



**British Amateur  
Boxing Association  
Safeguarding Policy  
and Good Practice  
Guidelines**



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## **Introduction 1.0**

This Safe guarding policy applies to all British Amateur Boxing Association (BABA) employees, athletes and volunteers who come into contact with children at any event organised by or held under the authority of BABA. As part of BABA's commitment to best practice in the care of children, BABA expects you to comply with the Policy and the regulations contained within it.

Throughout this document the term child is used to cover the following groups – individual under the age of 18, young people and vulnerable adults.



## **2. Policy Objectives**

### **Introduction 2.0**

Everyone who participates in boxing is entitled to participate in an enjoyable and safe environment and to be given the chance to experience the fun, challenge and sense of achievement that are inherent to Boxing. In addition, all children are entitled to a duty of care and to be protected from abuse. Abuse can occur anywhere – at home, at school, in the park and in sport. Sadly some people will seek to be in the company of children simply in order to abuse them. British Amateur Boxing association (BABA) is committed to ensuring that all children who participate in BABA activities should be able to take part in an enjoyable and safe environment and be safeguarded from harm.

BABA is committed to devising and implementing policies and procedures to ensure everyone in the sport accepts their responsibilities to safeguard children from harm and abuse. It will ensure that parents can be safe in the knowledge that their children are taking part in sport in safe and child friendly environment and that the standards of coaching and instruction are of the requisite quality.

It is not the responsibility of BABA to determine whether or not abuse has taken place: this is the domain of safeguarding professionals; the social care services and the police force. It is the clubs, counties, regions and national who will ensure safe guarding up to a national level.

This document sets out BABA's policies and procedures in fulfilment of its belief in and commitment to good practice and safe guarding.

### **Policy statement and Duty of Care Statement 2.1**

BABA accepts its legal and moral obligation to provide a duty of care, to protect all children and safeguard their welfare, irrespective of age, any disability they have, gender, racial origin, religious belief and sexual identity. BABA recognises its responsibilities both morally and legally under current legislation (including the Children Acts 1989 and 2004 and the Protection of Children (Scotland) Act 2005. In accordance with 'Working together to Safeguard Children' 2013 (HM Government) we recognise that BABA have the following statutory duties, roles and responsibilities in which we are committed to ensuring

- That the safety and welfare of children is given paramount importance, whatever the circumstances
- That everyone with a role in working with children recognises their moral and legal responsibility to safeguard and promote a child's welfare particularly when it comes to protecting children from abuse
- That special care is taken in dealing with children whose age, inexperience or physical state makes them particularly vulnerable to abuse



- That all suspicions and allegations of poor practice or abuse are taken seriously and are responded to swiftly and appropriately
- All employees and volunteers are carefully selected, informed about their responsibilities and provided with guidance and/or training in good practice and safeguarding procedures
- That every effort is made to work in partnership with parents and children to ensure that children are safeguarded

BABA has therefore adopted this policy because we are committed to providing an environment where children can learn about, participate in and enjoy boxing free from harassment or abuse.

Signed:

Name: Matthew Holt

Date:

Position: Chief Executive



### **3. Definitions and indicators of Abuse (Working Together to Safeguard Children 2015)**

#### **Introduction 3.0**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race or ability.

#### **Types of abuse 3.1**

##### Emotional abuse

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 a child that they are worthless or unloved, inadequate, or valued only insofar 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 a 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 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.

Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently. British Amateur Boxing Association is committed to providing a safe, welcoming and tolerant environment for children and young people that is free from bullying. An anti-bullying policy is in place for all members of BABA to adhere to.

##### Physical abuse

This may involve hitting, shaking, throwing, poisoning, burning, scalding, biting, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Examples of physical abuse in sport may occur when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body.

##### 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 also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, 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. In sport coaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young athletes, if missed, may lead to abusive situations developing.

## Neglect

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. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Neglect in sport could include a coach failing to ensure children are safe, exposing them to undue cold or heat or leaving them to train unsupervised leading to unnecessary risk of injury.

## Indicators of Abuse 3.2

Indications that a child may be being abused include the following:

- The child discloses a concern and describes what may be an abusive act
- Another person raises concern about the wellbeing of a child
- 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
- Physical injury where the explanation given is inconsistent
- Unexplained changes in behaviour such as a child becoming withdrawn, quiet or aggressive/verbally violent, depressed, tearful
- Displays variations in eating patterns including overeating or loss of appetite
- Physical appearance becomes unkempt
- Distrust of adults
- The child is prevented from socialising with other children





- Loses weight for no apparent reason
- Inappropriate sexual awareness and engaging in sexually explicit behaviour
- A drop in sport performance
- Difficulty in making friends

This is not an exhaustive list of indicators and alone cannot be seen to be a definite proof that a child is being abused.

Signs of bullying include:

- Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious.
- A shortage of money or frequent loss of possessions
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing eg on food, alcohol or cigarettes.
- Behaviour changes – reduced concentration and reluctance to go to training

In sport bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour. BABA has zero tolerance for bullying committed to anti-bullying as shown in our anti-bullying policy below.

### **3.3 British Amateur Boxing Association – Anti-bullying Policy**

#### **Introduction**

British Amateur Boxing Association is committed to providing a safe, welcoming and tolerant environment for children and young people that is free from bullying. Bullying of any form is unacceptable in our sport, whether the behaviour is displayed by a child, young person or adult.

#### **Definition and examples**

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are physical (hitting, kicking), verbal (for example racist, sexualised, or homophobic remarks, threats, name calling), emotional (isolating an individual from activities). They will include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker than the bully or bullies
- An outcome which is always painful and distressing for the victim
- Other forms of violence



- Sarcasm, spreading rumours, persistent teasing or theft
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive/offensive comments of a sexual nature

Despite all efforts to prevent it, bullying behavior is likely to occur on occasion and British Amateur Boxing Association recognises this fact. In the event of such incidents, the following principles govern the BABA response:

- All incidents of bullying will be addressed thoroughly and sensitively.
- Children and young people will be encouraged to immediately report any incident of bullying that they witness. They will be reassured that what they say will be taken seriously and handled carefully.
- Anyone involved in BABA has a duty to inform BABA if they witness an incident of bullying involving children or adults.
- If a child, young person tells someone that they are being bullied, they will be given the best chance to explain what has happened and reassured that they were right to tell. The individual who has been the victim of bullying will be helped and supported by the BABA.
- In most cases, bullying behaviour can be addressed according to the strategies set out in the BABA safeguarding policy. The individual who displayed bullying behaviour will be encouraged to discuss their behaviour and think through the consequences of their actions. They will be given the support they may need. Where appropriate, they will be encouraged to talk through the incident with the other person concerned.
- A member of staff will inform the parents/carers of all the children involved in a bullying incident at the earliest possible opportunity. If appropriate, BABA will facilitate a meeting between the relevant parents/ carers.
- At all times, BABA will handle such incidents with care and sensitivity.
- All incidents of bullying will be reported to the BABA Lead Safeguarding Officer and will be recorded.



## **4. Responding to concerns and allegations**

### **Introduction 4.0**

It is not the responsibility of anyone working in BABA in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make enquiries and take necessary action to protect the young person.

It is recognised that strong emotions can be aroused particularly in cases of possible sexual abuse or where there is a misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgment about any action to take.

Two procedures are explained in this policy, one for reporting concerns within boxing and another for concerns outside of boxing. If unsure which applies, please contact a helpline or BABA for the advice.

### **Responding 4.1**

We may become aware of possible abuse in various ways. We may see it happening we may suspect it happening because of signs such as those listed in section 4.2 of this document, it may be reported to us by someone else or directly by the child affected.

In the last of these cases, it is particularly important to respond appropriately. If a child says or indicates that they are being abused, you should:

- React calmly so as not to frighten the child
- Reassure the child that he/she is not to blame and that it was right to tell
- Take the report seriously, recognising the difficulties inherent in interpreting what is said
- Keep questions to the absolute minimum to ensure a clear and accurate understanding. Only ask questions if you need to, do not ask the child about explicit details.
- Reassure but do not make promises of confidentiality which might not be possible to keep in the light of subsequent developments
- If you think the situation is an emergency, contact the BABA Lead Safeguarding Officer. If they are not immediately available then you should contact your local Children's Social Care or Police without delay. Expert advice can also be provided by the NSPCC helpline on 0808 800 5000.

### **Allegations of previous abuse**

Allegations of abuse may be made some time after the event (eg by a young person or an adult who were abused as young children but felt unable to say anything at the time). Where such an allegation is made, the BABA must follow the reporting procedures because



other children, either within or outside sport, may still be at risk from the alleged perpetrator.

#### **Recording information 4.2**

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure /concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions. Please see appendix M for example of BABA referral form.

Where possible information should include the following:

- The child's name, age and date of birth
- The child's home address and telephone number
- Whether or not the person making the report is expressing their concern or someone else's
- The nature of the allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details
- Has anyone been alleged to be the abuser?

All referrals should be made to the BABA Lead Safeguarding Officer. However, where a child is at immediate risk of significant harm the Police or Children's Social Care should be contacted immediately. Obviously where a child needs urgent medical attention an ambulance should be called immediately.

Wherever possible, referrals telephoned to Children's Social Care should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children's Social Care member of staff or Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed. A copy of this information should also be sent directly to the BABA Lead Safeguarding Officer who will store it in a secure place.

#### **Case Management Group 4.3**

All cases of serious or repeated poor practice or suspected abuse will be managed by the BABA Case Management Group (CMG). This group comprises a minimum of three people,



with the exact membership determined by the nature of the case and availability of members. A CMG will be drawn from:

Chief Executive Officer  
Lead Safeguarding Officer  
Home Nation Safeguarding Officer (depending on case)  
Police/Social care/LADO  
Legal advisor  
External safeguarding advisor/practitioner/expert

Any additional persons may be called upon if the CMG feel their professional input is required.

The purpose of the CMG is to:

- Make decisions about at what level each case should be dealt with on the basis of actual or potential risk of harm to children.
- To make initial decisions about temporary suspension of staff/volunteers where the concerns warrant this.
- To decide at which point external agencies or other parties should be contacted.
- To advise internal staff/volunteers about how to manage cases including supporting the parties involved.
- To monitor and review progress on all cases and identify any trends emerging which may require a review of current policies and procedures and report to the Board.

Where a member of BABA CMG or the Board has a formal connection or relationship with an individual or a rink featured in a serious concern, this is required to be acknowledged and arrangements made for the case management group member or board member to play no part in the subsequent safeguarding or disciplinary procedures.

The BABA board may be provided with anonymised updates on cases which are being managed but cases should be confidential and only shared on a strict need to know basis.

All decisions made by the BABA CMG will be made on the basis that the welfare of the child will be the paramount consideration.

### Procedures

It is not for you to decide if abuse has taken place but everyone in the BABA has a responsibility to report safeguarding concerns where they become aware of them. The BABA CMG involved will decide if it is appropriate and or possible to protect the identity of the complainant, although it should be noted that in some cases this may be apparent or necessary. If a complainant is particularly concerned about their name being disclosed this should be discussed when making the referral. Where possible those who have provided information will be informed about the progress and conclusion of the investigation.

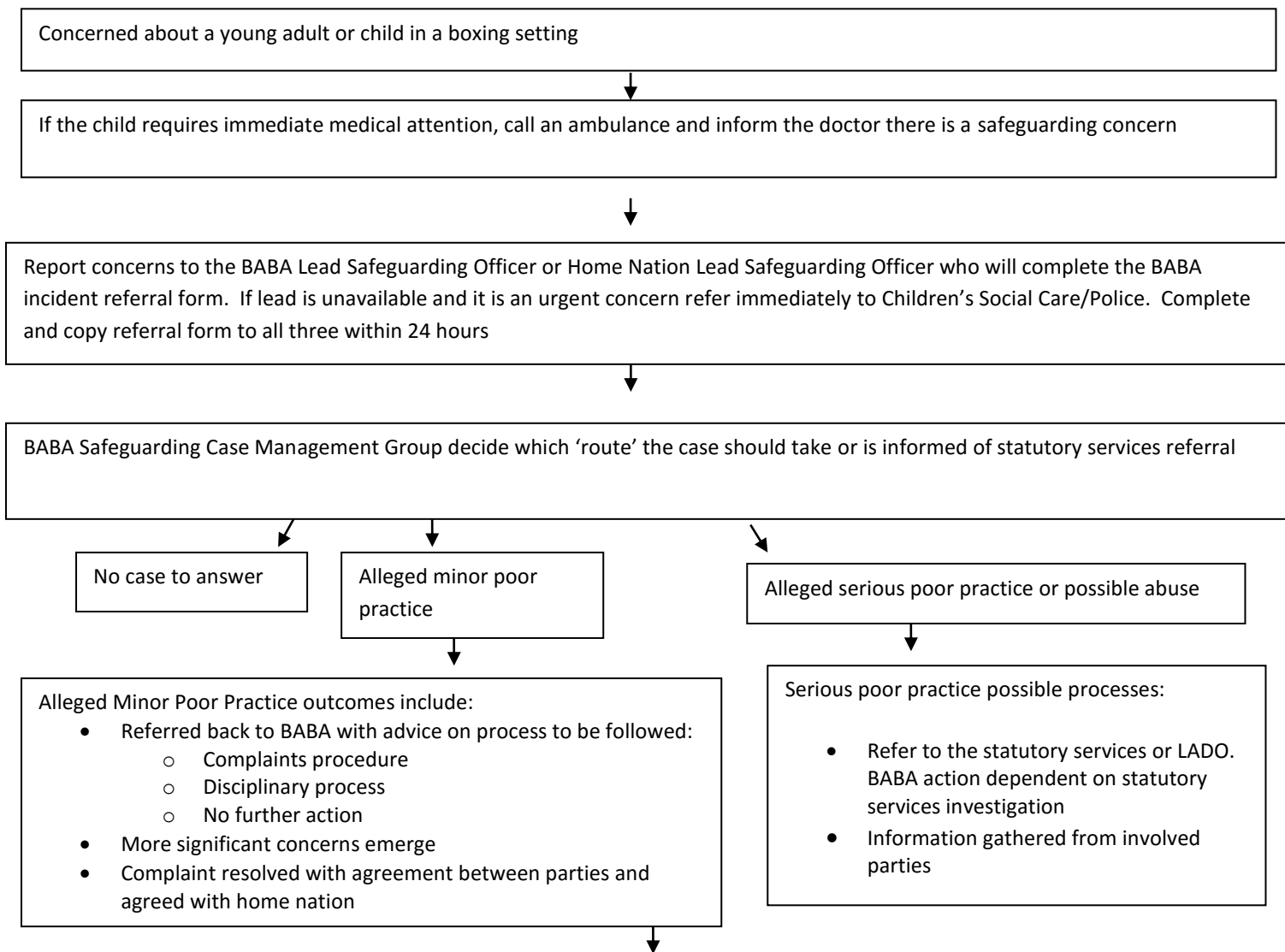


## Contacting Parents

Advice should be sought from the BABA Lead Safeguarding Officer and/or Children's Social Care or Police, where they are involved, prior to contacting the parents of a child who is involved in a safeguarding concern.

## 4.5 Procedures for reporting concerns

### Procedure 1 - Reporting the concern if worried about the behaviour of anyone in boxing





Possible outcomes (not an exhaustive list)

- No case to answer/no further action
- Disciplinary sanctions including but not limited to: warning as to future conduct, a fine, temporary/permanent suspension
- Training/mentoring
- Conditions placed on continued involvement in boxing
- Information shared/referred to others
- Referral to the independent safeguarding authority
- Statutory services investigation/criminal prosecution



Appeal

## **Procedure 2 -Reporting the concern if worried about the behaviour of anyone outside boxing**

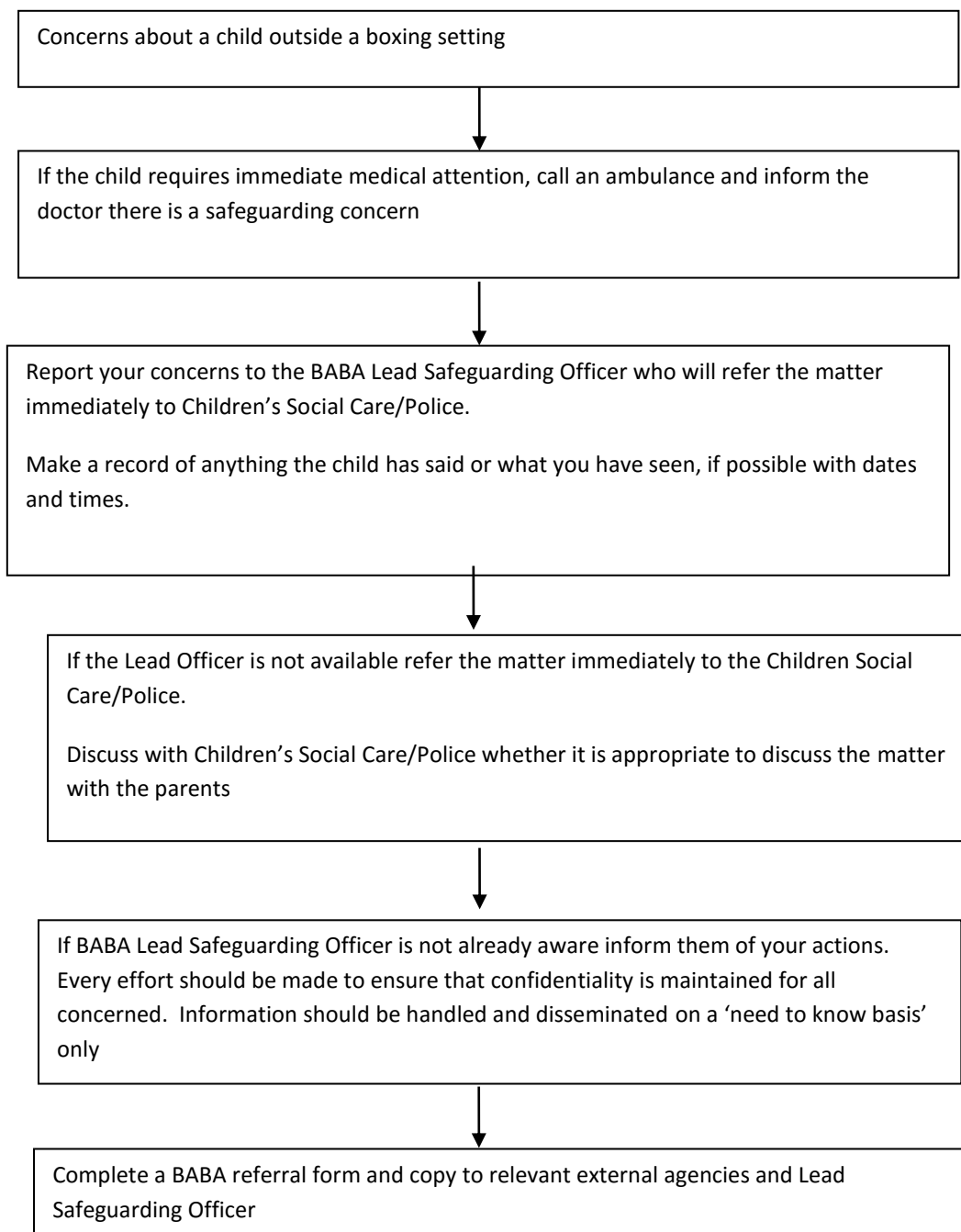
If a young person informs you directly that he/she is being abused or describes abusive behaviour outside the boxing environment or through your own observations or through a third party you become aware of possible abuse outside the boxing environment you must REACT IMMEDIATELY:

- Ensure the safety of the young person – if they need immediate medical treatment, take them to hospital or call an ambulance, inform doctors of concerns and ensure they are aware it is a safeguarding issue.
- If possible contact the Lead Safeguarding Officer for BABA immediately who will follow the reporting procedures detailed below. If unavailable or cannot be contacted, to avoid delay the person that has concerns should follow the procedures.

### Reporting procedures

- Seek advice immediately from the local Children’s Social Care or Police who will advise on the action to be taken, including advice on discussing with parents. Expert advice can also be provided by the NSPCC helpline on 0808 800 5000 or ChildLine on 0800 1111
- Make a full and factual record of events utilising the Incident Referral form and forward a copy of the recorded information, as directed by the Children’s Social Care and/or police, and also to the BABA Lead Safeguarding Officer.

## Reporting the concern if worried about the behaviour of anyone outside boxing



### Allegations about a member of staff

BABA is committed to the safeguarding and promoting of the welfare of all children and young people in the BABA Programme and this includes the possible abuse or exploitation by its staff or volunteers. BABA has a whistle-blowing policy in accordance with the Public Interest of Disclosure Act 1998 and this area is also covered in BABA code of conducts.





Where the allegation is made about a member of staff or volunteer, this should be reported to the BABA Lead Safeguarding Officer. Any allegations should then be reported by the designated person directly to the local authority children's social care safeguarding manager or the police, if it is believed that a crime has been committed. This person will make the decisions about informing members of the child's parents or carers.

If the allegations are of a nature to suggest that a child is at risk of harm or abuse, then the volunteer or member of staff will be suspended from duty pending the outcome of the investigation. Suspension is not a disciplinary procedure but is intended to allow time for proper enquiries to be made. It does not imply that the volunteer or staff member is guilty of the allegation or an offence.

Support and information will be provided for a volunteer or member of staff who has been suspended pending an investigation. There may be three strands in the consideration of an allegation: a police investigation of a possible crime offence; enquiries and assessment about whether a child is in need of protection or in need of services; and consideration by an employer of disciplinary action in respect of the employed individual.

The BABA Lead Safeguarding Officer should be aware of the BABA Disciplinary procedures and of the rights of the employee or volunteer, as well as the organisations responsibility for the child or young person. Please see Appendix W for BABA Complaints and Disciplinary Regulations.

All staff and volunteers should be aware of BABA's whistle-blowing policy to enable them to share, in confidence with the Lead Safeguarding Officer, concerns they may have about a colleague's behaviour. Please see Appendix L.

If a case is judged to be potentially serious poor practice or abuse, the CMG may decide to take the neutral act of temporarily suspending the individual pending further investigations. Where a statutory investigation is taking place, BABA investigations will be on hold pending the outcome of the statutory investigation in order to prevent any compromise of evidence or process. Following a Children's Social Care or Police investigation, BABA will have 28 days to assess the available information to decide whether the individual can be reinstated to their role in boxing. This may be a difficult decision; particularly where there is insufficient evidence for Police to act or obtain a conviction. In such cases the CMG or disciplinary panel must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the person poses a risk. If the case is in-house poor practice the CMG may decide that an individual should undertake certain actions such as further training or completing a new DBS disclosure, with failure to comply resulting in suspension.

#### **Appeal Procedures 4.9**

The appeals procedure is available to anyone under investigation as part of natural justice. Anyone wishing to appeal against decisions by BABA Case Management Group or disciplinary panel must do so in writing, to be received by BABA within the specified period



(usually 14 days unless stated differently) of the original decision being made. For full details please see Appendix W complaints and disciplinary regulations.

#### **Records and confidentiality 4.4**

Confidentiality should be maintained at all times. Information should be handled and disseminated on a need to know basis only. Need to know includes the following people but is not limited:

- Lead BABA Lead Safeguarding Officer and members of the BABA Case Management Group
- Parents/guardians of the person who is alleged to have been abused (only following advice from Children's Social Care)
- Children's Social Care or the Police
- The alleged abuser (and parents/guardians if alleged abuser is a young person) only following advice from Children's Social Care

The information will be sensitive and confidential data and in line with the Data Protection Act 1998, the files will be locked away and access to the keys strictly controlled using the following procedures:

- Access to these files will be limited to BABA Lead Safeguarding Officer and Case Management Group members. The BABA Lead Safeguarding Officer will store the key for the cabinet.
- A key log will be kept for the filing cabinet so it can be established when and who accessed the cabinet.
- The files will be kept for a period of 6 years, after which records will be incinerated or shredded in the presence of the Lead Safeguarding Officer or a member of the Case Management Group. Alternatively entrusted to a firm specialising in the destruction of confidential material.
- Exceptions to the 6 year filing period will occur when records:
  - Need to be retained because the information in them is relevant to legal action that has been started.
  - Are required to be kept longer by law.
  - Are archived for historical purposes (eg where BABA was party to legal proceedings). Where there are legal proceedings it is best to seek legal advice about the retention period of your records.



- Consist of a sample of records maintained for the purpose of research.
- Relate to individuals and providers of services who have, or whose staff, have been judged unsatisfactory.
- Are held in order to provide, for the subject, aspects of their personal history (eg where the child might seek access to the file at a later date and the information would not be available elsewhere).

When records are being kept for more than the 6 year period, files will be clearly marked and the reasons for the extension period clearly identified.

#### **Monitoring and Evaluation 4.6**

To be concluded at the close of the case to see if changes need to be made to policies/procedures or lessons can be learnt. All involved in a case are able to offer feedback so procedures can be continually improved.

#### **Dealing with Complaints 4.7**

A complaint, allegation or matter relating to the safety and/or welfare of a young person or young people in boxing may be made to, or drawn to the attention of BABA by any person or organization within or outside of the boxing family.

Upon receipt of, or upon becoming aware of, a complaint, allegation or matter, BABA's Lead Safeguarding Officer shall decide (in consultation with the Case Management Panel if he/she considers appropriate), whether to:

1. Refer the matter to the relevant statutory agency(ies) for further consideration (and/or to review the matter following consideration by a relevant statutory agency); or
2. Instigate an investigation under these regulations; or
3. Refer the matter to the National Safeguarding Panel (NSP) c/o Sport Resolutions (UK)
4. Refer the matter for resolution within the Home Nation organisation.
5. Where an individual has been charged with a criminal offence or is the subject of an investigation by the Police, Children's Social Care or any other public or other investigatory authority, in respect of conduct which is or may be grounds for disciplinary action under, the Lead Safeguarding Officer shall seek advice from the relevant agency as to whether or not BABA shall postpone consideration of the matter under these regulations pending the outcome of any such



proceedings/investigation, and as to whether or not in the meantime, an interim suspension should be imposed under these regulations.

For full complaints and disciplinary regulations including time scales please see Appendix W.

### **Support for Victim, accused and concern raiser 4.8**

As part of the BABA CMG process appropriate support will be considered for all of the parties involved in safeguarding concerns.

#### **Support for victim**

BABA:

- Will take appropriate steps to ensure that the victim (and parents) is provided with appropriate professional support (eg help lines, support groups and the counselling directory).

#### **Support for Accused**

BABA:

- Where someone has been the subject of an allegation will ensure through the appropriate allegation, disciplinary and appeals procedures that the accused is offered appropriate support.

#### **Support for person who raises the concern**

BABA:

- Acknowledges the difficulty in reporting concerns and will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or concerns about the welfare of a child

BABA has links to the following support networks to advice victims and the accused.

- NSPCC
- Sheffield Social Services
- Sport Resolutions.co.uk
- Mind.org.uk
- Samaritans



## **Roles, Responsibilities and definitions 4.9**

### **BABA Lead Safeguarding Officer**

Every Sports organisation should designate a person to promote the welfare of children within their sport. The role includes managing the DBS process, co-ordinating the dissemination of relevant policy, procedures. The Lead Safeguarding Officer also provides administrative support for the Case Management Group as well as managing the administration of cases of poor practice/abuse within the sport. This includes being the central point of contact for enquiries such as from the complainants, LADO, Children's Social Care and the Police

### **BABA Assisting Safeguarding Officer**

The Assisting Safeguarding Officer provides support where needed to the Lead Safeguarding Officer. If a complaint or accusation was made against the Lead Officer the Assistant Officer will manage the process.

### **Home Nation Safeguarding Officer**

England Boxing, Welsh Boxing and Boxing Scotland all have designated Safeguarding Officers. The role includes managing the DBS process, coordinating the dissemination of relevant policy, procedures and resources for their organisation. When a complaint or concern is raised with regards to BABA activity, BABA staff or volunteer dependent on the nationality of the members the relevant Home Nation Officer will sit on the Case Management group for BABA and work closely providing support to the BABA Lead Safeguarding Officer.

### **BABA Lead Safeguarding Officer**

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### **BABA Case Management Group**

The purpose of the Case Management Group is to ensure all decisions relating to safeguarding children effectively protect children from harm and that these decisions are reached following a fair, open and transparent process. The group comprises a minimum of three people, including the CEO of BABA with the exact membership determined by the home nation involvement. The group may call upon whatever professional input they feel is



required. Minutes of these meetings will be taken and stored securely with appropriate levels of confidentiality in accordance with the Data Protection Act 2008.

### **BABA Board**

The BABA Board has overall responsibility for all of the organisation's activities, including safeguarding. The Board is fully supportive and understands the importance of safeguarding and will ensure the case management group follow all safeguarding procedures correctly. The Board should be routinely informed of safeguarding concerns and developments through regular reports from the Lead Safeguarding Officer and safeguarding will be included in the BABA organisations risk register. Where an individual has been suspended as a result of safeguarding concerns the Board will be informed of this decision. The Board may question the case management group to clarify the reasons behind safeguarding decisions and in order to ratify recommendations made through a robust case manage and disciplinary process, but it does not have the authority to overrule such decisions. Where a member of the case management group or the Board has a connection or relationship with an individual featured in a serious concern, that could present a conflict of interest, this is required to be acknowledged and arrangements made for the case management group member or board member to play no part in the subsequent safeguarding or disciplinary proceedings.

### **Statutory Agencies**

Children's Social Care have a duty to ensure the welfare of children and a legal responsibility to make enquiries where a child in their area is considered to be at risk of or actually suffering from significant harm. Where an allegation relates to a crime against a child, the Police and Children's Social Care will work together to investigate. Usually the LADO is involved throughout to ensure information is shared with those who need to know.

### **Local Authority Designated Officer (LADO)**

The LADO works with Children's Services and will be involved in coordinating information sharing in cases in which it is alleged that a person who works with children (including as a volunteer) has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against children, or related to a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

Their contact details should be recorded within the clubs safeguarding policy and procedures to ensure they are accessible to all BABA members if needed. Where someone has concerns relating to anyone who holds a position of trust or responsibility with young people, these should be discussed with the LADO.

### **Local Safeguarding Children's Boards (LSCB)**



Every local authority has a LSCB which is designed to ensure all agencies involved in safeguarding children work together effectively. They provide local inter-agency guidelines for the procedures that should be followed in cases of actual or suspected child abuse. The roles and responsibilities of LSCBs and the agencies that are represented on them are set out in the government guidance Working Together to Safeguard Children (2015)

## **5. Good Practice Principles**

### **Introduction 5.0**

To provide children with the best possible experience and opportunities in boxing, it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour

It is not always easy to distinguish poor practice from abuse. It is NOT the responsibility of employees or volunteers in BABA to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child. Guidance of what to do if you are concerned about poor practice or possible abuse is provided in section 4.

### **Good Practice 5.1**

The following principles should be adhered to by all employees, volunteers and athletes involved in BABA:

- Ensure experience of boxing is fun and enjoyable: promoting fairness, confront and deal with bullying and never condone byelaws/technical regulation violations or the use of prohibited substances
- Ensure all boxers are able to participate in an environment that is free from harassment, intimidation, victimisation, bullying and abuse.
- Be an excellent role model, do not drink alcohol or smoke when working with young people
- Respect the development stage of each child and place their welfare before winning or personal achievements. Ensure training and competition schedules are based on the needs and interests of the child, not the parents or coaches.
- Maintain a safe and appropriate distance from athlete (eg it is not appropriate for staff or volunteers to have an intimate relationship with a child or share a room with them)
- Avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Contact should be lead by the child not the adult, for example when a child is distressed or celebrating a success.
- Always work in an open environment (eg avoiding private or unobserved situations and encouraging open communication with no secrets)



- Request written parental consent if BABA employees or volunteers are required to transport children in their cars. Always take guidance from the transportation/late collection policy
- Ensure separate changing facilities are available for junior and senior athletes. Where supervision is required, involve parents wherever possible and ensure that adults work in pairs.
- Communicate regularly with parents, involve them in decision-making and gain written consent for travel arrangements.
- When athletes travel away from home, ensure the guidance of the travelling away policy is followed. Ensure if mixed teams are taken away, they should always be accompanied by a male and female member of staff
- Ensure that at away events adults should not enter a child's room or invite a child to their rooms. If issues arise where entry is needed take guidance from the Travelling away from home policy.

### **Poor Practice 5.2**

The following is deemed to constitute poor practice and should be avoided:

- Avoid spending excessive amounts of time alone with one child away from the others
- Avoid taking children to your home where they will be alone with you
- Never engage in rough, physical or sexually provocative games
- Never share a room with a child
- Never allow or engage in any form of inappropriate touching
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Never do things of a personal nature for children that they can do for themselves
- Never condone bullying, rule violations or the use of prohibited substances

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the person in charge.

If you accidentally hurt a child, the child is acting in a distressed manner, the child appears to be sexually aroused by your actions or a child has misinterpreted/misunderstood something you have done you should report it immediately through the BABA reporting procedure.

### **Physical contact in sport 5.3**

Many sports, by their nature, require a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of the guidelines relating to physical contact are to provide adults and children with appropriate types and contexts for touching.





- To develop or demonstrate sport skills/techniques by a suitably and appropriately trained and qualified coach or to meet the requirements of the particular sport
- To treat an injury by a suitably and appropriately trained and qualified medical practitioner
- For any other purpose involving the treatment, diagnosis or examination of the child by a suitably and appropriately trained and qualified individual
- Physical contact is appropriate in other circumstances, such as consoling a child who is upset or administering first aid. Always ensure that it is necessary and reasonable and takes place in a culture of openness
- Remember that interpretations of touching will be influenced by cultural differences, religious implications and by the age, sex, sexual orientation and physical status of you and the child
- Physical contact should be fully explained to the child and with the exception of an emergency permission must be sought
- Physical contact should not take place in secret or out of sight of others

#### **Disabled Children and Young people 5.4**

This safeguarding policy is inclusive and the same actions should be taken regardless of the needs and background of the child or young person.

We will not discriminate against children and young people with disabilities but recognise because of their additional needs that we will need to meet these needs which may include:

- Have significant communication differences, which may include limited verbal communication or they may use non verbal communication such as sign language
- Require personal intimate care
- Lack a wide network of friends who support and protect them. Which could also lead to lack of access to peers to discover what acceptable behaviour is
- Have a reduced capacity to resist either verbally or physically and may be subject to the prejudices and misconceptions of others
- Have medical needs that are used to explain abuse.
- We will ensure anyone working with disabled children have appropriate support and training to ensure they can respond appropriately.
- Prior to working with a disabled young person a meeting needs to be held with the young person and their carer to ascertain level of their needs and what additional support is needed.

#### **Photographic/recorded images 5.5**

While BABA recognises that publicity and pictures/recordings of young people enjoying amateur boxing are essential to promote sport and a healthy lifestyle it recognises that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young sports people. BABA is committed to providing a safe



environment for children/young people under the age of 18 therefore the following rules should be observed with regards to photography:

- Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian Photography Consent Form (see appendix K).
- All young people must be appropriately dressed for the activity taking place.
- Photography or recording should focus on the activity rather than a particular young person and personal details which might make the young person vulnerable, such as their exact address should never be revealed.
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge.
- All images of children 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 by a potential abuser

#### **Use of photographic equipment - Guidelines for competitions and events - 5.6**

- Professional photographers/filming/video operators wishing to record a BABA event should seek permission from the event organiser by producing their professional identification and completing the BABA Single Photography Registration Form for the details to be recorded (see appendix J). Ideally they should request this at least 5 working days before the event. Identification badge should be worn at all times during the event.
- Students or amateur photographers/film/video operators wishing to record the BABA event should seek permission from the event organiser by producing their student or club registration card and a letter from educational establishment or relevant club outlining their motive for attending the event. They will also need to complete the BABA Single Photography Registration Form (appendix J). An identification badge must be worn at all times during the event.
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming.
- Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian Photography Consent Form (appendix K).
- There is no intention to prevent coaches using video as a legitimate coaching aid, Participants and their parents should be aware that this is part of the coaching programme and care should be taken in the storage of such footage.
- Participants and parents must be informed that a photographer/camera person will



be in attendance at an event and ensure consent to both taking and publishing is given.

- No photography shall be permitted in dressing rooms or at weigh-ins where children are present
- If any child or young person or parent or guardian object to any form of photography at an event or tournament their wishes will be acted upon appropriately, in the case of a bout within a tournament, that bout will not be filmed or photographed

### **Publishing Images – 5.7**

- Written permission to be sought from athlete and parent/guardian to use the image. This ensures that they are aware of the way the image is intended to be used to represent the sport (see appendix K).
- Be clear to athlete and parent/guardian about how and for how long images will be securely stored, and how access to the images, associated consents and other information will be controlled.
- Only use images of children in suitable dress/kit including all safety wear for boxing eg headguards and gumshields
- Images should positively reflect young people's involvement in the activity (eg happy and smiling) promoting the best aspects of boxing
- Where possible do not include the name of a child whose image is being used.
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.
- Naming of a child's full name may be necessary if they are at elite level for media coverage, endorsements or sponsorship. BABA will ensure the nature, content and use of image is managed carefully. Ensuring parents, the child and media representatives are clear of the appropriate arrangements and ground rules for interviews, filming and photo sessions.
- Never publish personal details (email, addresses, telephone numbers) of a child/young person



## **Use of photographic and filming equipment as an aid to coaching – 5.8**

The BABA acknowledges that videos can be a legitimate coaching aid for coaches and wants to ensure that this training medium can be used to help a child's skill development within the sport. However if it is to be used make sure that children and their parents/guardians are aware of the purpose of the filming as a coaching aid.

- Written consent must be obtained from parents/guardians before filming
- Ensure that the person designated for participants welfare and one other responsible and approved adult is present to ensure that performers are protected against inappropriate filming.
- Care should be taken to securely store the video materials to avoid inappropriate usage.

## **Websites/social networking – 5.9**

The internet is highly beneficial to promote boxing at a little cost. Advertising success, important information and a way to communicate with staff, volunteers, athletes and parents. However care needs to be taken in how they present themselves online and the risks the internet can pose if not used appropriately. Good practice guidelines include:

### **Website**

- The website should present a professional image, ensuring all language and content is appropriate
- The website profile should be regularly monitored and links reviewed regularly to ensure they are appropriate and working
- Procedures and contact details for reporting any problems/concerns should be easy to locate
- Contact details for the BABA Lead Safeguarding Officer should be available and links established to help organisations such as Childline
- Permission to publish photos/videos of young people should be gained from them and their parents and follow photography guidelines in 5.5-5.8.
- Collection and use of personal data should adhere to Data Protection Act 1998

### **Social Networking services**

Concern that the capabilities of social networking services may increase the potential for sexual exploitation of children and young people. Good practice guidelines include:

- Having safe recruitment processes for moderators of social networking site
- Ensure social networking companies (eg facebook and Twitter) that they are adhering to legislation and good practice guidelines (data protection and Home Office Task Force on safeguarding and the internet: Good practice guidance for the providers of social networking and other user interactive services 2008



- If BABA becomes aware of problems such as cyber bullying or a young person placing themselves at risk with the information they share on the internet, they should follow BABA reporting procedures for concerns or contact a help organisation for advice.
- BABA staff, volunteers and athletes should think carefully about their personal online profiles and if it is appropriate for children to be able to view them.

## **6. Safe Recruitment**

### **Introduction 6.0**

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people in Boxing. Whilst there may be some reservations that staff or volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals. To ensure unsuitable people are prevented from working with young people, the following steps should be taken when recruiting paid staff (full/part time) or volunteers in a full or part-time capacity.

### **Recruitment 6.1**

Draw up a job description identifying roles and responsibilities. Provide a person specification clarifying the required and recommended skills and qualities of an applicant. Where the job involves working with young people specify BABA's policy with regard to safeguarding.

#### **Advertising**

Advertising should reflect the key role responsibilities, level of experience. The advertisement should include the BABA's positive stance on child protection and equal opportunities and the need for a satisfactory reference/background check (e.g enhanced DBS disclosure).

### **Application 6.2**

All staff and volunteers should complete a self-disclosure form (please see appendix O). If the role meets eligibility criteria for 'regulated activity', then the form should ask if they are barred from working (including volunteering) with children.

The applicant should be made aware of the relevant BABA Code of Conduct and the expectation that they will sign up to this, and the Safeguarding Policy Appendix Q.

#### **Interview, disclosure and references**

All employees and volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations.



Once a successful candidate is chosen, they should be asked to complete a self-disclosure form and offered the role subject to satisfactory references and vetting checks. A minimum of two references should be requested; ideally at least one should be associated with former work with young people. If an applicant has no experience of working with children, training is required.

Where a role meets eligibility criteria the individual will be subject to Disclosure and Barring Service (DBS) checks in line with the Protection of Children Act (1999) (see appendix H).

The same emphasis should be placed on ensuring that volunteers are vetted as for paid employees.

### **Induction 6.3**

All staff and volunteers should undergo an induction process that ensures that the individual:

- Is fully aware of the duties and responsibilities of the post
- Is aware of who their direct supervisor is and whom they are to report to
- Has fully read and understood the BABA Safeguarding Policy and understands their responsibilities and obligations
- That they complete a profile to identify training needs/aspirations
- They are reminded that they have agreed to abide by the BABA policies and procedures and they may face disciplinary action if they are broken

### **Training 6.4**

In addition to pre selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Work safely and effectively with children

BABA requires:

- All staff who work with children to attend a safeguarding and protecting children course such as Sports Coach UK's Safeguarding and protecting children: a guide for sportspeople or a similar course organised by the Local Safeguarding children board.
- All staff and volunteers who meet the criteria to undergo the relevant DBS checks



- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a child
- All coaches should have an up to date first aid qualification and be coaching qualified to advanced level.

### **Monitoring and appraisal**

At regular intervals employees/volunteers working with young people should be given the opportunity to receive feedback or an appraisal to identify training needs and set new goals.

### **EIS Sport Science Employees and Contractors 6.5**

The BABA utilise the services of EIS to provide sport science support to the BABA programme. In line with the service level agreement all members of EIS whether full time or contracted staff have to complete a self-disclosure form, provide references and if the role is in regulated activity then an enhanced DBS disclosure with barring check is carried out, through the EIS recruitment process. All BABA sport science employees are recruited through EIS.

## **7. Implementing and monitoring procedures**

### **Implementing Strategy 7.0**

If the BABA Safeguarding policy and procedures are to be effective, they need to be integrated into current practice and implemented in a planned and staged way:

This will involve the:

- Design and dissemination of information
- Piloting of procedures
- Execution of recruitment strategies for volunteers as well as employees
- Identification of a BABA Lead Protection Officer
- Provision of training and review of existing training
- Further development of good practice codes
- Selling to key personnel and committees

During and following the implementation, it will be important to evaluate levels of awareness, knowledge, perceptions and attitudes and monitor the impact and effectiveness of the procedures. Pilot schemes and focus will be in place and in addition, it will be necessary to stay abreast of legislation, good practice in safeguarding issues and make any amendments annually (or as and when required).



## Monitoring Strategy 7.1

It will be the responsibility of the BABA Lead Protection Officer to implement the strategy. This might include monitoring:

- Distribution of leaflets
- Provide information on allegations, declarations and actions taken on a quarterly basis to BABA board
- Feedback from parents, national governing bodies and key stake holders on the implementation of the policy
- Number of personnel trained in safeguarding awareness
- Number of checks made
- Recommendations for changes to policy, procedures and resources

## 8. Useful contacts

NSPCC Child Protection Helpline  
National Helpline 0808 800 5000  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

Child Protection in Sport Unit  
NSPCC National Training Centre  
3 Gilmour Close, Beaumont Leys  
Leicester, LE4 1EZ  
Tel: 0116 234 7278  
Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

Childline UK  
Freepost 1111, London, N1 0BR  
Tel: 0800 111  
[www.childline.org.uk](http://www.childline.org.uk)

Sports Coach UK  
114 Cardigan Road, Headingley, Leeds, LS6 3BJ  
Tel: 0113 274 4802  
[www.sportscoachuk.org](http://www.sportscoachuk.org)

Police and Social Services -Consult your telephone directory for the most relevant local numbers





## **Appendix A**

### **BABA Equal Opportunities Policy**

#### **Statement of Intent**

The British Amateur Boxing Association (BABA) is fully committed to the principle of equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer or member receives less favourable treatment on the grounds of age, colour, disability, ethnic origin, parental or marital status, nationality, religious belief, social status and sexual preference.

#### **Purpose of the Policy**

BABA recognises that certain sections of the community have been affected by discrimination and may be denied the opportunity to participate equally and fully in the sport at all levels. BABA will take steps to prevent discrimination or other unfair treatment for its employees, athletes, members and volunteers.

#### **Legal Requirements**

BABA is required by law not to discriminate against its employees and recognises its legal obligations under the recognised discrimination acts.

#### **Types of Discrimination**

Discrimination can take the following forms:

1. **Direct Discrimination:**  
This means treating someone less favourably than you would treat others in the same circumstances.
2. **Indirect Discrimination:**  
This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one sex or racial group because fewer of that group can comply with it and the requirement cannot be justified in relation to the job;  
When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.
3. **Harassment:**  
Harassment can be described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be of a sexual or racial nature or it may be directed towards people because of their age, their sexuality, a disability or some other characteristic.



BABA is committed to ensure that its employees, members and players are able to conduct their activities free from harassment or intimidation.

BABA regards discrimination and harassment, as described above, as serious misconduct and any employee of BABA, participant or volunteer who discriminates against any other person will be liable to appropriate action.

4. **Victimisation:**

When someone is treated less favourably than others because he or she has taken action against BABA under one of the relevant Acts (as previously outlined) or provided information about such discrimination.

## **Implementation**

A copy of this document will be available to all staff, members and volunteers of BABA. A copy will be made available on the official website of the BABA

All employees have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy.

BABA will take measures to ensure that its employment practices are non-discriminatory.

No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination.

BABA will ensure that consultants and advisors used by BABA can demonstrate their commitment to the principles and practice of equity.

## **Positive Action**

BABA may take positive action for any group which is currently under-represented in its membership representative bodies or workforce.

## **Monitoring and Evaluation**

The BABA Board is responsible for ensuring that this Equal Opportunities and Equity Policy is followed and will deal with any actual or potential breaches.

## **Disciplinary and Grievance Procedures**

To safeguard individual rights under the policy, an employee who believes he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate procedure.

Appropriate disciplinary action will be taken against any employee, volunteer or member who violates BABA's Equal Opportunities Policy.



BABA will ensure that individual's feel able to raise any grievance and no employee will be penalised for doing so unless it is untrue and not made in good faith.



## Appendix B

### BABA Employee Code of Conduct

#### 1 Introduction

The 'Employee Code of Conduct' is provided to assist staff in outlining the standards of behaviour and discipline expected and to recognise that their behaviour will reflect on BABA and the sport in general.

The company is entitled to demand of an employee conduct of the highest standard and confidence in his/her integrity. An employee's 'out of work' hours are their personal concern but should not subordinate work duties to private interests or be put in a position where work and private interests conflict. The code is based on this principle and should assist employees in their day-to-day work. The code covers all employees of the company.

#### 2 Standards of Behaviour

Ultimately the company relies on the integrity, common sense and professional judgment of individual employees. Employees must make decisions solely in terms of the company's interests. They must not do so in order to gain financial or other material benefits for themselves, family or friends.

Employees must not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their duties.

In carrying out their work, including making appointments, awarding contracts or recommending individuals for rewards or benefits, choices must be made on merit.

Employees are accountable for their decisions and actions to the company and must submit themselves to whatever scrutiny is appropriate to their position.

Employees must be as open as possible about all the decisions and actions that they take. They must give reasons for their decisions and restrict information only when the wider company interests clearly demand.

Employees have a duty to declare any private interests relating to their company duties and to take steps to resolve any conflicts arising in a way that protects the company's interests.



All staff agree to conduct themselves in a proper manner, which will include but not be limited to:

- Making a positive commitment to supporting and achieving the aims and objectives of the organisation;
- Conduct themselves at all times in a correct and proper manner that does not bring BABA, the sport, UK Sport (including the National Lottery), any Commercial Partner or themselves into disrepute;
- Project a favourable and positive image of the sport and the public/lottery WCP programmes by adopting high standards of behaviour and appropriate dress at all times, especially when carrying out duties in relation to the WCP;
- Behave reasonably and in a manner that shows proper respect for other athletes, coaches, support staff and colleagues;
- Not commit any act that shocks or offends the community or which manifests contempt or disregard for public morals and decency;
- Keep BABA informed of any changes to personal circumstances, such as any change of permanent residential address, mobile phone number and email address.

The principles within this Code are not regarded as exhaustive and have been produced to protect employees and the company. It represents the standard against which the conduct of employees will be judged by managers, fellow employees, stakeholders and the public.



## **Appendix C**

### **Code of conduct for parents**

#### **Introduction**

BABA is committed to maintaining the highest possible standards of behaviour and conduct at all national and international boxing events.

The BABA code of conduct for parents summarizes the essence of good ethical conduct and practice within boxing. This applies not only to parents, but also to guardians, carers, families and spectators alike.

#### **Code of conduct**

- Respect the rights, dignity and worth of every person, within the context of the sport
- Treat everyone equally and sensitively, and do not discriminate on the grounds of age, gender, ethnic origin, religion, sexual orientation or disability
- Encourage your child to learn Amateur Boxing International rules and compete with them.
- Publicly accept officials' judgements and abide by their instructions, providing they do not contradict the spirit of this code.
- Teach your child to respect the event officials
- Help your child to recognise good performance, not just results to avoid undue disappointment
- Never punish or belittle a child for losing or making mistakes
- Support your child's involvement and help them to enjoy their sport
- Set a good example by applauding all good performances, whether by your child or by another
- Be courteous and respectful to child's boxing opponents and their families.
- Use correct and proper language at all times
- Recognise the value and importance of volunteers, coaches, referees and event organisers
- Young people are involved in organised sport for their enjoyment, not yours, so do not force your child to take part.

Signed:

Date:



## **Appendix D**

### **Athlete code of conduct**

#### **Introduction**

BABA is committed to maintain the highest possible standards of behaviour and conduct at all amateur boxing events, club, national and international.

The BABA code of conduct for juniors and youths summarises the essence of good ethical conduct and practice within boxing. Members must act in a respectful manner at all times with no discrimination, bullying or abusive behaviour on the grounds of race, religion or gender. We will not tolerate homophobic behaviour.

All such individuals have a responsibility to act with integrity, in accordance with the standards set by BABA below any discriminatory, offensive and violent behaviour is unacceptable and complaints will be acted upon under the procedures of our Safeguarding policy.

- All members must play with the rules and respect officials and their decisions
- All members must respect opponents and their families
- Members must keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit – for training and events, as agreed with the coach/team manager.
- No members of BABA are allowed to smoke whilst at competition or training camps
- No members are allowed to consume alcohol or drugs of any kind whilst at competition or training camps
- Member's online behaviour eg social media sites must behave in the same manner as when at camps and events. This is a very important area as it is how the public will view you therefore behaviour must be of the highest possible standard at all times.

Signed:

Date:



## **Appendix E – Chaperone Code of Conduct**

### **Introduction**

BABA accepts its legal and moral obligations to provide a duty of care to protect and safeguard children. In pursuit of this the BABA code of conduct for chaperones sets clear guidelines of standard of behaviour and responsibilities of a chaperone.

### **Code of conduct**

- BABA must ensure the Chaperone must have been checked and recruited through BABA Safeguarding policy recruitment procedure and provided with guidance and training in good practice
- The Chaperone must abide by the BABA Employee code of conduct
- The Chaperone must ensure that the safety and welfare of children is given paramount importance, whatever the circumstances
- The chaperone must fully understand and agree to comply with BABA Child policy and all relevant code of conducts
- The chaperone must ensure that the child abides by all rules for example athlete code of conduct and curfew
- The chaperone must not be in a situation where they are residing or transporting a child by themselves at any time unless an emergency
- The chaperone is aware of the BABA Safeguarding reporting procedures and that all suspicions and allegations of poor practice or abuse are responded to swiftly and appropriately
- They must ensure to report any non-compliant staff
- The Chaperone has a duty of care to act as a prudent parent would
- The Chaperone must provide appropriate supervision of different activities and programs
- Be a minimum of 25 years old
- Hold a current first aid certificate and a current driving license
- At all times conduct themselves in a manner that complies with BABA expectations
- Supervise the athletes during such times when they are not in the care of their rooms as is consistent with written agreement between BABA, the young person and parent (see Appendix G)
- Be available to athletes and provide guidance when necessary
- Remain with athletes on each day of competition and training camp until collected by parent /guardian
- Under no circumstances consume any alcohol beverage whilst chaperoning





- Ensure athletes are accounted for at all times as is consistent with written agreement between BABA, the young person and parent.
- Remain in the same facility as the team at all times
- Maintain indirect supervision and be available but not interfere with the athletes or coaches during training or competition
- Be aware of any medical conditions or allergies the athlete may have
- Be aware if the athlete is required to take medication during camp or trip and discuss instructions with parents prior
- Have ready access to first aid kit
- Let the Head Coach or Team Manger know asap of any behaviour difficulties of child
- When on overnight stays ensure appropriate sleeping arrangements are in place

Signed:

Dated:



## Appendix F - Coaches Code of Conduct

### Introduction

BABA accepts its legal and moral obligations to provide a duty of care to protect and safeguard children. In pursuit of this the BABA code of conduct for coaches' sets clear guidelines of standard of behaviour and responsibilities of a coach.

### Code of Conduct

- BABA must ensure the Coach must have been checked and recruited through BABA Safeguarding policy recruitment procedure and provided with guidance and training in good practice
- The Coach must abide by the BABA Employee code of conduct
- The Coach must ensure that the safety and welfare of children is given paramount importance, whatever the circumstances
- The Coach must fully understand and agree to comply with BABA Child policy and all relevant code of conducts
- The coach will always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment with no secrets)
- The Coach must ensure they make sport fun, enjoyable and promoting fair play; giving enthusiastic and constructive feedback rather than negative criticism
- The Coach must treat all young people equally and with respect and dignity
- The Coach must maintain a safe and appropriate distance both emotionally and physically (e.g. it is not appropriate for an adult to have an intimate relationship with a young person or vulnerable adult or to share a room with them)
- The coach will keep up to date with the technical skills, qualifications and insurance in sport
- The coach will ensure that if mixed teams are taken away, they should always be accompanied by male and female staff
- The Coach will be an excellent role model - this includes not smoking or drinking alcohol whilst supervising children and promoting a healthy diet
- The coach will recognise the developmental needs and capacity of children – avoiding excessive training or competition and not pushing them against their will
- Coaches should not work in isolation. It is important to have the correct level of supervision from a health and safety point of view so that coaches reduce the risk of injury to players and ensure adequate cover remains in case of an emergency. Good practice means at least one other adult in addition to a coach should be present at every session to supervise.



- Accept the special role that you have to play in the establishment of standards by setting a good example of behavior and conduct at all times.
- The coach will not manipulate the rules in order to benefit yourself personally or your organization.
- The coach will ensure participants and other coaches abide by the rules and spirit of sport
- The Coach will ensure all equipment and facilities meet safety standards
- The Coach will accept the decisions of the officials without protest

Signed:

Dated:



## **Appendix G - Supervision Agreement – away from home training camps and tournaments.**

This agreement sets out the supervision responsibilities that are expected of the BABA and chaperone by the parent whilst the child is travelling and training away from home. It also sets out the child's own responsibilities. For example how much supervision the child requires during camp which covers unaccompanied trips out, contact arrangements, curfew arrangements.

Parent/Guardian to complete the following.

Unaccompanied trips out

- 1) Are you comfortable with the child having unaccompanied trips out whilst at camp for example to the shops etc?
- 2) If comfortable please specify what arrangements should be put in place for the chaperone to stay in contact with the child eg child to contact chaperone on hourly basis or chaperone to drop child at location and arrange pick up time?;
- 3) Please specify what you feel is a reasonable curfew time that your child must be back at the accommodation?

### **Parent/Guardian**

I agree to the above supervision of my child during none training periods and understand that my child must abide by these regulations in order to stay at camp.

Signed:

Dated:

### **Child/athlete**

I agree and accept the arrangements put in place to ensure my safety whilst at camp. I am also fully aware of the athlete code of conduct and what is expected of me at camp.

Signed:

Dated:

### **Chaperone**

I understand the responsibilities expected of me by the parents/child and I will ensure these procedures are met at all times during the camp.

Signed:

Dated:



## **Appendix H - Disclosure and Barring Services (DBS) policy**

The Government would like 'a better sharing of responsibility for safeguarding between the state, on the one hand, and your organisation, on the other; and to scale back criminal records and barring systems to more 'proportionate and common sense levels'. This has resulted in the passing of the Protection of Freedoms Act 2012 which determines who organisations are:

- Legally required to check, and
- Who they are entitled to check above and beyond the legal requirement.

The guidance below aims to help individuals understand who is now eligible for a DBS Barred list check and/or a DBS enhanced disclosure.

Two types of DBS Check:

1. Barred list check – a legal requirement for all individuals applying to work in regulated activity only. This check will show whether an individual is barred from working with children or adults at risk in regulated activity
2. DBS Enhanced Disclosure – will include information about warnings, reprimands, cautions and convictions from local and national police records. Information may also be disclosed at the discretion of the Chief Police Officer if that information is deemed relevant to the role the individual is applying for.

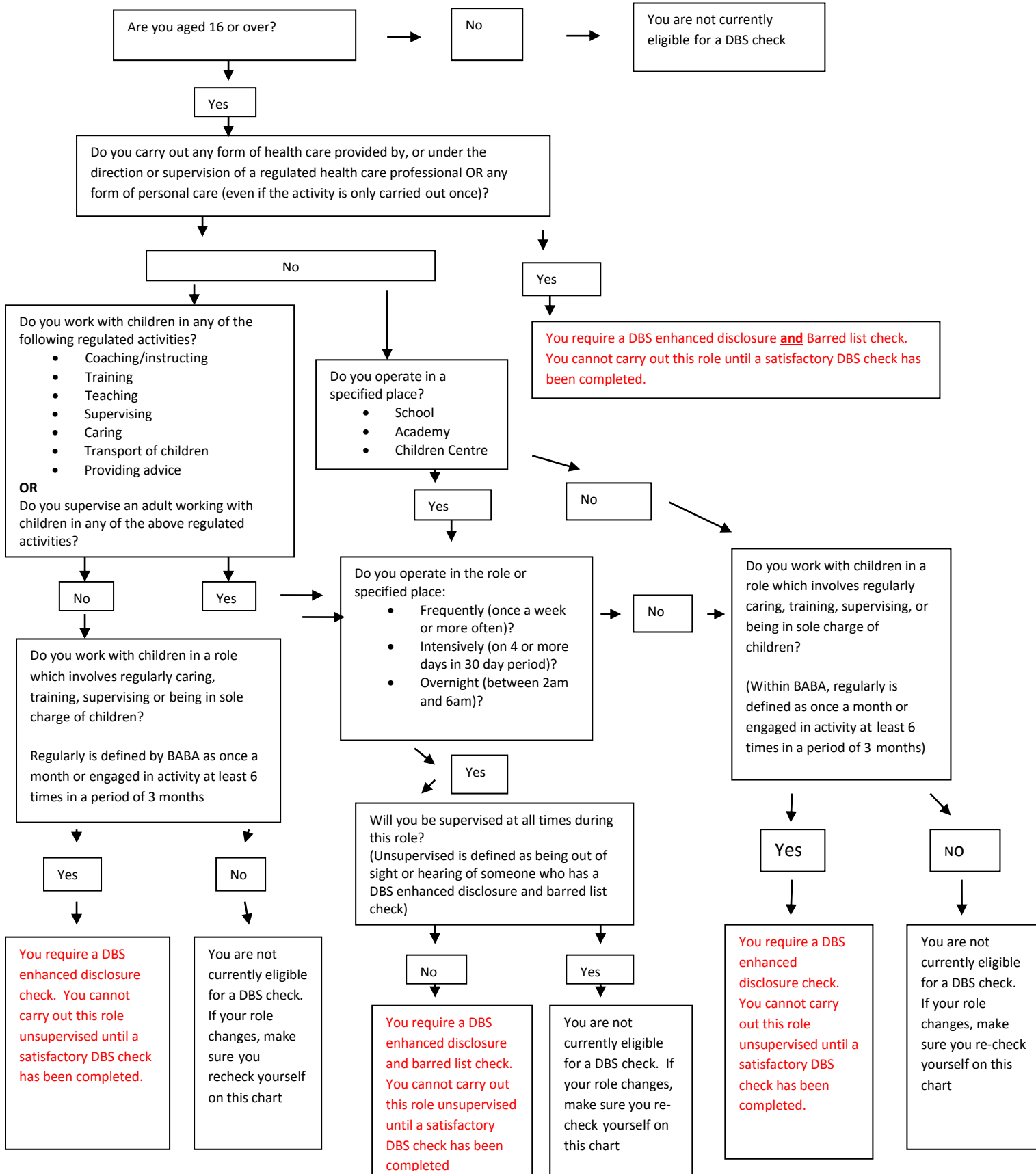
### **Regulated Activity**

Regulated Activity is defined by type and place of work and the frequency and intensity of the contact. Categories of regulated activity are:

- Unsupervised Activity (unsupervised contact of children which is of a specified nature for example teaching, training, coaching, care, supervision, advice, treatment or transport)
- In a specified place (schools, academies, children's centres)
- Occurs frequently (once a week or more), intensively four days in one month or includes overnight supervision (between 2am and 6am).



## Guidance Flowchart on requirements of DBS and barred list checks





## Procedure for DBS checks

- All new staff members will be checked on the flowchart above to see if they meet requirements for DBS Checks. If they do they will complete a DBS application form.
- This will then be checked by a home nation internal verifier to ensure the form has been completed correctly and all details needed are there.
- The form will then be sent to First Ace Ltd for administration and first tier risk assessment.
- The disclosure will be recorded as one of three criteria:
  1. Clear
  2. Acceptable
  3. Further risk assessment
- The disclosure record No. will be recorded by First Ace Ltd and then the form sent back to owner if the owner has supplied a SAE, otherwise the disclosure will be kept by First Ace Ltd for the required timescale of 6 months before destroying it in order to comply with the DBS storage and disposal process.



**Appendix I**

**Parental Consent Form Example**

Name of Boxer:		Date of Birth:	
Name:		Relationship to boxer:	
Address:			
Home Tel:		Mobile:	
Work Tel:		Email:	
Alternative emergency contact			
Name:		Relationship to boxer:	
Address			
Home Tel:		Mobile:	
Work Tel:		Email:	

I hereby authorise representatives of the British Amateur Boxing Association to act on my behalf, with regards to my child in the event of an emergency and to sign on my behalf any consent form as required by medical or legal agencies in my absence.

I also consent to my child submitting to doping control procedures as required

In addition I acknowledge that at times it may be necessary to transport my child in vehicles driven by a BABA representative and I give consent for my child to use these travel arrangements on the understanding that the representative follows the BABA Safeguarding policy and procedures

**Signature of parent(s)/Guardian(s):**

**Name:**

**Date:**

**Printed Name:**





## Appendix J

### **British Amateur Boxing Association – Single Photography Registration Form**

Event Name:		Event Date:	
Applicant Name:			
Address:			
Reason for filming/photography:			
If on behalf of club or organisation please provide name and address:			
If parent filming on behalf of child please state child name:			

I confirm that the information I have provided is to the best of my knowledge correct. I agree to abide by the British Amateur Boxing Association guidelines on video/camera usage at BABA events.

**Applicant Signature:**

**Date:**

**Print Name:**

#### **Notes**

- The tournament organiser reserves the right to refuse permission to video/photograph at this event.
- Please note children should not be filmed/photographed outside of contest situations without the express permission of their parent/guardian.
- For the purpose of this form a child constitutes an athlete under the age of 18

---

**Video/camera usage confirmation of registration (tear slip)**



----- (name) has registered to film/photograph at -----  
---

(Event name) on ----- (event date).

The above named person has registered as a (parent/coach/press/other).

**Event organiser signature:**

**Date:**

***Slip to be produced by applicant on request during this event.***



**Appendix K**

**Parental Consent form – Photography and Filming Consent**

**Athlete**

Full Name of Athlete:	
DOB:	
Home Address:	

**Parent/Guardian**

Full name of Parent/Guardian:		Relationship:	
Home Address:			
Home Tel No:		Work No:	
Mobile No:			

**Declaration by Parent/Guardian**

I have been made aware of the British Amateur Boxing Association ‘Safeguarding Policy’ and its reference to Photography/filming of children and young people (under 18 years of age).

I agree to my son/daughter being the subject of appropriate photography/filming and other visual media as outlined in the ‘BABA Safeguarding Policy’ for BABA activities and events. I can confirm that I have read, or been made aware of how the organisation will use these images or videos in future, the duration of usage and how these images or videos will be stored within the organisation.

Signed:  
Print name:

Dated:

**Declaration by Child**

I give my consent for BABA to photograph or video my involvement in sporting activities. I confirm that I have been made aware of the British Amateur Boxing Association ‘Safeguarding Policy’ and its reference to Photography/filming of children and young people (under 18 years of age).

Signed:  
Print Name:

Dated:

***(You are reminded that you may withdraw this consent at any time by contacting the BABA Safeguarding Officer).***



## Appendix L

### BABA Whistle Blowing Policy

#### Introduction

The BABA is committed to the highest standards of openness, probity and accountability.

An important aspect of accountability and transparency is a mechanism to enable staff and other members of the BABA to voice concerns in a responsible and effective manner.

It is a fundamental term of every contract of employment that an employee will faithfully serve his or her employer and not disclose confidential information about the employer's affairs. Nevertheless, where an individual discovers information which they believe shows serious malpractice or wrongdoing within the organisation then this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done independently of line management (although in relatively minor instances the line manager would be the appropriate person to be told).

The Public Interest Disclosure Act, which came into effect in 1999, gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. The BABA has endorsed the provisions set out below so as to ensure that no members of staff should feel at a disadvantage in raising legitimate concerns.

It should be emphasized that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the Company nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures. Once the "whistle blowing" procedures are in place, it is reasonable to expect staff to use them rather than air their complaints outside the BABA.

#### Scope of Policy

This policy is designed to enable employees of the BABA to raise concerns internally and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud



- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of these

## **Safeguards**

### **i. Protection**

This policy is designed to offer protection to those employees of the Company who disclose such concerns provided the disclosure is made:

- in good faith
- in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below). It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case malicious or wild allegations could give rise to legal action on the part of the persons complained about.

### **ii. Confidentiality**

The Company will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

### **iii. Anonymous Allegations**

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Company.

In exercising this discretion, the factors to be taken into account will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources



#### **iv. Malicious Allegations**

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

#### **Procedures for Making a Disclosure**

On receipt of a complaint of malpractice, the member of staff who receives and takes note of the complaint, must pass this information as soon as is reasonably possible, to the appropriate designated investigating officer as follows:

- Complaints of malpractice will be investigated by Performance Director unless the complaint is against the Performance Director or is in any way related to the actions of the Performance Director. In such cases, the complaint should be passed to the Chairman for referral.
- In the case of a complaint, which is any way connected with but not against the Performance Director, the Chairman will nominate an appropriate staff or board member to act as the alternative investigating officer. Unless this is a safeguarding issue in which case safeguarding procedures will be followed (section 5 of Safeguarding Policy).
- Complaints against the Performance Director should be passed to the Chairman who will nominate an appropriate investigating officer.
- The complainant has the right to bypass the line management structure and take their complaint direct to the Chairman. The Chairman has the right to refer the complaint back to management if he feels that the management without any conflict of interest can more appropriately investigate the complaint.

If there is evidence of criminal activity then the investigating officer should inform the police. The Company will ensure that any internal investigation does not hinder a formal police investigation.

#### **Timescales**

Due to the varied nature of these sorts of complaints, which may involve internal investigators and/or the police, it is not possible to lay down precise timescales for such investigations. The investigating officer should ensure that the investigations are



undertaken as quickly as possible without affecting the quality and depth of those investigations.

The investigating officer, should as soon as practically possible, send a written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded.

All responses to the complainant should be in writing and sent to their home address.

### **Investigating Procedure**

The investigating officer should follow these steps, unless this is a safeguarding issue in which case the safeguarding procedures will be followed (section 5 of Safeguarding Policy):

- Full details and clarifications of the complaint should be obtained.
- The investigating officer should inform the member of staff against whom the complaint is made as soon as is practically possible. The member of staff will be informed of their right to be accompanied by a trade union or other representative at any future interview or hearing held under the provision of these procedures.
- The investigating officer should consider the involvement of the Company auditors and the Police at this stage and should consult with the Chairman/Performance Director
- The allegations should be fully investigated by the investigating officer with the assistance where appropriate, of other individuals/bodies.
- A judgment concerning the complaint and validity of the complaint will be made by the investigating officer. This judgment will be detailed in a written report containing the findings of the investigations and reasons for the judgment. The report will be passed to the Performance Director or Chairman as appropriate.
- The Performance Director/Chairman will decide what action to take. If the complaint is shown to be justified, then they will invoke the disciplinary or other appropriate Company procedures.
- The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome.
- If appropriate, a copy of the outcomes will be passed to the Company Auditors to enable a review of the procedures.

If the complainant is not satisfied that their concern is being properly dealt with by the investigating officer, they have the right to raise it in confidence with the Performance Director/Chairman, or one of the designated persons described above.



If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome, the complainant is not satisfied with the outcome of the investigation, the Company recognises the lawful rights of employees and ex-employees to make disclosures to prescribed persons (such as the Health and Safety Executive, the Audit Commission, or the utility regulators), or, where justified, elsewhere.





**Appendix M - British Amateur Boxing Association Safeguarding Incident Report Form**

Name of referrer:

Position:

Date of referral:

Location:

Referrer Tel contact number:

**Details of child or young person (under 18 years of age)**

Family Name		Forenames	
Age		DOB	
Female/Male		Ethnicity	
Religion		Disability	
First Language		Parent's/carer's name	
Home address (and phone number)		Child's school	
School Address and Telephone number			

1. Are you reporting on your own concerns or passing on those of somebody else? Give details
  
2. Brief description of what has prompted the concerns: include dates, times, people involved etc of any specific incident.
  
3. Does anyone else know about it? Did anyone else see, hear or make any comments? Give their names and details (if possible)



4. Have you spoken to the child? If so what was said?
  
  
  
  
  
  
  
  
  
  
5. Have you spoken to the parents? If so what was said?
  
  
  
  
  
  
  
  
  
  
6. Have you consulted anybody else? Give details
  
  
  
  
  
  
  
  
  
  
7. Have you informed the BABA LSO. If YES, please state what they said. If no please state why not?

**Signed:**

**Dated**

**Print Name:**

British Amateur Boxing Association Child Welfare Officer: Laura Ross, Tel Number 0114 223 5613  
NSPCC Helpline: 0808 800 5000

Complete as fully as possible but do not delay reporting for lack of information



**Appendix N - British Amateur Boxing Association - Reporting form for children**

Your Name:	
Your Age:	
Your DOB:	
Your School:	
Your parent or carer name:	
Your home address and tel number:	
Are you reporting your own concerns? (Please tick yes or no)	Yes                  No
If no are you reporting for a friend? (please tick yes or no)	Yes                  No
If yes what is their name and address?  What are their parents called?  Which School do they go to?	
Please write about what has happened	
Have you told anybody else? Give details	

British Amateur Boxing Association Lead Safeguarding Officer: Laura Ross 0114 223 5613

NSPCC helpline: 0808 800 5000

Complete as fully as possible but do not delay reporting for lack of information



**Appendix O**

**Application Form for BABA STAFF/Volunteers**

Position Applied for:					
Title:		First Name(s):			
Surname:		Previous names by which you might have been known:			
Address:					
Day time tel no:		Evening tel number:			
Any previous addresses you have lived at in the last 3 years					
Date of birth:		National Insurance no:			
Sex (tick)	M		F		
Current/Most recent employment					
Employer:		Position:			
Dates of Employment:					
Duties of employment:					
Previous Employment					
Employer:		Position:			
Dates of Employment:					



Duties of employment:				
Employer:		Position:		
Dates of Employment:				
Duties of employment:				
Qualifications – Academic/School (not essential for those applying to voluntary posts to complete):				
Coaching qualifications/experience:				
Have you any previous experience of working with children (voluntary or unpaid)? If yes, please detail below:				
Dates	Position	Organisation	Brief description of duties and responsibilities	
Please provide details of two references with experience of your work				
Reference 1			Reference 2	
Name:			Name:	
Address:			Address:	



By signing this form you are providing your explicit consent to BABA processing personal data in connection with all matters relating to your application for employment/appointment. Details contained on this form will be limited to those directly involved in the selection process. All records relating to recruitment are retained by BABA in order to fulfil legal responsibilities under Data Protection legislation.

I declare that the information provided on this form is, to the best of my knowledge correct, true and complete

I agree to abide by the British Amateur Boxing Association Code of Conduct

**Signed:**

**Date:**

Please note applicants must also complete a DBS disclosure application form or self disclosure form as directed.



**Appendix P**

**Standard reference letter - for gaining references for work with children**

Name

Address

Date

Dear

**Applicant's Name**

\_\_\_\_\_ has applied for the position of \_\_\_\_\_  
— at British Amateur Boxing Association and has given your name as a referee. A copy of the relevant job description is enclosed for your information.

I should be grateful if you would confirm how long you have known \_\_\_\_\_  
—and in what capacity. It would also be helpful if you could give your opinion of the applicant's ability, personality, health record and suitability for the post for which he/she has applied, together with any other general information that you feel is relevant to this application.

Your comments will of course be treated in the strictest confidence and an early reply would be greatly appreciated. A pre-paid envelope is enclosed for your convenience.

I am grateful for your assistance in this matter and I look forward to hearing from you.

Yours sincerely



## Appendix Q

### **CONFIDENTIAL**

#### **PERSONAL DISCLOSURE FROM ALL STAFF AND VOLUNTEERS WORKING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

The BABA is committed to the welfare and protection of children. Safeguarding in relation to sport remains the subject of consideration by the authorities and agencies and, in the interest of best practice; we will continue to take appropriate advice and to adjust our procedures when necessary in order to maintain our high standards of care.

#### **PART 1 – TO BE COMPLETED BY ORGANISATION**

Name:	
Address:	
Contact Number:	
Date of Birth	
Gender:	Male / Female
I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.	
UK Passport Number	
UK Driving licence Number	
National insurance card or current work permit number	
Signature of CEO/Head of Operations:	
Print Name:	
Date:	

#### **PART 2 – TO BE COMPLETED BY APPLICANT**

If the role you have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS certificate which will provide details of criminal convictions; this may also include a Barring list check depending on the nature of the role (see BABA DBS Policy for guidance on DBS checks).





Have you ever been known to any Children's Services department or policy as being a risk or potential risk to children?			
Yes		No	
If yes, please state below the date(s) and nature of offence(s)			
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?			
Yes		No	
If yes please supply details:			

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.

In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

**Signed:**

**Date:**

**Name (Please print):**  
**print):**

**Any surname previously known by (please**



**Address:**

**Date of Birth:**

**Place of birth:**

I agree to abide by the British Amateur Boxing Association's Code of Conduct.

**Signed:**

**Print Name:**

**Date:**



## Appendix R

### BABA employee and volunteer induction Procedures

As a new member of staff/volunteer, it is recommended that you receive a proper induction. The following process is a desirable process for new/existing volunteers and staff:

1. Undergo DBS check
2. Choice of attending a generic sports coach UK 'Safe Guarding and Protecting Workshop' course or similar safeguarding awareness for sports people courses
3. Read a copy of the BABA Safeguarding Policy and Procedures.
4. Be aware of any codes of conduct that relate to your position

#### **BABA New Staff Induction Check list**

This induction checklist is an important part of your induction training with the BABA. This form should be fully completed with the first 4 weeks of your employment.

Employee Name:

Job Title:

Start Date:

Task	Staff allocated	Completed (please tick)	Date
Two signed contract copies received from new starter	Head of Operations		
Contract also signed by CEO	CEO		
New Starter form completed	Head of Operations		
P45 received	Finance Manager		
General introduction and company structure	CEO		
Tour of Facilities	Line Manager		



Basic health and safety	Line Manager		
Introduction to policies and procedures; copy of staff handbook given	Head of Operations		
Confirmation of staff handbook being read and policies agreed/understood	Head of Operations		
Induction of IT	Head of Operations		
Introduction to safeguarding and safeguarding procedures/policies	Lead Safeguarding Officer		
Coaches and Chaperones introduced to documentation relevant to their roles e.g. risk assessments, camp ratios.	Lead Safeguarding Officer		
New starter signs relevant code of conduct	Lead Safeguarding Officer		
Mandatory online Educare training is completed; child protection syllables and protecting vulnerable adults.	Lead Safeguarding Officer		
Plan for 1 <sup>st</sup> week drafted to include one to ones with staff	Line Manager		
Evaluation of equipment needs	Head of Operations		
Evaluation of relevant training needs dependent on role e.g. coach – Sport Coach UK Safeguarding Children in Sport	Line Manager/Lead Safeguarding Officer		
Mandatory online Educare training on Equality and			



Diversity and Health and safety is completed.			
---	--	--	--

**Check list is complete**

Employee Signature:

Line Manager's Signature:

Date:



## **Appendix S**

### **Travelling and staying away from home policy**

Travelling to training camps and competitions away from home should be safe and fun for children. When taking a team away to compete, consideration and planning needs to be paramount to ensure duty of care for the children/young people in the group is fulfilled.

Before travelling away the following areas need to be confirmed:

- Ensure you have sufficient staff to manage and look after the young people. For single sex groups there must be at least one same gender member of staff
- This staff member must have complied with and been checked through the BABA Safeguarding policy recruitment procedure.
- Ensure that you have written permission from the Parents/Guardians for transporting and supervising their children whilst in your care
- Ensure that a risk assessment is conducted
- Ensure there is a BABA home contact i.e. staff member who is not travelling away, who will act as a contact point if required
- Any child not accompanied by a parent/guardian must have a same sex staff member available as chaperone who has been checked through BABA Safeguarding policy recruitment procedure. This will mean two chaperones of both sexes may be required on mixed trips.
- The Team Manager/Head Coach is responsible for all staff and athletes whilst away and will act as main point of contact

### **Accommodation at training camp or competitions**

- All accommodation must be clean and with access to sufficient toilet and bathing facilities
- All athletes and staff must abide by the BABA Accommodation policy
- It is not acceptable:
  - For athletes to share a bed
  - For male and female athletes to share a room
  - For staff to share a room with athletes
  - For adults and children to share a room
  - All athletes must know which rooms the staff are in and how to contact them
  - Where possible the chaperone to have the room next door to children/young adult or at least on the same floor
  - Ensure that all members of staff travelling or point of contact have emergency contact numbers for all of the team and staff



## **Communication with parents**

Before taking any young athletes away on a trip, parents must be made aware and given written information on the following:

- Purpose of trip
- Name and contact details of Team manager and chaperone for emergency contact number
- The names of all staff
- Method of travel
- Competition and training camp details
- Kit requirements
- Accommodation address and venue address
- An itinerary giving as much detail as possible
- Codes of conducts for both athletes and staff
- Details of insurance

The following information is also required from the parents/guardians:

- Signed consent form accepting the code of conduct and detailing any specific medical information
- Special dietary requirements
- Consent for medical emergency treatment
- Parents to get European Health Insurance card
- Emergency contact details for parent/guardian

## **Whilst at BABA training camps – Accommodation requirements**

- Young athletes/children will stay in boxing houses owned by BABA
- The young athlete will have a separate bedroom and bathing facility from adults
- They will share a house with other athletes and chaperone
- Young athletes have a curfew of 9pm whilst residing in the properties
- Keys for the properties will only be given to the chaperone who will supply to young athletes when required.

## **Staff ratio**

It is important that there is a high number of staff to players ration on any trip. Consideration needs to be given to the following:



- The number of staff
- The experience of staff in supervising young people
- Athletes with special needs, medical requirements or with disabilities
- The need for there to be enough staff to deal with an emergency (minimum of two staff)
- The minimum requirement of a ratio of 1: 5 16 and under and 1:10 16-18 year olds
- No more than 26 children involved in one party
- Same sex chaperone is a must

### **Emergency procedures**

- Medical forms must be completed and signed by the parent/guardian if the child is 16 or under
- A member of staff must carry medical details and relevant information
- The staff must be aware of any specific medical conditions
- Staff should have access to calling the emergency services and minimum first aid provision
- Staff have a duty of care to act as a prudent parent would
- Staff must act in an emergency and take lifesaving action in extreme situations





## Appendix T

### Transporting Children policy

#### Private cars

The BABA recognises that often private cars are needed as a form of transport to and from training facilities and when travelling away

When child is travelling in private car the following guidelines must be followed:

- Drivers must ensure the safety of passengers
- Drivers must ensure that their vehicle is roadworthy and that they have a valid license and insurance cover
- Drivers must only use vehicles with seat belts and ensure that their passengers are wearing these when in transit
- Drivers must be aware of their legal obligations when transporting young people e.g. speed limit, seat belts and mobile phone usage
- Before the journey written permission must be sought from Parents/guardians or carers for their child/children to travel with member of staff
- The drive must provide clear information on the expected time of departure and arrival needs to be communicated to parents/guardians and other staff members
- Drivers must not be alone with a young person in the car at any time. If an emergency situation arises, drivers need to ensure that the young person is in the back of the car.
- The driver must have complied and have been checked by the BABA Safeguarding policy recruitment processes

#### Hiring transport

When booking transport for an away event you will need to remember the following points

- Passenger safety
- Competence of the driver and whether the driver holds an appropriate valid licence
- Supervision requirements – chaperone must also travel
- Driver needs to take breaks and to be aware of emergency procedures.



## Appendix U

### Changing Room Policy

The BABA recognises that there can be difficulties with changing facilities when activity is provided with a multi-sport centre that is open to the public and can have groups of mixed gender. Even so the following must apply:

- Adults must not be permitted to get changed in these facilities at the same time as children
- There must be separate changing facilities at all times for male and females
- No one should enter changing rooms whilst being used by members of the opposite sex
- Mobile phones must not be used in changing rooms
- Only chaperones that have been BABA checked should be in changing rooms with children and this should be working in pairs
- When weighing in boxers in changing room two adults of the same sex must be provided



## **Appendix V – Lead Safeguarding Officer and Assistant Safeguarding Officer job descriptions**

### **The British Amateur Boxing Association – Lead Safeguarding Officer**

#### **Job Description**

##### **Description**

The protection and support of young people in Boxing is of paramount importance to the BABA. The Child Protection Officer will, therefore act as a first point of contact for any person in BABA who has a concern about child welfare and protection. They will assist the BABA in developing and promoting a young people focused and friendly environment by:

- Lead role in ensuring BABA implement and follows procedures from its Child Protection Policy
- Responsible for following the BABA policy and procedures in particular the reporting procedures
- Ensuring that the appropriate records are maintained
- Central point of contact for internal and external individuals/agencies
- Lead for receiving and acting upon concerns; providing advice and guidance to all involved in BABA.
- Reporting to the board and advising on safeguarding issues.
- Ensuring the implementation of the Safeguarding implementation plan
- Management of cases of poor practice/abuse reported to the organisation, including recording systems
- Management of referrals to social services and police
- Close working relations with Boxing NGB's Child Protection Officers
- Identifying staff training needs, advising and monitoring individual staff training plans.
- Ensure confidentiality is maintained

##### **Core areas of knowledge and training requirements**

- Good practice and child protection workshop – Sports Coach UK
- NSPCC time to listen course
- Basic knowledge of pertinent legislation and government guidance relevant to this role
- A basic knowledge of the roles and responsibilities of the statutory agencies with child protection eg NSPCC, social services



- Understanding of local procedure for reporting child protection concerns to the statutory agencies.
- Familiarisation with the BABA Child Protection Policy
- Basic knowledge of the different forms of behaviour that can occur within and outside sport which are harmful to children, from poor practice to child abuse

## **The British Amateur Boxing Association - Assistant Safeguarding Officer**

### **Job Description**

#### **Description**

The protection and support of young people in Boxing is of paramount importance to the BABA. The Child Protection Officer will, therefore act as a first point of contact for any person in BABA who has a concern about child welfare and protection. They will assist the BABA in developing and promoting a young people focused and friendly environment by:

- Assist the Lead Officer in ensuring BABA implement and follows procedures from its Child Protection Policy
- Assist the Lead Officer in management of cases of poor practice/abuse reported to the organisation, including recording systems
- Responsible for following the BABA policy and procedures in particular the reporting procedures
- Ensuring that the appropriate records are maintained
- Close working relations with Boxing NGB's Child Protection Officers
- Ensure confidentiality is maintained

#### **Core areas of knowledge and training requirements**

- Good practice and child protection workshop – Sports Coach UK
- NSPCC time to listen course
- Basic knowledge of pertinent legislation and government guidance relevant to this role
- A basic knowledge of the roles and responsibilities of the statutory agencies with child protection eg NSPCC, social services
- Understanding of local procedure for reporting child protection concerns to the statutory agencies.
- Familiarisation with the BABA Child Protection Policy
- Basic knowledge of the different forms of behaviour that can occur within and outside sport which are harmful to children, from poor practice to child abuse