BRITISH WHEELCHAIR BASKETBALL

CLUB WELFARE OFFICER

INDUCTION

Introduction

As a Club Welfare Officer, you are the cornerstone of safety and inclusion in British Wheelchair Basketball. You play a vital role in creating a safe, inclusive, and supportive environment for everyone involved. In this course, you'll gain a clear understanding of your responsibilities, learn how to recognise and respond to safeguarding concerns, and become confident in applying British Wheelchair Basketball's policies and procedures. You'll gain the confidence and knowledge to protect your club's members and ensure compliance with BWB safeguarding standards.

BRITISH WHEELCHAIR BASKETBALL

Contents

1) Role and Responsibilities of the CWO.

2) Safeguarding Policy
   - Recognising and Responding to Concerns.

3) Disciplinary Process.

4) Jurisdiction and Sanctions.

5) Skills, Contacts and Resources



BRITISH WHEELCHAIR BASKETBALL

BRITISH WHEELCHAIR BASKETBALL

ROLES AND RESPONSIBILITIES

TOPIC 1

Responsibility

THE CLUB WELFARE OFFCIER IS THE PERSON WITH PRIMARY RESPONSIBILITY FOR MANAGING AND REPORTING SAFEGUARDING CONCERNS, AS WELL AS PUTTING IN PLACE PROCEDURES TO SAFEGUARD MEMEBERS, AT CLUB LEVEL

BRITISH WHEELCHAIR BASKETBALL

Role

Assist the Club to safeguard members by implementing the BWB Safeguarding policies and sanctions at club level.

Act as the first point of contact when safeguarding concerns, poor practice or abuse are identified.

Create a positive environment within the club and promote best practice, anti-discrimination and the BWB codes of conduct.

The CWO sits on the club’s Management Committee and must be licensed within the BWB Gameday system.



BRITISH WHEELCHAIR BASKETBALL

Responsibilities

- **RECOGNISE**
  Spot safeguarding concerns at the earliest opportunity

- **RESPOND**
  Make first contact with those concerned with a people first approach.
  Listen to the Child's Voice.

- **REPORT**
  Inform the club committee and escalete to BWB.
  Keep confidential and inform only those that need to know

- **RECORD**
  Keep records accurately and securely for the protection of the accused

  and victim and may need to share with statutory authorities

- **REFER**

Escalate to BWB and statutory authorities if required



BRITISH WHEELCHAIR BASKETBALL

BRITISH WHEELCHAIR BASKETBALL

BWB SAFEGUARDING POLICY

Recognising and Responding to Concerns

TOPIC 2

Introduction

This Topic explores the BWB Safeguarding Policy, legal and moral responsibilities, how to recognise different types of abuse, and the steps for responding, reporting, recording, and referring safeguarding concerns.

BRITISH WHEELCHAIR BASKETBALL

Responsibilities

All adults who engage in wheelchair basketball have a legal and moral responsibility to:

- Protect our members from all forms of physical, emotional and sexual abuse and neglect.
- Create and maintain a safe culture throughout our sport
- Acknowledge that protecting our members is everyone's responsibility
- Put children and vulnerable adults at the centre of the decision-making processes
- Safeguarding is paramount and we are committed to empowering everyone.
- To recognise, respond, record, report and refer any Safeguarding concerns

BRITISH WHEELCHAIR BASKETBALL

Key Principles

1) SAFEGUARDING

- Create a safe environment free of fear and harassment for children and vulnerable adults.

- Ensure all participants understand their responsibilities in contributing to a safe environment.

- Ensure appropriate relationships, with other participants, team staff and officials. Avoid actions that could be perceived as improper or

Key Principles

2) EQUALITY

- Create a safe environment free of fear and harassment irrespective of age,
  gender, disability, ethnicity, religious belief and sexual identity.

- Ensure participants have the same positive experience irrespective of age,
  gender, disability,ethnicity, religious belief and sexual identity.

- Be fair, honest and considerate to all participants, avoid bias and recognise the rights of participants to be respected and treated as individuals

Key Principles

3) CODE OF CONDUCT

•Observe the rules and spirit of the game and be a role model for good sportsmanship.
•Do not engage in behaviour that constitutes any form of abuse or harassment (physical, sexual, emotional, neglect, bullying etc.)
•Respect all players, teams, officials and the coaches.
•Never use inappropriate language or gestures, violence or threatening behaviour.
•Never engage in bullying of any participant off or online.
•Never make discriminatory remarks about any participant off or online.
•Never make any negative or untrue comments about any participant off or online.
•Assume positive intent and communicate constructively with all fellow participants.

4) CHALLENGE AND REPORT

If you have a concern or wish to discuss an issue, please contact our Governance and Integrity Manager, Simon Cartwright at,
safeguarding@britishwheelchairbasketball.co.uk,

BRITISH WHEELCHAIR BASKETBALL

Key Principles

5) INVESTIGATION

- The welfare of children and vulnerable adults is paramount.
- All participants regardless of age, sex, ability, disability, ethnicity, religious belief and sexual identity have the right to protection.
- All allegations, suspicions of harm and concerns will be taken seriously and responded to swiftly, fairly, appropriately and proportionate to the seriousness of the allegation.
- All allegations are investigated in a fair and reasonable manner.
- All parties to an allegation are treated with respect.
- All parties will have a fair opportunity to present their views.

BRITISH WHEELCHAIR BASKETBALL

Types of Abuse

TYPE OF ABUSE	WHEELCHAIR BASKETBALL EXAMPLES
PHYSICAL ABUSE May involve hitting, shaking, throwing, burning etc	Could be handling a child deliberately roughly or hitting a child as a means of control or punishment. Disabled children are 3.68 times more likely to experience violence.
EMOTIONAL ABUSE Persistent emotional maltreatment causing adverse effects on emotional development. Deliberately silencing children, putting them down or making fun of them. Bullying or cyberbullying.	Could be repeatedly humiliating or belittling a child for making a mistake or making them feel worthless
SEXUAL ABUSE Enticing a child or vulnerable adult to take part in sexual activities. This may include: Kissing, rubbing, physical touching or penetration. May also include non physical activities like looking at indecent images	Could be touching a young person in a sexually inappropriate way or targeting a child through text or social networking in order to form an inappropriate relationship with them. 90% of sexual abuse is committed by someone who knows the victim
NEGLECT A persistent failure to meet a child's basic physical and psychological needs, likely to result in the impairment of the child's health or development	Could include overtraining a young athlete, not providing food or drink to provide a young athlete with the energy they need.

BRITISH WHEELCHAIR BASKETBALL

BWB Safeguarding Team

Safeguarding is taken incredibly seriously at BWB and we work as a team from the Board down as we are all responsible for keeping our sport safe.



Board Safeguarding Champion - Geoff Hopkinson

Championing safeguarding across the organisation. Provides the Lead Safeguarding
Officer with independent advice and support on all safeguarding issues.

CEO - Justine Baynes

Provides leadership and direction to enable us to deliver our safeguarding Policy.

Lead Safeguarding Officer (LSO) - Simon Cartwright

Delivers the operational execution of Safeguarding and Disciplinary Policies and Process. Manages and Investigates Safeguarding and Disciplinary cases as they arise.

Your first port of call for advice and support. Clubs can escalate difficult cases to the LSO as required.

Club Welfare Officer (CWO)

Act as the first point of contact when safeguarding concerns, poor practice or abuse are identified.

BRITISH WHEELCHAIR BASKETBALL

BRITISH WHEELCHAIR BASKETBALL

BWB SAFEGUARDING and DISCIPLINARY PROCESS

TOPIC 3

Introduction

The BWB Safeguarding and Disciplinary policy applies to all clubs, organisations and individuals taking part in BWB sanctioned activity at all levels.

Our process ensures that everybody is dealt with fairly and equally.

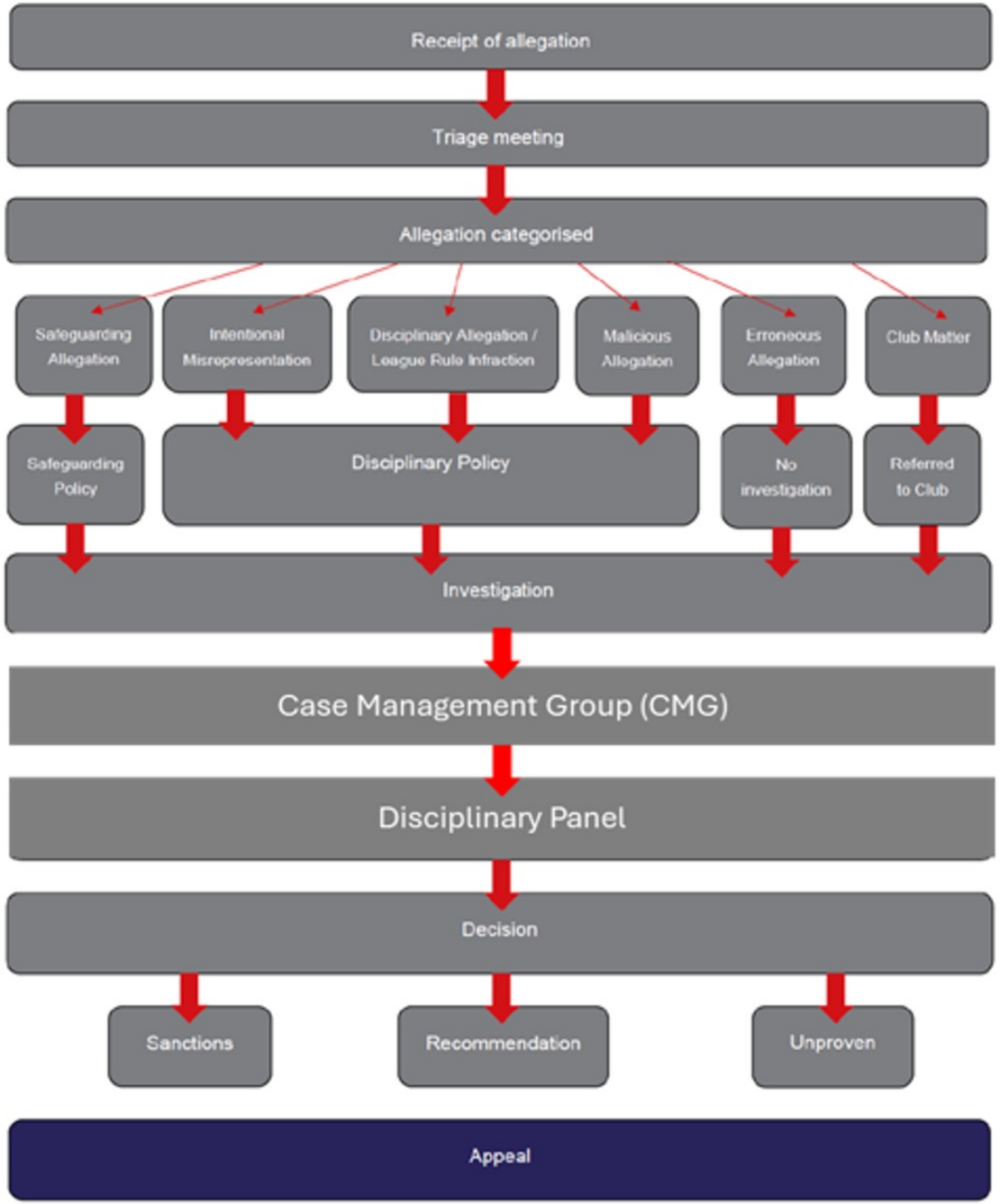
BRITISH WHEELCHAIR BASKETBALL

Process

The process ensures a consistent approach so that every concern is dealt with equally.

The process allows internal and external oversight to ensure unbiased decisions.

Always follow the process.



Receipt of Allegation

Concerns can be made In writing to: m embership@britishwheelchairbasketball.co.uk or safeguarding@britishwheelchairbasketball.co.uk

BWB will acknowledge receipt of the complaint within 5 days of receipt.

Thesafety of the victim will be determined. Where the is an immediate risk the allegation will be shared immediatley with the relevant statutory body.

Details of the allegation including the date, time, name of complainant and name of respondent will be logged by BWB.

A triage group of BWB staff will then meet to discuss the next steps.

YOU MUST ACT IF YOU HAVE ANY SUSPICION OF ABUSE

BRITISH WHEELCHAIR BASKETBALL

Triage

The Triage Group Can make the Following Recommendations

a) Referral or consultation with statutory Agencies
b) No Investigation / No Further action / Lack of evidence
c) Refer back to the club
d) Investigation - Unproven - No Further Action
e) Recommendation for Training or support
f) Investigation - suspension from a position of responsibility as a precaution and pending the determination of any allegations
g) More detailed or external investigation to gather more information

Suspicion of Illegal Activty

If an investigation uncovers illegal activity, then it will be referred to the relevant authority and the BWB investigation will be put on hold until the official investigation has been completed.

BRITISH WHEELCHAIR BASKETBALL

Investigation of Allegation

BWB will assign a case worker to investigate the allegation, BWB reserves the right to assign a third party.

BWB will contact those involved in or who witnessed the alleged incident and ask them to provide statements and evidence.

Where the respondent accepts the charge, the process will move straight to the application of sanctions.

The subject of the complaint may be “Suspended Pending Investigation” from all BWB leagues, competitions or affiliated activity until the conclusion of the investigation is determined. This is a neutral act to protect the investigation and the people involved.

When all the relevant evidence has been collated BWB will review the evidence at the Case Management Group and decide the next steps.

BRITISH WHEELCHAIR BASKETBALL

Confidentiality

Information should be handled on a “Need to Know” Basis. This may include:

a) The person making the allegation
b) The CWO, Club Chair and other Club Officiers
c) Parents / Carers and the victim determined.
d) BWB Safeguarding Lead and members of the CMG and Disciplinary Panel.
e) Statutory Agencies or Police

Information collected by the BWB will be stored in a safe place with limited access in accordance with the Data Protection Act 2018

The disclosure of a Safeguardimng Concern can be distressing to all involved. Whilst the priority is the safety of the child it is important to ensure that everyone has access to advice and support.

BRITISH WHEELCHAIR BASKETBALL

Safeguarding / Disciplinary Panel

The Safeguarding/Disciplinary Panel can be conducted Face-to–Face or by video link

The parties will be given 1 week's notice of the panel date

A Summary of the allegation and case file will be sent to the Panel at least 5 working days in advance.

When the defendant accepts the allegation, the panel will meet only to determine the sanction.

When reaching the decision to sanction , the Disciplinary Panel will assess whether there have been any aggravating or mitigating factors.

BWB will inform the complainant and the respondent of the decision of the Disciplinary Panel within 5 working days of the date of the panel meeting.

BRITISH WHEELCHAIR BASKETBALL

Appeals

A respondent can appeal the outcome of an investigation only where they can prove that evidence was not considered that would have had a material impact on the judgement made.

A respondent wishing to make an appeal must notify BWB within 2 weeks of being notified of the decision of the investigation. The respondent must submit any missing evidence with the notification.

BWB will review the new evidence and determine the following:
a) If evidence has a material impact, the case will be re-opened, and the new evidence will be added to the case file
b) If the new evidence does not materially impact the decision, BWB will decline the appeal.

BWB will e-mail the respondent with the result of their appeal decision. No further appeal will be allowed on the case.



BRITISH WHEELCHAIR BASKETBALL

BRITISH WHEELCHAIR BASKETBALL

JURISDICTION AND SANCTIONS

TOPIC 4

Club Jurisdiction

In many cases the club is the best place to deal with minor breaches of the code of conduct, poor practice and basic safeguarding concerns.

The club will be best placed to investigate a complaint within its membership and can also deliver club related sanctions to its members and those working in a position of trust within the club. Club Sanctions should follow the following stages:

a) VERBAL WARNING - The member is verbally asked to refrain from the behaviour.
b) REPRIMAND - A written warning for repeated minor offences or more serious offence.
c) SUSPENSION from the club, the length of which is at the discretion of the club.

In cases of Gross Misconduct the club can immediately suspend the person in breach from their club without issuing a prior reprimand or verbal warning. The length of this suspension is at the discretion of the club.

All safeguarding cases should be referred to the BWB Safeguarding Lead for consultation

All the disciplinary actions should be recorded securely by the club in accordance with the BWB Privacy Policy

BRITISH WHEELCHAIR BASKETBALL

BWB Jurisdiction

In many cases BWB are best placed to deal with bigger more complex cases involving multiple clubs or Statutory bodies.

All BWB members who were members, or in positions of authority, at the time of of the breach can be subject to a BWB Investigation.

BWB will take the lead in case that occurs at BWB events but after the triage phase these could be referred back to the club after consultation with the Club CWO

BWB can implement sport wide sanctions but does not have the jurisdiction to deliver a club only sanction.

BWB are responsible to ensure that disciplinary investigations are run fairly, that the appropriate processes are followed and the appropriate documentation is completed. Any investigation is proportionate to the severity of the allegation.



BRITISH WHEELCHAIR BASKETBALL

Sanctions

CLUB SANCTIONS

- Verbal Warning
- Reprimand / Written Warning
- Match Ban or Club Susupension
- Training or Guidance

BWB SANCTIONS

- Verbal Warning
- Reprimand / Writtem Warning
- Suspension from all BWB sanctioned competitions
- Education and Training
- Fines
- Individuals names to be published on the BWB website



BRITISH WHEELCHAIR BASKETBALL

BRITISH WHEELCHAIR BASKETBALL

USEFUL SKILLS, CONTACTS AND RESOURCES

TOPIC 5

Recognizing the Signs of Abuse

The Mayo Clinic

A child who's being abused may feel guiltyy , ashamed or confused. The child may be afraid to tell anyone about the abuse, especially if the the abuser is a parent, other relative or family friend. That's why it is vital to look out for red flags like those listed below

- Withdrawl from friends or usual activities
- Changes in behaviour – such as aggression, anger, hostility or hyperactivity or changes in school performance
- Depression, anxiety or unusual fear, or a sudden loss of self confidence
- Sleep problems and nightmares
- An apparent lack of supervision
- Frequent absences from school
- Rebellious or defiant behaviour
- Self harm or attempts at suicide

BRITISH WHEELCHAIR BASKETBALL

Recognizing the Signs of Abuse

The Mayo Clinic

PHYSICAL ABUSE	SEXUAL ABUSE	EMOTIONAL ABUSE	NEGLECT
Unexplained injuries, such as bruises, broken bones or burns Injuries not matching given explanation.	Sexual behaviour or knowledge that's inappropriate. Pregancy or sexually transmitted infection. Genital or anal pain or bleeding Inappropriate sexual behaviour with other children Children's claims of sexual abuse	Delayed or inappropriate emotional development Loss of self confidence or self-esteem. Social withdrawl or a loss of interest or enthusiasm Depression Avoidance of certain situations eg not going to school or not wanting to take a bus Attention Seeking A decrease in school performance	Poor growth Obesity Lack of cleanliness Clothes missing or too small Hoarding or steeling food Poor record of school attendance Lack of attention to medical conditions and illness

BRITISH WHEELCHAIR BASKETBALL

The Voice of the Child

The Lundy Model

SPACE **Children must be given the opportunity to express a view**	**VOICE** **Children must be facilitated to express their view**	**AUDIENCE** **The view must be listened to**	**INFLUENCE** **The view must be acted upon**
How can children and young people feel safe to express their views Have you allowed enough time to listen and hear their views? How do you make sure that all children and young people are heard	How are children and young people provided with teh support they need to give their views and be heard? How can they raise the things that matter to them? How are they offered different ways of giving their views?	How do you show that you are ready and willing to listen to children and young peoples views? How do you make sure they understand what you can do with their views?	How willl children and young people know how much influence they can have on decisions? How will you give them feedback? How will you share with them the impact pf their views on decisions? How will you explain the reasons for teh decisions taken?

BRITISH WHEELCHAIR BASKETBALL

Mediation

PREPARATION IS KEY	DURING THE MEDIATION	EFFECTIVE COMMUNICATION
Understand Your Goals : Identify what you hope to achieve through mediation and what your priorities are	Stay calm and respectful: Maintain a respectful tone and avoid getting drawn into emotional arguments.	Listen actively: pay close attention to what the other party is saying without interupting or formulating your response while they are speaking
Gather necessary Documents : Have reelvant Paerwrok available	Be flexible and open minded: Be willing to consider different perspectives and solutions.	Speak clearly and calmly , Express your needs and concerns in a straighforward manner, avoiding accusatory language
Prepare a Mediation Statement: Outline key issues and your perspective	Focus on the future Instead of dwelling on the past , concentrate on finding a workable solution or moving forward	Focus on the problem, not the person: avoid blaming or personal attacks
Consider the other party's perspective: Try to understand their needs and concens	Trust the mediator's process: The mediator is a neutral facilitor and help guide the conversation towards resolution	Use "I" statements : Describe your feelings and perspective rather than making accusations
Think about potential compromises: Be open to adjusting your position to reach a mutually agreeable solution	Be Patient : mediation can take time , so be prepared for a potentially long day	Be specific : Provide concrete examples to illustrate your points
	Consider rge mediator's role: understand that the mediator is there to help facilitate communication and not take sides or imose a solution	

BRITISH WHEELCHAIR BASKETBALL

Help

BWB SAFEGUARDING

You can find BWB Safeguarding information including our Safeguarding Policy via the folowing link:
https://britishwheelchairbasketball.co.uk/resource-category/safeguarding-resources/
If you would like support or advice please contact the BWB Safeguarding Lead at
safeguarding@britishwheelchairbasketball.co.uk or call 0753 8537872

SAFEGUARDING CHILDREN

The NSPCC and CPSU (Child Protection in Sport Unit) websites provide great resources and training opportunities.
https://www.nspcc.org.uk/ or https://thecpsu.org.uk/

VOICE OF THE CHILD SUPPORT

learning.nspcc.org.uk/research-resources/practice-points-series/voice-child

SAFEGUARDING VULNERABLE ADULTS

The Ann Craft Trust website provides great resources and training opportunities: https://www.anncrafttrust.org/

BRITISH WHEELCHAIR BASKETBALL

BRITISH WHEELCHAIR BASKETBALL

THANK YOU