Nottinghamshire Contract Bridge Association

**Safeguarding Children - Policy Statement**

Nottinghamshire Contract Bridge Association (NCBA) organises Bridge events at its home venue and at other venues within the County, and works with the English Bridge Union (EBU), English Bridge Education and Development (EBED) and its member clubs to develop the game. The NCBA seeks to promote and develop Bridge. It acknowledges the duty of care to safeguard and promote the welfare of children and young people, aged up to 18 years, as well as vulnerable adults, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children and young people are paramount in all circumstances as enshrined in the Children Act 1989. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or identity, or socioeconomic background, all children

• have a positive and enjoyable experience of bridge in a safe and child-centred environment

• are protected from harm and abuse whilst participating in bridge or outside of the activity.

It also aims to provide volunteers with the overarching principles that guide our approach to safeguarding.

The NCBA acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy the NCBA will

• promote and prioritise the safety and well-being of children and young people

• value, listen to and respect children and young people

• ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people

• make clear who the designated Lead for Safeguarding and the Safeguarding Officer is/are and their roles

• ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual(s) who raise or disclose the concern

• ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored

• prevent the employment/deployment of unsuitable individuals

• ensure robust safeguarding arrangements and procedures are in operation

• share concerns with agencies who need to know, involving parents and children appropriately

NCBA seeks to help, advise and support clubs within the County Association to establish and maintain good practice in the safeguarding of children and vulnerable adults. Events organised by the County and its subcommittees will be subject to, and covered by, the principles within this policy.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the NCBA including honorary officers, appointees, team captains, and volunteers at events. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Association.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

Children Act 1989

 United Convention of the Rights of the Child 1991

 Data Protection Act 1998

 Sexual Offences Act 2003

Children Act 2004

Protection of Freedoms Act 2012

 Relevant government guidance on safeguarding children including: Working Together to Safeguard Children (2015).

Monitoring

 The policy will be reviewed annually, or in the following circumstances:

• changes in legislation and/or government guidance

• as required by the Local Safeguarding Children Board or the NCBA Committee

• as a result of any other significant change or event.

The NCBA Safeguarding Policy has been drawn up after consultation with the EBU

Terminology

A “child” is defined as anyone under the age of 18, in line with the Children Act 1989 and 2004.

 The terms “child” and “young person” are used interchangeably in this document, and may also refer to vulnerable adults.

 The term “parent” is used as a generic term to represent parents, carers and guardians.

The term “bridge” is used to include Minibridge and all bridge-related activities.

Policy Procedures

1. Safeguarding Children/Child Protection

Safeguarding in this document means the process of protecting children and young people up to the age of 18 from harm. Harm can include deliberate abuse, neglect (deliberate or not), bullying, exclusion and prejudiced attitudes. Child protection is part of safeguarding and is the process of protecting individual children who are identified as suffering or likely to suffer significant harm. This policy concentrates on the latter but acknowledges the principles of the former.

Safeguarding involves assessment of risk to a child/children. One part of this is deciding whether a Disclosure and Barring (DBS) check is required or whether other safeguarding measures put in place are sufficient. Not all staff or volunteers require a DBS check, indeed it is illegal to apply for a DBS check if the applicant’s role is ineligible. (There is a Disclosure and Barring Service (DBS) Checks Guide attached (appendix 1) and where a DBS is not required we should consider other measures such as following the code of conduct (appendix 2). A DBS check can be applied for via the EBU office. We recommend that those applying for a DBS join the DBS Update Service (this is service is free for volunteers) as this will mean that the DBS is transferable between organisations and is automatically updated. This means that future applications for a DBS certificate will not be required.

NCBA recognises that its members, including its volunteers may work in schools as part of the curriculum teaching bridge and advises that in such circumstances those volunteers should follow the school’s policies and procedures.

NCBA must have a Safeguarding Officer. Working Together 2015 stipulates that one of the key responsibilities of organisations working with children is “a senior board level lead to take leadership responsibility for the organisation’s safeguarding arrangements”. There must be a clear line of accountability for the provision of services designed to safeguard and promote the welfare of children. In addition, there must be a Safeguarding Officer who has responsibility for providing advice and support to other staff, volunteers and members, and ensuring that safeguarding children remains a priority at NCBA. A role description is included (appendix 3).

The Lead for Safeguarding for the EBU is:

Name: David Emmerson

Contact: david@ebu.co.uk

The Safeguarding Officer for the NCBA:

Name: Paul Sweet

Contact: 01159169171

The Deputy Safeguarding Officer for the NCBA:

Name:

Contact:

The safeguarding officer should undergo/have undergone at least “introductory” safeguarding training or its equivalent so as to be able to undertake their role. Other staff and volunteers may also access appropriate training or non-accredited learning as part of individual safeguarding risk management if deemed appropriate by the Safeguarding Officer.

Training can be undertaken online e.g. via the NSPCC or SAFEcic or by personal attendance e.g. at a local school or training company. The local authority in most areas provides free/low cost training for voluntary groups. Online Training might be available, via (for example) educare.co.uk.

**2. Recognising the signs and symptoms of abuse**

Staff and volunteers are required to recognise signs and symptoms of abuse. There are 4 main areas of abuse:

Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect (intentional and unintentional)

These are explained in Appendix 4

Possible signs of abuse include:

• 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 or the explanation of the cause of the injury does not seem right.

• You observe or the child discloses abuse, or describes what appears to be an abusive act.

• Someone else (child or adult) expresses concern about the welfare of another child.

• Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.

• Inappropriate sexual awareness or sexually explicit behaviour.

• Distrust of adults, particularly those with whom a close relationship would normally be expected.

• Difficulty in making friends.

• Eating disorders, depression, self-harm or suicide attempts.

 **3.Becoming aware of a safeguarding issue**

NCBA recognises that there are many ways that an organisation or individual may become aware about a child or young person’s safety. For example:

 • a third party or anonymous allegation is received;

 • a child or young person’s appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;

 • a child or young person reports an incident(s) of alleged abuse which occurred some time ago;

 • a written report is made regarding the serious misconduct of a worker towards a child or young person;

 • an incident is witnessed;

 • a police charge is made.

No safeguarding issue will be ignored or dismissed by NCBA as “minor”

**4.Acting on a safeguarding issue**

It is important that allegations are treated extremely seriously and the EBU procedure includes recommendations to its member organisations as well as its own staff and volunteers:

Overview of actions if you have concerns about the welfare of a child:

a) Is the child in immediate danger or are they injured?

1. If yes - Contact the emergency services 999.

b) Report the concern:

It is important that there should be no delay in contacting either the Social Services or the police if someone thinks a crime may have been committed. Any individual can do this, 24 hours/day, it does not have to be the Safeguarding Officer.

If it is not thought that a crime has been committed but there is concern for a child’s welfare then the issue should be reported to the safeguarding officer within 24 hours as per below. • If the issue arises during an EBU event report the concerns to the EBU designated safeguarding officer who will contact the local Children’s Social Care Services (Social Services) for advice or to make a referral in the first instance and follow up with a written report within 24 hours. If the safeguarding officer is not available the organiser or the individual raising the concern must do this. • If the issue arises at any other time or event report the concerns to your organisation’s safeguarding officer who will contact the local Children’s Social Care Services (Social Services) for advice or to make a referral in the first instance and follow up with a written report within 24 hours. If the safeguarding officer is not available the organiser or the individual raising the concern must do this. The organisations safeguarding officer may in addition contact the EBU safeguarding officer for advice, however, this must not delay contacting Social Services. • If there is no one else available to help, contact the police 101.

 c) Ensure you keep a record of your concern and how you reported it (see appendix 10 for a form to record it on).

This form is completed by the person raising the concern. All information recorded is confidential. Please note that parents/carers should not be spoken to if the discussions may put the child at risk of harm.

Stages in acting on the concern

There is further advice on acting on the concern in Appendix 4. This includes advice on talking to the child and this should be used in conjunction with the “Concern/allegation report form” (appendix 10). All information recorded is confidential.

**5. Safe Recruitment**

NCBA recognises that sometimes there are people who work, or seek to work with children and young people who may pose a risk to children and who may harm them. Ensuring that there is a clear process for recruiting volunteers should help reduce this risk. The guide in Appendix 12 will be used by NCBA in recruitment of those working with children.

 **6. Management and supervision of members/volunteers**

Club members/ volunteers will know who the Safeguarding Officer is and how to contact them if they have a concern (see section 1).

Volunteers should be advised that they must follow the Child Protection Code of Conduct (See Appendix 2).

Volunteers will be advised that they are expected to make themselves aware of the organisation’s child protection/safeguarding policy. They will be provided with a copy of the policy or given electronic access to it. A record should be kept that the copy/advice has been given.

 **7. Allegations against club members and volunteers**

If an allegation of abuse (please see the definitions in appendix 4) is made against club members or volunteers, this should be reported immediately to the Safeguarding Officer. If the allegation is about a senior committee member of the Association, then the incident may be passed to an alternative official.

In all cases the Local Authority Designated Officer (LADO) should be involved in the immediate discussion with the safeguarding officer or the alternative official to confirm next steps. The LADO should be made aware of the incident within one working day.

The police and/or Children Social Work Service investigation takes precedence and no internal investigation may take place until the organisation has been advised they may do so by the LADO or police. When an internal investigation is undertaken, consideration should be given to the operation of disciplinary procedures. In most circumstances, the options available for the Association are: • no further action • immediate suspension from the NCBA • notifying other member clubs within NCBA to ensure that they are aware of the situation

 The severity of the allegation, information and evidence available can often determine the next stages taken.

The NCBA Committee should agree who will hear an appeal if required.

**8. Recording and managing confidential information**

A form for recording concerns/allegations of abuse, harm and neglect which is completed by the person raising the concern is included (See Appendix 10).

Records relating to child protection may include:

Safe recruitment documentation such as employment and engagement applications, references, identity verification, records of DBS or similar statutory disclosure checks.

The safeguarding/child protection policy and any revisions, records of distribution to or receipt of the policy, records of any protection policy training offered or received.

Accident records, incident records, records of concerns/allegations of abuse, harm and neglect (including actions taken such as referrals, assessments, plans and support), correspondence related to child protection.

**9.Storage of records**

Best practice advice, as of 2017, for when considering the storage of records (this should be subjected to review as data storage/protection changes in line with the law and with technological progress):

• Information about concerns, allegations, and referrals should not be kept in one ‘concern log’ rather information or items relating to individuals need to be kept in separate files.

• Records of referrals to the Social Services and Police will be kept by those organisations.

• Any files containing sensitive or confidential data should be locked away and access to the keys strictly controlled by the Safeguarding Officer).

• Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.

• If records are stored electronically then password-protect those records, which only limited staff should have access to.

• Records are kept for an appropriate period from adoption of the policy

**10.Confidentiality**

Children and young people have a right to confidentiality unless the organisation considers they could be at risk of abuse and/or harm. The legal principle is that the “welfare of the child is paramount”. Privacy and confidentiality should be respected where possible but if doing this leaves a child at risk of harm then the child’s safety has to come first. Legally, it is perfectly acceptable to share information if someone is worried about the safety of a child but only people who need to know should be told.

**11. Distributing and reviewing the policy**

The policy will be freely available to all members. It will be displayed on the NCBA website; honorary officers and volunteer appointees will be made aware of this, its location and how to access it so that they can disseminate the information. A photocopy or electronic copy of the policy will be available from NCBA on request.

A paper version of the policy will be available during all NCBA events involving children, posted on the event Noticeboard. The policy will be reviewed annually by the NCBA designated Safeguarding Officer signed by a member of the NCBA Committee. In line with best practice a young person may be invited to be involved in the review.

**12.. Responsibilities of management committees**

The NCBA Committee is responsible for approving the NCBA policy and its implementation in the NCBA. It is also responsible for approving a review of the policy or delegating this to an appropriate official.

The NCBA Committee is responsible for adding new procedures as required and informing its staff and volunteers of changes, which includes advertising it on its website.

The NCBA has a responsibility to monitor which staff and volunteers (not members) in their organisation have enhanced DBS checks and safeguarding training and advise those who may need either due to their work.

The NCBA Committee has a responsibility to ensure the Safeguarding Officer undertakes periodic monitoring and review to ensure that safeguards are being implemented and are effective in the organisation and that risk is being managed.

**13. Other Policies that relate to this Policy**

a) Online Bridge and MiniBridge (Appendix 5)

b) Photography (Appendix 6)

**14. Appendices**

 Appendix 1 Disclosure and Barring Service (DBS) Checks Guide

Appendix 2 NCBA Child Protection Code of Conduct

Appendix 3 NCBA Safeguarding Officer – Role Description

Appendix 4 Recognising Child Abuse

Appendix 5 Online Bridge & MiniBridge (EBU)

Appendix 6 Photographic Images Consent Form

Appendix 7 Code of Conduct Acknowledgement form

Appendix 8 Parental Consent Form for bridge trip

Appendix 9 Accident/Incident Report Form (EBU)

Appendix 10 Concern/Allegation Report Form (EBU)

Appendix 11 Contact Information (EBU)

Appendix 12 Safe Recruitment for employee or volunteer who will work with Children

**Appendix 1 Disclosure and Barring Service (DBS) Checks Guide**

DBS checks provide information about a person’s criminal history. It is only one part of the safeguarding process and only certain activities and posts are eligible for checks. Organisations should assess the risk carefully and determine whether other safeguarding measures are sufficient protection before requesting a DBS check.

An enhanced DBS check discloses information about spent and unspent convictions, cautions, reprimands and warnings from the Police National Computer as well as local police forces. If the role involves “Regulated Activity” (see later), it can also involve a check against lists of people barred with working with children and vulnerable adults. The DBS "A guide to eligibility for DBS checks" gives an overview of determining eligibility. However, you will find a simpler breakdown of this guide below and links to help you to decide if the role of the individual includes regulated activity and requires a DBS check. The EBU recommends that you click on the links as they give valuable advice.

Assessing whether a DBS check is required

Will the role involve any of the following? Teaching, training, supervising, advising, treating/transporting or caring for children or vulnerable adults? AND Will this occur once a week or more OR 4 or more days in a 30 day period OR Overnight between 2am and 6am? The person being considered for a DBS check should be 16yrs or older.

OR

Will the role occur in any of the following places? Schools/Pupil Referral Units/Childcare Premises/Residential Children’s Care Homes/Children’s Hospitals/Children’s Detention Centres/Children’s Centres in England/Adult Care Homes? AND Will this occur once a week or more OR 4 or more days in a 30 day period OR Overnight between 2am and 6am? AND Will there be opportunity to have contact with children/vulnerable adults in the course of his/her duties at the specified establishment?

If the answer is NO

You MUST NOT request an Enhanced DBS check unless the role qualifies for a DBS Barred List check because it is regulated activity. (See below for regulated activity). It is illegal to apply for a check unless the role is eligible for one.

If the answer is YES

This role is ‘work with children/vulnerable adults’. You MAY request an Enhanced DBS check. You should also consider whether the role includes undertaking “Regulated Activity” (see below)

 Regulated Activity

“Regulated Activity” is work a person who appears on the DBS barred list is prohibited from doing and includes unsupervised contact with children. For regulated activity “supervised” means regular supervision by someone who themselves is in Regulated Activity. See the Department for Education’s guidance on supervision, available via:

 <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

Please click on this link for a simple guide to determining if the role is regulated activity. If you need more specific advice please click on this link.

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government have produced a factual note on Regulated Activity in relation to Children: scope.

It is a criminal offence for organisations to employ a person or recruit a volunteer who appears on the child DBS barred list, to undertake “Regulated Activity” with children if they are barred from working with them. It is also a criminal offence for a person to seek or engage in activities from which they are barred.

Applying for a DBS

A DBS check can be applied for via the EBU office if the applicant is eligible. Volunteers are not charged by the DBS but the umbrella group, (currently GB Group plc) that runs the service makes a modest charge. Those who undertake their role in a paid capacity, such as some coaches, have to pay the DBS for a check to be carried out.

DBS certificates have very limited transferability between organisations and different checks may be required for different roles. Therefore the EBU recommends that those applying for a DBS join the DBS Update Service (this is service is free for volunteers) as this will mean that the DBS is transferable between organisations and is automatically updated. This means that future applications for a DBS certificate will not be required.

Posts at NCBA that may require an Enhanced DBS Check

There are a number of posts which are very likely to involve a considerable degree of unsupervised contact with children. In general the type of work will involve regularly caring for, supervising, training, communicating with or being in sole charge of these children and young people. Persons in the following positions will be required to undergo a Disclosure and Barring Service (DBS) clearance if they meet the eligibility criteria and to provide suitable references –

 • Safeguarding Officer

 • Any person regularly in charge of a weekly junior Bridge session organised by NCBA (not currently applicable, but this might happen in the future)

**Appendix 2 Nottinghamshire County Bridge Association Child Protection Code of Conduct for Honorary Officers and Volunteers**

NCBA recognises that its officials, teachers, directors and volunteers, involved in bridge for children and young people have a great opportunity to be a positive role model and help build an individual’s confidence. Staff and volunteers are expected to:

• Ensure the safety of all children by providing effective supervision and proper planning of organised bridge activities. (NB: Care should be taken that non-bridge activities, eg as part of a training camp, might require further levels of training and safe-guarding)

• Consider the well-being and safety of participants before engaging in activities such as coaching or organising playing of bridge.

• Encourage and guide participants to accept responsibility for their own performance and behaviour.

• Treat all young people fairly and ensure they feel valued and respected. Have no favourites.

• Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.

• Not allow any bullying, or the use of bad language or inappropriate behaviour (by the children themselves or by adults playing in the environment.

• Appreciate the efforts of all young people and encourage sensible participation in bridge activities. Never exert undue influence over performers to obtain personal benefit or reward.

• Be positive, approachable and offer praise to promote the objectives of the Association at all times.

• Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the procedures of the EBU. Parents will be informed.

• Never use sanctions that humiliate or harm young people.

• Report accidents or incidents of alleged abuse or poor practice to the designated Safeguarding Officer.

• Administer minor first aid (if appropriate) in the presence of others and where required refer more serious incidents to the designated "first aider" or send for/to medical assistance. Avoid administering First Aid involving the removing of children’s clothing unless in the presence of others.

• Have access to telephone for immediate contact to emergency services if required.

• Ensure the rights and responsibilities of children or young people are enforced.

• Establish and address the additional needs of disabled participants or other vulnerable groups.

• Not abuse children or young people physically, emotionally or sexually.

• Not engage in a sexual relationship with a child or young person for whom they are responsible

• Maintain confidentiality about sensitive information.

• Respect and listen to the opinions of young people.

• Develop an appropriate working relationship with participants, based on mutual trust and respect.

 • Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.

• Refrain from smoking and consumption of alcohol in the presence of young persons.

• Avoid taking photos, especially of individuals, without express parental permission. Any such photo should not be stored permanently on electronic devices or phones, but should be deleted after use. • Not accept or give individual gifts to young people without permission from parents/guardians

• Not add young people to their social media accounts or have their mobile telephone numbers. Communication should business-like, via home telephone numbers or email, copying in parents where possible.

• Not spend excessive amounts of time alone with children unless there are exceptional circumstances.

• Never take children to their home, hotel bedroom or similar (e.g. for coaching) without the additional presence of a person who is, or is authorised by their parent/guardian, or without explicit parental/guardian consent.

• Plan activities which involve more than one other person being present or at least are within sight or hearing of others where possible. This applies to such activities as one-to-one training and travelling to or from bridge events. Where possible, young people should sit in the rear seat on any car journeys.

• Refrain from any physical contact with young people, except in exceptional circumstances e.g. applying minor first aid.

 • Refrain from inappropriate verbal communication and to avoid any comments or gestures of a suggestive nature.

• For activities such as coaching bridge: Hold appropriate valid qualifications/accreditation and/or have appropriate experience in playing bridge or engaging in bridge activities with children and young people.

Emergency action and first aid

Bridge Organisers, coaches and leaders should be prepared with an action plan in the event of an emergency. This will include as a minimum: • Access to First Aid equipment and a first aid book and/or other similar resource • Plan for actions if no qualified first aider is available • Emergency evacuation plan • Telephone contact if the participant is a minor for consent and information purposes (although prior consent for minor first aid may also be gained in addition to this) • Telephone contact to the Emergency Services

**Appendix 3**

Safeguarding Officer - Role Description

Organisation: Nottinghamshire County Bridge Association

Reports to: NCBA Committee

Grade: Voluntary Position

Requirement: Appointment is subject to a satisfactory enhanced DBS check if eligible and references. Legal background or safeguarding experience is highly desirable.

Purpose: To ensure that the NCBA has appropriate arrangements for keeping children and young people safe. To promote the safety and welfare of children and young people. To support and advise member clubs within the Association on matters of safeguarding.

Responsibilities:

• Ensure that all issues concerning safety and welfare of children and young people who attend NCBA events are properly dealt with through policies, procedures and administrative systems.

• Ensure that everyone involved with NCBA has access to the Child Safeguarding Policy and procedures and is aware of what they should do if they have concerns about a child.

• Receive, record and report information from anyone who has concerns about a child who attends a NCBA associated event. (eg if NCBA Juniors were to represent a county club at Loughborough Young Bridge Challenge, or at Junior Training weekends)

• Advise and support members and volunteers on safeguarding/child protection

• Undertake annual monitoring and review of the policy

• Assist with updating the policy in consultation with the Lead for Safeguarding

• Take the lead on dealing with information that may constitute a child protection concern or an allegation about a member or volunteer. This includes assessing and clarifying the information, and taking decisions where in consultation with colleagues, the Lead for Safeguarding at EBU, Chair of the committee and statutory child protection agencies as required. Handle all information sensitively and confidentially.

• Consult with, pass on information to and receive information from statutory child protection agencies such as the local social care department and police. This includes making formal referrals to those agencies if required.

• Undertake “Duty to Refer” to the DBS if required

• Report to the Committee meeting as required but at least once per year, on the level of risk management being achieved

• Be familiar with issues relating to child protection and keep up to date with developments, via annual online updates.

• Attend training in issues relevant to child protection from time to time and share knowledge from that with other members of the NCBA.

**Appendix 4 Recognising Abuse**

PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment 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 in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or “making fun” of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

NEGLECT: Is the persistent failure 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. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

(Working Together to Safeguard Children 2015)

**Appendix 5 Online Bridge and MiniBridge (EBU)**

Particular care is needed when providing online bridge and Minibridge activities. Parents are advised to check the controls provided by any provider of online bridge services prior to allowing children to access them.

The English Bridge Union guidance is followed by Bridge Club Live, which provides an Acol- based game and is the only EBU-affiliated online bridge club, whereby:

 Parental permission is obtained before membership of the club is permitted to young people under 18, using telephone checks to parents/guardians to verify this.

 Chat facilities are permitted only table-wide, not one-to-one. Offensive words are not permitted in messages.

 All chat messages and “sticky notes” to and from junior members are logged, and the logs are sent to parents/guardians on a regular basis.

 Parents are able to set limits on the length of time a young person may play online bridge or Minibridge each day.

**Appendix 6 Photographic Images Consent Form**

Nottinghamshire County Bridge Association acknowledges its duty to protect young people from inappropriate use of photographic images, and also the rights of parents and children to assert their wish for any images to be used.

Nottinghamshire County Bridge Association may publish photos of players in play in NCBA events, and players being presented with prizes; however we will only publish such photos if they contain identifiable children with the prior written consent of their parents. Photos will not be stored permanently on any devices and are to be deleted once published.

Publication may mean:

• On the Association’s website • In local newspapers • In the English Bridge Union’s printed and online magazines, as well as the websites of EBU and EBED

Consent Form:

I (Name of Parent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am happy for photographs to be used (in accordance with the above guidelines only) of my son/daughter

(name of Child): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I reserve the right, however, to object to a particular picture being used, and likewise the right of my son/daughter to raise an objection in their own right.

OR

I (Name of Parent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am not happy for photographs to be used of my son/daughter

(name of Child): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 7 Code of Conduct for Volunteers (EBU)**

 \* On behalf of Nottinghamshire County Bridge Association, I agree that all association officials, staff, teachers and volunteers working in any bridge-related activity will: (applies to Chair/Safeguarding Officer)

\* In my capacity as ……………………………………………………………………., I agree that I will: (applies to volunteers/teachers)

 Respect the rights, dignity and worth of all players, officials and volunteers at all times

 Treat everyone equally regardless of age, sex, ethnic origin, religion, political persuasion, sexual orientation or physical disability

 Consider the well-being and safety of players before the development of performance

 Develop an appropriate working relationship with players, based on mutual trust and respect

 Make sure all activities are appropriate to the age, ability and experience of those taking part

 Promote the positive aspects of bridge (eg, ethics and fair play)

 Display consistently high standards of behaviour and appearance

 Follow all guidelines laid down by the English Bridge Union and the Association

 Never exert undue influence over players to obtain personal benefit or reward

 Encourage players to value their performances and not just results.

Signed …………………………………………………………….…………………………

Date …………………………

Name (Block capitals) ……………………………………………………………………………………………………

Position …………….………………………………………………………………………………..………………………… Club/School/Organisation name …………………………………………………………………………………...

**Appendix 8 Parental Consent Form for bridge trip by a young person (EBU)**

Details of bridge activity:

I agree to (child’s name) ............................................................................... ’s participation in the

activities described. I acknowledge the need for ...................................................... to behave

responsibly during the activities and I accept the Code of Conduct overleaf.

Medical information about your child

a Does your child experience any conditions requiring medical treatment including medication? YES / NO If YES please give brief details....................................................................................

.............................................................................................................................................. ......

b Bridge staff/volunteers are not qualified to administer medication. If your child requires specific

medication please give details below ..............................................................................................

.....................................................................................................................................................

c Is your child allergic to any medication? (If YES please specify:) YES / NO

.......................................................................................................................

d If your child has special dietary requirements, please give details below....................................

......................................................................................................................................................

......................................................................................................................................................

Declaration

I agree to my child taking part in this activity.

I agree to my child receiving medication as instructed, and any emergency treatment as considered necessary by medical authorities present. I will inform the person in charge as soon as possible of any changes in the medical or other circumstances between now and the end of the specified activity.

Signed (parent/guardian)........................................................................ Date .………………………..

Full name

...............................................................................................................................................

Emergency contact numbers: ................................................................................................................

Please return signed form to:

(Insert appropriate name and address here)

**Appendix 9 Accident/Incident Report Form (EBU)**

Details of the person who had the accident/was involved in the incident

Full Name………………………………….………………………………………Age if under 18 ………………….

Address ………………………….………………………………..………………………………………………….

………………………………………………….…………………………………………………………………………………..

…………………………………………………………………..……………..Postcode …………………………………..

Activity being undertaken at the time of the accident/incident …………………………………….

…………………………………………………………………………………………………………………….……….……….

 Details of the person reporting the accident/incident Full Name…………………………………………………………………………Age if under 18 ………………….

Address ……………………………………………..……………………………………………………………….

.…………………………………………………………………………………………………………………………..………..

……………………………………………………………………….………..Postcode ………………………….………..

Role being undertaken at the time of the accident/incident ………..……………………….………

……………………………………………………………………………………………………………………………….……..

Signed…………………………………………………………………….………… Date ………………………….……

Details of the accident/incident Date it took place ………………………………………….………………… Time ………………………………

Where it took place (room or location) ……………………………………………………………………….

How did the accident incident happen? What was the cause? …………………………………….

………………………………………………………………………………………………….………………………………….

……………………………………………………………………………………………………………….…………………….

If there were any injuries, what were they? ………………………..……………………………………….

……………………………………………………………………………………………………………………….…………….

…………………………………………………………………………………………………………………………….……….

Signature of person in charge ………………………………………………………………………………………

PLEASE ADD ADDITIONAL INFORMATION OVERLEAF AS NECESSARY

**Appendix 10 Concern/Allegation Report Form (EBU)**

 Name of person reporting the concern/allegation …………………………………..……………………………….

Position …….…………………………………………………………………………………….…………………...………………….

If you have a concern or have received an allegation that relates to behaviour/actions towards a child or young person, please complete the following details:

Name of child/young person…………………………………………………………………………………...…………….….

Address ……………………………………………………………………………..……………………………….……….….

………………………………………….………………………………………………………………………………………………….……

………………………………………………..…………………Date of birth…………………………………………………..……..

If the concern or allegation relates to behaviour/actions of a person working with young people, please complete the following details:

Name of the youth worker ……………………………………………………………………………………...………………

Address of the youth worker (if known) ………………………………………………..……………………….……….

……………………………………………………………………………………………..……………………………………….………..

Working relationship between youth worker and child/young person ……….…….…………………….

…………………………………..…………………………………………………………………………………….….………………….

Date(s), time(s) and location(s) of the incident(s) …………………………………………….….…………….……

…………………………………………………………………………………………..…………………………………………………….

…………………………………………………………………………………………..……………………………………………………

Nature of the concern or allegation ……………………………..……………….….…………………………………….

…………………………………………………………………………………………..……………………………………………………

…………………………………………………………………………………………..……………………………………………………

Observations made by you or to you (eg description of visible bruising, other injuries, child’s emotional state etc. NB Please make a clear distinction between fact, opinion and hearsay. ………………………………………………………………………………………….…………………………………………………….

……………………………………………………………………………………………………………………………………….……….

…………………………………………………………………………………………………………………………………………….….

………………………………………………………………………………………………………………………………………….…….

Exactly what the child/young person said, and what you said. (Remember, do not lead the child/young person you are questioning and record actual details…………………………………………………………………………………………….……………………………………

……………………………………………………………………………………………………………………………………………… …………………………………………………………………………………………………………….……………….……………….

Details of any witness(es) (Name(s), roles, contact details if possible) ………………..….…………….

………………………………………………………………………………………….……………………………………….………….

Actions taken so far …………………………………………………………………………………….…………………………

……………………………………………………………………………………………………………………...……………………….

……………………………………………………………………………………….………………………………..…………………….

 Details of any External Agencies contacted:

1. Name of agency (please delete as appropriate): Police / Social Services / Local Authority /

English Bridge Union / Other (eg NSPCC) - please specify which …………..……………………………….

Date & time of contact ………………………………………………………………………………………………………….

Name and contact number of person contacted ……………………………………………………………………

…………………………………………………………………………………………….…………………………………………………

Details of advice received ………………………………………………………………….…………………………………..

………………………………………………………………………………………………….……………………………………………

…………………………………………………………………………………………………..…………………………………………..

2. Name of agency (please delete as appropriate): Police / Social Services / Local Authority /

English Bridge Union / Other (eg NSPCC) - please specify which …………………...………………………

Date & time of contact …………………………………………………………………….…………………………………….

Name and contact number of person contacted ………………………………………….………………………..

……………………………………………………………………………………………………..………………………………………..

Details of advice received ……………………………………………………………………..……………………………….

……………………………………………………………………………………………………..………………………………………..

……………………………………………………………………………………………………………………………………………….

Signed: …………………………………………………………………………………………..………………………………………

Print Name ………………………………………………………………………………………Date ………………………..….

Remember to maintain confidentiality on a need to know basis. Do not discuss this incident with anyone except to protect the child or young person.

 **Appendix 11 Contact Information (EBU)**

https://thecpsu.org.uk/contact-us/

A point of contact for clubs and other organisations in relation to child protection issues in sport.

Childline UK 0800 1111

Confidential telephone advice for children who are being abused or are at risk.

http://www.childline.org.uk/Pages/Home.aspx

NSPCC 0808 800 5000

Freephone 24-hour helpline.

http://www.nspcc.org.uk/

EBU Child Protection Officer: David Emerson; direct line 01296 317218 (EBU switchboard) 01296 317200

English Bridge Union, Broadfields, Bicester Road, Aylesbury, HP19 8AZ

Email: David Emerson david@ebu.co.uk

Insert local details here:

County Safeguarding Officer: …………………………………………………………………………………….……....………….

…………………………………………………………………………………………………………………………….……..…………

Local social services …………………………………………………………………………………………………..……….

………………………………………………………………………………………………………………………………………….…..

Local police Local CWO: .……………………………………………………………………………………………….………

…………………………………………………………………………………………………………………………………….……..

Appendix 12

Safe Recruitment of Volunteers (or Employees) who will work with Children

• A clear job description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have) will be used where possible. • If it’s an elected (or similar) post then the post will be conditional on successful completion of all other safeguarding recruitment processes and provision of a personal/professional history. • The organisation will make it clear that it has a commitment to safeguarding and protecting children. • Where practical and appropriate, there will be a face-to-face interview with pre-planned and clear questions. • The applicant will be required to declare whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children as per the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This declaration will preferably be part of an application form. • The candidate’s identity will be checked by asking them to bring photographic ID, preferably a passport. • It will be checked that the candidate actually holds any relevant qualifications they say they have. • A DBS check will be applied for in advance if the role requires it. This will be considered for all staff who have contact with children or have access to records and this might include any volunteers, trustees, and committee members. (See the guide in Appendix 1). DBS checks can be applied for through the EBU Office. • References will be sought from reliable sources which can be checked for authenticity. References will always be checked and referees specifically asked about an individual’s suitability to work with children. • All candidates will be provided with a copy of the child protection/safeguarding policy.

On occasions where NCBA wish to appoint a worker from abroad the EBU recognises that it may not be possible to undertake DBS checks. However a “certificate of good conduct” may be applied for from the country the person is moving from. For UK Nationals returning from abroad an International Child Protection Certificate (ICPC) may be requested from www.acro.police.uk. Additional references may need to be undertaken