

**JOINT ANGLING GOVERNING BODIES**

**CHILD PROTECTION POLICY**

**Revised July 2004**

## Introduction

Angling, and indeed all sport, can and does have a very powerful and positive influence on people – especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

This document has been jointly produced by the three Angling Governing Bodies working. It provides guidelines to everyone in Angling, whether professional or voluntary, to adopt and implement procedures, for administrators, coaches, instructors, officials, teachers, parents and young people. It is intended both as a working document for the Governing Bodies themselves and also as a template for other organisations to work from.

Whereas we recognise that child abuse is a very emotive and difficult subject we are convinced it is the responsibility of every adult involved in Angling to play their part in making sure the sport is both safe and fun for all children, young people and vulnerable adults who participate.

A supplementary document, ***Implementing Child Protection in Angling***, has been published and is intended to be used in conjunction with this policy. This Implementation Guide is a user friendly document containing templates and guidelines to assist in the delivery of child protection procedures.

Angling's approach to child protection is based on the principles recognised in UK legislation and international agreements notably:

- **The Children Act 1989**
- **The Human Rights Act 1998**
- **The Protection of Children Act 1999**
- **The Criminal Justice and Court Services Act 2000**
- **The Police Act 1997**
- **The Rehabilitation of Offenders Act 1974**
- **The Sex Offenders Act 1997**
- **The Sexual Offences (Amendments) Act 2000**
- **The Data Protection Acts 1984 and 1998**

## The Joint Angling Governing Bodies

The three Governing Bodies to whom all requests for further information and assistance should be directed are:

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## Acknowledgements

It is acknowledged that both the original document and this revision have drawn heavily on the work of **sports coach UK** and the **National Society for the Prevention of Cruelty to Children**. Where this document uses such work it is with the kind permission of the aforementioned organisations. All rights reserved.

**sports coach UK** provides a range of subscription and membership benefits for coaches including insurance and information services. For further details please ring 0113 274 4802 or visit <http://www.sportscoachuk.org>

The Joint Angling Governing Bodies would like to thank the **sports coach UK**, the **NSPCC**, all persons and organisations involved in the original document. To the following Angling Development Officers for the unrelenting work in the areas of Child Protection:

Malcolm Hanson	(Salmon and Trout Association)
Glyn Williams	(National Federation of Anglers)
David Rowe	(National Federation of Sea Anglers)

To **Sport England** for their support and guidance and to the **Football Association** whose work on Child Protection has been a source of information and inspiration. Finally, to the **Environment Agency** who have been instrumental in their application of the Policy.

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## **1.0 Policy Statements**

### **1.1 Responsibilities**

Angling Organisations will:

- accept the moral and legal responsibility to implement procedures to provide a duty of care for young people and vulnerable adults, intended to safeguard their well-being and protect them from abuse;
- respect and promote the rights, wishes and feelings of young people and vulnerable adults;
- recruit, train and supervise employees and volunteers to adopt best practice intended to safeguard and protect young people and vulnerable adults from abuse, and themselves against false allegations;
- require staff and volunteers to adopt and abide by the JAGB Child Protection Policy and Implementation Guide which incorporates the Code of Ethics and Conduct for the sport of Angling;
- respond to any allegations appropriately.

### **1.2 Principles**

The guidance given in the procedures is based on the following principles:

- this policy recognises and builds on the legal and statutory definitions of a child and vulnerable adult;
- the distinction between ages of consent, civil and criminal liability are recognised but in pursuit of good practice in the delivery and management of angling, a young person is recognised as being under the age of 18 (Children' Act 1989 definition). If the young person is married such rights cease;
- an adult has a moral and statutory duty for the care, custody and control of a child under the age of 18 under their supervision;
- all young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- it is the responsibility of child protection agencies to determine whether or not abuse has taken place but everyone has responsibility to report any concerns to the designated Child Protection Co-ordinator(s) as identified by the Governing Bodies;
- all incidents of poor practice or suspicions of poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld at all times in line with the Data Protection Act 1984 and the Human Rights Act 2000.

Working in partnership with young people, their parents and the appropriate agencies is essential for the protection of young people and vulnerable adults. The JAGB recognises the statutory responsibility of the Social Services department to ensure the welfare of young people and to work with the local Area Child Protection Committee (ACPC). All those involved with the management of young people in angling have a duty to ensure that young people and vulnerable adults:

- are allowed access to angling in a way that is appropriate for the age and ability;
- are coached and trained by appropriately qualified persons;
- are not subjected to verbal and racial abuse or bullying and undue pressure from any source.
- are encouraged to achieve their full potential at all levels;
- are instructed to behave in a safe and appropriate manner when participating in angling.

All those involved with the management of young people in angling have a duty to ensure

- that they have submitted a disclosure to the Criminal Records Bureau; appropriate to the level of involvement. All persons holding an angling coaching qualification and other persons having significant contact with young people (more than three times a year), will be subject to enhanced disclosures. Persons having occasional contact with young people (less than three times a year) must complete a self-disclosure form.

### **1.3 Incorporation**

The JAGB Child Protection Policy and Implementation Guide has been adopted by each of the constituent bodies of the JAGB and incorporated into the respective constitutions.

All other bodies involved in the sport of angling which provide the opportunity to work with young people and vulnerable adults are encouraged to adopt this policy and to incorporate it into their individual constitutions.

## **2.0 Recruitment, Employment and Deployment of Staff and Volunteers**

### **2.1 Introduction**

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people and vulnerable adults. The same procedures should be adopted whether staff are paid or unpaid, full or part-time. Under the Protection of Children Act 1999 all individuals working on behalf of, or otherwise representing an organisation are treated as employees whether paid or voluntary.

### **2.2 Pre-recruitment Checks**

The following pre-recruitment checks should always be carried out:

#### **2.2.1 Advertising**

If any form of advertising is used to recruit staff, paid or voluntary it should reflect the:

- aims of the organisation and where appropriate, the particular programme involved;
- responsibilities of the role;
- level of experience or qualifications required (eg experience of working with young people and vulnerable adults is an advantage);
- the Organisation's open and positive stance on child protection and equal opportunities;

#### **2.2.2 Pre-Application Information**

Pre-application information sent to interested or potential applicants should contain:

- a job description including roles and responsibilities;
- a person specification (e.g. stating qualifications or experience required);
- an application form;

#### **2.2.3 Applications**

All applicants whether for paid or voluntary, full- or part-time positions should complete an application form which should provide the following information:

- Name, address and National Insurance Number (to confirm identity and right to work).
- Relevant experience, qualifications and training undertaken.
- Listing of past career or involvement in sport (to confirm experience and identify any gaps).
- Any criminal record.
- Whether the applicants are known to any social services department as being an actual or potential risk to children or young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence.
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (previous employer).
- Any former involvement with Angling

- The applicant's consent to criminal record checks being undertaken if necessary.
- The applicant's consent to abide by the Organisation's Code of Ethics and Conduct appropriate to the position sought (eg coach, official etc).

The form should also state that failure to disclose information or subsequent failure to conform to the Code of Ethics and Conduct will result in disciplinary action and possible exclusion from the Organisation. A sample is provided in Appendix F.

## **2.3 Checks and References**

- 2.3.1** The Government has in place the arrangements for criminal record checks in line with the Protection of Children Act 1999 through its Criminal Records Bureau. For the latest information and any amendments to these procedures please check their web site at [www.crb.gov.uk](http://www.crb.gov.uk) or contact your Governing Body
- 2.3.2** A minimum of two written references should be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone.
- 2.3.3** All persons holding an angling coaching qualification and other persons having significant contact with young people (more than three times a year), will be subject to enhanced CRB disclosures. Persons having occasional contact with young people (less than three times a year) must complete a self-disclosure form.
- 2.3.4** When information is received that raises concerns about an individual's suitability to work with young people, the JAGB will, if deemed necessary, seek further information from any relevant agency or department.
- 2.3.5** Template forms for use by clubs, branches and associations and advice for their use are available in a separate document, "Implementing Child Protection in Angling".



## 2.4 Interview and Induction

It may be appropriate to conduct a formal interview. If it is, it will be carried out according to acceptable protocol and recommendations.<sup>1</sup>

All staff, paid or voluntary, will be required to:

- substantiate their qualifications as a coach/official;
- to complete a profile to identify training needs/aspirations
- to sign up to the Organisation's Code of Ethics and Conduct
- to confirm that their expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)
- have child protection procedures explained and have training needs established.

## 2.5 Training

Checks are only part of the process to protect young people and vulnerable adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

### 2.5.1 It is recommended that all personnel working with young people and vulnerable adults must be up to date, or receive training in the following areas:

- Child Protection awareness (eg **sports coach UK** workshop on *Good Practice and Child Protection*).
- First aid (eg **sports coach UK /BRC Emergency First Aid for Sport**, the RYA First Aid course, St John or St Andrew's Ambulance First Aid qualifications).
- How to work effectively with children (eg **sports coach UK** workshops on *Working with Children, Coaching Children and Young People, Responsible Sports Coach*)
- Child-centred coaching styles (eg **sports coach UK** workshop *Coaching Methods and Communication*).

## 2.6 Monitoring and Appraisal

At regular intervals (or following a programme), all employees or volunteers should be given the opportunity to receive formal (eg through an appraisal) or informal feedback, to identify training needs and set new goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

## 2.7 Complaints and Disciplinary Procedures

The Organisation's complaints and appeals procedures should be used to deal with any formal complaints and/or appeals. Organisations should ensure that parents and young people and vulnerable adults are aware of the existence of these procedures.

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<sup>1</sup> Good advice on general recruitment, interview techniques and good practice is contained in the Running Sport publication **Employment Matters** and the NCF publication **Investing in Coaches – A Guide to Local Coaching Development** (both available from Coachwise Ltd on 0113 231 1310).

## **3.0 Promoting Good Practice with Young People**

### **3.1 Introduction**

Child abuse, particularly sexual abuse, can generate strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported to the appropriate governing body, following the JAGB guidelines outlined in Appendix 'A'

### **3.2 Good Practice Guidelines**

All personnel in Angling should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within sport:

#### **3.2.1 Good practice means:**

- always working in an open environment (e.g. avoiding private or unobserved situations with no secrets)
- treating all young people or vulnerable adults equally, and with respect and dignity
- always putting the welfare of each young person or vulnerable adults first;
- maintaining a safe and appropriate distance with young people and vulnerable adults (eg it is not appropriate to have a close relationship with such person(s) or to share a room with them)
- building balanced relationships based on mutual trust which empowers young people and vulnerable adults to share in the decision-making process
- making the sport of angling fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered
- being aware of development and advances in the technical skills, the qualifications and insurance in the sport of angling
- If groups have to be supervised in the enclosed environments, always ensure parents/teachers/coaches/officials work in pairs
- ensuring that if mixed groups are taken away, they should always be accompanied by a male and female member of staff.  
(NB However, same gender abuse can also occur.)
- ensuring that at tournaments or residential events, adults should not enter the rooms of young persons or vulnerable adults or invite the aforementioned into their rooms
- being an excellent role model – this includes not smoking or drinking alcohol in the company of young people

- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of young people and vulnerable adults;
- securing parental consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment (see template letter in the Implementation Guide)
- keeping a written record of any injury that occurs, along with the details of any treatment given (see template letter in the Implementation Guide)
- whilst the JAGB does not encourage adults to carry young persons or vulnerable adults in private cars, we recognise that this may be unavoidable. In such circumstances always request written parental consent;

### 3.2.1a Coaching Ratios

In accordance with the current Governing Body guidelines the recommended ratios for coaching angling are:

Game Angling	1:3
Coarse Angling	1:4
Sea Angling	1:3 (Beach)

You should ensure that there are enough adults available to adequately supervise the group at all times. There must be a minimum of two adults including the coach for any session with less than 6 persons. Under no circumstances should a ratio of 1:1 be adopted. The NFSA recommend that coaching of young people and vulnerable adults should not take place on any rocks which are deemed unsafe.

### 3.2.2 Practice to be avoided

The following should be **avoided**, except in emergencies.

If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the Organisation or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending excessive amounts of time alone with children away from others.
- never take children to your home where they will be alone with you.

### 3.2.3 Practice never to be sanctioned

The following should **never** be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a young person or vulnerable adult
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a young person or vulnerable adult even in fun
- reduce a young person or vulnerable adult to tears as a form of *control*
- allow allegations made by a young person or vulnerable adult to go unrecorded or not acted upon
- do things of a personal nature for young persons or vulnerable adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are vulnerable. These tasks should only be carried out with the full understanding and consent of parents and the young person or vulnerable adult involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:

- if you accidentally hurt a young person or vulnerable adult
- if he/she seems distressed in any manner
- if a young person or vulnerable adult appears to be sexually aroused by your actions
- if a young person or vulnerable adult misunderstands or misinterprets something you have done.

### **3.3 Code of Ethics and Conduct**

The Government produced *Caring for the Young and Vulnerable? Guidance for Preventing Abuse of Trust*, 1999. The guidance is based on the principle that all organisations involved with caring for young people or vulnerable adults should have codes of conduct to protect against sexual activity within relationships of trust. The Joint Angling Governing Bodies have adopted a Code of Conduct and Ethics for Coaches, which can be adopted and adapted by Angling Organisations. The Code can be found in the Implementation Guide.

All personnel working with young persons or vulnerable adults will be required to sign up to the JAGB Code of Ethics and Conduct. The Code should encourage:

- the development of an open and positive environment in the sport of angling;
- poor practice to be identified;
- investigations to be carried out;
- disciplinary action to be taken if appropriate.

### **3.4 Guidelines for Use of Photographic Filming Equipment at Sporting Events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. The development of third generation telecommunications, which allows for digital photographs to be taken and downloaded to the Internet using mobile phones, has added to the concerns.

It is advisable that all angling organisations adhere to the appropriate guidelines detailed in "Implementing Child Protection in Angling". These guidelines have been adapted from the Amateur Swimming Association and are reproduced with their kind permission. A revision of these will be considered in the autumn of 2004 when the JAGB will discourage the use of video and camera telephone at angling events.

## **4.0 Recognition of Poor Practice, Abuse and Bullying**

### **4.1 Introduction**

Child abuse can and does occur outside the family setting. Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already happened. The staff and volunteers of the JAGB whether in a paid or voluntary capacity are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another young person) towards a young person or vulnerable adult and to follow the procedures in this document.

### **4.2 Poor Practice**

Poor practice includes any behaviour that contravenes the JAGB Code of Ethics and Conduct which is constituted around the following:

- Rights – of the angler, the parent, the coach, the official etc.
- Responsibilities – for the welfare of the anglers, the sport, the profession of coaching, their own development.
- Respect – of other anglers, officials and their decisions, coaches, the rules.

### **4.3 Abuse**

Abuse can happen wherever there are young people of any age. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

#### **4.3.1 Disabled People**

There have been a number of studies<sup>1</sup> which suggest children (or adults) with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.<sup>2</sup>

#### **4.3.2 Race and Racism**

Young persons or vulnerable adults from ethnic minorities (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All organisations working with young person or vulnerable adult, including those operating where black and minority ethnic communities are numerically small, should address institutional racism, defined in the McPherson Inquiry Report on Stephen Lawrence as *'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'*.

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<sup>1</sup> Westcott, H (1993) **The Abuse of Children and Adults with Disabilities**. London, NSPCC

<sup>2</sup> Kerr, A (1999) **Protecting Disabled Children and Adults in Sport and Recreation**. Contact Disability Sport England (Tel: 020 7490 4919)

### 4.3.3 Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

- **Neglect** – where adults fail to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development (eg failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give children love, affection and attention. Neglect in sport could include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.
- **Physical abuse** – where adults physically hurt or injure children by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after eg factitious illness by proxy or Munchausen’s syndrome by proxy. Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child’s immature and growing body; where drugs are used to enhance performance or delay puberty.
- **Sexual abuse** – where girls and boys are abused by adults (both male and female) who use children to meet their own sexual needs. 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 sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.
- **Emotional abuse** – is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child. Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

The above definitions are adapted from Department of Health (1999) *Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children.*

#### 4.3.4 Indicators of Abuse

Indications that a young person or vulnerable adult may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The young person or vulnerable adult describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another young person or vulnerable adult.
- Unexplained changes in behaviour (eg becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty in making friends.
- Is prevented from socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is **not** the responsibility of those working in sport to decide that child abuse is occurring but it is their responsibility to act on any concerns. (See Section Five.)

#### 4.4 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Nancy Duin defined bullying as *repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons* (*Bullying, a Survival Guide*, produced by BBC Education).

**4.4.1.1** Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

**4.4.2** Young people or vulnerable adults of both genders can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools<sup>1</sup> research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms.

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<sup>1</sup> Research by Sheffield University, reported in the BBC Education publication (1994) by Goldsmiths College, London, showed that 10% of primary school children and 4% of secondary school children are bullied once a week.

**4.4.3** Bullies come from all walks of life, they bully for a variety of different reasons and may even have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.<sup>2</sup>

**4.4.4** The competitive nature of sport of angling makes it an ideal environment for the bully. The bully in angling can be:

- a parent who pushes too hard
- an over-zealous coach
- an angler who intimidates others
- an official who places unfair pressure on a person.

**4.4.5** Bullying can include:

- Physical: eg hitting, kicking and theft.
- Verbal: eg name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
- Emotional: eg tormenting, ridiculing, humiliating and ignoring.
- Sexual: eg unwanted physical contact or abusive comments.

**4.4.6** The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people or vulnerable adult, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a young person or disabled adult is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club.
- A drop off in performance at school or standard of play.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent *loss* of possessions.

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<sup>2</sup> The BBC Education publication (1994) also indicates that bullies are four times more likely to become criminals.



## **5.0 Responding to Disclosure, Suspicions and Allegations**

### **5.1 Introduction**

If a young person informs you directly that s/he or another young person or vulnerable adult is concerned about someone's behaviour towards them (this is termed a 'disclosure'), the person receiving the information should:

- react calmly so as not to frighten the young person or vulnerable adult
- tell the individual s/he is not to blame and that he/she was right to tell
- take what the individual says seriously, recognising the difficulties inherent in interpreting what is said by a young person or vulnerable adult who has a speech disability and/or differences in language
- keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- reassure the individual but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- make a full record of what had been said, heard and/or seen as soon as possible
- discharge your information immediately, the child protection co-ordinator for the sport of angling (01672 511628) or seek advice from the local Social Services or Police who will advise you on what action to take, including the contacting of parents. Expert Advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Child Line on 0800 1111

#### **5.2.2 Actions to Avoid**

The person receiving the disclosure should not:

- panic
- allow their shock or distaste to show
- probe for more information than is offered
- speculate or make assumptions
- make negative comments about the alleged abuser
- approach the alleged abuser
- make promises or agree to keep secrets.

**NB** It may not be that all young persons or vulnerable adults are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young person or vulnerable adult, record what has been observed in detail and follow the JAGB procedures to report these concerns. Where there are no procedures in place, seek advice from Social Services.<sup>1</sup>

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<sup>1</sup> Kerr, A (1999) **Protecting Disabled Children and Adults in Sport and Recreation, The Guide.** Contact Disability Sport England (Tel: 020 7490 4919).

## **5.2 Responding to Suspicions**

**It is not the responsibility of anyone working under the auspices of angling in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or to decide whether or not abuse is taking place.**

However, there is a responsibility to protect children in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.

### **5.3.1 Social Services**

Social services have a statutory duty under **The Children Act 1989**, to ensure the welfare of children and to work with the local Area Child Protection Committee (ACPC) to comply with its procedures. When a child protection referral is made, the Social Services staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. If action needs to be taken urgently and out of office hours, then the police will deal with the enquiry sensitively and effectively. Local authorities will need to link in closely with their respective ACPC and cross-reference the guidance produced by the ACPC.

### **5.3.2 Sharing Concerns with Parents**

Where appropriate there is a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

### **5.3.3 When it is not appropriate to share concerns with parents**

There are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the person in charge as soon as possible and recorded.

### **5.3.4 Designated Officer**

Each organisation that has significant and regular contact with young people and or vulnerable adults should identify a designated person to handle child protection issues. Prior to appointment this person will be required to undertake a Criminal Records Bureau check.

The designated person will require support from the JAGB and appropriate training and information. This support should be provided as part of the Child Protection Policy and Implementation Procedures adopted by the JAGB. Each Governing Body should have a lead officer in Child Protection or a Child Protection Officer (CPO). Current details appear at the end of this document.

It is the responsibility of the designated person in charge to inform anglings Child Protection Co-ordinator immediately. The CPC will inform the appropriate agency on receipt of the information. If the CPC is not available or the concern is about the person in charge, the person with concerns or being informed of them should

immediately contact the social services or the police. The numbers are in the telephone directory. In these circumstances, you do not have to give your name but it is helpful if you can. The social services, together with the designated person in charge where appropriate, will decide how and when parents or carers will be informed. (See Appendix A 1 Quick Guide to Procedures.)

Any incidents should also be referred to the appropriate Governing Body.

### **5.3.5 Expert Advice**

If you are not sure what to do, you can obtain advice by telephoning the local Social Services department and speak to the duty worker or call the NSPCC 24-hour free phone Helpline on 0800 800 500. The police also have specially trained child protection teams who will give guidance and support, and deal with out-of-office-hours enquiries when social services are not available.

### **5.3.6 Reporting Procedures**

Any individual with concerns or information about the welfare of any young person or vulnerable adult is required to make a full and factual record of events using the template Incident Reporting Form found in the Implementation Guide. A copy of this form should be sent to the Child Protection Co-ordinator and to Social Services / Police as directed.

Information should include the following:

- The nature of the allegation.
- A description of any visible bruising or other injuries.
- The young person or vulnerable adults account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Witnesses to the incident(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.

Reporting procedures should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

A copy of this information should be sent to the appropriate Governing Body

## **5.4 Allegations against Staff or Volunteers**

This includes anyone working with children in a paid or voluntary capacity (eg volunteers or helpers in clubs, tournament officials, team managers on training camps, coaches). The abuse of young people and vulnerable adults can and does occur outside the family setting. Although it is a sensitive and difficult issue, such abuse has occurred within institutions and may occur within other locations (eg sport or other social activities). Recent inquiries<sup>1</sup> indicate that the abuse of young people and vulnerable adults is rarely a one-off event. It is crucial that those involved in the sport of angling are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the young person and vulnerable adult, arising from abuse or harassment by a member of staff or volunteer, should be reported immediately.

### **5.4.1 Seek Advice**

The designated person may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or not and therefore is unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult the Child Protection Co-ordinator who will gain advice from Social Services, police or the NSPCC if there is any doubt. This is because it may be just one of a series of other instances which together cause concern.

### **5.4.2 Support for the Reporter of Suspected Abuse**

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

The Organisation assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a young person or vulnerable adult may be being abused.

### **5.4.3 Types of Investigation**

Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation:

- Criminal      Child Protection      Disciplinary or misconduct

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse.

The results of the police and Social Services investigation may well influence the Organisation's disciplinary investigation, but not necessarily.

Further information on the potential actions of social services etc may be found in the local ACPC guidelines.

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<sup>1</sup> Newcastle City Council (1994) **Report of the Independent Enquiry into Multiple Abuse in Nursery Classes in Newcastle Upon Tyne.**

#### 5.4.4 Action if there are Concerns

The following action should be taken if there are concerns (See Appendix A):

##### Poor Practice

- If, following consideration, the allegation is clearly about poor practice, the designated person will deal with it as a misconduct issue.
- If the allegation is about poor practice by the designated person, or if the matter has been handled inadequately and concerns remain, it should be referred to the appropriate Governing Body and Local Authority Child Protection Committee. The ACPC will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
- If the incident of poor practice is suspicious, all details should be recorded and reported to the CPC.

Where appropriate the JAGB and its constituent bodies may instigate, through the Professional Development Programme additional training intended to develop and improve best practice.

##### Suspected Abuse

- Any suspicion that a young person or vulnerable adult has been abused by either a member of staff or a volunteer should be reported to the designated person, who will take such steps as considered necessary to ensure the safety of the person in question and any other individual who may be at risk.
- The designated person will refer the allegation to the Child Protection Co-ordinator who will inform the appropriate agency. In most cases of abuse this would be the Social Services department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the Social Services department.
- The designated person should also notify the appropriate Governing Body and the local ACPC who will decide who should deal with any media enquiries.
- If the designated person is the subject of the suspicion/allegation, the report must be made directly to the CPC who is then responsible for taking the action outlined above.

##### Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a *need to know basis* only. This includes the following people:

- The designated person in charge.
- The parents of the person who is alleged to have been abused. (*only following advice from Social Services who may wish to take responsibility for this action*).
- The person making the allegation.
- Social Services /Police.
- The Angling Child Protection Co-ordinator
- The alleged abuser (*only following advice from Social Services who may wish to take responsibility for this action*).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (eg that information is accurate, regularly updated, relevant and secure).

### **Internal Enquiries and Suspension**

- The Organisation should make an immediate decision about whether any individual accused of abuse should be temporarily suspended (in line with constitutional powers) pending further police and Social Services inquiries.
- Irrespective of the findings of the Social Services or police inquiries, the Organisation must assess all individual cases under the appropriate misconduct/disciplinary procedure, to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled with other staff or volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Organisation must reach a decision based on the available information that could suggest, on a balance of probability; it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

### **Post Action Support.**

- Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory<sup>3</sup> may be a useful resource.
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

## **5.5 Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the Organisation should follow the procedures as detailed above and report the matter to the Social Services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

## **5.6 Action if Bullying is suspected**

The same procedure should be followed as set out in Section 5.3 if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

### **5.6.1 Action to help the victim and prevent bullying in sport:**

- Take all signs of bullying very seriously.

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<sup>3</sup> **The British Association for Counselling Directory** is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: [bac@bac.co.uk](mailto:bac@bac.co.uk), Internet: [www.bac.co.uk](http://www.bac.co.uk)

- Encourage everyone to speak and to share their concerns.<sup>4</sup> Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise not to tell someone else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the person in charge at the club or school (wherever the bullying is occurring).

#### **5.6.2 Action Towards the Bully(ies):**

- Talk with the bully(ies), explain the situation, try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of *borrowed* items and that the bully(ies) compensate the victim.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

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<sup>4</sup> It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately.

## **Implementation and Monitoring Procedures**

### **6.1 Objectives**

The implementation plan highlights the actions that need to be taken, Who should do it, how it should be done and when it should be done, in order to implement the Organisation's Child Protection Policy and Procedures.

Reviewing and evaluating the implementation of the plan is a crucial part of the process and the Organisation may choose to evaluate levels of awareness and knowledge, perceptions and attitudes, behaviour and skills as well as incidents and processes. The Joint Angling Governing Bodies Ethics Group (formally the Child Protection Management and Steering Group) should take decisions on the appropriate methods for reviewing implementation.

The purpose for the implementation plan is to:

- disseminate the JAGB Child Protection message so that it reaches and influences all related sporting organisations to safeguard the welfare of young persons and disabled adults in sport
- operate sound recruitment procedures for paid and voluntary staff in sport
- identify and enable the appropriate child protection training for staff
- remain updated with legislation related to child protection
- monitor and update the implementation plan annually to keep child protection high on the angling agenda
- review the impact of the policy and procedures on an annual basis.

### **6.2 Sample Implementation Plan**

A sample implementation plan can be found in "Implementing Child Protection in Angling".



## Appendix A

### A<sub>1</sub> Quick Guide to Procedures

This guide is designed to inform of the most appropriate action in relation to concerns about either a parent or carer (e.g. outside the immediate sporting environment).

#### ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF A PARENT OR CARER?

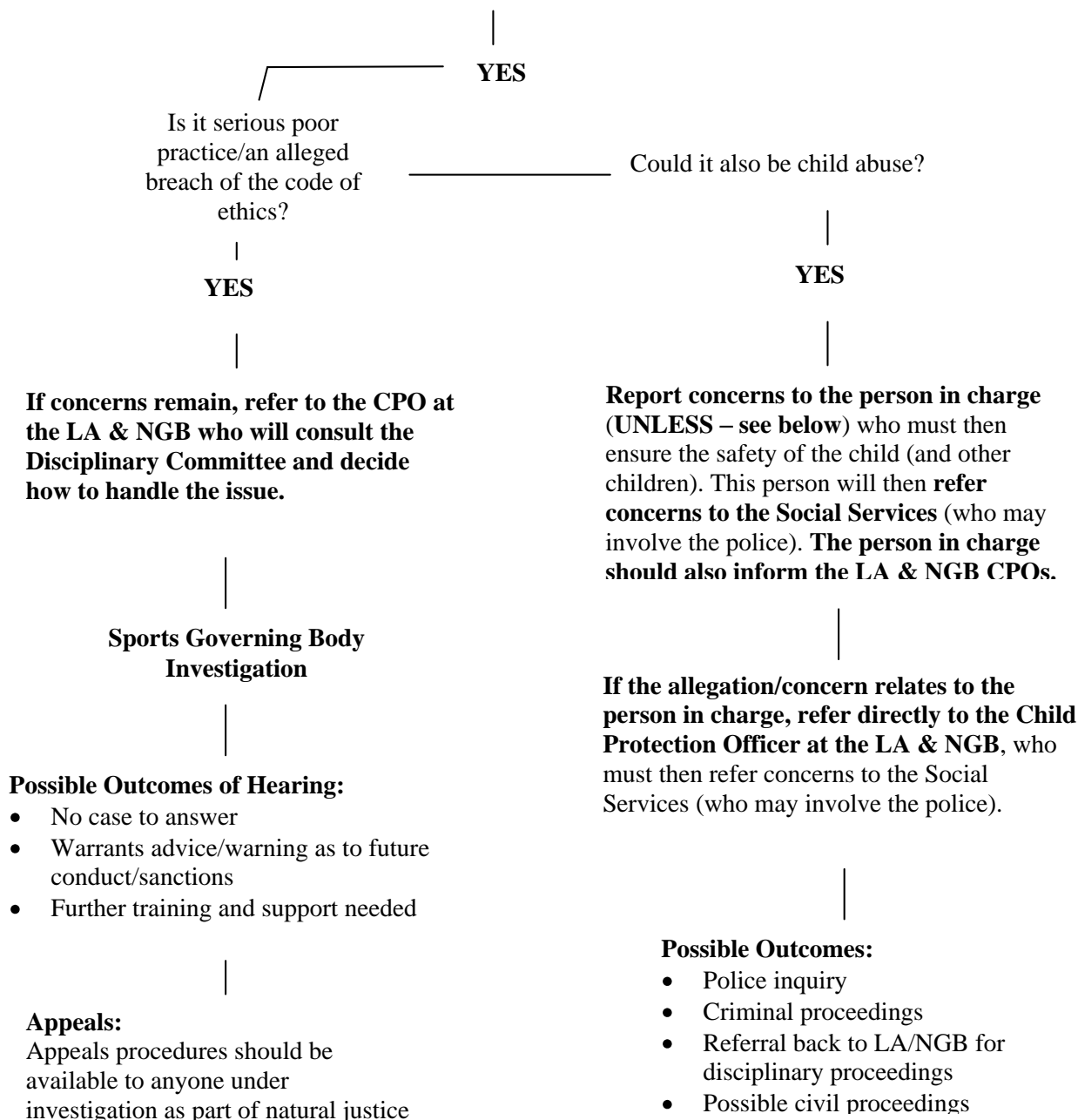
Report your concerns to the person in charge. If the person in charge is not available, refer your concerns to social services or the police immediately.	\	YES	Record what the child has said, or what has been seen. Include dates and times and, if possible, send a copy to social services.
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Remember:

- Maintain confidentiality on a *need to know* basis only.
- Ensure the person in charge follows up with social services.
- **If the concerns are about someone who also plays a role within sport**, then the person in charge should inform the relevant sporting organisation's Child Protection Officer (CPO).

**A<sub>2</sub> This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within sport.**

**ARE YOU CONCERNED ABOUT THE BEHAVIOUR  
OF A MEMBER OF STAFF OR VOLUNTEER?**



**If you do not know who to turn for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services direct (or the NSPCC on 0800 800 500, or Childline on 0800 1111).**

## Appendix B Essential Contacts

Please complete the table with local details for quick referral:

National Contacts		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 020 7825 2500 Helpline: 0800 800 500
Childline UK	Freepost 1111 London N1 OBR	Tel: 0800 11111
NI Childline	74 Duke Street Londonderry	Tel: 0504 311555
The National Coaching Foundation	114 Cardigan Road Headingley Leeds LS6 3BJ	Tel: 0113 274 4802
Department of Health  NB For the Protection of Children Act List, details of the Criminal Records Bureau or current legislation	Consultancy Service Room 133 Department of Health Wellington House 133–135 Waterloo Road London SE1 8UG	
The Scottish Office (Social Work Services Group)	43 Jeffrey Street Edinburgh EH1 1DN	
The DHSS Pre-employment Consultancy Services (PECS)	Dundonald House Upper Newtonards Road Belfast BT4 3SF	

Local Contacts – to be inserted as appropriate.		
Local social services (including out of office hours contact)		<b>NB In an emergency, the Samaritans will hold the SS Duty Officer's contact number</b>
Local police child protection teams  In an emergency contact via <b>999</b> .		
NSPCC Freephone 24 hour Helpline		0800 800 500

## Appendix C

## The Protection of Children Act 1999

*'This new Act enhances significantly the level of protection for children. However, it remains of paramount importance that all organisations entrusted with the care of children practise the full range of pre-employment checks. This includes interviews, the full investigation of applicant's employment history and taking up references.'* John Hutton, Minister of State, July 2000.

### The Main Provisions of the Act

The Act makes four principal changes to the Law:

- It places the existing Department of Health Consultancy Index (a list of persons considered to be unsuitable to work with children) on to a statutory basis. It then provides names to be referred to this newly created **Protection of Children Act List** and also provides a right of appeal to a new Tribunal against the inclusion on the **Protection of Children Act List** (and also inclusion on **List 99**). It also extends the scheme to health care services provided to children.
- It amends 218 of the **Education Reform Act 1988** to enable the Department for Education and Employment to identify people who are put on **List 99** because they are not fit and proper persons to work with children.
- It amends Part V of the **Police Act 1997** to enable the Criminal Records Bureau, when established, to disclose information about people who are included on the **Protection of Children Act List** or **List 99** along with their criminal records. In this way, the Act provides for a 'one-stop-shop' system of checking persons seeking to work with children.
- It requires child care organisations (as defined in the Act) proposing to employ someone in a child care position (as defined) to ensure that individuals are checked through the 'one-stop-shop' against the **Protection of Children Act List** and the relevant part of **List 99**, and not to employ anyone who is included on either list.

The Act also contains other provisions, the most important of which are:

- To enable organisations (other than childcare organisations as defined within the Act) to refer names to the **Protection of Children Act List**.
- To permit the Secretary of State to consider the transfer of names currently held on the DH Consultancy Index to be transferred to the **Protection of Children Act List**.
- To allow organisations to access the new **Protection of Children Act List** and **List 99** without first going through the Criminal Records Bureau until such time as the 'one-stop-shop' comes into operation within the Bureau.

Although sporting organisations are not covered by the mandatory aspects of the Act (unless they meet the definition of a *child care organisation*), they are encouraged to refer names to the Secretary of State for consideration of inclusion on the POCA List. Sporting organisations are also reminded that while it is not mandatory for them to carry out these checks, they are still considered an essential part of the pre-employment process.

## **Appendix D**

## **References**

Joint Governing Bodies of Angling (2001) **Implementing Child Protection in Angling**

Amateur Swimming Association (1999) **Child Protection in Swimming Procedures and Guidelines. Promoting the welfare of children within our sport.** Revision 1999. ASA.

Avon and Somerset Constabulary (1999) **Child-Safe protecting young people in sport and organised groups.**

Crouch, M (1995) **Protecting children -- a guide for sportspeople.**

DH Department of Health (July 2000) **The Protection of Children Act 1999: A practical guide to the Act for all organisations working with children.**

Home Office (1999) **Caring for young people and the vulnerable? Guidance for preventing the abuse of trust.** Home Office Sentencing and Offences Unit.

Kerr, A (1999) **Protecting disabled children and adults in sport and recreation.** Disability Sport England. Tel: 020 7490 4919.

National Coaching Foundation (1997) **Guidance for national governing bodies on child protection procedures.**

National Coaching Foundation (1999) **Are your young people safe? Is your coaching sound? A guide to good coaching practice.**

National Society for the Prevention of Cruelty to Children (1999) **EduCare child protection awareness programme (1–4).**

Surrey Area Child Protection Committee (1998) **Manual of child protection procedures.**