

Safeguarding Policy and Procedures for Baseball and Softball





Greenwich Giants subscribe to and agree to follow Baseball SoftballUKs Safeguarding policies, including the joint safeguarding policies as set out in this document.

In this document

i. Diversity, Equality and Inclusion	3
I. Safeguarding Policy and Procedures for Baseball and Softball	4
I.1. Introduction	4
I.2. Definitions, terms and acronyms used in the Joint Safeguarding Policy and Procedures	5
I.3. What is child abuse?	6
I.4. Other forms of abuse and considerations	7
I.5. Indicators of possible abuse	8
II. Safeguarding Policy.....	9
II.1. Policy Statement	9
II.2. Policy Aims	9
II.3. General Principles.....	9
II.4. Roles and Responsibilities in Relation to Safeguarding.....	10
II.4.1. The role of BaseballSoftballUK is to:.....	10
II.4.2. The role of the BSF is to:	10
II.4.3. The role of each club (or other affiliated or member organisation) is to:.....	11
II.4.4. The role of the Club Safeguarding Officer is to:	11
II.4.5 The role of the BSUK Safeguarding Officer is to:	12
III. Safeguarding Procedures.....	12
III.1. Principles of Best Practice.....	12
III.2. Practices to be avoided	13
III.3. Practices never to be sanctioned.....	14
III.4. Incidents that must be reported/recorded	14
III.5. Coach/Activator Licensing	15
III.6. Use of photographic/filming equipment at sporting events.....	15
III.6.1. Parents and carers	16
III.6.2. Videoing as a coaching aid.....	16
III.7. Recruitment, Employment and Deployment of Staff and Volunteers.....	16
III.7.1. Interview and induction	17
III.7.2. Training	17
III.7.3. Monitoring and appraisal	18
III.8. Complaints procedures	18



- III.9. Responding to allegations or suspicions..... 18
- III.10. Actions if there are concerns 19
 - III.10.1. Concerns about poor practice..... 19
 - III.10.2. Concerns about suspected abuse 19
 - III.10.3. What to do if a child makes a disclosure..... 19
 - III.10.4. Confidentiality 20
 - III.10.5. Internal enquiries and suspension 20
 - III.10.6. Support to deal with the aftermath of abuse 21
 - III.10.7. Allegations of previous abuse 21
 - III.10.8. Action if bullying is suspected..... 21
 - III.10.8.a. Action to help the victim and prevent bullying in sport..... 21
 - III.10.8.b. Action towards the individual(s) exhibiting bullying behaviour 21
 - III.10.9. Concerns outside the immediate sporting environment (e.g. a parent) 22
- III.11. Information for children’s social care or the police about suspected abuse..... 22
 - III.11.1. Greenwich Safeguarding Children Partnership 24
 - III.11.2. Baseball Softball UK..... 24

Appendix 1: Updated Safeguarding requirements for Clubs/Teams and Leagues effective since the start of the 2018 season..... 24

- A.1. Legislation and statutory guidance..... 24
- A.2. Youth baseball or softball teams 24
- A.3. Adult teams accepting membership from youth players 25
- A.4. The Academy and High Performance Academy..... 25
- A.5. General Regulations 25
- A.6. Who needs what safeguarding training 26
- A.7. Other approved safeguarding courses 26

IV. Policy review..... 27

I. DIVERSITY, EQUALITY AND INCLUSION

Diversity, Equality and Inclusion (DEI&I) ensures fair treatment and opportunity for all. It aims to eradicate prejudice and discrimination on the basis of an individual or group of individuals’ protected characteristics (age, disability, marital status, pregnancy and maternity, race, religion or belief, sex, sexual orientation and gender re-assignment).

BaseballSoftballUK takes seriously its role in recognising and removing any barriers faced by people involved or wanting to be involved in our sports, in any capacity, to ensure the culture of our sports are improved to one that values diversity and enables the full involvement of disadvantaged groups in every aspect of our sports.



I. Safeguarding Policy and Procedures for Baseball and Softball

The Executive Boards of the BSF and BSUK are fully committed to the safety and wellbeing of the young people that play our sports and accept responsibility for the welfare of young people involved in baseball and softball, and for the approval and implementation of these policies and procedures.

I.1. INTRODUCTION

Sport can and does have a powerful and positive influence on its participants, especially young people. Not only can it provide opportunities for enjoyment and achievement, but 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 participants first and adopt practices that support, protect and empower them.

The reality, however, is that abuse does sometimes take place in sport and in some cases coaches and other trusted adults in sport have been convicted of criminal offences and/or disciplined by the National Governing Body (NGB) of the sport.

The British Softball Federation (BSF) and BaseballSoftball UK (BSUK) are committed to working together and in partnership with all relevant agencies to ensure that we fulfill our legal and moral obligations to safeguard and promote the welfare of all participants, and specifically young people.

This Safeguarding Policy is mandatory for all BSF, BSUK Officials, staff and members, and for members of all affiliated organisations (Charter Members) when engaged in baseball and softball activities with young people. You are required to adopt, implement and actively promote all aspects of the Safeguarding Policy.

The Safeguarding Procedures offer guidance to everyone involved with baseball and softball (employed staff, volunteers, administrators, coaches, officials, parents and players) to help implement safeguarding best practice in such areas as recruitment of staff and volunteers, anti-bullying, use of social media and planning events and competitions (following any government guidance, i.e. Covid requirements)



I.2. DEFINITIONS, TERMS AND ACRONYMS USED IN THE JOINT SAFEGUARDING POLICY AND PROCEDURES

BSF	British Softball Federation
BSUK	BaseballSoftball <i>UK</i> (recognised as the National Governing Body of baseball and softball for safeguarding)
Affiliated Organisation	An organisation who joins BSUK's Development Charter or a member of an organisation that joins the Development Charter (i.e. BBF clubs and teams)
Child or young person	Defined as a child that has not yet reached their 18 th birthday (The Children Act 1989).
Child protection	Part of safeguarding and promoting welfare. Refers to the process protecting specific children who are suffering, or are likely to suffer, significant harm
Code of Conduct	A clearly stated expectation of the standard of behavior required by the individuals to whom it refers
BSUK SO	BSUK (National) Safeguarding Officer, based at BSUK - the person with overall safeguarding implementation responsibility
NGB	National Governing Body (of Sport)
Parents	A generic term to represent a person or people with legal parental responsibility for a child or young person.
Poor practice	Defined for the purposes of this Policy as behavior which contravenes BSF and BSUK policies, procedures and Codes of Conduct and may directly or indirectly harm the health or development of children. Such behavior may be intentional or accidental.
Safeguarding and promoting the welfare of children	The process of protecting children from abuse or neglect, thus preventing impairment of their health and development.
CSO	Club Safeguarding Officer
Victim	The term 'victim' is widely understood and recognised in many instances. However, due to some negative connotations



	<p>that can be associated with the term, not everyone who has been subjected to abuse considers themselves as a victim, or would want to have themselves described as such.</p> <p>As part of our process for managing an incident, we will seek to clarify with the individual as to how they would like themselves referred to.</p>
--	---

I.3. WHAT IS CHILD ABUSE?

Child abuse is the maltreatment of a child. This maltreatment could be someone neglecting the child or inflicting harm or failing to act to prevent harm. Abuse is often inflicted by, but not limited to, people the child knows and trusts.

Child abuse can occur within many situations, including the home, school and sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document and the Safeguarding Complaints Procedure.

When a child enters club activity having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the relevant club officer(s) must work with the appropriate agencies to ensure the child receives the required support.

There are four main types of child abuse: physical, sexual, emotional and neglect.

PHYSICAL ABUSE may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm or deliberate ill health to a child. It might also occur if a player is forced to train beyond his/her capabilities.

SEXUAL ABUSE involves forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. It may involve physical contact, including penetrative or non-penetrative acts; involving children in looking at, or in the production of, pornographic material; or encouraging children to behave in sexually inappropriate ways. More recently it has been highlighted that children are being sexually exploited in return for gifts, money or sometimes just attention.

EMOTIONAL ABUSE is the persistent emotional ill treatment of a child that adversely affects their development. It may involve conveying to a child that they are worthless, unloved, and inadequate, or putting inappropriate expectations on



them. In a sporting context this may include severe parental or coaching pressure to succeed. Racially and sexually abusive remarks constitute emotional abuse and can also be a feature of bullying.

NEGLECT is the persistent failure to meet a person's basic physical and/or psychological needs, such as failing to provide shelter, food or clothing, or being unresponsive to a child's basic emotional needs, which is likely to result in the serious impairment of their health or development. In a sporting context it could also mean exposing them to harm or failing to ensure they are safe.

I.4. OTHER FORMS OF ABUSE AND CONSIDERATIONS

BULLYING is not technically a type of child abuse, but it does have traits that may overlap the types of child abuse identified. Bullying is anything that involves hurting, intimidating, frightening or upsetting another person. Bullying can include emotional, physical, racist, sexual, homophobic, verbal or cyber elements. It is important to remember that bullying will not always involve face-to-face contact. It is worth noting that bullying behaviour can also take place without the intention of bullying, as it can sometimes be viewed/perceived by the person(s) on the receiving end of the behaviour as impacting them negatively.

FINANCIAL abuse can include having money or other property stolen, being defrauded, being put under pressure in relation to money or other property or having money or other property misused. Although more likely to be seen in adults, children may feel the effects of financial loss within the family environment. Someone who is at risk from financial abuse may also be at risk of other forms of abuse, such as domestic violence.

DOMESTIC VIOLENCE can often appear as any incident or pattern of incidents that take a controlling, coercive or are threatening in nature. This can include the following types of abuse: emotional, physical, sexual, financial, psychological, 'honor' based violence and FGM. Children under the age of 18 are now recognized as being victims of domestic violence if it is occurring within their family environment, even if the abuse isn't happening directly to them, they can be equally as affected by it.

SELF-NEGLECT is when a person becomes either unable or unwilling to care for their own essential needs. It can cover various types of behavior, including neglecting personal hygiene, health or their surroundings, including children and can often lead to refusal of necessary support.

MENTAL HEALTH can affect children and adults alike, and mental health problems can include illnesses such as depression, self-harm, anxiety and bipolar disorder, and all are experienced because of events taking place in their day to day lives.



Where children have suffered from abuse or neglect in their childhoods, the lasting effects of these can often last into adulthood if left unaddressed.

RADICALISATION: Some vulnerable children and young people have been identified as being at risk of radicalisation from some individuals due to problems at home/school/in the club.

CRIMINAL EXPLOITATION: County Lines describes gangs or organized criminal networks that are involved in the movement or exporting of illegal drugs to different areas within the UK. Young people, including children, can be vulnerable to being coerced into either moving the drugs or the money associated with them. Over time this coercion can turn into exploitation.

If you have any concerns about a child in your club, follow the guidance in Section: *Actions if there are concerns.*

I.5. INDICATORS OF POSSIBLE ABUSE

Identifying indicators of abuse is not always straightforward and one indicator on its own will rarely provide conclusive evidence of abuse. However, each small piece of information that the Safeguarding Officer has might add up to a much bigger picture, much like pieces of a puzzle coming together. It is therefore important that individuals report all concerns as soon as they possibly can. It can also be difficult for individuals without appropriate medical training to identify what might be an accidental injury or what might have been caused through other means. However, some of the following may be things to consider if you have a concern:

- Injuries such as, bruises, burns, fractures or bleeding
- Is presenting that they may be in some kind of discomfort or even experiencing physical pain.
- Wearing layers of clothing, especially in warmer weather or making an effort to keep themselves covered when previously they may not have. This may or may not come along with a reluctance to get changed into sportswear/club uniform prior to training or a match.
- Look unkempt or unclean without just cause.
- Display a knowledge of drugs, alcohol or have a sexual knowledge that is inappropriate for their age.
- Changes in eating habits or refusal to eat or drink.
- Becoming tired, unable to concentrate, are distracted or unengaged beyond what is reasonable for the child's age or is out of character.
- Arrive at Training or a match unaccompanied by an adult.
- Changes in behavior, become unusually withdrawn or aggressive.
- Self-harming behaviors or threatening self-harming behaviors.



II. Safeguarding Policy

II.1. POLICY STATEMENT

The BSF and BSUK accept that we have a duty of care to safeguard and promote the welfare of all children involved in our sports. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

However, it is important to note that **safeguarding is everyone's responsibility**.

II.2. POLICY AIMS

The aim of the Safeguarding Policy is to promote best practice:

- Providing children and young people with appropriate safety and protection whilst engaged in activities run under the auspices of the BSF, BSUK and affiliated or member organisations.
- Allowing all staff /volunteers to make informed and confident responses to specific safeguarding issues.

II.3. GENERAL PRINCIPLES

The Safeguarding Policy and Procedure is based on the following principles:

- The safety and welfare of the child is paramount.
- The rights, dignity and worth of young people will be respected.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) and volunteers working within baseball and softball have a responsibility to report concerns to the appropriate person.
- Young people and parents must be informed of these policies and procedures and supported in raising complaints and concerns.
- We are committed to safe recruitment, selection and vetting, and to training and supervising our employees and volunteers to adopt and promote best practice to safeguard and protect children from abuse.



- The BSUK policies and procedures will be reviewed and updated to a planned timetable, and when necessary to respond to changes in legislation and best practice.
- Confidentiality will be upheld in line with current legislation.

II.4. ROLES AND RESPONSIBILITIES IN RELATION TO SAFEGUARDING

Safeguarding is everyone's responsibility, and effective implementation of safeguarding requires all those delivering baseball and softball to work in close partnership. Key roles and responsibilities in this regard are listed below.

II.4.1. The role of BaseballSoftballUK is to:

- Act as lead organisation in all matters relating to safeguarding and promoting the welfare of children.
- Highlight that the BSUK Board has a responsibility for upholding the Safeguarding Policy and for responding to any suspected breaches of it.
- Appoint members of staff as BSUK Safeguarding Officers (BSUK SOs).
- Provide training, support and guidance relating to safeguarding to clubs and other affiliated and member organisations.
- Maintain and update regularly a national record of all suspended and disqualified persons.
- Liaise closely with the BSF and affiliated and member organisations over disciplinary matters related to safeguarding and misconduct, and over the identification of training needs in this area.
- Handle all media enquiries about suspected or reported abuse or poor practice.
- Monitor the effectiveness of the Safeguarding Policy through BSUK Board review.
- Appoint independent investigator/panel (i.e. Sports Resolutions) where necessary to provide Safeguarding Case Management support to BaseballSoftballUK.

II.4.2. The role of the BSF is to:

- Accept that the Executive Board has a responsibility for upholding the Safeguarding Policy and for responding to any suspected breaches of it.



- Appoint from their Executive Board a named person with responsibility for Safeguarding matters, including liaison with BSUK.
- Carry out disciplinary investigations when appropriate.
- Respond appropriately and in a timely manner to recommendations made by the BSUK Safeguarding Officer.

II.4.3. The role of each club (or other affiliated or member organisation) is to:

- Promote safeguarding as **everyone's responsibility**.
- Using a robust recruitment process, appoint a minimum of one Safeguarding Officer and preferably two (ideally one male and one female) and notify BSUK of their names and contact details.
- Accept that all officers and Committee members have responsibility for upholding the Safeguarding Policy, including responding to and reporting any suspected breaches of it.
- Implement recommendations from BSUK relating to safeguarding policy and procedures.
- Through the Safeguarding Officer, inform children's social care if a concern is identified. If the Safeguarding Officer is not available, or the concern is about them, then the person with concerns or the person being informed of the concerns should immediately contact children's social care or the police (and ensure that the BSUK Safeguarding Officer is notified).
- Ensure that contact details for children's social care, the police and NSPCC are made available to all club organisers, coaches and officials.
- Ensure that any concern raised or complaints made in relation to the welfare of a child is handled in accordance with the Safeguarding Complaints Procedure.
- Maintain, as far as possible, the confidentiality of those sharing a concern, those accused of misconduct and any alleged victims.
- Carry out or contribute to disciplinary investigations when appropriate.

II.4.4. The role of the Club Safeguarding Officer is to:

- Promote robust recruitment practices to identify club helpers/officials/coaches and ensure that each person completes a volunteer reference form.
- Ensure that any concern raised or complaint made in relation to the welfare of a child is handled in accordance with the Safeguarding Complaints Procedure.



- Receive and advise on reports or concerns raised from club members.
- Initiate action, ensuring that all appropriate persons have been contacted.
- Inform the BSUK Safeguarding Officer of any cases of misconduct that involve suspected child abuse.
- Maintain up to date knowledge of safeguarding issues with support from BSUK.
- Refer all media enquiries about suspected or reported abuse or poor practice to BSUK.

II.4.5 The role of the BSUK Safeguarding Officer is to:

- Advise and deal with cases of suspected poor practice and/or child abuse.
- Support Club Safeguarding Officers where there is an ongoing case in their club.
- Ensure that all parties are informed of current actions.
- Advise the BSF and BSUK (following the completion of a case) of recommendations for change to any BSUK policies or procedures.
- Minimise the risk to children and young people of any repeated or ongoing concerns.

III. Safeguarding Procedures

III.1. PRINCIPLES OF BEST PRACTICE

All staff and volunteers are expected to demonstrate exemplary behavior in order to promote children's welfare and reduce the likelihood of allegations being made. The following are best practice examples of how to create a positive culture and climate.

Best safeguarding practice means:

- Making sport fun, enjoyable and promoting fair play for all.
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication).
- Treating all children with respect and dignity.
- Always putting the welfare of each child before winning.
- Building a balanced and professional relationship based on mutual trust which empowers children to share in the decision-making process.



- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the BSUK Coach Education program.
- Keeping up to date with technical skills, qualifications and insurance.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same-gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not share the rooms of children or invite children into their rooms on any circumstances. Personal vehicles should not be used to transport children, unless consent is agreed in advance and permission obtained in writing from the parent.
- Being an excellent role model -- this includes not smoking or drinking alcohol in the company of children or using inappropriate language and gestures.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children -- avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis and, if the need arises, to administer 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, including administering of any medication whether prescribed or in an emergency. Reporting more serious injuries (such as those requiring an ambulance or admittance to hospital for treatment) to BSUK.
- Requesting written parental consent if club officials are required to transport young people in their cars.

III.2. PRACTICES TO BE AVOIDED

The practices below should be avoided except in emergencies:

- Spending time alone with children away from others.
- Taking or dropping off a child to an event or activity.
- Administering first aid or medication away from others.
- Communication with children directly via their personal mobile or on social media.



If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in the club and the child's parents -- for example, if a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

III.3. PRACTICES NEVER TO BE SANCTIONED

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language or gestures unchallenged or use it yourself in the presence of a child.
- Make sexually suggestive comments to a child or in the presence of a child.
- Reduce a child to tears as a form of control or shame to encourage performance.
- Fail to act upon and record any allegations made by a child.
- Invite or allow children to stay with you at your home unsupervised or in your personal accommodation if travelling.
- Storing personal items belonging to a child on your person, such as their mobile phone in your pocket or personal bag. Storage for such items should be the responsibility of the parent, or in a pre-agreed secure location/area.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are disabled. These tasks should only be carried out with the full understanding and consent of a parent and the player involved, and are to be agreed with the parents in advance in the form of a written personal care plan for the child and should only be carried out with the full prior understanding and consent of the player involved and their parents. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

III.4. INCIDENTS THAT MUST BE REPORTED/RECORDED

If any of the following occur, you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a player.



- If a player seems distressed in any manner.
- If a player appears to be sexually aroused by your actions.
- If a player misunderstands or misinterprets something you have said or done.
- If a player says or does something that is inappropriate for their age.
- If a player says or does something inappropriate to another child.
- If a player discloses a piece of information about themselves or a third party that may mean they are at risk of immediate harm or causes you concern.
- If a player presents with unexplained injuries, marks or bruising.
- If an adult associated with the club or an adult who has children in their care appears to be intoxicated or under the influence of drugs.
- If an adult associated with the club or an adult who has children in their care appears to be experiencing poor mental health.

III.5. COACH/ACTIVATOR LICENSING

The BSUK Coach License Scheme sets best practice standards of coaching by:

- Establishing minimum operating standards.
- Considering coaching environment factors.
- Defining coaching roles and responsibilities within baseball and softball.

The Coach/Activator license lets clubs, schools and other organisations know that an individual is qualified to coach in that situation. Becoming licensed requires some additional steps to undertake a BSUK coaching qualification. Depending on the type of license, coaches may need an annual criminal record (DBS) check and to possess valid first aid and safeguarding qualifications.

BSUK strongly recommends that all coaches working with children and young people become licensed.

III.6. USE OF PHOTOGRAPHIC/FILMING EQUIPMENT AT SPORTING EVENTS

There is a great benefit to creating and using positive images of young people playing baseball and softball. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate images of young and disabled sportspeople in vulnerable positions. All clubs should be vigilant, and any concerns should be reported to the Club Safeguarding Officer.



Here is some guidance to support best safeguarding practice:

- Request some form of identification when people are registering to take photographs or video images.
- All photography equipment will have the audible 'click' sound turned on.
- All photographs and images will reflect a positive impression of the sport and the participants, will feature appropriate sports kit and will be taken in a way that reduces the opportunities for their misinterpretation or abuse.
- If possible, encourage a focus on the activity rather than the child.

The following will NOT be permitted:

- Unsupervised access to any young person or one-to-one photo sessions.
- Unsupervised photo sessions outside of the sports' competitions.
- Photography in the changing rooms.

III.6.1. Parents and carers

The club will remind Parents/Carers that if they are taking photographs or videos of their children during sporting sessions, to be mindful of not including other children, and that these are for personal use only and are not to be shared with their wider network or on social media.

III.6.2. Videoing as a coaching aid

There is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, players and their parents should be made aware that this is part of the coaching program and their consent obtained, and such films should be stored safely.

III.7. RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS

The BSF and BSUK recognise that anyone may have the potential to abuse children in some way, but all reasonable steps should be taken to ensure that unsuitable people are prevented from working with children.

The same procedures should be adopted whether those doing the work are paid or unpaid, full or part-time, or volunteers.

Pre-selection checks must include the following:



- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- The form should also state that failure to disclose information or subsequent failure to conform to relevant Codes of Conduct may result in disciplinary action and possible exclusion from the sport.
- Where the volunteer/staff member meets the criteria for 'regulated activity' a criminal record (DBS) check including barred list will be completed
- Two confidential references should be obtained, including one regarding previous work with children as appropriate. These references must be taken up and confirmed through telephone or written contact.
- Evidence of identity (passport or driving license with photo).

III.7.1. Interview and induction

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Safeguarding procedures are explained and training needs are identified.
- They should sign up to the Code of Conduct and Safeguarding Policy.

III.7.2. Training

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

- Analyse their own practice against established best practice, and ensure their practice is not likely to result in allegations being made.
- Be able to identify the different types/signs of possible abuse.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child, a parent or another adult.
- Work safely and effectively with children.



It is a requirement that all staff and volunteers working with children should undertake:

- Basic safeguarding awareness training (e.g. the UK Coaching workshop Safeguarding and Protecting Children: A Guide for Sportspeople or the NSPCC Child Protection in Sport (CPSU) online training program).
- First Aid (e.g. St John or St Andrew's Ambulance First Aid qualifications).
- Training in how to work effectively with children (e.g. UK Coaching workshops on Positive Behavior Management and/or How to Deliver Engaging Sessions for Young People).
- The CPSU's Time to Listen workshop, adapted specifically for BaseballSoftball UK. Whilst the content is aimed at the role of the Club Safeguarding Officer, this workshop would benefit everyone involved in baseball and softball.

III.7.3. Monitoring and appraisal

At regular intervals (or following a program), all staff or volunteers should be given the opportunity to receive formal (e.g. through an appraisal) or informal feedback to identify training needs and set new goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

III.8. COMPLAINTS PROCEDURES

The Complaints Policy (and where appropriate the Safeguarding Complaints Procedure) should be used to deal with any concerns or complaints. The BSF and BSUK should ensure that all clubs/leagues are aware of the existence of these policies and procedures. Clubs/leagues should ensure that parents and young people are also aware of them.

III.9. RESPONDING TO ALLEGATIONS OR SUSPICIONS

It is not the responsibility of anyone working in baseball or softball to decide whether or not child abuse has taken place or is taking place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

The BSF and BSUK will assure all staff/volunteers that it will fully support and protect anyone who, in good faith, reports any concerns they may have about a child or an adult's behavior towards a child.



Where there is a complaint against a member of staff (or a volunteer) it will be investigated appropriately.

Any police or child protection investigation may well influence and inform the BSUK investigation, but all available information will be used to reach a decision.

III.10. ACTIONS IF THERE ARE CONCERNS

III.10.1. Concerns about poor practice

- If, following consideration, the allegation is clearly about poor practice; the Club Safeguarding Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Club Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the BSUK Safeguarding Officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

III.10.2. Concerns about suspected abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to a statutory agency and/or the BSUK Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The parents of the child will be contacted as soon as possible following advice from the BSUK Safeguarding Officer or the statutory agency.
- The BSUK Safeguarding Officer will deal with any media enquiries.
- If the BSUK Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the BSUK Chief Executive Officer who will refer the allegation to the appropriate statutory agency.

III.10.3. What to do if a child makes a disclosure

- Listen to the child with empathy, allow them the time they need to talk.
- Try not to ask leading questions.
- Stay calm and try not to show the child that you are shocked or upset by what they are telling you.
- Do not make any promises to the child.



- Explain calmly to the child what will happen next and that you might have to pass this information on to someone else.
- Make a written record of the conversation with the child, using the child's own words. Report the facts and do not include your personal opinion.
- Pass this written record onto the safeguarding officer as soon as possible.

III.10.4. Confidentiality

Every effort must be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only, which would normally include only the following people:

- The Club Safeguarding Officer.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Children's social care and/or the police.
- The BSUK Safeguarding Officer.
- Nominated Panel (Sports Resolutions, appointed by BaseballSoftballUK) to provide Safeguarding Case Management Support.

Information should be stored in a secure place with access limited to designated people, in line with data protection laws, which require that information is accurate, regularly updated, relevant and secure.

III.10.5. Internal enquiries and suspension

- The BSUK Safeguarding Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and children's social care inquiries.
- Irrespective of the findings of children's social care or police inquiries, the relevant person or body will assess all individual cases to decide whether a member of staff or volunteer 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 relevant person or body must reach a decision based upon the available information, which could suggest that, on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.



III.10.6. Support to deal with the aftermath of abuse

- Consideration should be given to the kind of support that children, parents and members of staff /volunteers may need -- for example, signposting to helplines, support groups and open meetings. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bacp.co.uk, Internet: www.bacp.co.uk.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

III.10.7. 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 child, either by a former member of staff or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to children's social care or the police. This is because other children, either within or outside sport, may be at risk from this person.

III.10.8. Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to allegations or suspicions' above.

III.10.8.a. Action to help the victim and prevent bullying in sport

- Take all signs of bullying very seriously.
- Encourage all children to share their concerns (it is believed that up to 12 children each year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to 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 of the bullying behaviour separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to keep this a secret.
- Keep records of what is said (what was done, by whom, when, where).
- Report any concerns to the Club Safeguarding Officer or the school (wherever the bullying is occurring).

III.10.8.b. Action towards the individual(s) exhibiting bullying behaviour



- Talk with the individual(s) exhibiting bullying behaviour, explain the situation, and try to get the individual(s) exhibiting bullying behaviour to understand the consequences of their behavior. Seek an apology to the victim(s).
- Inform the individual(s) exhibiting bullying behaviour parents.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the individual(s) exhibiting bullying behaviour to change behavior.
- Hold meetings with the families to report on progress.
- Inform all organisation members of any action taken.
- Keep a written record of action taken.
- Most 'low level' incidents will be dealt with at the time by coaches and volunteers. However, if the bullying behaviour is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the designated Club Safeguarding Officer as in 'Responding to allegations or suspicions' above.

III.10.9. Concerns outside the immediate sporting environment (e.g. a parent)

- Report your concerns to the Club Safeguarding Officer, who should contact the relevant statutory agency or the police as soon as possible if you believe the child to be at risk of immediate harm (see below for the information children's social care or the police will need).
- If the Club Safeguarding Officer is not available, the person being told of or discovering the abuse should contact children's social care or the police immediately.
- The relevant statutory agency and the Club Safeguarding Officer will decide how to involve the parents.
- The Club Safeguarding Officer should also report the incident to the BSUK Safeguarding Officer as soon as practicable.
- Maintain confidentiality on a need-to-know basis only.

III.11. INFORMATION FOR CHILDREN'S SOCIAL CARE OR THE POLICE ABOUT SUSPECTED ABUSE



To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age, date of birth and ethnicity.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay. Try to avoid including your own personal opinions and potential biases.
- A description of any visible bruising or other injuries, and also any indirect signs, such as behavioral changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child was not the person who reported the incident, has anyone spoken to the child? If so, what was said?
- Has anything been alleged to the abuser? Record details.
- Where possible, referral to the police or children's social care should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

As well as reporting your concerns to the relevant and appropriate organisations, please also send a copy of it to the clubs safeguarding officer at safeguarding@greenwichgiantsbaseball.com as soon as you are able.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact children's social care or the police, the NSPCC Helpline on 0808 800 5000, or Childline on 0800 1111.



III.11.1. Greenwich Safeguarding Children Partnership

If you have concerns about the safety or welfare of a child / young person you should contact Children's Services MASH Team on 020 8921 3172 or mash-referrals@royalgreenwich.gov.uk

III.11.2. Baseball Softball UK

To report a concern please click here:

<https://bsuk.wufoo.com/forms/plaore7ile06r7i/> or email welfare@bsuk.com or phone 0207 453 7055.

Appendix 1: Updated Safeguarding requirements for Clubs/Teams and Leagues effective since the start of the 2018 season.

A.1. LEGISLATION AND STATUTORY GUIDANCE

- The Children Act 1989 and amended in 2004 which details a framework for the care and protection of children.
- Safeguarding Vulnerable Groups Act 1974, providing definitions of what 'regulated activity' is in relation to children.
- Working Together to Safeguard Children 2023
- Domestic Abuse Act 2021

Further information regarding safeguarding policy, legislation and statutory guidance can be found at www.gov.uk

A.2. YOUTH BASEBALL OR SOFTBALL TEAMS

For all youth teams (defined as any team exclusively selecting players under the age of 18 or adult teams accepting membership of three or more players under the age of 18:

- A minimum of one (1) coach per team shall have appropriate safeguarding training, to be determined by BaseballSoftball UK. Apart from rare exceptions,



it is expected that the team Head Coach shall be one of these suitably-qualified individuals.

- All youth team coaches are to have a valid criminal record check (DBS) completed on them within the last calendar year before the start of the season in question.
- All youth clubs or teams must name a designated Safeguarding Officer within their organisation who has appropriate safeguarding training, to be determined by BaseballSoftball *UK*.
- All clubs or teams must provide BaseballSoftball *UK* with contact details for their designated Safeguarding Officer and coach(es) and ensure that these details are kept up to date.

A.3. ADULT TEAMS ACCEPTING MEMBERSHIP FROM YOUTH PLAYERS

For teams that allow membership of players under 18 years of age:

- All team coaches on a team that accepts players under 18 years of age shall have a valid DBS check completed on them within the last calendar year before the start of the season in question.
- Should a team have three or more youth players, the regulations covering exclusive youth teams shall apply.
- All youth clubs or teams must name a designated Safeguarding Officer within their organisation who has appropriate safeguarding training to be determined by BaseballSoftball *UK*.
- All teams must provide BaseballSoftball *UK* with contact details for their designated Safeguarding Officer and coach(es) and ensure that these details are kept up to date.

A.4. THE ACADEMY AND HIGH PERFORMANCE ACADEMY

All coaches to the Academy and High Performance Academy must complete a criminal record check (DBS) annually, prior to the commencement of their duties.

Academy and HPA Head Coaches are required to have suitable safeguarding training to be determined by BaseballSoftball *UK*.

A.5. GENERAL REGULATIONS

Parental permission forms must be completed annually, prior to the start of any play or training, for all youth players.



All teams undertaking overnight trips shall complete a **Travelling Team Details Form** and submit it to BaseballSoftball *UK* at least seven days prior to the commencement of the trip. This is so that BaseballSoftball *UK* has the main trip details and contacts and is able to assist in an emergency by providing a helpline for all enquiries*. All travelling teams must have a suitably-trained Safeguarding Officer with them.

* This is the service that BSUK offers for travelling teams to provide full assistance 24/7 for all teams travelling abroad; to assist, if needed, if an emergency occurs; and to provide a 'hotline'-type service for parents/family members.

A.6. WHO NEEDS WHAT SAFEGUARDING TRAINING

Club/league Safeguarding Officers need "Time to Listen" face-to-face training. However, if a Safeguarding Officer is new or unqualified, online training can be used to provide basic training until a suitable face-to-face course is available. All Safeguarding Officers should complete a face-to-face course within a year of taking up the position.

For Head Coaches and Assistant Coaches, an interactive safeguarding training course should be taken.

Interactive training includes face to face training and some online learning where interaction between participants and the facilitator is 'live' (eg UK Coaching Safeguarding and Protecting Children Online workshop also known as a virtual classroom). Face to face training is the most appropriate method as it allows delegates to ask questions of and receive feedback from the trainer, as well as hearing the views of other participants – all within a safe environment facilitated by a qualified safeguarding tutor. It also provides the opportunity to discuss specific safeguarding issues that arise during the training. Interactive training can also involve using a virtual classroom, through webinars, or other similar software (e.g. Zoom, WebEx, Teams etc.).

A.7. OTHER APPROVED SAFEGUARDING COURSES

The following courses are recognised by BSUK as providing an acceptable standard of safeguarding training:

- UK Coaching Safeguarding and Protecting Children
- 'Time to Listen' course (generic) delivered by County Sports Partnerships.
- Child protection courses delivered by local Safeguarding Children's Boards.
- Child protection training delivered by local schools.



IV. Policy review

BSUK policy last reviewed	Reviewed By (Consultant)	Approved by	Next review date
Feb 2024	Herra Sports	Governance Committee	Nov 2024

Greenwich Giants policy last reviewed	Reviewed by	Approved by	Next review date
March 2026	Governing Committee	Governing Committee	March 2027