

APPENDIX A ESSENTIAL CONTACTS

Please complete the table with local details for quick referral:

National contacts

The NSPCC

National Centre, 42 Curtain Road, London EC2A 3NH.

Website: <http://www.nspcc.org.uk>

Tel: 020 7825 2500, Free phone 24 hour helpline: 0808 800 5000

Child Protection in Sport Unit

NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, Leicester LE4 1EZ.

Tel: 0116 234 7278/7217/7224, Fax: 0116 234 0464, Email: cpsu@nspcc.org.uk

Website: <http://www.thecpsu.org.uk>

Childline UK

Freepost 1111, London N1 OBR.

Tel: 0800 11 11

Northern Ireland Childline

74 Duke Street, Londonderry. Tel: 0504 311555

Sports Coach UK

114 Cardigan Road, Headingley, Leeds LS6 3BJ.

Tel: 0113 274 4802

Criminal Records Bureau

PO Box 91, Liverpool, L69 2UH. Tel: 0870 90 90 811, Website: <http://www.crb.gov.uk>

Local contacts - to be inserted as appropriate

Area Child Protection Committee

(please note the Area Child Protection Committee, which can be contacted via your local authority, will be able to provide details of all local contacts re: Child Protection)

Local Social Services

(including out of office hours contact).....

N.B. In an emergency, the Samaritans will hold the Social Services Duty Officer's contact number

Local Police child protection teams

In an emergency contact via 999.

England Basketball Lead Child Protection Officer

England Basketball, English Institute of Sport, Coleridge Road, Sheffield, S9 5DA. Tel: 0870

77 44 225, email childprotection@englandbasketball.co.uk Website:

www.englandbasketball.co.uk

APPENDIX B

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 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 C

CHILD PROTECTION REGULATION

Requirement for Members Partners and other Organisations

Paragraphs 1 to 3 of the following regulation are to be included, under a child protection heading, in the England Basketball Regulations and those of its Members, Partners and all other organisations involved in Basketball in England which provide the opportunity to work with children, young people and vulnerable adults.

Whereas paragraphs 4 to 12 are to be included in each of the Disciplinary Rules and Procedures of the other organisations involved in Basketball in England which provide the opportunity to work with children, young people and vulnerable adults.

Child Protection

1. The [name of host organisation], agrees to adopt the England Basketball Child Protection Policy and Procedures.
2. All individuals involved in Basketball through [name of host organisation] at every level, including players, match officials, coaches, administrators, club officials or spectators agree to abide by the England Basketball Code of Ethics and Conduct ("Code") and all such individuals by participating or being involved in Basketball through [name of host organisation] in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the England Basketball Child Protection Policy and Procedures generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.
3. Each and every constituent member of [name of host organisation] including without limitation, all clubs and leagues, shall be responsible for the implementation of the Child Protection Policy and Procedures in relation to their individual members.
4. Any act, statement, conduct or other matter which harms a child or children or vulnerable adult, or poses or may pose a risk of harm to a child or children or vulnerable adult, shall constitute behaviour which is improper and brings the game into disrepute.
5. In these Regulations the expression "Offence" shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes the Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children or vulnerable adult.
6. Upon receipt by [name of host organisation] of:
 - 6.1 notification that an individual has been charged with an Offence; or
 - 6.2 notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
 - 6.3 any other information which causes the organisation reasonably to believe that a person poses or may pose a risk of harm to a child or children or vulnerable adult then the [name of host organisation] shall have the power to order that the individual be suspended from all or any specific Basketball activity for such period and on such terms and conditions as it thinks fit.
7. In reaching its determination as to whether an order under Regulation 6 should be made, The [name of host organisation] shall give consideration, inter alia, to the following factors:
 - 7.1 whether a child is or children or vulnerable adult are or may be at risk of harm;
 - 7.2 whether the matters are of a serious nature;
 - 7.3 whether an order is necessary or desirable to allow the conduct of any investigation by The [name of host organisation] or any other authority or body to precede unimpeded.

8. The period of an order referred to in 6 above shall not be capable of lasting beyond the date upon which any charge under the Rules of [name of host organisation] or any Offence is decided or brought to an end.

9. Where an order is imposed on an individual under Regulation 6 above, the [name of host organisation] shall bring and conclude any proceedings under the Rules of [name of host organisation] against the person relating to the matters as soon as reasonably practicable.

10. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the rules of [name of host organisation] and it shall have the power to order the suspension of the person from all or any specific Basketball activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.

11. For the purpose of these Regulations, [name of host organisation] shall act through the England Basketball Child Protection Disciplinary Panels.

12. Notification in writing or an order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

Requirement for affiliated members in England

All affiliated members of all host organisations including, without limitation, each and every club and league ("Affiliated Members") must include the following wording under a Child Protection heading within their rules:

"The (name of Affiliated Club / Member) agrees to adopt the England Basketball Child Protection Policy and Procedures. All individual members are deemed to have read understood and assented to the England Basketball Code of Ethics and Conduct ("Code") and as such recognise and adhere to the principles and responsibilities embodied in the Code."

All Affiliated Members shall ensure that the following wording is incorporated into all membership forms and all forms, contracts and/or terms of engagement regarding the appointment of coaches, officials and other individuals on a full-time, part time or volunteer basis;

"I, (name) have read and understood the England Basketball Code of Ethics and Conduct("Code")and as such agree to fully recognise and adhere to the principles and responsibilities embodied in the Code"

APPENDIX D

ENGLAND BASKETBALL CODE OF ETHICS & CONDUCT

This Code applies to all those involved in the sport of Basketball at every level under the jurisdiction of England Basketball, including players, match officials, coaches, administrators, club officials, or spectators. All such individuals have a responsibility to act according to the highest standards of integrity, and to ensure that the reputation of Basketball is beyond reproach. Allegations of a child protection nature relating to the breaking of this Code must follow the reporting procedures as contained in regulation 7.0 (Appendix C). All other allegations not within the ambit of the England Basketball Child Protection Policy and Procedures should be addressed by the internal rules of the other host organisation concerned.

Those involved in Basketball must respect the rights, dignity and worth of every person, player and non-player alike, treating everyone equally within the context of the game. In particular, to be aware of the special needs of young people and vulnerable adults, their wellbeing, including difficulties or possible abuse experienced from within the game or from other sources. The sport has a duty to ensure that every child and young person or vulnerable adult involved in the game of Basketball is able to participate in an enjoyable and safe environment and be protected from abuse.

England Basketball is committed to maintaining the highest possible standards of behaviour and conduct at all Basketball games and events.

Equity

England Basketball is opposed to discrimination of any form and will promote measures to prevent discrimination, in whatever form, from being expressed. All those involved in Basketball must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their gender, race, ethnic origin, cultural background, sexual orientation, religious beliefs or political affiliation.

The following codes of conduct must be adhered to at all times so that Basketball can be enjoyed by all.

Coaches

Introduction

This code is an England Basketball Coach Education Programme policy within which an accredited Basketball Coach **MUST WORK**. It should be used in conjunction with **ALL** other England Basketball/Coaching policies, procedures or recognised standards.

Through this code, coaches who are affiliated to England Basketball accept their responsibility to sports performers and their parents and families, to coaching and to England Basketball Associated Governing Bodies, employers and all other colleagues.

Humanity

The coach must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their gender, race, ethnic origin, cultural background, sexual orientation, religious beliefs or political affiliation.

Relationships

The good Basketball Coach is concerned with:

- the safety, well being and protection of all individuals in their charge, ensuring that all training and playing demands are not detrimental to the social, emotional, intellectual and physical needs of the individual;
- encouraging independence through guiding performers to accept responsibility for their own behaviour and performance within training and competition;
- ensuring their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety, particularly where physical contact between coach and performer is necessary within coaching practice;
- ensuring performers and relevant people are aware of their qualifications and experience, respecting the rights of performers to choose to consent or decline to participate within coaching or playing situations;
- refraining from public criticism of other coaches, or match officials - the definition of public in this instance means criticism expressed before, during and after a game and in any branch of the media or in a lecture or seminar.

Integrity

The good Basketball Coach:

- abides by the rules of England Basketball;
- follows fair play and ethical guidelines;
- ensures all practices are suitable and relevant dependent upon the age, maturity, experience and ability of performers;
- promotes the prevention and education of the misuse of performance enhancing drugs and illegal substances;
- coaches must accurately present and evidence, upon request, details of their training qualifications and services;
- coaches claiming an affiliation, sponsorship or accreditation with any organisation should do so in a truthful and accurate manner;
- all coaches must declare, to the appropriate body, any criminal convictions;
- Coaches working under the jurisdiction of England Basketball will only coach individuals that are registered / affiliated to England Basketball.

Confidentiality

The coach and performer must reach agreement about what is to be regarded as confidential information.

Confidentiality does not preclude disclosure of information to persons who can be judged to have a right to know. For example:

- evaluation for selection purposes;
- recommendations for employment;
- in matters of discipline within the sport;
- in matters of disciplinary action by a sports organisation against one of its members;
- legal and medical requirements;
- recommendations to parents/family where the health and safety of performers might be at risk;
- in pursuit of action to protect children, young people and vulnerable adults from abuse.

Personal Standards

Basketball coaches within the coaching/playing environment must not attempt to exert undue influences and pressures in order to obtain personal benefit or reward.

Coaches must display high personal standards that project a favourable image of Basketball including:

- good personal appearance that projects an image of health, cleanliness and functional efficiency;
- coaches should never smoke when in the coaching environment.
- coaches should refrain from drinking alcohol to the extent that it is:
 - obvious they have been drinking;
 - affects their coaching competence;
 - compromises performers safety.

Competence

All coaches must be appropriately qualified as per the requirements of the England Basketball Coach Education Programme.

Coaches should regularly seek ways of increasing their personal and professional development.

Coaches must be receptive to employing systems of evaluation that include self-evaluation and also external evaluation in an effort to assess the effectiveness of their work.

Coaches must be able to recognise and accept when to refer or recommend performers to other coaches or structures. It is the coach's responsibility as far as possible to:

- a) verify the competence of the performer;
- b) verify the competence and integrity of any other persons or structure to which they refer the performer.

Safety

Within the limits of their control coaches have a responsibility to:

- establish a safe working environment;
- ensure as far as possible the safety of the players with whom they work;
- protect children and vulnerable adults from harm and abuse;
- fully prepare their players for the activities and make them aware of their personal responsibility in terms of safety;
- ensure all activities undertaken are suitable for the experience and ability of the performers and in keeping with the approved practices as determined by England Basketball and in particular England Basketball Coach Education Programme;
- Communicate and co-ordinate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their performers' medical and psychological problems.

Approaching young players already registered with another club

Coaches should note that it is poor practice to make direct contact with a junior player currently not registered to your club with a view to them joining your club or to play for you in another tournament or competition, including representative teams. Coaches are reminded of the correct procedure to be followed when contacting young players.

EB is keen to safeguard the welfare of young players' and to respect their individual rights and any contact from a third party should be made in the first instance via the player's current club/coach prior to contacting the players' parents/guardians, and the contact should only be for legitimate basketball reasons.

Equally, it is essential that anyone holding personal information about young players respects the confidentiality of such information and does not disclose this without the proper authority.

Complaints Procedure

Any individual or organisation wishing to make a complaint against a Basketball Coach, within the context of this code should follow the procedure below:

- report the matter to the employer of the sports coach and to the relevant Basketball Governing Body responsible for that area of the game.

N.B. (*Employer in this instance refers to the organisation that commissioned the coach to do the coaching whether this engagement is paid or unpaid*)

- complaints that refer to the protection of children and vulnerable adults should be dealt with in accordance with the procedures laid down in the England Basketball Child Protection Policy and Procedures. *The England Basketball Coach Education Programme's Code of Ethics and Conduct closely follows the model produced by Sports Coach UK.*

Players

- Treat everyone equally and sensitively regardless of their gender, race, ethnic origin, cultural background, sexual orientation, religious beliefs or political affiliation;
- All non-combatants of the playing teams, e.g. the bench, players who have been fouled out, should never re-enter the court unless otherwise authorised;
- Know and abide by the Laws, rules and spirit of the game;
- Avoid all forms of gamesmanship and time wasting;
- Safeguard the physical fitness of opponents, avoid violence and rough play and help injured opponents;
- Accept the decisions of the match officials without question or complaint (let your captain or coach ask the necessary questions) and avoid words or actions which may mislead a Match Official;
- Respect the match officials at all times;
- Exercise self-control at all times and do not use illegal or dangerous tactics;
- Give maximum effort and strive for the best possible performance during a game, even if the team is in a position where the desired result has been achieved;
- Learn to accept success and failure, victory and defeat with humility and dignity respectively and without excessive emotional displays;
- Abide by the instructions of the coach and club officials provided they do not contradict the spirit of this code;
- Treat your team-mates and opponents, coaches, club officials and match officials with respect and consideration at all times - treat them, as you yourself would like to be treated;
- Do not attempt to improve individual performance by the use of banned substances or banned techniques;
- Do not use foul, sexist or racist language at any time;
- Work equally hard for yourself and your team - your team's performance will benefit and so will your own.
- Be a good sport, applaud all good performance, whether by your team or by the opponent;
- Remember that the aim of sport is to have fun, improve your skills and feel good;
- At the end of play applaud and thank your opponents and the match officials.

Spectators

- Remember the players are taking part for their enjoyment not yours. In the majority, they are not paid professionals;
- All spectators, on no account, must enter the court unless authorised otherwise;
- Be on your best behaviour. Do not use foul, sexist or racist language or harass players, coaches or match officials;

- Verbal abuse of players or match officials is not acceptable in any shape or form;
- Show respect for opponents and match officials. Without them there would be no game;
- Acknowledge good performance and fair play by opponents as well as by your own team;
- Condemn the use of violence in all forms;
- Do not ridicule players who make mistakes;
- Do not over emphasise the importance of winning.

Parents

- Teach your child to treat everyone equally and sensitively regardless of their gender, ethnic origin or cultural background;
- Do not force an unwilling child to take part in Basketball;
- Encourage your child always to play by rules and to respect the match officials;
- Young people and vulnerable adults are involved in organised sport for their enjoyment - not yours;
- Never ridicule or shout at your child for making a mistake or losing a game;
- Teach your child that effort and teamwork are as important as victory, so that the result of each game is accepted without undue disappointment;
- Support all efforts to remove verbal, physical and racist abuse from Basketball;
- Turn defeat into victory by helping young people and vulnerable adults towards skill improvement and good sportsmanship;
- Remember that young people and vulnerable adults learn best by example;
- Do not question publicly the judgement of match officials and never their honesty;
- Recognise the value and importance of volunteer coaches and administrators - they give their time, energy and resources to provide recreational activities for your child;
- Insist on fair and disciplined play - do not tolerate foul play, cheating, foul, sexist or racist language;
- As a spectator you must never enter the court.

Match Officials

- Must treat everyone equally and sensitively, regardless of their disability, gender, ethnic origin, cultural background, sexual orientation, religion, age or political affiliation;
- Be consistent, objective, impartial and courteous when applying the rules of the game. England Basketball does not advise that match officials travel alone with young people (under the age of 18) and vulnerable adults to games. We advise you always have another adult with you at all times;
- Compliment both teams on good play when the opportunity arises;
- Use common sense to ensure that the spirit of the game is not lost;
- Encourage both teams to play within the rules and the spirit of the game;
- Show patience and understanding towards players who may be learning the game;
- Make every effort to prepare fully for a match, both physically and mentally. On a physical level, a referee must be able to keep up with the speed of the modern game, and be alert and close enough to take correct decisions from credible locations on the court;
- Not be afraid to take decisions. Referees and umpires should be fair and firm and must resist any possible influence from protests on the part of players, team officials or spectators;
- Show respect towards players and team officials;
- Be honest and completely impartial at all times, irrespective of the teams, players or team officials involved in the match;
- Decline to be appointed to a match if not completely physically or mentally fit to referee that match (because of illness, injury, or for family or other reasons);
- Inform the person or body directly responsible if unable to referee a team or teams for any reason.

- Refrain from requesting hospitality of any kind, or accept any hospitality offered and considered to be excessive;
- Always have regard to the best interests of the game, including where publicly expressing an opinion on the game or any particular aspect of it, including others involved in the game;
- Not tolerate foul, sexist or racist language from players and/or officials;
- The powers of a referee and umpire must be used with wise judgement and care. Authority and a firm approach must be combined with respect;
- Referees and umpires should have regard to protecting the players by enforcing the laws of the game.
- Referees and umpires should show due respect when speaking with the players, even in the event of infringements;
- In reports, a referee should set out the true facts and not attempt to justify any decisions;
- Referees and umpires should refrain from publicly expressing any criticism of fellow referees and umpires;
- Referees and umpires should assist with the development of less experienced referees and umpires.

Club Officials

- Must treat everyone equally and sensitively regardless of their gender, race, ethnic origin, cultural background, sexual orientation, religious belief or political affiliation;
- Accept the special role that you have to play in the establishment of standards by setting a good example of behaviour and conduct at all times;
- Do not manipulate the rules in order to benefit yourself personally or your club;
- Encourage all players and coaches to abide by the rules and spirit of the game;
- Do not use foul, sexist or racist language;
- Use your official position to take action against spectators who harass, abuse or use foul, sexist or racist language towards players, match officials or coaches;
- Ensure that proper supervision is provided by suitably qualified coaches and officials who are capable of promoting good sporting behaviour and good technical skills;
- Ensure all equipment and facilities meet safety standards;
- Respect the rights of other clubs;
- Show respect to match officials, coaches, players and others involved in the game;
- Not endeavour to influence the result of a game by any actions that are not strictly within the rules of the game;
- Remember sport is enjoyed for its own sake - play down the importance of awards;
- Always have regard to the best interests of Basketball, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game;
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles;
- Accept the decisions of the Match Officials without protest;
- Avoid words or actions, which may mislead a Match Official.

Area Performance Centres (APC's)

- All coaches working within the APC's must be CRB checked. In addition all participants at APC's must be registered as players with England Basketball.

APPENDIX E

DEALING WITH DISCLOSURE APPLICATION FORMS

Introduction

The Criminal Records Bureau (CRB) is an executive agency of the Home Office and has been set up to help organisations make safer recruitment decisions by providing wider access to criminal record information. The CRB will therefore assist England Basketball in implementing the Child Protection Policy, through a new service called Disclosure, by helping to identify individuals who may be unsuitable for working with children under the age of 18 and/or vulnerable adults.

Under the England Basketball Child Protection Policy and Procedures therefore, all staff and volunteers throughout the sport of Basketball who have significant access to young people under 18 years of age and/or vulnerable adults, must apply for disclosure. This process, which is a **mandatory requirement** will be facilitated for EB staff members by EB, who will become a registered body with the Criminal Records Bureau. Others involved in the sport at amateur and professional level must ensure disclosure through their local area, which may involve their local authority sports development team or their County Sports Partnership.

The designated personnel required to complete these forms will be detailed in this document, however, with the onset of Club Welfare Officers who will conduct a risk assessment, there may be individuals who's roles are not currently categorised and may be required to apply.

The disclosure form must be completed by the individual, who must obtain a form from the Club Welfare Officer or other designated personnel (N.B. Blank forms awaiting distribution must be stored in a locked, secure cabinet). The individual must then complete the form in conjunction with the Club Child Welfare Officer or other designated personnel, who must verify the applicants proof of identity. For the purposes of this document this individual will be referred to as the Club Welfare Officer (CWO). It should be noted that such personnel will themselves have gone through the disclosure process and will have been issued with an identity card by EB.

The Club Welfare Officer will then forward the form on to EB who will countersign the application prior to forwarding to the Criminal Records Bureau. EB and the applicant will then receive a copy of the disclosure.

It must be stressed that the offences England Basketball will be concerned with will relate strictly to the suitability of working with children and/or vulnerable adults. Where offences do appear, all applications will be treated on their own merits, equitably and in line with the Rehabilitation of Offenders Act (NI Order) 1974 (UK Wide).

Please read this document carefully. If you have any questions about completing Section X of the Disclosure application form, please contact EB on 0870 77 44 225 or go to www.disclosure.gov.uk.

The process of applying for disclosure **must be repeated every three years.**

Types of Disclosure

The Enhanced Disclosure

These are for posts involving greater contact with children or vulnerable adults such as a social worker or doctor. Such work might involve regularly caring for, training, supervising or being in sole charge of such people. Enhanced Disclosures will also be issued in respect of other positions such as those seeking judicial appointments, and certain statutory licensing purposes.

All Enhanced Disclosures involve an extra level of checking with local Police force records in addition to checks with the Police National Computer (PNC) and the government department lists held by the DfES and DH, where appropriate. Local Police information can be contained on both copies of the Disclosure. It is up to the Chief Constable of the Police force to decide what, if any, information is disclosed. An example of information contained on both Disclosures could be details of a child protection case conference. Chief Constables can decide that some information is relevant to the position but do not wish the prospective employee to see sight of this information. This could be details of suspected criminal activity were an arrest has not taken place but is anticipated. If this type of local information is available it will be indicated on the top of the Disclosure that further information is being sent by the Police. This information will be sent separately to EB only.

Examples of positions that require a Criminal Records Bureau Check

The list below provides examples of positions within a Basketball environment that would require a Criminal Records Bureau Check. The codes and descriptions are provided by the Criminal Records Bureau and have been selected as those that are applicable to England Basketball. Under Code 03, positions have been identified, however it should be noted that this list is not exhaustive, and if a CWO feels that persons within their club are liable for checking, they should discuss the same with the England Basketball Lead Child Protection Officer. The England Basketball Lead Child Protection Officer may also issue directives from time to time regarding positions to be subjected to a CRB check.

With regard to the remaining codes, positions have not yet been identified, however positions within Basketball may be identified under these headings in the future.

CODE

03 DESCRIPTION: A position whose normal duties include caring for, training, supervising or being in sole charge of children.

LEVEL OF RECORD CHECK: Enhanced

POSITIONS:

Coaches (All levels), Child Protection Officers, Conditioning Staff, Welfare Officers and all Residential Camp Staff, Development and Performance staff, Players conducting England Basketball development activity, First Aiders, Physiotherapists, Doctors, Dentists, Team Managers (Including Support Staff), Assistant Managers, Match Officials

- **When contracting in external services, please ensure the employees have been checked to Standard level**

04 DESCRIPTION: A position whose normal duties involve unsupervised contact with children under arrangements made by a responsible person.

05 DESCRIPTION: A position whose normal duties include caring for children under the age of 16 in the course of the children's employment.

09 DESCRIPTION: Work in a further education institution where the normal duties of that work involve regular contact with persons aged under 18.

10 DESCRIPTION: For the purpose of the ROA 1974 (Exceptions) Order 1975, a person who regularly cares for, trains, supervises or is in sole charge of vulnerable adults.

APPENDIX F

GUIDELINES FOR THE USE OF PHOTOGRAPHIC & RECORDED IMAGES OF CHILDREN, YOUNG PEOPLE UNDER THE AGE OF 18 AND VULNERABLE ADULTS

Introduction

England Basketball is committed to providing a safe environment for children, young people under the age of 18 and vulnerable adults. Essential to this commitment, is to ensure that all necessary steps are taken to protect children, young people and vulnerable adults from the inappropriate use of their images in resource and media publications, on the internet, and elsewhere.

Photographs can be used as a means of identifying children, young people and vulnerable adults when they are accompanied with personal information, for example, - *this is X who is a member of Hometown Basketball Club who likes Westlife and supports Sheffield Wednesday*. This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse.

Secondly, the content of the photo can be used or adapted for inappropriate use. While this is rare in basketball, there is evidence of adapted material finding its way onto child pornography sites. Basketball Clubs therefore need to develop a policy in relation to the use of images of children, young people and vulnerable adults on their web sites and in other publications.

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of children and vulnerable adults.

If your Club are aware of the potential risks, and take appropriate steps, the potential for misuse of images can be reduced.

Key Concerns

There have been concerns about the risks posed directly and indirectly to children, young people and vulnerable adults through the use of photographs on basketball web sites and other publications. By adopting the points highlighted in these guidelines, you will be putting into place the best possible practice to protect children, young people and vulnerable adults wherever and whenever photographs and recorded images are taken and stored.

These guidelines focus on the following key areas:

- The publishing of photographic and/or recorded images of children, young people and vulnerable adults;
- The use of photographic filming equipment at basketball events;
- The use of video equipment as a coaching aid.

And adopt the following key principles:

- The interests and welfare of children and vulnerable adults taking part in basketball are paramount;
- Parents/carers and children and vulnerable adults have a right to decide whether children's / vulnerable adult's images are to be taken, and how those images may be used;

- Parents/carers and children must provide written consent for children's images to be taken and used;
- Images should convey the best principles and aspects of basketball, such as fairness and fun;
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse;
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event;
- All images of children or vulnerable adults should be securely stored;
- In the case of images used on web-sites, particular care must be taken to ensure that no identifying details facilitate contact with a child or vulnerable adult by a potential abuser.

Publishing Images - Easy Rules to Remember:

- Ask for written permission from the player and carer/s to take and use their image. This ensures that they are aware of the way the image is intended to be used to represent the sport. The Consent Form is one way of achieving this. If the player is named, avoid using their photograph;
- If a photograph is used, avoid naming the player. And **NEVER** publish personal details (email addresses, telephone numbers, addresses etc) of a child, young person or vulnerable adult;
- Only use images of players in suitable dress (Tracksuit, on court clothing i.e. vests/shorts, off court clothing) to reduce the risk of inappropriate use;
- Try to focus on the activity rather than a particular child or vulnerable adult and where possible use photographs that represent the broad range of children, young people and vulnerable adults taking part in basketball. This might include:
 - Boys and girls
 - Ethnic minority communities
 - Children, young people and adults with disabilities
 - Girls with hair covered e.g. baseball cap or a scarf
- Ensure that images reflect positive aspects of children's / vulnerable adults involvement in basketball (enjoyment/competition etc).

Use of Photographic Filming Equipment at Basketball Events

England Basketball does not want to prevent parents, carers or other spectators being able to take legitimate photographs or video footage of competitors. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children, young people and vulnerable adults. All Clubs and Leagues should be vigilant about this possibility. Any concerns during an event should be reported to the Club Welfare Officer.

England Basketball strongly recommends the introduction of a registration for those wishing to take photographs or video footage of children, young people and vulnerable adults:

An application should be made to the organising body who will issue an identification pass giving an individual the authority to take photographs or video footage of children, young people and vulnerable adults at a particular nominated event.

You should:

- Inform players and carers that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs;
- Ensure that a system is introduced to ensure that press photographers are made aware of those children, young people and vulnerable adults without consent for images to be taken;
- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times;
- Do not allow unsupervised access to players or one to one photo sessions at events;
- Do not approve/allow photo sessions outside the events or at a players home.

If carers or other spectators are intending to photograph or video at an event they should also be made aware of your expectations:

- Carers and spectators should be asked to register at an event if they wish to use photographic equipment including mobile phones with photographic technology
- Players and spectators should be informed that if they have concerns they can report these to the organiser;
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official, and recorded in the same manner as any other child protection concern.

Videoring as a Coaching Aid

Video can be a legitimate coaching aid for club and academy coaches. However, if it is to be used make sure that children, young people, vulnerable adults and their parents/carers have given written consent, and understand that it is part of the coaching programme. Make sure that the films are then stored safely. This could be integrated into the consent on the registration form.

Use of Photographic and Recorded Images When Teams are Abroad

There will be occasions when age group national teams play abroad in countries that do not have the same high standards as the UK for protecting the welfare of children, young people and vulnerable adults. They will often allow widespread use of the use of cameras / video cameras in basketball halls. In these circumstances parents must be made aware of this possibility and decide whether they are content for their child or vulnerable adult to travel and play in these circumstances.

A Photograph and Recorded Images Form is available on Template Seven and an Event Registration Form is available on Template Eight.

APPENDIX G

USE OF PHOTOGRAPHIC & RECORDED IMAGES OF CHILDREN, YOUNG PEOPLE UNDER THE AGE OF 18 AND VULNERABLE ADULTS

Policy Statement

(Name of Club/Organisation) is committed to providing a safe environment for children, young people under the age of 18 and vulnerable adults to participate in basketball. Essential to this commitment, is to ensure that all necessary steps are taken to protect children, young people and vulnerable adults from the inappropriate use of photographic images.

(Name of Club/Organisation) have adopted the following good practice guidelines issued by England Basketball:

Publishing Images

- Through the use of a Consent Form, we will ask for the permission of children, young players, vulnerable adults and their carers to take and use their image. If a player is named, we will avoid using their photograph;
- If a photograph is used, we will avoid naming the player;
- We will **NEVER** publish personal details (email addresses, telephone numbers, addresses etc) of a child, young person or vulnerable adult;
- We will only authorise the use of images of players in suitable dress (Tracksuit, on court clothing i.e. vests/shorts, off court clothing).

Use of Photographic Filming Equipment at Basketball Events

(Name of Club/Organisation) will:

- Inform players and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs;
- Require parents, spectators and authorised photographers (e.g. press) to register at an event if they wish to use any photographic equipment including mobile phones with photographic technology;
- Issue an identification pass which must be worn and clearly visible at all times during the event;
- Not allow unsupervised access to players or one to one photo sessions at events;
- Not approve/allow photo sessions outside the events or at a players home;
- Act on the concerns of any players and parents regarding the inappropriate use of photographic equipment;
- Inform children, young people, vulnerable adults and their parents/carers if video equipment is to be used as a coaching aid;
- Ensure that any photographic images taken and used will be stored safely.

APPENDIX H TRANSPORT

Collection

A club should develop and publicise policies regarding the collection of children, young people and vulnerable adults from sports activities. The policies should reflect the age, location, time and nature of the activity.

A club should provide a timetable of activities at the beginning of a season and notify parents and carers of any changes to this timetable in writing.

Parental consent should be sought if club officials are required to transport children, young people and vulnerable adults in their cars.

Late collection

These can present clubs/coaches with difficult situations and the club should develop guidelines for dealing with this and issue these to parents. This should cover the club policy for dealing with late collections and a contact number for parents during an activity that can be used to inform the club of late collection. Parents should also be asked to provide an alternative contact name/number.

Parents should be informed it is not the responsibility of the club to transport children, young people and vulnerable adults in the event of them being detained.

All staff/volunteers in a club should be informed they should:

- attempt to contact the parent in the event of late collection;
- check the club contact number for any information regarding the child, young person or vulnerable adult;
- contact the alternative contact name/number;
- wait with the child, young person or vulnerable adult at the sport facility with wherever possible other staff/volunteers or parents;
- remind parents of the policy relating to late collection.

Staff/volunteers should not:

- take the child or vulnerable adult home or to any other location;
- ask the child, young person or vulnerable adult to wait in a vehicle or sport facility with you alone;
- send the child, young person or vulnerable adult home with another person without parental permission.

APPENDIX I

TRAVEL CHECKLISTS

Checklist for an away fixture

Communication with parents

- Pick up times
- Destination and venues
- Competition details
- Kit
- Other requirements

Transport

- Journey times and stopping points
- Supervision
- Suitability, accessibility
- Drivers checked
- Insurance
- Seat belts

Supervision and staffing

- Ratio of staff to athletes (minimum of 1:10 for players aged 11 or over)
- Male/female (if mixed set group then one male and one female member of staff)
- Specialist carers
- Responsibilities

Emergency procedures

- First aid
- Specific medical details
- Reporting procedures
- Home contact details
- Player information

Insurance

- Liability
- Adequate cover

Costs

- Fares
- Meals and refreshments

Checklist for day trips or overnight stays

Purpose of the Trip

- Competition, training, social, combination

Planning

- When

- Where
- Who
- Risk assessment of the activity

Communication with parents

- Pick up times
- Destination and venue
- Competition details
- Kit and equipment list
- Emergency procedures, home contact
- Consent form
- Code of Ethics and Conduct

Accommodation

- What type
- Catering special diets, allergies
- Suitability for group, accessibility
- Room lists

Transport

- Journey times and stopping points
- Supervision
- Suitability and accessibility
- Drivers checked
- Insurance

Supervision and staffing

- Ratio of staff to athletes (minimum of 1:10 for players aged 11 or over)
- Male/female (if mixed set group then one male and one female member of staff)
- Specialist carers
- Responsibilities

Emergency procedures

- First aid
- Specific medical details, allergies
- Reporting procedures
- Home contact details

Insurance

- Liability
- Accident

Costs

- For travel
- Payment schedule – deposit, staged payment
- Extra meals, refreshments
- Spending money
- Security

Arrival

- Check rooms, meal times, phones,
- Valuables
- Check sporting venue
- Collect in money, valuables
- Information on medications
- Arrange group meetings
- Confirm procedures with staff
- Rules, curfews

Checklist for travel abroad and/or hosting

Purpose of trip

- Competition, training, social, combination

Communication with parents

- Pick up times
- Destination and venue
- Competition details
- Kit and equipment list
- Emergency procedures, home contact
- Consent from
- Code of Ethics and Conduct

Accommodation

- What type
- Catering, special diets, allergies
- Suitability for group, accessibility
- Room lists

Hosting or being hosted

- Hosts vetted
- Hosts aware of special requirements
- Transport arrangements
- Telephone contact
- Local map and information

Transport

- Journey time and stopping points
- Supervision
- Suitability and access
- Drivers checked
- Insurance

Supervision/staffing

- Ratio of staff to athletes (minimum of 1:10 for players aged 11 or over)
- Male/female (if mixed set group then one male and one female member of staff)
- Specialist carers
- Responsibilities

Emergency procedures

- First aid
- Special medical information
- Medications
- E111 form (EU visits)

Insurance Liability

- Accident
- Travel
- Medical

Costs

- For trip
- Payment schedule deposit, staged payments
- Extra meals, refreshments
- Spending money
- Security

Documentation

- Travel tickets
- Passports, visas
- Check non EU nationals

Preparing athletes

- Local culture, language
- Food and drink
- Currency
- Telephones
- Maps of area

Arrival

- Check rooms, meal times, phones, valuables
- Check sporting venue
- Collect money, valuables
- Information on medications
- Arrange group meeting(s)
- Confirm care and child protection procedures with group/staff
- Rules, curfews

APPENDIX J REFERENCES

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 and vulnerable adults in sport and organised groups.

CPSU Website www.thecpsu.org.uk

CROUCH, M (1995 [REVISED 1998])

Protecting children - a guide for sports people.

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 vulnerable adults and the vulnerable? Guidance for preventing the abuse of trust.

Home Office Sentencing and Offences Unit.

JOINT ANGLING GOVERNING BODIES (2001)

Child Protection Policy and Procedures

Kerr, A (1999)

NO SECRETS

Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse. Department of Health (2000)

PROTECTING DISABLED CHILDREN AND ADULTS IN SPORT AND RECREATION.
DISABILITY SPORT ENGLAND. TEL:020 7490 4919.

NATIONAL SOCIETY FOR THE PREVENTION OF CRUELTY TO CHILDREN (1999)

EduCare child protection awareness programme (1-4). NSPCC (2002)

RUGBY FOOTBALL LEAGUE CHILD PROTECTION POLICY AND IMPLEMENTATION
PROCEDURES 2003

SAFE SPORT AWAY – A GUIDE TO GOOD PLANNING – NSPCC 2001

SAFE SPORTS EVENTS – NSPCC & SPORT ENGLAND

SPORTSCHECK - A STEP BY STEP GUIDE FOR SPORTS ORGANISATIONS TO
SAFEGUARD CHILDREN.

Sports Coach UK (1997)

GUIDANCE FOR NATIONAL GOVERNING BODIES ON CHILD PROTECTION
PROCEDURES.

Sports Coach UK (1999)

ARE YOUR YOUNG PEOPLE AND VULNERABLE ADULTS SAFE? IS YOUR COACHING
SOUND? A GUIDE TO GOOD COACHING PRACTICE.

Surrey Area Child Protection Committee (1998)

Manual of child protection procedures.

TIME TO LISTEN

NSPCC Training Pack for Designated Persons for child protection / welfare in sports organisations - READER

APPENDIX K CHILD PROTECTION STEERING GROUP

Purpose

Empowered by England Basketball to develop, monitor and review the organisation's approach and plans safeguarding children and young people and vulnerable adults.

Ensure ownership of the safeguarding plan throughout the organisation.

Membership

Designation	England Basketball
Acting Lead Child Protection Officer	Vacant assisted by Jess Pluck
Representative for designated persons at lower levels i.e. County/Regional/Club Welfare Officer	Steve Darlow / Mandy Pollard
Officials representative	Vacant
Human resources/personnel manager	Keith Mair
Coaching representative	Brian Aldred
World Class Team(s) representative	Radmila Turner
Education/training representative	Graham Blankley

Designation	External Contributor
Police / Child Protection representative	Pete Roach
Parents representative	Diane Edeson
External child protection 'advisor /practitioner'	Barbara Underwood
Young people and vulnerable adult's representative (with appropriate support)	Jenny Smith

Key Functions/Tasks

In conjunction with the EB's senior management:

Develop, monitor and review 'safeguarding (implementation) plan' for children, young people and vulnerable adults in line with the 'Standards for Safeguarding and Protecting Children in Sport' CPSU 2003.

Ensure that EB has a Child Protection Policy and Procedures in place which are regularly reviewed and revised as necessary.

Ensure all necessary related policies and procedures are in place and implemented throughout the governing body.

Equity
Complaints and grievance
Disciplinary
Health & Safety policy and procedures
Recording and data storage
Recruitment and selection
Codes of Conduct, ethics and good practice
Images of children – photography/web etc.
Media
Supervision, training and support
Whistle blowing

Development, monitoring and review of an education/training strategy
Advise/act on the child welfare/protection implications of any organisational projects/development

APPENDIX L

ENGLAND BASKETBALL CHILD PROTECTION REFERRAL / CASE MANAGEMENT GROUP (RCMG)

Referral / Case management Group Composition

Chief Executive Officer
Child Protection Lead Officer
Steering Group Members x 3

Group Purpose

1. To make decisions on all reported cases relating to the welfare of children, young people and vulnerable adults. These decisions will relate to the route the case will take either internally or via the external statutory agencies.
2. To make decisions as to what level each case should be dealt with.
3. Monitor and review progress on all cases and to identify any trends emerging which may require a review of current policies and procedures.

Terms of Reference

1. The England Basketball Child Protection Referral / Case Management Group (RCMG) shall be appointed by the EB Child Protection Lead Officer and endorsed by the EB Chief Executive.
2. The persons appointed shall be suitably qualified.
3. The RCMG will operate independently of the EB Board.
4. Any person appointed to the RCMG shall declare immediately to the EB Chief Executive should they discover they are connected, or have an interest in any referral case which would disqualify them from participation in any matters relating to that particular case.
5. All referrals to potential child abuse, child welfare, poor practice / misconduct or as a result of information received through Disclosure must be reported directly to the EB Child Protection Lead Officer, all documents to be held under the management and direction of the EB Child Protection Lead Officer.
6. The EB Child Protection Lead Officer is sanctioned in liaison with the EB Chief Executive, to directly advise the Police / Social Services in the event of a child protection referral.
7. The EB Child Protection Lead Officer on receipt of referral will notify the RCMG immediately. Upon receipt of the allegation the RCMG must have a strategy discussion within seven days.
8. Any case which the RCMG refers or has been directly referred to the Police or Social Services will pend the outcome of any investigation by the statutory agencies. The RCMG will recommend whether or not to initiate an immediate suspension.
9. In the case of poor practice or information received through CRB Disclosure the RCMG will act as per 7 above and decide on the action (or no action) to be taken. This will be one of the following:
 - Immediate suspension and subsequent investigation
 - Incident can be dealt with at club or area level
10. All Child Protection and Welfare matters shall be regarded as highly confidential, not for disclosure outside of the RCMG unless agreed by the group, and in line with the Data Protection Act.
11. Any member of the RCMG who is accused of a criminal offence or poor practice misdemeanour shall be immediately suspended from his / her duties with the RCMG, pending investigation. The Chief Executive is the only person who can discharge any RCMG member for what ever reason deemed inappropriate in any post connected to RCMG appointment.

12. A member appointed to the RCMG may resign in writing addressed to the EB Child Protection Lead Officer. In the event of a resignation the knowledge, information and case details of any case pending, completed or spent shall remain confidential with a binding and permanent obligation.

APPENDIX M

ENGLAND BASKETBALL CHILD PROTECTION WHISTLE BLOWING POLICY

PURPOSE

To encourage individuals to feel confident and supported in raising concerns about the safety and welfare of children, young people and vulnerable adults involved in basketball in accordance with England Basketball's Child Protection Policy and Procedures and Code of Ethics and Conduct.

To provide a method of raising concerns directly to the child protection lead officer and to receive feedback on any action taken.

To ensure that individuals receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.

To reassure individuals that they will be protected from reprisals or victimisation for whistle blowing in good faith.

SCOPE

ALL those involved in activity carried out under the jurisdiction of England Basketball are covered by this policy.

KEY PRINCIPLES

The following important principles are contained within this policy:

The code is complementary to England Basketball's Child Protection Policy & Procedures and its Code of Ethics and Conduct;

The Chief Executive has overall responsibility for the maintenance and operation of this policy;

If a matter raised results in any disciplinary action, England Basketball's disciplinary procedures will apply.

GENERAL PRINCIPLES

Players, coaches, officials, parents or team followers are often the first to realise that a child's safety and/or welfare are under threat. However, they may not express their concerns because they feel that speaking up would be too difficult to handle. It may also be that they fear harassment or victimisation. In these circumstances it may be easier for them to ignore the concern rather than report concerns that they have about poor practice.

England Basketball is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, individuals are encouraged, if they have worries or concerns about any aspect of a child's safety and welfare, to come forward and voice those concerns.

This policy makes it clear that individuals can raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage. The policy is intended to encourage and enable individuals to raise serious concerns within England Basketball rather than overlooking a problem or blowing the whistle outside the sport.

It is in the interest of all concerned that disclosure of potential abuse, poor practice or breaches of the sport's Code of Ethics and Conduct are dealt with appropriately. This is essential to ensure that the welfare of children is prioritised and in the interests of all involved

in Basketball (England Basketball itself, its employees, all persons registered as members of England Basketball and any persons who are the subject of any complaint, as well as the person making the complaint).

SAFEGUARDS

England Basketball is committed to good practice and high standards and wants to be supportive of everyone within the basketball community.

England Basketball recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the alleged poor practice. If an individual believes what they are saying to be true, they should have nothing to fear because in reporting their concern they will be doing their duty to the child, young person or vulnerable adult concerned.

England Basketball will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect individuals when they raise a concern in good faith.

Any investigation into allegations of alleged poor practice will be considered and investigated on its own merits.

CONFIDENTIALITY

England Basketball will do its best to protect the identity of the whistle blower when they raise a concern and do not want their name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by the whistle blower may be required as part of the evidence. They will be given prior notice of this and a chance to discuss the consequences.

Support is available from the England Basketball Child Protection Lead Officer.

ANONYMOUS ALLEGATIONS

This policy encourages the whistle blower to put their name to their allegation. Concerns expressed anonymously are much less powerful, but they will be considered by the England Basketball Case Management Referral Group.

MALICIOUS OR FRIVOLOUS ALLEGATIONS

If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may be taken against them. In such cases, England Basketball's disciplinary procedure will apply.

THE 'WHISTLE BLOWING' POLICY

The whistle blowing policy should only be followed if the person raising the concern feels unable to follow the standard reporting procedures as set out in England Basketball's Child Protection Policy & Procedures.

HOW TO RAISE A CONCERN

Individuals should raise the concern in the first instance with the EB Child Protection Lead Officer on 08707 744225 or by post to England Basketball, 1st Floor, English Institute of Sport, Coleridge Road, Sheffield, S9 5DA (you should mark the envelope 'private & confidential') or email at childprotection@englandbasketball.co.uk If you believe that you have not received a satisfactory response to your concern, you should approach the Chief Executive.

Concerns may be made verbally or in writing to the Child Protection Lead Officer (as above). The individual should set out the background and history of the concern, giving names, dates and places where possible and the reason why they are particularly concerned about the situation. The earlier the individual expresses the concern, the easier it is for someone to take action.

Although the whistle blower is not expected to prove the truth of an allegation, they will need to be able to explain clearly why they are concerned in order for the EB Child Protection Lead Officer to determine whether there are sufficient grounds for taking further action.

HOW WILL ENGLAND BASKETBALL RESPOND

The action taken by England Basketball will depend on the nature of the concern. In all cases the matter will be referred to the EB Child Protection Case Management Referral Group.

In order to protect individuals it is likely that the EB Child Protection Lead Officer will conduct initial enquiries so that the Case Management Referral Group can decide whether an investigation is appropriate and, if so, what form it should take.

Receipt of the individual's concern will be acknowledged immediately and, within seven working days of the concern being received, England Basketball will write to them:

- indicating how the matter will be dealt with;
- giving an estimate of how long it will take to provide a final response;
- tell them whether any initial enquiries have been made;
- tell them whether further investigations will take place, and if not, why not.

The amount of contact between the people considering the issues and the whistle blower will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the whistle blower as part of the investigation process.

When any meeting is arranged, the whistle blower has the right, if they so wish, to be accompanied by a friend or a person of their choice who is not involved in the matter to which the concern relates.

England Basketball will take steps to minimise any difficulties which individuals may experience as a result of raising a concern and will provide them with appropriate support.

England Basketball accepts that the whistle blower needs to be assured that the matter has been properly addressed. Subject to legal constraints, they will receive information about the outcomes of any investigations, and the action that is to be taken against those whose actions caused them concern. Also, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.

HOW THE MATTER CAN BE TAKEN FURTHER

This policy is intended to provide individuals with a way in which they can raise concerns about the safety and welfare of any child, young person or vulnerable adult involved in any basketball activity under the jurisdiction of England Basketball. England Basketball hopes individuals will be satisfied that any child protection matter they raise has been considered properly. If they are not satisfied, and if they feel it is right to take the matter outside of England Basketball they should contact:

- The Child Protection in Sport Unit (CPSU) 0116 234 7278;
- Their local Social Services children and families team;

Their local police child protection team.