

Pike Angler's Club of Great Britain

Child Protection Policy and Procedures



Foreword

Sport can and does have a powerful and positive influence on people – especially young people, not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices to support, protect and empower them.

The Pike Angler's Club, hereafter referred to as "the Club" is committed to ensuring that all young people who participate in its activities have a safe and positive experience. The Club is committed to developing and implementing policies and procedures which ensure that everyone knows and accepts their responsibility in relation to their 'Duty of Care' for young people. It is committed to ensuring that there are correct and comprehensive reporting procedures, and promoting good practice for all individuals working within the sport of pike angling.

The club recognises that it is not the responsibility of those individuals working in the sport of angling to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns. This policy sets out a framework to fulfil the Club's commitment to the safeguarding and protecting children within the sport of angling.

This policy applies to all individuals who are members of the Club in the UK who are likely to come into contact with young people as a result of the activities of the Club or who use the Club's name to promote such activities.

If you have any doubt as to its relevance to you please contact the Club's General Secretary at secretary@pacgb.co.uk

Acknowledgements

The Pike Angler's Club wish to thank the Angling Development Board for their assistance in compiling this Child Protection Policy

Aims and Objectives

The PAC's mission statement states;

The Pike Angler's Club of Great Britain will work to establish an environment in which pike are valued; both as a sporting fish and necessary part of the management and ecology of fresh waters.

The Pike Angler's Club and Children

The Pike Angler's Club is committed to introducing children and young people to the sport of pike angling and to educate them into appreciating, respecting and protecting the environment that surround our fisheries – the flora and fauna; the vegetation and the wildlife. The club wants to engender an appreciation of how a predator like the pike fulfils an essential role in any ecosystem and is keen to reverse old attitudes which dictated that pike were vermin to be destroyed.

At the same time the club sees pike angling as a way to occupy young people, giving them direction, comradeship and purpose and in this way to educate and direct them away from getting involved in crime, violence, alcoholism and drugs in the anticipation of turning the youngsters of today into good citizens of tomorrow.

1. Policy Statement

1.1 Responsibilities

The Pike Angler's Club will:

- ☐ accept the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse;
- ☐ respect and promote the rights, wishes and feelings of young people;
- ☐ train and supervise their members and officials so as to adopt best practice to safeguard and protect young people from abuse, and themselves against allegations of abuse;
- ☐ require all members to adopt and abide by the Club's Child Protection Policy and Procedures;
- ☐ respond to any complaints about poor practice or allegations of abuse.

Overall responsibility for child protection will be assumed by the General Secretary of the Club.

1.2 Principles

The guidance given in the procedures is based on the following principles:

- ☐ this policy recognises and builds on the legal and statutory definitions of a child; a young person is recognised as being under the age of 18 years (Children's Act 1989 definition);
- ☐ an adult has the moral and statutory duty for the care, custody and control of any child under the age of 18 under their supervision;
- ☐ the child's welfare is paramount;
- ☐ all young people, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse;
- ☐ all incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- ☐ all young people have the right to participate in the sport of pike angling in an enjoyable and safe environment;
- ☐ young people have the right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the sport of pike angling;
- ☐ it is the particular responsibility of the child protection experts and agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns;
- ☐ confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2000.

Working in partnership with young people, their parents and other agencies is essential for the protection of young people. While the Pike Angler's Club recognises the statutory responsibility of Children's Social Care Services to ensure the welfare of young people and will work with the Local Safeguarding Children's Board (LSCB) to comply with its procedures, child protection has a broader remit within the sport of angling. All those involved in the management of young people in the sport have a duty to ensure that they are:

- ☐ allowed access to the sport in a way that is appropriate for their age and ability;
- ☐ coached and trained by appropriately qualified staff;
- ☐ not required to participate in so many competitions, or to attend training sessions, as to become a threat to their wellbeing;
- ☐ not placed in situations where there is a threat to their wellbeing from the environment;
- ☐ not subjected to any form of discriminatory abuse from any source;
- ☐ not subjected to bullying or undue pressure from any source;
- ☐ encouraged to achieve their full potential at all levels;
- ☐ instructed how to behave around water based venues;
- ☐ afforded respect, confidentiality and privacy in a competing and training situation and any other angling environment.

1.3 Implementation

The Pike Angler's Club Child Protection Policy and Procedures shall be adopted by the following:

- ☐ the Pike Angler's Club committee, it's officials and its members.

☐ all other bodies working at events sponsored by the Pike Angler's Club to provide opportunities for children and young people up to the age of 18 within the sport of pike angling in the UK.

1.4 Assent

All individuals involved in the sport of angling under the jurisdiction of the Pike Angler's Club at every level including participants, officials, instructors/coaches, administrators and club officials agree to abide by the Pike Angler's Club Code of Conduct and Ethics.

All such individuals, by participating or being involved in angling, are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.

1.5 Child Protection Regulations

The Child Protection Regulations shall be incorporated in the constitution of the Pike Angler's Club, and shall be enforced by the club's disciplinary process under existing Disciplinary Rules.

1.6 Monitoring Procedures

The Pike Angler's Club Child Protection Policy and Procedures will be monitored annually and a full policy review will take place tri-annually. The following situations may also evoke a review of the policy:

- ☐ any changes in legislation;
- ☐ any changes in governance of the sport;
- ☐ the result of a significant case

2. Regional Structure

The vast majority of coaches, instructors, officials, volunteers are committed, dedicated people who are motivated to work within the sport for commendable reasons. However, it is important that all reasonable steps are taken to ensure that unsuitable people or people with inappropriate motivation are prevented from working with young people.

The Pike Angler's Club operates with a decentralised structure based on its regions. This means that many activities are carried out on a local basis with the local region and it is essential that the regions, and in particular the Regional Organiser for each region adopt and adhere to the Club's Child Protection Policy. The Club's central committee will take all practicable steps to ensure that persons under the age of 18 attending any event or meeting which is carried out in the Club's name shall do so in a safe and caring environment and will be protected by this Child Protection Policy.

Each region which intends to work with children will nominate a Region Child Protection Officer (RCPO). This may or may not be the Regional Organiser but the RCPO will be required to complete an enhanced level CRB Disclosure and his/her appointment must be approved by the central committee of the Pike Angler's Club. In addition, all those with significant access to or responsibility for young people will be required to complete an enhanced level CRB Disclosure.

All those with occasional access to young people i.e. all Club volunteers who assist at club events who have not been required to complete a CRB Disclosure will be required to complete a Self Disclosure form. Every club member who assists at a club event and non-members who are requested to assist must also complete the Self Disclosure form. This shall not apply to parents who are directly supervising their own children only.

3. Promoting Good Practice with Young People

Introduction

Any suggestion of child abuse, particularly sexual abuse, can generate strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals actively seek employment or voluntary work with young people in order to harm them.

A coach, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a young person enters a club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the young person's self-esteem. In such instances the Pike Angler's Club will work with the appropriate agencies to ensure the young person receives the required support.

3.1 Good Practice Guidelines

All members should be encouraged to demonstrate exemplary behaviour in order to protect young people and themselves from allegations.

The following are common sense examples of how to create a positive culture and environment within the sport of pike angling:

3.1.1 Good Practice Means:

- ☐ adoption of the Pike Angler's Club Child Protection Policy and Procedures;
- ☐ promotion of the policy to all members and parents to illustrate the Club's commitment to a safe environment;
- ☐ always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment – i.e. no secrets);
- ☐ treating all young people equally, and with respect and dignity;
- ☐ always putting the welfare of young people first, before winning or achieving goals;
- ☐ maintaining a safe and appropriate distance from participants (e.g. it is not appropriate to have an intimate relationship with a young person or to share a room with them) and in some cases it may be unlawful;
- ☐ building balanced relationships based on mutual trust which empowers young people to share in the decision-making process;
- ☐ making sport fun, enjoyable and promoting fair play;
- ☐ ensuring that if any form of manual/physical support is required, then it should be provided openly and according to guidelines provided by the Club. Care is needed, as it is difficult to maintain hand contact positions when a young person is constantly moving. Young people and parents should be provided with information regarding coaching practices and physical contact which is required for personal safety or because there is no other suitable coaching method. Consent of a parent or guardian must be obtained prior to any coaching activity taking place;
- ☐ keeping up to date with technical skills, qualifications and insurance in sport;
- ☐ although not normally relevant to the sport of angling – if groups have to be supervised in changing rooms, always ensure parents/teachers/coaches/instructors/officials work in pairs; ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (N.B. However same gender abuse can occur); it may be appropriate to have the child's parents acting as chaperones on angling activities that require overnight accommodation.
- ☐ ensuring that at competitions or residential events, adults should not enter young people's rooms or invite young people into their rooms.
- ☐ if an adult is working in a supervisory capacity, they should only enter the young people's rooms when accompanied by another adult;
- ☐ being an excellent role model – this includes not smoking or drinking alcohol in the company of young people and promoting a healthy diet;
- ☐ giving enthusiastic and constructive feedback rather than negative criticism;
- ☐ recognising the developmental needs and capacity of young people - avoiding excessive training or competition and not pushing them against their will or beyond their mental or physical abilities
- ☐ securing parental consent in writing to act in *loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment; keeping a written record of any injury that occurs, along with the details of any treatment given. Where staff witnesses an injury this must be reported to the parents at the first opportunity;
- ☐ requesting written parental consent if it is required to transport young people in members' cars;

☐ ensuring young people are not exposed to adverse climatic or environmental conditions without adequate safeguarding and protection

3.1.2 Coaching Ratios

When working with groups of children under 8 years of age Government Guidance states clearly that there should be one supervising adult for every six children (Care Standards Act 2000).

Participants under the age of 18 must be supervised at all times and cannot be included in staffing ratios. For young people over the age of 8, experience has shown that a ratio of one adult to ten participants is a minimum requirement in keeping with models of best practice. However, the Pike Angler's Club recommends that a ratio of 1:4 be implemented wherever possible.

The national guidance states that the level of supervision should take account of:

- ☐ the age and ability of the young people;
- ☐ the activity being undertaken;
- ☐ children's growing independence;
- ☐ children's need for privacy;
- ☐ the geography of the facility being used;
- ☐ the Risk Assessment.

If there is an accident or an incident involving a young person or member of staff, you should ensure that there are enough people remaining to supervise the group safely.

Instructors/Coaches working with young people should not work in isolation. Good practice suggests that at least one other adult in addition to the Coach should be present at every session. The additional adult does not have to be a qualified Instructor/Coach.

3.1.3 Changing Rooms

Although the use of changing rooms is not a regular occurrence in the sport of angling - an awareness and understanding of appropriate procedures is essential.

Where practical, participants should be supervised at all times in the changing rooms by two members of staff. Adult staff should not change or shower at the same time using the same facility as participants.

If you are involved in a mixed gender team, separate changing facilities should be made available. If a young person is uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to shower and change at home. Involve participants with disabilities and their carer in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.

Any staff, medical or otherwise, for example a male Instructor/Coach working with female participants, must not be present in the changing rooms whilst participants are getting showered or changed.

No photographic equipment should be allowed in the changing room environment. This includes cameras, video cameras, mobile phones with photo taking facilities etc.

3.1.4 Medical Treatment of Young People

No member of the Pike Angler's Club shall carry out any medical treatment unless he/she is suitably qualified to do so. In the vast majority of cases treatment shall not extend beyond simple first aid, all other cases being referred at once to a medical professional.

It is recommended that no young person should be treated in any way in a situation where the young person is on his/her own in a treatment room with the door closed;

- ☐ it is strongly recommended that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures.
- ☐ where strict medical confidentiality is to be observed then parents of the young person should be invited to attend;
- ☐ it is recommended that if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin) a suitable consenting adult acting as a chaperone should be present;
- ☐ it is important to maintain medical confidentiality and patient dignity at all times;
- ☐ prior to medical treatment being carried out on a young person, parental consent in the written form must be sought where appropriate

- ☐ it is recommended that all treatment procedures are fully explained to the young person and verbal consent is given before they are carried out.

3.2 Practice to be Avoided

The following should be avoided except in cases of emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge at the Club or the young person's parents. For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session:

- ☐ never spend excessive amounts of time alone with young people away from others;
- ☐ never take young people to your home where they will be alone with you.

3.2.1 Practice never to be sanctioned

You should never:

- ☐ engage in rough, physical or sexually provocative games, including horse play;
- ☐ share a room with a young person;
- ☐ allow or engage in any form of inappropriate touching;
- ☐ allow young people to use inappropriate language unchallenged;
- ☐ make sexually suggestive comments to a young person, even in fun;
- ☐ reduce a young person to tears as a form of control;
- ☐ allow allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- ☐ do things of a personal nature for young people or disabled adults that they can do for themselves;
- ☐ invite or allow young people to stay with you at home unsupervised.

N.B. It may be sometimes necessary for staff or volunteers to do things of a personal nature for young people, particularly if they are very young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the participants involved. There is a need to be responsive to a person's reactions. If a person is fully dependant on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in the dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a young person to carry out particular activities.

Avoid taking the responsibility for tasks for which you are not appropriately trained. If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event.

Parents should be informed of the incident:

- ☐ if you accidentally hurt a participant;
- ☐ if he/she is distressed in any manner;
- ☐ if a participant appears to be sexually aroused by your actions;
- ☐ If a participant misunderstands or misinterprets something you have done.

3.3 Relationships of Trust

"The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins." *Caring for Young People and the Vulnerable? Guidance for Preventing Abuse of Trust (Home Office, 1999).*

This statement recognises that genuine relationships do occur between the different levels of volunteers and participants in a group but that no intimate relationship should begin whilst the member of staff or volunteer is in a 'position of trust' over them. The power and influence that the older member has over someone attending a group or activity cannot be underestimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for

volunteers to recognise the responsibility that they must exercise in ensuring that they do not abuse their positions of trust. Young people aged 16-18 can legally consent to some types of sexual activity; however, in some provisions of legislation they are classified as children.

If you engage in an intimate or inappropriate relationship with a young person it is a breach of the Club's Code of Conduct and Ethics and as such will result in disciplinary action. In certain circumstances the 'abuse of trust' is a criminal offence (Sexual Offences Act 2003).

3.4 Guidelines on Photography and Use of Video

The Pike Angler's Club is keen to promote positive images of young people participating in the sport of angling and is not banning the use of photographic or videoing equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people. It is advisable that the following guidelines adhered to.

3.4.1 Use of Images of Young People

With regard to the use of images of young people, for example on the web, in the media or in publications: you should implement the following procedures:

- ☐ ask for parental permission to use the young person's image, this ensures that they are aware of the way the image is to be used to represent the sport;
- ☐ ask for the young person's permission to use his/her image, this ensures that he/she is aware of the way the image is to be used to represent the sport;
- ☐ if the young person is named, avoid using his/her photograph;
- ☐ if a photograph is used, avoid naming the young person;
- ☐ only use images of young people in appropriate dress, to reduce the risk of inappropriate use, and to provide positive images of the young people;
- ☐ encourage the reporting of inappropriate use of images of young people.

If you are concerned, report your concerns to a club official.

3.4.2 Use of Video as a Coaching Aid

There is no intention to prevent Instructors/Coaches using video equipment as a legitimate coaching aid. However, participants and their parents should be aware that this is part of the coaching programme and care should be taken in storing such films.

The parents and young people must provide written consent for the use of photography and video analysis in which they may appear.

4. Recognition of Poor Practice, Abuse and Bullying

Introduction

Child abuse can and does occur outside the family setting. Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers in angling, whether in paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another young person) towards a young person and to follow the procedures in this document.

4.1 Poor Practice

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and or may be causing concern. In the application of this policy, poor practice includes any behaviour which contravenes the Pike Angler's Club Code of Conduct and Ethics, infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in the sport of angling and will be treated seriously and appropriate actions will be taken.

4.2 Abuse

Abuse can happen wherever there are young people of any age. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a young person in the future.

4.2.1 Disabled People

There have been a number of studies, which suggest young people (or adults) with disabilities, are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.

4.2.2 Race and Racism

Young people from ethnic minority groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All organisations working with young people, including those operating where ethnic minorities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report of the death of Stephen Lawrence as 'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion.'

4.2.3 Abuse and Neglect

Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

Neglect

Is where an adult fails to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give young people love, affection and attention.

Neglect in sport could include a teacher or coach not ensuring young people were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

Physical Abuse

Where adults physically hurt or injure young people by hitting, shaking, throwing, poisoning, and burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent feigns symptoms of, or deliberately causes ill health to a young person whom they are looking after e.g. factitious illness by proxy or Munchausen's syndrome by proxy.

Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the young person's immature and growing body; and where drugs are used to enhance performance or delay puberty.

Sexual Abuse

Is where girls and boys are abused by adults (both male and female) who use young people to meet their own sexual needs.

This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornographic material (books, videos, pictures) or talking to young people in a sexually explicit manner is also a form of sexual abuse.

In sport, coaching techniques, which involve physical contact with young people, could potentially create situations where sexual abuse may go unnoticed. The power of the instructor/coach over young performers, if misused, may also lead to abusive situations developing.

Emotional Abuse

Is the persistent emotional ill treatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on young people. It may involve causing young people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a young person.

Emotional abuse in sport may occur if young people are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently. The above definitions are adapted from Department of Health (1999) Working Together to Safeguard Children – A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children.

4.2.4 Indicators of Abuse

Indicators that a young person may be being abused include the following:

- ☐ 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;
- ☐ an injury for which the explanation seems inconsistent;
- ☐ the young person describes what appears to be an abusive act involving him/her;
- ☐ someone else (a young person or adult) expresses concern about the welfare of another young person;
- ☐ unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outburst in temper);
- ☐ inappropriate sexual awareness;
- ☐ encouraging sexually explicit behaviour;
- ☐ distrust of adults, particularly those with whom a close relationship would normally be expected;
- ☐ has difficulty making friends;
- ☐ is prevented from socialising with other young people;
- ☐ displays variations in eating patterns including overeating and loss of appetite;
- ☐ loses weight for no apparent reason;
- ☐ becomes increasingly dirty or unkempt.

It should be recognised that this is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with the parent will help to identify any concerns that a young person maybe experience e.g. family bereavement.

It is not the responsibility of those working in the sport of angling to decide that child abuse is occurring but it is their responsibility to act on any concerns (Section 5).

4.3 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It could be the other way round whereby the abuser may be a young person bullying an older person.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Nancy Duin defined bullying as 'repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons' (Bullying, a Survival Guide, produced by BBC Education).

4.3.1 Typical Targets

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – overweight, physically small, having a disability or belonging to a different race, faith or culture.

4.3.2 Bullying Venues

Girls and boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms.

4.3.3 Bullies

Bullies come from all walks of life; they bully for a variety of reasons and may even have been abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they will have learned how to gain power over others and there is increasing evidence that abuse of power can lead to crime.

4.3.4 Bullies in Sport

The competitive nature of sport makes it the ideal environment for the bully. The bully in the sport of angling can be:

- ☐ a parent who pushes too hard;
- ☐ a coach who adopts a 'win-at-all-costs' philosophy;
- ☐ a participant who intimidates inappropriately;
- ☐ a club official who places unfair pressure on a person;
- ☐ a spectator who shouts abuse.

4.3.5 Forms of Bullying

Bullying can include:

- ☐ physical e.g. hitting, kicking and theft;
- ☐ Verbal e.g. name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures;
- ☐ emotional e.g. tormenting, ridiculing, humiliating and ignoring;
- ☐ sexual e.g. unwanted physical contact or abusive comments.

4.3.6 Indicators of Bullying

The damage inflicted by bullying can be frequently underestimated. It can cause considerable distress to young people, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

There are a number of signs that may indicate that a young person or disabled person is being bullied:

- ☐ behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to school, training or sports club;
- ☐ a drop off in performance in school or standard in sport;
- ☐ Physical signs such as stomach-aches, head-aches, difficulty in sleeping, bedwetting, scratching and bruising, damaged clothes and bingeing for example of food, cigarettes and alcohol;
- ☐ a shortage of money or frequent loss of possessions.

4.3.7 Reporting Bullying

Regardless of who the perpetrator might be, the signs of bullying should be reported to a person of responsibility (Section 5). It is important that bullying is recognised and Pike Angler's Club members and officials take appropriate action and rigorously enforce anti-bullying strategies. It is vital not to underestimate the damage that can be caused by bullying.

5. Responding to Disclosure, Suspicions and Allegations

The Pike Angler's Club's primary responsibility is to ensure that concerns and any relevant information are passed on to the Police and Children's Social Care Services without delay. These organisations have the statutory responsibility to make enquiries to establish whether or not a child is at risk of harm.

5.1 How to Respond to a Disclosure from a Young Person

5.1.1 Actions to Take

If a young person informs you directly that he/she, or another young person, is concerned about someone's behaviour towards them (this is termed disclosure), the person receiving information should:

- ☐ react calmly so as not to frighten or deter the young person;
- ☐ Tell the young person that he/she is not to blame and that he/she was right to tell;
- ☐ take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a young person who has a speech disability and/or differences in language;

- ☐ keep any questions to an absolute minimum to ensure a clear and accurate understanding of what has been said;
- ☐ reassure the young person but DO NOT make promises of confidentiality which might not be feasible in light of subsequent developments;
- ☐ record in writing exactly what has been said using the young person's words as soon as possible. Uses the Pike Angler's Club's Incident Report Form and forward a copy to Children's Social Care Services and Police (as directed) and to the Pike Angler's Club General Secretary;
- ☐ seek advice immediately from the Pike Angler's Club General Secretary. If he/she is unavailable the local Children's Social Care Services or Police should be contacted immediately, they will advise on the action to be taken, including advice on contacting the parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111.

5.1.2 Actions to Avoid

The person receiving the disclosure should not:

- ☐ panic;
- ☐ allow their shock or distaste to show;
- ☐ do not ask questions other than to clarify that you have enough information to act on;
- ☐ speculate or make assumptions;
- ☐ make negative comments about the alleged abuser;
- ☐ approach the alleged abuser;
- ☐ make promises or agree to keep secrets.

N.B. It may not be that all young people are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or to be understood.

Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of the individual's impairment. However, where there are concerns about the safety of a young person, record exactly what has been observed in detail and follow the procedures to report these concerns as detailed in 5.2 and 5.3.

5.2 Responding to Concerns about Possible Abuse from Inside the Sport

If a young person informs you directly that he/she is being abused within the angling environment OR through your own observations or through a third party you become aware of possible abuse or poor practice within the sport you must ACT IMMEDIATELY.

5.2.1 Poor Practice

Reporting Procedures

- ☐ Contact the General Secretary immediately. If, following consideration, the allegation is about poor practice (see definition at 4.1) then the General Secretary will take immediate action to prevent the practice from continuing and will subsequently take any action that is required after consulting with the club's committee. If the General Secretary is unavailable or is the subject of the allegation, then the matter should be reported directly to the Club Chairman;
- ☐ Make a full and factual record of events and forward a copy of the recorded information to the General Secretary.

Action

- ☐ The General Secretary and/or one or more members of the Club Committee, will make the decision on how the allegation is to be dealt with e.g. internally by committee, or externally as a matter for Children's Social Care Services and/or the Police or referral back to the Region.
- ☐ Alleged minor poor practice will be referred back to the Region with advice on the process to be followed:
 - complaints procedure;
 - disciplinary procedure;
 - no further action.

The possible outcomes:

- no case to answer;

- complaint resolved with agreement between parties;
 - training/mentoring agreed;
 - more significant concerns emerged (refer back to the committee).
 - ☐ Serious poor practice, poor practice with wider implications or alleged child abuse will in all cases be referred to the police.
- There is no time limit to the submissions of allegations or incidents of a child protection nature.

Appeals

The Pike Angler's Club disciplinary procedure includes an appeals procedure which is available to anyone under investigation as part of natural justice.

Monitoring and Evaluation

To be conducted at the close of each Child Protection Case to see if any changes need to be made to policies/procedures or lessons that can be learnt.

5.2.2 Possible Abuse Situation

If a young person says or indicates that he/she is being abused, or information is obtained or observations are made which gives concern that a young person is being abused, you must ACT IMMEDIATELY.

- ☐ Ensure the safety of the young person – if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of your concerns and ensure they are aware it is a child protection issue;
- ☐ If available contact the Region Child Protection Officer immediately who will follow the reporting procedures detailed below. If the Region Child Protection Officer cannot be contacted or is the subject of the allegation, then the person that has the concerns about the young person's welfare should follow the reporting procedures.

Reporting Procedures

- ☐ Seek advice immediately from the Region Child Protection Officer. If he/she is unavailable the local Children's Social Care Services or Police should be contacted immediately, they will advise on the action to be taken, including advice on contacting the 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 and forward a copy of the recorded information, as directed to the Children's Social Care Services and/or Police and to the Region Child Protection Officer who will take the appropriate action. Contact the General Secretary Officer as soon as possible.

Possible Outcomes

Where there is a complaint of abuse against a member or volunteer, investigations may include:

- ☐ police enquiry;
- ☐ criminal proceedings;
- ☐ referral back to the Pike Angler's Club central committee.

The result of the Police and/or Children's Social Care Services investigation may help inform any Pike Angler's Club internal investigation, but not necessarily.

5.3 Responding to Concerns about Possible Abuse from Outside the Sport

If a young person informs you directly that he/she is being abused outside the sport environment (i.e. at home, school or some other setting outside the sport) OR through your own observations or through a third party you become aware of possible abuse outside the sport environment you must ACT IMMEDIATELY. (See section 4.2.4 for Indicators of Abuse).

- ☐ Ensure the safety of the young person – if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of your concerns and ensure they are aware it is a child protection issue;
- ☐ The person that has the concerns about the young person's welfare should contact the Region Child Protection Officer and should also follow the reporting procedures below:

Reporting Procedures

☐ Seek advice immediately from the Region Child Protection Officer. If he/she is unavailable the local Children's Social Care Services or Police should be contacted immediately, they will advise on the action to be taken, including advice on contacting the 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 and forward a copy of the recorded information, as directed to the Children's Social Care Services and/or Police and to the Region Child Protection Officer who will take the appropriate action. Contact the General Secretary as soon as possible; It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with the Region Child Protection Officer.

5.4 Reinstatement and Aftermath

5.4.1 Reinstatement

Irrespective of the findings of Children's Social Care Services and/or Police investigations, the Pike Angler's Club central committee will assess all individual cases to decide whether a member or officer can be reinstated and how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. In such cases the committee must reach a decision based upon the information available which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of young people should always remain paramount and should never be compromised.

5.4.2 Support to Deal with the Aftermath

Consideration should be given to what support may be appropriate to young people, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource.

Thought should be given about what support may be appropriate for the alleged perpetrator of the abuse.

5.5 Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a young person or by a member of staff who is still currently working with young people).

Where such an allegation is made, the individual should follow the procedures as detailed in 5.2 and 5.3. This is because other young people, either within or outside sport, may be at risk from this person.

5.6 Dealing with Bullying

The same procedure should be followed as detailed in 5.3 if bullying is suspected. All settings in which young people are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

5.6.1 Action to Prevent Bullying and Help those Being Bullied

- ☐ Take all signs of bullying very seriously;
- ☐ Encourage all young people to speak and share their concerns. Help the victim speak out and tell the person in charge or someone in authority.
- ☐ Create an open environment;
- ☐ Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately;
- ☐ Reassure the victim that you can be trusted and will help them, DO NOT make promises of confidentiality;
- ☐ Record in writing exactly what has been said using the young person's words as soon as possible.
- ☐ Report any concerns to the Region Child Protection Officer or the school (wherever the bullying is occurring).

5.6.2 Actions to take Toward the Bully (ies)

- ☐ Talk with the bully (ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology for the victim(s);
- ☐ Inform the bully(ies) parents;
- ☐ Insist on the return of the 'borrowed' items and that the bully(ies) compensate the victim(s);
- ☐ Impose sanctions as necessary;
- ☐ Provide support for Instructor/Coach of the victim(s);
- ☐ Encourage and support the victims to change their behaviour;
- ☐ Hold meetings with the families to report on progress;
- ☐ Inform all organisation members of any action taken;
- ☐ Keep a written record of any action taken.

5.7 Records and Information

Information passed the Children's Social Care Services or Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

The information needs to include the following:

- ☐ details of the young person i.e. age/date of birth, address, race, gender and ethnic origin;
- ☐ details of the facts of allegations or observations;
- ☐ a description of any visible bruising or other injuries;
- ☐ the young person's account of what happened and how any bruising or other injuries occurred;
- ☐ witnesses to the incident(s);
- ☐ any times, dates or other relevant information;
- ☐ a clear distinction between what is fact, opinion or hearsay;
- ☐ a signature, time and date on the report.

Reporting the matter to the Police or Children's Social Care Services department should not be delayed by attempts to obtain more information.

Wherever possible, referrals telephoned to the Children's Social Care Services department must be confirmed in writing within 24 hours. A record must be made of the name and destination of the Children's Social Care Services 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 direct to the Region Child Protection Officer.

5.8 Confidentiality and Sharing Information

These two concepts appear contradictory. If something is confidential how can it be shared?

Information Sharing

The European Convention on Human Rights, The Human Rights Act 1998 and the Data Protection Act 1998 are key pieces of legislation which deal with a person's right to confidentiality. They are, however, sometimes misused and misquoted. Below is an extract from UK Government Guidance

The Human Rights Act 1998 and the European Convention of Human Rights

2.1 The European Convention on Human Rights has been interpreted to confer positive obligations on public authorities to take reasonable action within their powers [which would include information sharing] to safeguard the Convention rights of children. These rights include the right to life [Article 2], the right not to be subjected to torture or inhuman or degrading treatment [Article 3] and the right to liberty and security [Article 5].

2.2 Article 8 of the European Convention on Human Rights was incorporated into UK law by the Human Rights Act 1998 and recognizes a right to respect for private and family life;

- ☐ Article 8.1 Everyone has the right to respect for his private and family life, his home and his correspondence;
- ☐ Article 8.2 there shall be no interference by a public authority with exercise of this right except as in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic wellbeing of the country, for the prevention of disorder or crime, protection of health and morals or the protection of rights and freedoms of others.

Sharing confidential information may be a breach of an individual's Article 8 right: the question is whether sharing information would be justified under Article 8.2 and proportionate.

2.3 The right to a private life can be legitimately interfered with where it is in accordance with the law and, for example, is necessary for the prevention of crime or disorder, for public safety or for the protection of health or morals, or for the protection of the rights and freedoms of others. You need to consider the pressing social need and whether sharing the information is a proportionate response to this need and whether these considerations can override the individual's right to privacy. If a child or young person is at risk of significant harm, or sharing is necessary to prevent crime or disorder, breach of the child or young person's right would probably be justified under Article 8.

This guidance shows how a person's confidentiality can be over ruled when an alleged offence has been committed. Remember that it is

not the welfare officer's duty to decide if a child is being abused but there is a duty to report it.

Important issues that you will need to ask yourself are:

- ☐ is there a legitimate purpose to share the information?
- ☐ does the information enable the person to be identified?
- ☐ is the information confidential?
- ☐ if so do you have the consent to share?
- ☐ is there a statutory duty to share the information?
- ☐ if consent is refused, or there are good reasons not to seek consent, is there a sufficient public interest to share information?
- ☐ will sharing help to protect a child/children from significant harm?
- ☐ are you sharing the information with those who have a right to know?
- ☐ have you made a record of those with whom you have shared the information?

Confidentiality

The above duty to share information does not allow the individual to openly discuss the allegation.

The key question is does the person have a right to know – The statutory agencies and the Pike Angler's Club General Secretary does.

With the advice of the statutory bodies certain key individuals and members of the club may also be involved in the shared information [Region Child Protection Officer, Chairman and Secretary may be examples]. You can find more information on the Every Child Matters website

www.everychildmatters.gov.uk/deliveringservices/informationsharing

Always avoid gossip and tell only the people who *need* to know.

5.9 Whistle Blowing Policy

'A Guide'

This document provides a simple step by step guide to the recommended practice when a Whistle BLOWER emerges.

It is acknowledged that feelings generated by the discovery that a coach, volunteer or other child or young person has abused, or may be, abusing a child will raise concern amongst other coaches or volunteers, particularly in relation to the difficulties inherent in reporting such matters. It is important, however, that any concerns for the welfare of any child arising from poor practice, abuse or harassment by a coach, volunteer or child / young person should be reported immediately.

The welfare of the child must always be of paramount importance and, you should ensure someone takes immediate steps to remove the child or young person from a position of harm or potential harm. If in a club environment this can be done by recruiting the help of a colleague or by contacting the parents / carers in order that the child or young person may be removed from the position of harm whilst the matter is resolved.

If a member of staff, a coach or other volunteers becomes aware that a member of staff, a coach or other volunteer has or may abuse a child [ren], you **MUST** inform the Region Child Protection Officer.

All information received and discussed will be treated in confidence and only shared with those individuals within the Pike Angler's Club who will be able to manage and resolve the situation.

In cases where you are required to take 'Immediate steps regarding serious incidents of abuse' or you do not feel able to disclose your concerns to any or all of the officers of the club, you **MUST** contact the Police, the Children's Social Care Services or The NSPCC.

All these agencies are experienced in such matters and you can be confident that the concerns will be addressed in a professional way.

If in the event that you feel only able to disclose your concerns anonymously, you are urged to contact any of the agencies named providing as much detail as possible to assist those agencies to minimise the harm or risk that the child [ren] may come to.

Remember: Doing nothing is not an option.

Supervision and Support for Staff and Volunteers involved in Whistle Blowing

The Pike Angler's Club assures all participants, coaches, volunteers, helpers, staff or officials that it will fully support and protect anyone who, in good faith, reports their concerns that someone has demonstrated poor practice or has abused, or may be, abusing a child.

We will also ensure that supervision and support is available both during and following an incident or allegation.

The first person to consider for support is your Region Child Protection Officer whose role are to provide help and assistance in this difficult area.

In the most serious and appropriate cases, it may be possible to access counselling from the statutory agencies particularly the Children's Social Care Services who will have links to other branches of Social Service and specialties.

In any event, you will not be expected to deal with this alone and you should always seek help and advice from the Region Child Protection Officer who is available to advise and help at any time.

IF YOU ARE NOT SURE WHAT TO DO

Advice can be obtained by telephoning the NSPCC Help line on: 0800 800500 or Public Concern at Work on 020 7404 6609 – e-mail: whistle@pcaw.co.uk or Childline on 0800 1111 or

5.10 If an Allegation is Made Against You

Any concerns involving the inappropriate behaviour of an adult towards a young person will be taken seriously and investigated. If you are the person who is the centre of an allegation, the situation will be explained to you and you may be asked to cease working with young people in angling, you will be informed as soon as possible based on advice from the Statutory Agencies, which may cause a delay in the decision making process. This may result in suspension from activity within the sport of pike fishing whilst a full investigation is being carried out. This is to protect all parties involved.

The club will assess, on a case-by-case basis, any support needed for the person who has had the allegations made against them. They may choose to appoint an independent officer to provide support to the accused.