the event or the end of the playing season

**Holding Information on Children**

The England Netball registration forms require a parent consent form that requires completion by a parent for those U18; therefore we do not hold any personal details of any child without consent or communicate with them using their personal data.