

# Buddy Guard

## BSAC 5

# Child Safeguarding Policy & Procedures



## **Foreword**

### *An introduction from the BSAC Chairman*

The British Sub Aqua Club welcomes everyone to the sports of diving and snorkelling, where the safety of everybody is always first in mind. We want all who participate in our sport to find it fun and enjoyable.

Children and vulnerable adults have the right to be treated equally, and we aim to ensure that this always happens. We all have the responsibility to protect children and vulnerable adults from any harm. This policy sets out how we as an organisation seek to protect the safety of children and vulnerable adults.

It is expected that every member will have an awareness of this policy and that all diving and snorkelling clubs will follow the policy and its guidance.

All instructors working with children and vulnerable adults must be familiar with all aspects of this policy.

If you have any doubts or queries in regards to the application of the policy you should contact the BSAC Safeguarding Officer at BSAC headquarters.

**Alex Warzynski**  
**BSAC Chairman**



## **From Director of the Child Protection in Sport Unit (CPSU) :**

The NSPCC Child Protection in Sport Unit is delighted to endorse the British Sub-Aqua Club's updated safeguarding policy and procedures.

These should give confidence to everyone involved with the sport, including staff, volunteers and parents that it takes seriously its responsibility to provide a safe and enjoyable environment to all young participants.

The BSAC provides this document as part of its overall approach to putting in place policies, procedures and good practice guidance so that everyone can understand their roles and responsibilities in fulfilling BSAC's duty of care to young people.

The CPSU will continue to support the BSAC to achieve its goals and wish the organization and all involved with it well for the future. We will be working with the BSAC to achieve the Intermediate and Advanced levels of the Standards for Safeguarding and Protecting Children in Sport over the next couple of years.

**Anne Tiivas**  
**CPSU Director**



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## Section 1

- 1.1 Policy Statement and commitment by BSAC and affiliated Clubs.
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## 1.1 Policy Statement and commitment by BSAC and affiliated Clubs.

It is the belief of BSAC that all child members of our Clubs have a right to stay safe and have fun and to learn and develop the skills of our sport. To achieve this, BSAC are committed to ensuring that all children who take part in sub-aqua and snorkelling activities should be safeguarded from harm. A key theme in the Government document "Working Together to Safeguard Children 2013" is:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

BSAC acknowledges the need for all responsible adults in our sport to accept and acknowledge that responsibility.

"Every Child Matters" is the basis of Government strategy for children, supported by legislation, guidance and policies and recognises the need for voluntary agencies, including sport, to work alongside statutory agencies responsible for the wellbeing of children to achieve the best outcome for our children and to safeguard them from harm.

"Every Child Matters" defines the 5 key outcomes for children as follows:

*Being healthy* – enjoying good physical and mental health and living a healthy lifestyle.

*Staying safe* – being protected from harm and neglect.

*Enjoying and achieving* – getting the most out of life and developing the skills for adulthood.

*Making a positive contribution* – being involved with the community and society and not engaging in anti-social or offending behaviour.

*Economic well-being* – not being prevented by economic disadvantage from achieving their full potential.

"Every Child Matters" places the responsibility for the safeguarding of children under the age of 18 with all adults who play a role in their lives. In BSAC that includes those who work directly or indirectly with children including instructors, and Club Officers.

## The key principles underlying Safeguarding in the BSAC.

- BSAC is committed to children in the sport having fun and enjoyment in an environment that keeps them safe from harm.
- The welfare of the child is always paramount,
- Every child has the right to be protected from abuse, irrespective of their age, sex, gender, culture, disability, racial origin, background, religious belief or sexual orientation.
- All allegations of abuse and poor practice will be taken seriously and acted upon in line with these procedures and best practice guidelines.
- BSAC is committed to complying with the statutory guidance in “Working together to Safeguard Children<sup>1</sup>” and complying with the requirements in line with Local Safeguarding Children’s Board’s policies and procedures.
- In BSAC, confidentiality is paramount and that the welfare and safety of a child must be the overriding consideration when decision making on whether to share information about them.

### References :

"Working Together to safeguard Children 2013": Guidance setting out how organisations and individuals should work together to safeguard and promote the welfare of children.  
<http://www.education.gov.uk/aboutdfe/statutory/g00213160/working-together-to-safeguard-children>

BSAC will ensure, through appropriate training and support that all adults involved in the sport understand their roles and responsibilities for safeguarding and protecting child members and how to react and respond when such issues arise.

BSAC expect members to comply with the appropriate Code of Conduct and behave in an acceptable and appropriate manner at all times.

BSAC will ensure that parents, child members and all participants in the sport can access advice and guidance on welfare concerns.

All BSAC Clubs must adopt this policy and ensure the policy is updated appropriately.

## 1.2 Key Definitions

- Child/children and young person/student
- A child/children and young person/student in this document is anyone who has not yet reached their 18th birthday.
- Safeguarding and promoting the welfare of children
- This is the process of protecting children from unacceptable and inappropriate treatment by others, which can impair both health and development, and ensuring they grow up in a safe and protective environment which gives them positive experiences that they can take into adulthood.
- Child Protection
- Child Protection is part of safeguarding and promoting welfare. This refers to the activity undertaken to protect specific children who are suffering, or at risk of suffering, significant harm as a result of maltreatment. Effective child protection is essential as part of the wider work to safeguard and promote the welfare of children. However, all agencies and individuals should proactively aim to safeguard and protect the welfare of children so that the need for action to protect children from harm is reduced.
- Abuse
- For definitions of the different types of abuse and common indicators of abuse see the relevant section in this document

As stated earlier “Working Together to Safeguard Children 2013 places the responsibility for safeguarding children on the organisations and adults that work with them, be they voluntary or statutory.

### Children Social Care Services

Formerly known as Social Services. The name may vary around the country.

### Police Child Abuse Investigation Unit or Team

The County based police unit that deals with all child safeguarding/protection referrals. The name may vary around the country.

## ***Glossary of terms***

- BSAC British Sub Aqua Club
- CPSU Child Protection in Sport Unit
- CRB Criminal Records Bureau
- CWO Club Welfare Officer
- DBS Disclosure and Barring Service
- LADO Local Authority Designated Officer
- LOCS BSAC Lead Officer in Child Safeguarding
- LSCB Local Safeguarding Children Board
- NSPCC National Society for the Prevention of Cruelty to Children

## **Section 2**

- 2.1 Introduction
- 2.2 Duty of Care to BSAC Junior Members
- 2.3 Definitions of Child Abuse
- 2.4 Managing Concerns
- 2.5 Confidentiality and Information Sharing
- 2.6 Role description of the Club Welfare Officer

## 2.1 Introduction

Section two is written to assist BSAC Officers, volunteers and members to meet their duty of care to safeguard all children and young persons in their Club. The Officers have the responsibility to develop and maintain good safeguarding policies and procedures. The Welfare Officer is the lead designated person in the Club who will help guide and assist the Club in developing safeguarding policies but is not solely responsible for safeguarding in the Club that responsibility lies with all the adults be they instructors, Club Officers or parents.

BSAC requires affiliated Clubs to adopt the following section on the duty of care which supersedes all previous safeguarding policies. Club Officers and all those who work directly with children in the Club should ensure they are acquainted with the policies, procedures and guidance so they can identify concerns and are aware of what actions to take.

The Club should make the policy known to its members and their parents and make them aware they can access the full Safeguarding Policy on the Club and/or BSAC website.

## 2.2 Duty of Care to BSAC Junior Members

BSAC Officers, instructors, adult members and parents have a duty of care to safeguard children in their Clubs. The CPSU2 highlighted that *“a duty of care may be imposed by law, by contract or by the acceptance of the individual\*”*. The CWO does not have sole responsibility for safeguarding and promoting the welfare of children in a BSAC Club. That responsibility lies with **all** adults associated with the Club.

- Child Protection in Sport Unit " Duty of care (England) 2009"

The CWO does have specific responsibilities in respect of safeguarding children and to ensure that all concerns raised are dealt with appropriately. Safeguarding requires that the welfare of children is put at the heart of all Club activities and that the duty of care to children is paramount. The Welfare Officer takes the lead in the Club in child safeguarding and is the person to whom others can go for advice and guidance on safeguarding and welfare issues. The CWO can in turn seek advice and support from the BSAC LOCS, the statutory agencies, NSPCC and CPSU.

Clubs should embed safeguarding into their practice to minimise and prevent actual harm and stop foreseeable harm arising. To demonstrate a Club is meeting a duty of care they must have in place policies and procedures to prevent, identify and action incidents of poor practice and harm to children in the Club. This document contains clear guidelines, policies and procedures to assist the Clubs in meeting that duty of care.

## **Action a Club must take to meet its duty of care.**

1. Adopt of Buddy Guard policy in full.
2. Promote a safe environment as paramount.
3. Identify failures to safeguard and take action to address those failures.
4. Promote Buddy Guard to all Officers, instructors, adult members, parents and children in the Club.
5. Have a Club Welfare Officer in post that is appropriately trained
6. Provide a non-discriminatory environment.
7. Treat all suspicions or allegations involving under-18's seriously and appropriately.

## **Required Club Strategy**

- The Club must follow a safe recruitment policy
- Have all appropriate adults in the Club sign up to Buddy Guard (Child Safeguarding)
- Appoint a Club Welfare Officer and ensure appropriate and recommended training is given.
- Ensure all those whose role is deemed to require a DBS disclosure have one in place that is current and cleared by BSAC HQ.
- Have members comply with the Code of Conduct for all participants, helpers, instructors and Club Officers.
- Have an Equal Opportunity policy
- Adopt good practice for parents and children
- Provide a welcome pack for parents and junior members on joining the Club
- Adopt the CPSU Good Practice guidance in respect of deaf and disabled children
- Communicate on a regular basis with parents

## **Additional Responsibilities**

- Follow BSAC guidance on staffing / supervision of children
- Follow BSAC guidance on changing facilities.
- Follow BSAC anti-bullying policy
- Follow BSAC mobile phone and social networking guidance

Provide appropriate guidance and training for instructors and helpers and ensure all instructors and other helpers -

- Have a clear understanding of the responsibilities of their role in the BSAC Club
- Fulfil their duty of care to children with whom they work, directly or indirectly.
- Are never alone with a child except in exceptional circumstances where to leave a child alone would potentially leave them at risk of harm.
- Have two appropriate adults at each session and ensure the ratio of staff to children and young people are adequate.
- Follow the BSAC guidance on transport policy and trips away guidance (4.6).
- Have knowledge of the BSAC missing child guidance (4.4).
- Have knowledge and adhere to the BSAC photographic, mobile phone and social networking guidance.

### **Take appropriate action when concerns are raised**

- The Club must act on concerns raised in an appropriate and timely manner and comply with the requirements of confidentiality
- Keep a written record of concerns raised and action taken that is stored safely and securely
- Seek out advice and guidance as required to enable the matter to be dealt with appropriately
- Offer support to those raising the concern and if appropriate the victim of the concern
- Use the services of the BSAC LOCS

## 2.3 Definitions of Child Abuse

*Working Together 2013* defines abuse as:

*“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.”*

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. Abusers can be adults (male or female) and other young people, and are often known to and trusted by the child and family.

The abuser may be a family member, or they may be someone the child encounters in a residential setting or in the community, including during sporting and leisure activities. An individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming that child. The long term effects of abuse must never be underestimated.

**All suspicions or allegations for sexual or physical abuse, bullying or neglect must be acted upon robustly. The Club Chairman will promptly form a team to investigate, informing the relevant authorities as required (Police, Child Services etc.)**

## 2.4 Managing Concerns

BSAC is committed to ensuring all concerns raised in respect of child safeguarding or welfare are considered and acted upon in a proper and appropriate manner.

BSAC accepts that the protection and safeguarding of children is paramount and should be based on prevention and best practice.

BSAC also accepts that all risk cannot be eliminated but through good practice, policy and procedures and a culture that allows those with concerns to raise them appropriately in the knowledge they will be dealt with properly, we can minimise those risks.

BSAC accepts that issues of concern will be raised from time to time. They should be dealt with in line with the following guidance. If a concern is observed, or raised with you by another person, you should:

- Discuss all safeguarding and welfare concerns raised with your CWO unless they are implicated in the matter.
- If the CWO is not available, speak to another Officer of the Club or contact BSAC LOCS.
- If you consider a child is being harmed, or at risk of being harmed contact the Children's Social Care Team and inform the CWO of the Club of action taken.
- If the concern is in respect of a person in a position of trust in the Club in England the CWO should contact the Local Authority Designated Officer (LADO) who will provide advice and guidance.
- Keep written records of any poor practice, child protection and/or welfare related incidents, allegations or concerns. Record details of any actions taken and the contact details of anyone who was either involved or a witness to the incident.
- When delivering activities in a school or directly under the supervision/management of school staff, the school's arrangements for child protection will apply. You must inform the designated teacher or person for that school, who will follow the Local Safeguarding Children Board (LSCB) procedures.

You should also ensure that you inform your CWO who will make the NGB Child Protection Lead Officer aware of the situation.

## 2.5 Confidentiality and Information Sharing

The government guidance document on “Information Sharing for Practitioners” outlines seven golden rules

- Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
- Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
- Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- Consider safety and well-being. Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- Necessary, proportionate, relevant, accurate, timely and secure. Ensure that the information you share is necessary for the purpose for which you are sharing it. It is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

The Government document “Every Child Matters”<sup>\*</sup> states that information sharing is important to:

- Enable early intervention to help children, young people and families who need additional services to achieve positive outcomes, thus reducing inequalities between disadvantaged children and others.
- Safeguard and promote the welfare of children and young people.

To achieve good safeguarding and proper information sharing it is imperative that confidentiality is maintained. That is persons who are told or made aware of the concerns affecting the wellbeing of a child are kept to a minimum on a strictly “need to know basis”. However it is important the Club members do share relevant information that lead to the concerns for a child with the relevant statutory organisations as soon as possible after the concerns is raised.

**Remember: it is not for you to decide a child is or may be at risk of harm or abuse but it is for you to refer that information to the professional bodies that can assess risk and act as required.**

The information you have may seem minor but it is important to raise what you know with the relevant body as they may already hold information in respect of the child concerned that has come from other sources.

The decision on whether to disclose the information should be based on “proportionality”. That is the proposed disclosure is a proportionate response to the need to protect the child’s welfare. The amount of information disclosed and the number of people to whom it is disclosed should be no more than is necessary in protecting the health and wellbeing of the child.

\* <https://www.education.gov.uk/consultations/downloadableDocs/EveryChildMatters.pdf>

This approach should be followed whether the information being disclosed is regarding a concern within or external to the Club.

BSAC is committed to ensuring all children in BSAC Clubs are safe, are not put at risk of harm or disadvantaged by a failure to share information appropriately. If you are unsure on what action to take or who to share a concern with in respect of a child, contact the BSAC LOCS or ring the NSPCC for advice.

## **2.6 : Role description of the Club Welfare Officer**

Everyone in BSAC has a responsibility to safeguard and protect young people. The role of a CWO is primarily to promote good practice within your Club, to be a named point of contact for students, parents/carers, instructors and volunteers and to understand the BSAC reporting procedures in case a concern is raised.

The information below outlines the role, and skills and knowledge to look for in a CWO.

### **Role**

- Be the first point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified.
- Implement the Club's reporting and recording procedures.
- Promote the Club's best practice guidance/code of ethics and behaviour within the Club.
- Assist the Club to fulfil its responsibilities to safeguard young people.
- Assist the Club to implement its child welfare implementation plan.
- Assist volunteers in keeping their certificates and qualifications up to date.
- Advise and attend as required Club's management committee.
- Ensure confidentiality is maintained.
- Promote anti-discriminatory practice.
- Be the first point of contact with the BSAC LOCS.
- Maintain contact details for the Local Children's Social Care Department and police

### **Experience and knowledge**

- Be knowledgeable of and work to the BSAC "Buddy Guard" safeguarding policy.
- Have a working knowledge of the BSAC and Club's role and responsibilities to safeguard the welfare of members.
- Have basic knowledge of roles and responsibilities of local statutory agencies (Children's Social Care Teams, Police and Local Safeguarding Children Board -LSCB).
- Know and work to the boundaries of the CWO role.
- Have basic knowledge of roles and responsibilities of local statutory agencies (Children's Social Care Teams, Police and Local Safeguarding Children Board - LSCB).
- Have full contact details for the local child safeguarding agencies.
- Have an awareness of equality issues and child protection.
- Have a basic knowledge of core legislation, government guidance and national framework for child protection.

### **Skills**

- Approachable
- Child-focused
- Basic administration
- Basic advice and support provision
- Communication
- Maintaining records
- Ability to promote organisation's policy, procedures and resources
- Interpersonal

It is highly recommended that CWO attend the Sports Coach UK 'Safeguarding and Protecting Children in Sport' workshop or equivalent and the CPSU "Time to Listen" training.

Consult the BSAC Lead Officer in Child Safeguarding for more information.

For details of local workshops go to: [www.sportscoachuk.org](http://www.sportscoachuk.org)

### **Section 3**

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### **3.1 Introduction**

The membership section refers to any member or parent of a member in your Club and includes paid or unpaid, instructor, helper or student.

Clubs should follow the guidance to aid safe recruitment of staff and volunteers and adhere to the on-going requirements on all staff, volunteers and Officers to meet the required high standard of practice and behaviour expected by BSAC.

This section also outlines BSAC's requirement on Clubs to provide full information to parents and students upon joining a BSAC Club for example to welcome them as members, make them aware of instruction available, that the Club has a safeguarding policy and where to find it and to give relevant Club officers' names and contact details.

**3.2 Safe Recruitment** The majority of people who want to work or volunteer with children within sport are well motivated, and without them sports Clubs and organisations could not operate. Unfortunately some individuals will try to use sports organisations to gain access to children for inappropriate motives. Having safe recruitment and selection procedures in place will deter and screen out unsuitable individuals from your Club.

Effective recruitment and selection procedures benefit everyone. They ensure that:

Staff and volunteers will have clearly defined roles and responsibilities, which will have a positive impact on children. Parents will be assured that all possible measures are being taken to ensure only suitable people will be recruited to work with their child. Organisations will reduce the risk to their reputation.

### **References**

BSAC acknowledge that many Clubs do not currently have members under the age of 18, or only those who attend and are in the care of their parents at all times. The BSAC and its Clubs have a duty to safeguard child members and as Clubs expand their membership to include under 18 year olds so that responsibility increases.

Currently those in recognised positions in BSAC Clubs are required to have to a DBS disclosure (see Section 3.3) to commence and continue in that role. It is the view of the BSAC that a robust recruitment process also requires those individuals to provide references of suitability as part of the Club recruitment process.

BSAC has consulted agencies and guidance developed to assist governing bodies in developing robust recruitment processes that will help identify such persons before appointment is made. Thankfully such individuals form a minority but as part of the process to prevent opportunity and access to children the requirement of references is seen as an important part of the recruitment process.

- 2020 Children and Young Persons Workforce Strategy  
[www.education.gov.uk/publications](http://www.education.gov.uk/publications)
- Child Protection in Sport Unit "Safe Recruitment and Selection Process"  
<https://thecpsu.org.uk/resource-library/2013/safe-recruitment-and-selection-procedures>

It is for this reason BSAC strongly recommends that upon recruitment of Branch Welfare Officers and Instructors they should provide a reference as outlined. If you already have child members, a reference will be a requirement for future recruitment to these roles.

### 3.3 Disclosure and Barring Service (Formerly Criminal Records Bureau)

The Government review of the Criminal Records Bureau (CRB) process and Independent Safeguarding Authority (ISA) and the introduction of the Protection of Freedoms Act 2012 has brought about the merger of the CRB and ISA to form the “Disclosure and Barring Service” (DBS). The act also made changes to those who can be DBS checked and a change in the disclosure system namely a check with or without reference to the barring list.

For the purpose of this document the check will now be called a DBS check.

Some key aspects of the DBS remain as follows:

- An organisation that knowingly employs, paid or unpaid, a person who is barred to work with children or adults in a relevant position with either of these two groups will be breaking the law.
- When an organisation which works with children and/or vulnerable adults dismisses an employee or volunteer because they have harmed or posed a risk of harm to a child or vulnerable adult, or would have been dismissed. If the person had not already left or resigned from the organisation, the organisation must refer that person to the DBS for consideration of barring.

#### Disclosure and Barring Scheme

In December 2012 the CRB and ISA merged to become a single non-Departmental Public Body called “The Disclosure and Barring Service”.

#### *Regulated Activity*

There is a new definition now in place to define “regulated activity” which focuses on work that involves unsupervised contact with children or vulnerable adults. The new definition is expected to cut the number of people requiring a full disclosure which includes the barred list but those employees and volunteers who do not meet the new definition of regulated activity will/may still be eligible for the enhanced DBS check without access to the barring list.

An individual eligible for the barred list check and deemed to be in a regulated activity will be required to meet the following requirements:

*The activity must involve:* “Buddy Guard”

Teaching, training, caring or supervising children.

Or

Providing guidance/advice on wellbeing.

Or

Driving a vehicle only for children.

And

Happens frequently (once a week or more often)

Or

Happens intensively (on 4 or more days in a 30 day period or overnight)

And

The individual carrying out the activity of teaching, training or instructing is unsupervised.

*In a BSAC Club you will be required to:*

- Refer an individual removed from their Club as outlined above in to the governing body's LOCS and together refer that person to the DBS.
- Request a DBS check only for persons whose role meets the requirements outlined above.
- Identity checking – all DBS forms to be requested from LOCS by CWO. Identity of instructors will be checked by the Club Welfare Officer before DBS form is sent into BSAC LOCS.

Within your Club that will mean

- If the individual working with children or vulnerable adults is supervised they will NOT be classed as being in a regulated activity. They are eligible for a DBS but the Club will not be allowed to have a barred list check on them.
- If the individual working with children or vulnerable adults is unsupervised they will be classed as being in a regulated activity and they will be eligible for a DBS and the Club will be allowed to have a barred list check on them.

### *Single Disclosure*

From 17th June 2013, the DBS Enhanced Disclosure Certificate will be issued by the DBS to the applicant only. Prior to this the DSS/CRB check had been issued to both the applicant and the registered or umbrella body requesting that check.

As a consequence of this change the BSAC will require members, for whom an application is made through the Governing Body, to send the original DBS check by post to:

British Sub-Aqua Club,  
Telford's Quay,  
South Pier Road,  
Ellesmere Port,  
Cheshire  
CH65 4FL

The DBS check will be returned to the applicant cleared unless information pertinent to the role applied for is disclosed. In such circumstances BSAC will consider what if any action should be taken prior to consideration being given to clearing the check at which stage the applicant will be informed.

If the Governing Body does not receive the cleared DBS check within four weeks of its receipt by the applicant, consideration will be given to suspension of that member until the Governing body is in receipt of the original copy of the check and the check has been cleared.

### **DBS Updating Service**

Currently BSAC will not be part of the DBS updating service for its members. If any member has a DBS check from another registered or umbrella body they should discuss with BSAC Welfare Officer if it is possible for the BSAC to consider gaining access to the updating service as opted into by that individual member.

### *Minimum age*

The minimum age at which a CRB/DBS disclosure can be requested is now raised to 16.

- *List of person eligible for DBS with Barred List checks*

- BSAC Lead Officer Child Safeguarding
- Club Welfare Officer
- Diving and Snorkelling Instructors
- Beachcomber Instructors
- Pool Managers

## 3.4 Information and guidance to Instructors and helpers

### Introduction

BSAC recognise the commitment of all those who work directly with children, whether paid or unpaid.

Earlier in this document it has been stated that the responsibility to safeguard children in BSAC Clubs lies with all those who work directly with, or have responsibility for, children members. This section is to provide additional guidance or those who instruct, teach and help young people within a BSAC Club.

### *Safeguarding children who dive and snorkel*

All those who work directly with children must ensure:

- The child is treated with dignity and respect.
- Good practice is promoted to reduce the possibility of abusive situations occurring.
- They continually reflect upon their own practice including the style, philosophy and practices used to ensure the safety and well-being of children at all times.
- They always work appropriately and openly with children in the Club.
- They are an excellent role model.
- They always put the welfare of each young person first.
- They build a balanced relationship based on mutual trust, which empowers young people to share in the decision-making process.
- They refer and deal with concerns regarding child safeguarding appropriately.

### *Instructors and Teachers must:*

- Keep up-to-date with skills and qualifications.

- Complete a Disclosure and Barring Service Enhanced Check upon commencing in a new post and update that check every three years if they are teaching in a regulated activity.
- Maintain their membership of BSAC
- Know and understand the BSAC Child Safeguarding Policies and Procedures.
- Ensure parents and members obtain appropriate information regarding training.
- Work in partnership with Club Officers.
- Not exceed the level of their competence and qualifications.
- Have open and regular communication with those they instruct and their parent/carer.
- Ensure that activities are appropriate to the child's age, maturity, experience and ability.
- Report any concerns they may have in relation to any child in the Club following reporting procedures laid down in the BSAC Safeguarding Policy.

*BSAC Instructors, Teachers and Helpers should **not**:*

- Take children or young people to their home or other secluded places where they will be alone.
- Engage in rough, physical or sexually provocative games.
- Share a room with a child or young person on trips away from home base.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive remarks to a child or young person.
- Reduce a child or young person to tears as a form of control.
- Allow children or young people to use inappropriate language or allow such behaviour to go unchallenged.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Leave the sports venue before all children or young people have been collected without ensuring they are to be supervised by appropriate Club Officers.
- Abuse their position of power or trust with children or young people or adults.
- Resort to bullying tactics or verbal abuse.
- Cause a child or young person to be embarrassed, humiliated or undermined.

- Spend excessive amounts of time with one child to the detriment of the other children or young people.
- Engage in a sexual relationship with a child or young person aged 17 or under.

NOTE: Engaging in sexual relations with a child aged under 16 years is a criminal offence.

The Sexual Offences Act 2003 states: *“It is an offence for a person aged 18 years or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people”*.

This does not currently apply in law to sports teachers and instructors.

However BSAC adopts the Home Office and NSPCC guidelines which recommend the principle that people in positions of trust and authority do not have sexual relationships with 16/17 year olds in their care. (*Caring for young people and the vulnerable – Home Office*)

The power and influence an instructor has in a professional relationship with a young person must never be underestimated. It is vital for all instructors, as well as other volunteers, to recognise the responsibility they have and ensure that they do not abuse that position of power and trust.

It is therefore BSAC’s position that no sexual relationship should exist between any young person 16/17 years who is a student with their instructor or teacher and that the relationship between instructor and student must be appropriate at all times. Similarly the same applies to an instructor who is aged between 16 years and 18 years.

Please note that young people aged 16/17 years can legally consent to some types of sexual activity. However in some provisions of legislation (*under the Children’s Act 1989*) they are classified as children.

### **3.5 Code of Conduct for Instructors and other relevant Club Volunteers/Officers**

- Never instruct above your level of training and expertise.
- Ensure you attend all relevant updating, access ongoing professional development training and maintain a current CRB/DBS check as required for your position.
- Never ridicule or shout at a young person for making a mistake – treat them with respect and you will receive respect.
- Be reasonable in your demands on the young person's activity according to his level of ability and experience
- Operate within the rules and safety codes of the BSAC
- Ensure equipment provided is suitable for purpose and has been regularly checked to ensure it is safe to use
- Display control and professionalism at all times to all parties including students, fellow instructor, parents and Club Officers.
- Show concern towards sick or injured students and ensure proper medical treatment is obtained.
- Refer any concerns raised by the student to the relevant Club Officer and ensure action is taken.
- Make yourself fully aware of the BSAC Safeguarding Policy and actions to take if you have a concern or a concern is raised to you.
- All physical contact with the student should be appropriate to the requirements of the sport.
- Ensure you are fully aware of all BSAC guidance on physical handling of students.
- Always respect the rights, dignity and worth of the student regardless of gender, ability, culture, background or religion.

### 3.6 Junior Membership Checklist

BSAC Checklist for new junior members

Members under 18 years of age and their parents require information when they join the Club to ensure they are fully aware of the Club's requirements of them and commitment to them.

The following is guidance and not a definitive list. Each Club may wish to give additional information to its new (and existing) members.

- Welcome letter to parents and students under 18
- Emergency contact details
- BSAC Photography Consent Form
- Copy of Codes of Conduct.

*The CWO should*

- Introduce themselves to the new student and parents/carers, explain her/his role, the Clubs safeguarding policy and give details of how he/she can be contacted.
- Signpost where the child safeguarding policy can be found – on line and hard copy.
- Ensure the student is introduced to the relevant instructor(s) and given details of training times, venues, equipment required etc.

### **3.7 Welcome letter to Parents of Students aged 18 years and under**

The Branch should provide an introductory letter to parents of students aged eighteen and under.

The letter should include:

- Club Welfare Officer's name and contact details.
- Relevant Club Officer's names and contact details.
- Instructors' name and contact details.
- Who to go to with questions or concerns in different scenarios i.e. welfare, instruction.
- State the Club has a Safeguarding Policy and where it can be found.
- Venue(s) where instruction will take place with details of training and changing facilities.
- Day(s) and time(s) to attend instruction.
- Equipment required and whether it is available for hire from the Club.

The letter should also include details of:

- What to do if they are unhappy about any aspect of the Club.
- The Club Code of Conduct and confirmation that they, and their child, will be expected to act appropriately to fellow students, instructors and Club Officers, treating all with consideration and respect.
- Confirm you hope they will enjoy be a member of your Club and enjoy the activities provided.

### **3.8 Code of Conduct for junior members aged 17 and under**

#### General behaviour

- Treat all members of, and persons associated with BSAC with due dignity and respect.
- Treat everyone equally and never discriminate against another person associated with BSAC on any grounds including that of age, sexual orientation, ethnic origin or nationality.
- The use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club disciplinary or child welfare policy.
- Display a high standard of behaviour at all times and always reports any poor behaviour by others to an appropriate Club Officer.
- Recognise and celebrate the good performance and success of fellow Club members.

#### BSAC Instruction

- Treat your instructor and fellow students with respect.
- Make your instructor aware, with due notice, if you have difficulties in attending sessions.
- Arrive in good time before the sessions start to complete any warm up as directed by your instructor.
- Ensure you are fit and well to dive, informing Instructor if you feel unwell.
- If you arrive late report to your instructor before entering the water.
- Ensure you have all your equipment with you.
- If you need to leave the water for any reason during instruction inform your instructor and buddy before doing so.
- Listen to what your instructor is telling you at all times and obey instructions given.
- Think about what you are doing while under instruction and if you have any problems discuss them with your instructor at an appropriate time.
- If you have any problems with the behaviour of fellow Club members report them at the time to an appropriate adult.

## **Section 4 (appendices)**

- 4.1 Acknowledgement & Acceptance of Policy
- 4.2 Reference request.
- 4.3 Welcome letter to Parents of Students aged 18 years and under.

## 4.1 Acknowledgement & Acceptance of Policy

## **4.2 Reference Request**

Dear (Referee)

Your name has been provided to us by (name of applicant) as a referee for the post of (post title) within the BSAC Mersey Divers Club. The position is one that requires a DBS check as (name of applicant) will be working directly with children under the age of 18.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question.

We would appreciate you being extremely candid, open and honest in your evaluation of this person.

### **Branch 5 (Mersey Divers) British Sub-Aqua Club, Wallasey.**

Reference for : (name of applicant)

How long have you know this person?

In what capacity do you know this person?

What attributes does this person have that would make them suited to training activities?

4. Please rate this person on the following traits – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. If you have answered YES we will contact you in confidence.

YES/NO – If yes details below please

Any comments you wish to make in addition to the above information?

Would you be happy for the (nominated person e.g. Chairman) of the (name of club) to contact you by phone to discuss your reference?

YES/NO

If YES, please give phone number and time when contact can be made with you.

Thank you for your assistance.

Print Name:

Signed:      Date:

### **4.3 Welcome letter to Parents of Students aged 18 years and under**

Introductory letter will be provided to all parents prior to child's formal training commencing.

The letter will include:

- CWO name and contact details.
- Relevant Club Officer's names and contact details.
- Instructors' name and contact details.
- Who to go to with questions or concerns in different scenarios i.e. welfare, instruction.
- State the Club has a Safeguarding Policy and where it can be found.
- Venue(s) where instruction will take place with details of training and changing facilities.
- Day(s) and time(s) to attend instruction.
- Equipment required and whether it is available for hire from the Club.

**UNDER CONSTRUCTION!**