

West of England Billiards & Snooker Foundation

Child Protection Policy



Document information

Author: Steve Canniford
Date Last Saved: 30 July 2007
Date Printed: 14 August 2007
Revision Number: 35

Revision Date	Change / Update
5/11/2004	Revision to Child Protection Guidelines and Child Protection Report Form to accommodate accidental injury, illness & sickness.
1/8/2005	Badge change
20/5/2006	Added No Smoking Policy and Alcohol & Substance Abuse Policies

Table of Contents

West of England Billiards & Snooker Foundation	1
Child Protection Policy	1
Introduction	1
Policy Statement	1
Policy aims	1
Promoting Good Practice with Young People	1
Introduction	1
Good Practice Guidelines	1
Good practice means:-	1
Practice to be avoided	2
Practice never to be sanctioned	2
Guidelines of Use of Photographic Filming Equipment at Sporting Events	2
Recruitment and selecting of Officials and Volunteers	3
Recognition of abuse	3
What about the parents?	3
Main Forms of Abuse	3
Physical Abuse	3
Sexual Abuse	4
Emotional Abuse	4
Neglect	4
Effects of Abuse	4
Bullying	4
Bullying can take many forms:-	4
There are various ways in which bullying show itself:-	4
Responding to suspicions or allegations	4
If you suspect child abuse:	5
If a child tells you something has happened:	5
Poor Practice	2
Confidentiality	2
Internal Enquiries and Suspension	2
Support to deal with the Aftermath	2
Allegations of Previous Abuse	2
Action if Bullying is suspected	2
Action to Help the Victim and prevent Bullying in Sport	2
Action towards the Bully	3
Introduction and statement of commitment	4
Complaints Procedure	4
Alcohol Policy	5
Substance Abuse Policy	5
Definition	5
Complaints procedure	5

West of England Billiards & Snooker Foundation

Aims	5
Practical guidance	6
Procedure	7
Persistent substance abuse	7
Complaints Procedure	7
WEBSF Guidelines	8
‘Staff’ (Officer/Coach/volunteer) ratios	8
Tournaments	8
Coaching Sessions	8
Changing rooms	8
Injuries and illness	8
Collection by parents/carers	8
Late collection of children	8
In cases of late collection, staff and volunteers:	8
Discipline	9
Physical contact	9
Sexual activity	9
Participants with disabilities	9
<i>Consent to act in loco parentis</i>	11
<i>Consent to provide transportation</i>	12
<i>Photographer Registration Form</i>	13
<i>Self Declaration Form</i>	14
<i>Child Protection Report Form</i>	16
<i>Useful contacts:</i>	19

West of England Billiards & Snooker Foundation

CHILD PROTECTION POLICY

Introduction

The **West of England Billiards & Snooker Foundation (WEBSF)** promotes, organises and runs Billiards & Snooker tournaments, coaching classes and examinations for children and young people in the South West of England.

A significant proportion of our participating membership is aged under 18 years and we have produced this Child Protection Policy for implementation within the West of England Billiards & Snooker Foundation because all sporting organisations, which make provision for children and young people have a responsibility to ensure that:-

- The welfare of the child is paramount.
- 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 will be taken seriously and responded to swiftly and appropriately.
- All members and officials working in the **WEBSF** have a responsibility to report concerns to the appropriate officer. In general, members and officials are not trained to deal with situations of abuse or decide if abuse has occurred and should report all details direct to the **WEBSF** Child Protection Officer.
- Working in partnership with young players and their parents / carers is essential for the protection of young players.

Policy Statement

The **WEBSF** has a duty of care to safeguard all children involved in Billiards & Snooker from harm. 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. The **WEBSF** will ensure the safety and protection of all children involved in Billiards & Snooker through adherence to the Child Protection guidelines adopted by the **WEBSF** (appendix 1). These guidelines will be administered on behalf of the **WEBSF** by the designated **WEBSF** Child Protection Officer. A child is defined as under 18 years of age, in The Children Act 1989.

Policy aims

The aim of the **WEBSF** Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of the **WEBSF**
- Allow all members and officials to make informed and confident responses to specific child protection issues.

Promoting Good Practice with Young People

Introduction

Child abuse, particularly sexual abuse, can arouse 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 will actively seek employment or voluntary work with young people in order to harm them.

A coach, instructor, 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 child enters the club 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 **WEBSF** must work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture within Billiards & Snooker.

Good practice means:-

- Never be alone in a dressing room with children. Always be accompanied by another adult. Always working in an open environment. (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets))
- Treating all young people / disabled adults equally and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them).

West of England Billiards & Snooker Foundation

- Building balanced relationships based on mutual trust that empowers children to share in the decision-making process.
- Make sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual / physical support is required, it should be provided openly. Care is needed, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Involving parents / carers wherever possible (e.g. for the responsibility of their children during coaching and tournaments). Always ensure parents / coaches / officials work in pairs wherever possible.
- Ensuring that if mixed teams are taken away, a male and a female official / parent / volunteer should always accompany them. (NB however, same gender abuse can also occur).
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of your people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the development needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- 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. (Appendix 2)
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if **WEBSF** officials are required to transport young people in their cars. (Appendix 3)

Practice to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, 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:

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking children to your home where they will be alone with you.

Practice never to be sanctioned

The following should **never** 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 unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults, which they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

NB It may sometimes be necessary for officials to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent 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 any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed.

- If you accidentally come into physical contact or accidentally hurt a player.
- If he / she 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 done.

Guidelines of Use of Photographic Filming Equipment at Sporting Events

West of England Billiards & Snooker Foundation

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all **WEBSF** coaches / officials / volunteers be vigilant with any concerns to be reported to the **WEBSF** Child Protection Officer.

Videoing as a coaching aid: there is no intention to prevent **WEBSF** coaches and officials using video equipment as a legitimate coaching aid. However, performers and their parents / carers should be aware that this is part of the coaching programme and care should be taken in the distribution and storing of such films. (See appendix 4)

Recruitment and selecting of Officials and Volunteers

The **WEBSF** recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. When undertaking pre-selection checks the following should be included.

All officials should complete an application form (Appendix 5). The application form will elicit information about applicants past and a self-disclosure about any criminal record.

Consent should be obtained from an applicant to seek clearance from the Criminal Records Office.

Two confidential references, including, if possible, one that pertains to previous work with children. These references must be taken up and confirmed through telephone contact.

Evidence of identity (Passport or driving licence with photo).

Recognition of abuse

It is not always easy to recognise a situation where abuse may occur or has already taken place even for those experienced in working with child abuse. The **WEBSF** acknowledges its officials, whether in a paid or voluntary capacity, are not experts at such recognition. It is important therefore to recognise that it is not their responsibility to decide whether or not child abuse is taking place, but to report where they have concerns or suspicions where an allegation has been made.

The concern that the child may have been abused could relate to something which has happened whilst the child is engaged in an activity of the **WEBSF**, or it may be a disclosure made by the child to an official or volunteer or a concern about something the child has experienced outside of the activity provided by the **WEBSF**. Either would require a proactive response.

- There are many ways in which child abuse may manifest itself, for example:-
- Is the child doing something that is unusual for the child?
- Is the child over-friendly with strangers?
- Do you recognise any or some of these behaviours in the child?
- frequent mood changes
- unusual eating patterns, i.e. always hungry
- change in appearance
- quiet and withdrawn, a loner
- never wants to go home
- tired looking
- seductive behaviour
- frequent bruises (particularly on fleshy parts)
- gives the impression of being unloved and unhappy.

This list is NOT exhaustive and the presence of one or more of the above is NOT proof that abuse is actually taking place.

What about the parents?

The child's parents could well be trying to attract attention to themselves by an initial cry for help.

In instances of abuse, both the child and the parents need help. Some parents are very relieved to know that their problem has been recognised. Others, unfortunately, may deny that a problem exists or become elusive if they feel that they are under suspicion.

Main Forms of Abuse

Physical Abuse

West of England Billiards & Snooker Foundation

Where adults physically hurt or injure children by hitting, shaking, squeezing, burning and biting or by giving children alcohol, inappropriate drugs or poison. In the sporting situation physical abuse can occur when the type of training exceeds the capacity of the child's physical capability.

Sexual Abuse

This occurs when children are abused by adults who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, fondling and the showing of pornographic material. Physical contact with children could potentially create situations where sexual abuse may go unnoticed. The role of a coach in a sporting situation could provide the means of an abusive situation occurring.

Emotional Abuse

This may be caused by a persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted. It may also occur when there is constant overprotection (which prevents children from socialising), or there is neglect, physical or sexual abuse. Emotional abuse might occur if children are subjected to excessive criticism, inappropriate personal or sexual remarks, bullying, being exposed to undue or inappropriate pressure or exposed to danger.

Neglect

This occurs where adults fail to meet the child's basic needs such as food or warm clothing, fail or refuse to give children love, affection and attention. Children might also be constantly left alone or unsupervised. Neglect could include not ensuring children are safe, exposing them to undue cold or to unnecessary risk of injury. Neglect could occur during organised activities if young people are exposed to the risk of injury or there is a failure to ensure their safety.

Effects of Abuse

Abuse in all its forms can affect a child at any age. The effects can be so damaging that, if untreated, they may follow an individual into adulthood. For example, an adult who has been abused as a child may find it difficult or impossible to maintain a stable, trusting relationship, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

There have been a number of studies that suggest children with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred. Children from ethnic minorities who could also be experiencing racial discrimination may feel doubly powerless.

Bullying

Bullying is in effect another form of abuse and can be either physical, psychological or verbal in nature and is frequently undertaken by a young person. The competitive environment provided by the sports situation makes an excellent environment for the bully to ply his / her trade. In sports the bully can be:-

- A parent who pushes the child too hard
- A coach with a win at all costs attitude
- A player who intimidates
- An official placing unfair pressure on a person

Bullying can take many forms:-

- Physical: pushing, hitting etc
- Verbal: name calling, teasing, sarcasm
- Emotional: tormenting, ridiculing, humiliating
- Racist: taunts, graffiti, gestures
- Sexual: unwanted physical contact or abusive comments

There are various ways in which bullying show itself:-

- Behavioural changes such as reduced concentration, clingy, depressed, tearful, reluctance to attend training or club activities
- A reduction in the standard of play
- Physical signs such as headaches, stomach aches, difficulty in sleeping, damaged clothes
- A shortage of money or frequent loss of clothing

Responding to suspicions or allegations

It is not the responsibility of anyone working in **WEBSF** to take responsibility or to decide whether or not child abuse has taken place. However there is a duty to act on any concerns through contact with the appropriate authorities.

West of England Billiards & Snooker Foundation

The **WEBSF** will assure all parents / members / officials / volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague has in the past, is at present, or may be, abusing a child.

Where there is a complaint against a member or official, there may be three types of investigation.

- A criminal Investigation.
- A child protection investigation.
- An **WEBSF** disciplinary or misconduct investigation.

The results of the police and child protection investigations may well influence the **WEBSF** disciplinary investigation, but not necessarily.

Any suspicion that a child has been abused by either a parent, member, volunteer or an official, should be reported to the **WEBSF** Child Protection 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 **WEBSF** Child Protection Officer will record details of the incident(s) using the Child Protection Report Form (Appendix 6).

If you suspect child abuse:

- Do realise that your concerns could be significant and should be passed on. Tell Social Services of your concerns, but try not to be 'over-dramatic'.
- Don't examine the child
- Don't ask leading questions - allow the child to tell their own story.

If a child tells you something has happened:

- Do allow the child to do the talking.
- Do listen - take the child seriously.
- Do remain calm and caring.
- Do allow the child to finish.
- Do record the conversation as soon as possible afterwards (it is very important to use the child's own words).
- Do share your concerns with a Social Worker - you are not expected to handle it alone.
- Do tell the child what you are going to do.
- Don't postpone or delay the opportunity to listen.
- Don't ask leading questions.
- Don't allow your own feelings (such as anger, pity or shock) to surface.
- Don't make false promises (that you will keep 'the secret', for example)
- Don't interpret what you have been told, just record it.

The **WEBSF** Child Protection Officer will refer the allegation to the social services who may involve the police, or go directly to the police if out-of-hours.

The parents or carers of the child will be contacted as soon as possible following advice from the social services or police.

The **WEBSF** Child Protection Officer should also notify ASAP, the **WEBSF** Senior Official who will deal with all media enquiries.

If the **WEBSF** Child Protection Officer is the subject of the suspicion / allegation, the report must be made to the **WEBSF** Senior Official who will refer the matter to the social services / police.

If you do not know who to turn for advice or are worried about sharing your concerns with a senior colleague, you should contact the social services direct (or the NSPCC on 0808 800 500, or Childline on 0800 1111) (for more contact information see Appendix 7).

Remember that children are vulnerable individuals who do not always communicate their anxieties or concerns in 'usual' ways. This is particularly important if a child has special needs or disabilities.

What to do if you have concerns about child abuse outside the Billiards & Snooker environment. What to do if you have concerns about child abuse within the Billiards & Snooker environment.

ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF A PARENT OR CARER?

IF YES

IF NO PERSON IN CHARGE AVAILABLE, PERSON DISCOVERING OR BEING TOLD OF ABUSE SHOULD

REFER CONCERNS IMMEDIATELY TO SOCIAL SERVICES VIA NSPCC HELPLINE 0800 800 500, OR POLICE OR LOCAL SOCIAL SERVICES CONTACT OR DUTY SOCIAL WORKER.

SOCIAL SERVICES AND PERSON REPORTING CONCERNS DECIDE HOW TO INVOLVE PARENTS / CARERS.

RECORD WHAT CHILD HAS SAID, OR WHAT HAS BEEN SEEN. INCLUDE DATES, TIMES AND IF POSSIBLE SEND A COPY TO SOCIAL SERVICES.

ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF AN OFFICIAL, COACH, PARENT OR VOLUNTEER?



IF YES – IS IT?



POOR PRACTICE

OR



UNLAWFUL



PERSON IN CHARGE DEALS WITH IT AS AN INTERNAL WEBSF ISSUE.



REPORT CONCERNS TO PERSON IN CHARGE



IF ALLEGATION OR CONCERN RELATES TO THE PERSON IN CHARGE.



IF ALLEGATION RELATES TO WEBSF CHILD PROTECTION OFFICER



IF CONCERNS REMAIN REFER TO SENIOR OFFICIAL WEBSF OR WEBSF CPO FOR A DECISION ON HOW TO HANDLE THE ISSUE



PERSON IN CHARGE MUST ENSURE SAFETY OF CHILD AND OTHER CHILDREN



REFER DIRECTLY TO WEBSF CHILD PROTECTION OFFICER



REFER DIRECTLY TO SENIOR WEBSF OFFICIAL



AND THEN



REFER CONCERNS TO SOCIAL SERVICES WHO MAY INVOLVE THE POLICE



ARRANGE CONTACT WITH PARENTS/CARERS AFTER ADVICE FROM SOCIAL SERVICES?



WEBSF ARRANGES DISCIPLINARY / MISCONDUCT PROCEEDINGS?

West of England Billiards & Snooker Foundation

Poor Practice

If, following consideration, the allegation is clearly about poor practice, the **WEBSF** Child Protection Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by the **WEBSF** Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a *need to know basis* only. This includes the following people:-

- The **WEBSF** Child Protection Officer
- The parents / carers of the person who is alleged to have been abused.
- The person making the allegation.
- Social Services / Police.
- The **WEBSF** Senior Official.
- The alleged abuser (and parents if the alleged abuser is a child). *

*Seek social services advice on who should approach alleged abuser.

Information should be stored in a secure place with limited access to designated persons only, in line with data protection laws (e.g. that all information is accurate, regularly updated, relevant and secure)

Internal Enquiries and Suspension

The **WEBSF** Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further Police and Social Services inquiries.

Irrespective of the findings of the Social Services or the Police inquiries, a committee of **WEBSF** Officials and the Child Protection Officer will assess all individual cases to decide whether a member, volunteer or official 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, **WEBSF** Officials and the Child Protection Officer 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 children should always remain paramount.

Support to deal with the Aftermath

Consideration should be given about what support may be appropriate to children, parents and members / officials. 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.

Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

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 or by an official who is still currently working with children). Where such an allegation is made, the **WEBSF** should follow the procedures as detailed previously in this policy, and report the matter to the Social Services or Police. This is because other children, either within or outside the sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if Bullying is suspected

The same procedure should be followed as set out in Section 8 if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

Action to Help the Victim and prevent Bullying in Sport

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. 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 and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise not to tell anyone else.
- Keep records of what is said (what happened, by whom, when).

West of England Billiards & Snooker Foundation

- Report any concerns to the **WEBSF** Child Protection Officer or the school (wherever the bullying is taking place).

Action towards the Bully

- 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 to the victim.
- Inform the bully(ies) parents.
- Insist on the return of *borrowed* items and that the bully(ies) compensate the victim.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all members of action taken.
- Keep a written record of action taken.

West of England Billiards & Snooker Foundation

NO SMOKING POLICY

Introduction and statement of commitment

The West of England Billiards & Snooker Foundation (WEBSF) recognises that it has a moral duty to ensure, as far as is reasonably practicable, that all youth members have the right to participate in WEBSF coaching sessions and tournaments without being exposed to tobacco smoke.

The issues involved concern the comfort, health (particularly in relation to the dangers of passive smoking) and safety of all those attending WEBSF youth coaching sessions and tournaments. The WEBSF has, therefore, approved a No Smoking Policy which applies to all Members, Coaches, Officials and Volunteers when attending WEBSF organised youth events. The venues which host WEBSF events are selected on the basis that they will comply with a smoke free atmosphere, providing tables in designated areas of no smoking and adequate ventilation to reduce the risk of smoke infiltration from adjacent areas.

The application of this Policy is limited to those instances of smoking which are evident at WEBSF youth coaching sessions and tournaments. The general principles of this “No Smoking Policy” is the right to participate in an atmosphere free from tobacco smoke by establishing:-

- A clear Policy on “No Smoking”
- That the Policy includes WEBSF Youth Members, Officials and Volunteers
- The right of WEBSF Management Team ensure that Youth Members, Officials and Volunteers will comply with this Policy
- That NO SMOKING signs and notices are placed in all WEBSF youth activities venues to advise visitors that smoking is discouraged
- That Youth Members, Officials and Volunteers should refrain from smoking at all WEBSF youth activities.
- That WEBSF Officials and Volunteers should refrain from smoking when they are in charge of approved WEBSF Youth activities
- The behaviour of everyone involved in the WEBSF should be of a standard that makes it the basis of modelling appropriate behaviour to young people

Complaints Procedure

Persons in attendance at WEBSF organised events wishing to register a complaint regarding an incident of non-compliance with this Policy should, in the first instance, contact the WEBSF Tournament Director. If the complaint is not dealt with to their satisfaction, they should then contact the WEBSF Champion or any member of the WEBSF Management Team.

West of England Billiards & Snooker Foundation

ALCOLHOL & SUBSTANCE ABUSE POLICY

Alcohol Policy

The WEBSF has adopted an Alcohol and Substance Abuse Policy designed to encourage early identification of alcohol and substance abuse related problems and so providing the WEBSF with a constructive and preventative strategy regarding alcohol and substance abuse problems amongst its members, coaches, officials and volunteers. The Management Team recognises that alcohol related problems are primarily Health and Social concerns and therefore members, officials & volunteers with such problems require help and treatment.

The application of this Policy is limited to those instances of alcohol and substance abuse related problems which are evident at WEBSF youth coaching sessions and tournaments.

- WEBSF officials and volunteers should not take alcohol or substance abuse when they are responsible for WEBSF Youth members
- WEBSF officials and volunteers should also refrain from taking alcohol or substance abuse prior to taking responsibility for WEBSF Youth members
- WEBSF officials and volunteers should adopt a responsible attitude towards drinking or substance abuse thus taking care that behaviour outside of WEBSF duties does not undermine the confidence of young people and the public.
- The behaviour of everyone involved in the WEBSF should be of a standard that makes it the basis of modelling appropriate behaviour to young people
- Any youth member, official or volunteer who is aware of having an alcohol or substance abuse problem should, in the interest of themselves, their family and their job or role, discuss the matter in confidence with a member of the WEBSF Management Team or with their own doctor. They could also seek help from one of the independent treatment and advice services in their area.
- Alcohol, substance abuse and medicines can affect the brain and body in a number of ways. They can alter the way a person thinks, perceives and feels, which can lead to impaired judgement and concentration. Such abuse can also bring about the neglect of general health and well-being. This may adversely influence performance with WEBSF duties.

Substance Abuse Policy

Definition

WEBSF defines “substance abuse” as referring to:

- The use of illegal drugs
- The use of prescribed drugs and over the counter drugs where side effects can affect performance
- The use of alcohol where its effects carry on into WEBSF activities
- The use of other substances such as solvents that can have a negative effect on the mind or body

Complaints procedure

Persons in attendance at WEBSF organised activities wishing to register a complaint regarding an incident of non-compliance with this Policy should, in the first instance, contact the WEBSF activity organiser. If the complaint is not dealt with to their satisfaction, they should then contact the WEBSF Management Team.

Aims

The aim is to avoid or reduce potential damage caused by substance abuse to:

- The physical and mental health of WEBSF officials, members, or volunteers
- The safety of WEBSF officials, members & volunteers as well as that of others
- The efficiency and effectiveness of WEBSF officials, members & volunteers
- The reputation and public perception of the WEBSF

WEBSF aims to ensure all issues of substance abuse problems are dealt with in a confidential and constructive manner. WEBSF recognises that substance abuse is a serious issue within society. There is no reason to suspect that substance abuse is significant amongst WEBSF officials, members, or volunteers, but the WEBSF is committed to promoting policies that represent good personal practice and contribute to the health, safety and welfare of WEBSF officials, members, or volunteers, and their general well-being.

West of England Billiards & Snooker Foundation

No WEBSF member, official or volunteer may use any substance (before or after working/volunteering hours) to the extent that while participating in WEBSF activities: -

- It impairs their performance and/or
- It potentially or actually puts their or others health and safety at risk

The possession, sharing and dealing in some drugs is illegal. Therefore the possession or dealing in illegal drugs at WEBSF activities will be regarded as gross misconduct and may lead to the suspension of membership and possible criminal prosecution.

Roles and responsibilities of WEBSF members

- Not to use illegal drugs
- Not to use legal drugs or substances including alcohol in such a way that might affect their performance or safety of others while taking part in WEBSF activities
- Not to drink alcohol or be affected by alcohol while participating in WEBSF activities
- Encourage colleagues to seek help if they have problems
- Avoid covering up for or colluding with colleagues who are using substances
- Seek help promptly if experiencing problems and commit to maintaining the required level of attendance and performance at WEBSF activities
- Co-operate with any investigations and support offered
- Be aware of and comply with this policy

Roles and responsibilities of WEBSF Officials & Volunteers:-

- To implement WEBSF guidance
- To ensure that they understand the policy and their responsibilities
- To monitor changes in behaviour, performance and attendance and intervene early if there are signs of problems
- To act fairly and consistently, with understanding and compassion
- To support the member, official or volunteer to achieve the necessary levels of attendance and performance
- To refer members, officials or volunteers for assistance where appropriate
- To set a good example at all times

Practical guidance

The key indicators of alcohol abuse are:-

- Smelling of alcohol whilst conducting WEBSF activities
- Complaints and remarks (often joking, initially) by colleagues
- Increasing levels of sickness and absenteeism (especially short term)
- Decline in standards of dress or appearance
- Falling performance
- Any abnormal behaviour which could include: obscene language, sexual harassment etc.
- Incidence of minor accidents – falling down stairs, minor cuts etc
- Evidence of fighting or trouble with the police

These indicators are for general guidance only and the presence of some or indeed all of them are not exclusive to alcohol use problems. Other illnesses such as Alzheimer's, diabetes, thyrotoxicosis, epilepsy, depression, a cerebral tumour and other disorders may mimic those problems.

The key indicators of drug abuse include:

- Sudden mood changes
- Unusual irritability or aggression
- A tendency to become confused
- Abnormal fluctuations in concentration and energy
- Impaired job performance
- Poor timekeeping
- Increased short term sickness absence
- A deterioration in relationships with colleagues
- Dishonesty or theft (arising from the need to maintain an expensive habit)

West of England Billiards & Snooker Foundation

NB: All the signs shown above may be caused by other factors, such as stress, and should be regarded only as indications that an official, member, or volunteer may be using drugs. Above all, seniors officials should avoid an overcritical attitude to what in the first instance should be regarded as a health problem. On the other hand the initial steps in applying the policy should be managerial rather than medical since it is the impact of the disorder is likely to be the first indicator of a problem.

Procedure

In the event of an allegation, complaint or suspicion of substance abuse (which may include smelling of alcohol in an inappropriate situation) it is important to establish whether it is purely a management/disciplinary issue or whether there are health problems that need to be addressed. To establish this, follow the format set out in the disciplinary or capability procedure as appropriate, taking note of the following points: -

- Interview the member in private about their performance, the allegation or complaint without making it obvious to other colleagues. Consider including that a representative can be requested to be present for support. Ensure that an accurate record of the meeting is made and kept safely, including what was said and agreed.
- Do not interview someone who has obviously been drinking heavily recently, is actually drunk or under the influence of drugs or solvents. Send them home – making the necessary arrangements for them to do so safely. Ensure that they do not drive or operate machinery. Arrange to interview them promptly
- Draw attention to the incidents causing concern, ask for explanations to establish facts and make notes. Avoid making accusations.
- Draw the official, members, or volunteers' attention to the Substance Abuse Policy statement and ask whether they agree to comply with it.
- Ask the employee, member or volunteer whether they have any health or other problems that might account for their current difficulties and explore sources of help as appropriate. Emphasise that all information given will be treated in the strictest confidence at this stage.
- If the person admits they may have a problem relating to substance or alcohol abuse, they should be advised to seek help from their GP or the various counselling agencies available.
- Discuss possible WEBSF related problem/s such as excessive workload etc. Enquire sympathetically whether there are any domestic worries causing difficulties.
- Agree future action including further meetings to monitor progress.
- If the officials, members, or volunteers denies that they have a problem related to substance or alcohol abuse, or acknowledges the problem but refuses to seek help, then the usual disciplinary procedures should apply after consultation with the WEBSF Management Team.
- If there is a relapse or a persistent problem keep accurate confidential records of instances of poor performance, behavioural and other allied matters using the key indicators.

WEBSF is committed to providing a safe environment for all officials, members, or volunteers. This may mean that an individual who poses a risk to themselves or to others will need to be excluded from WEBSF activities if they are impaired through alcohol or some drug (legal or illegal).

Persistent substance abuse

WEBSF Management Team recognises that a persistent substance abuse problem is primarily a health matter requiring help and treatment. As an organisation it will do all that it can to ensure everyone suffering from this problem gets appropriate advice and support with the objective of restoring people to their former good health and productivity.

It is self evident that the policy can only be effective if those affected openly and honestly admit they have a problem and are willing to accept help.

All those seeking help will be treated sympathetically and in confidence.

Complaints Procedure

Persons in attendance at WEBSF organised activities wishing to register a complaint regarding an incident of non-compliance with this Policy should, in the first instance, contact the WEBSF Tournament Director. If the complaint is not dealt with to their satisfaction, they should then contact the WEBSF Champion or any member of the WEBSF Management Team.

Child Protection Guidelines

WEBSF Guidelines

These are practical guidelines to help safeguard the children and young people who take part in WEBSF activities:

‘Staff’ (Officer/Coach/volunteer) ratios

Staff/participant ratios should be based on the age of the children involved, the degree of risk the activity involves, and whether there are disability needs. The lower the age of the participants, the greater the need for supervision. If the activity is mixed gender, male and female staff should be available.

Tournaments

Each tournament must have a **Tournament Director** who has overall responsibility for the organisation and administration of the tournament and at least one **WEBSF official** in assistance.

A WEBSF Coach and additional volunteers are encouraged to be present where available.

Coaching Sessions

One other adult Official/Parent/Volunteer must be present at all times during coaching of individuals or groups up to six students. Where the students are of different gender than the coach or are mixed it is strongly advised to have a mixed gender coach/official/parent/volunteer representation.

Changing rooms

It is not usual in Billiards or Snooker activities for the need to shower or bath. However, players will often change into a competition dress code. In these circumstances the following must be adhered to:-

When children and young people use changing rooms, they should be supervised by two members of staff. Adult staff should not change or shower at the same time using the same facilities. For mixed gender activities, separate facilities should be available for boys and girls.

If a child feels uncomfortable changing or showering in public, no pressure should be placed on them to do so. Instead, they should be encouraged to shower or change at home.

If children with disabilities use your club, make sure they and their carers are involved in deciding how they should be assisted. Ensure they are able to consent to the assistance that is offered.

Injuries and illness

As Billiards and Snooker are non contact pastimes injury is unlikely. However, illness can occur at any time. Any illness or injury sustained should be dealt with immediately and recorded (Appendix 6). Where an WEBSF Official witnesses an injury the parents must be told as soon as possible. If the child needs medical attention you must arrange this immediately and inform the parents/carers as soon as possible.

Collection by parents/carers

Policies about the collection of children and young people from Billiards and Snooker events are covered earlier in this WEBSF Child Protection Policy document. Make sure you receive permission from parents/carers for children and young people to participate in any of the tournaments, coaching sessions you run. You should provide information of start and finish times. You should also notify parents/carers of any changes to this timetable.

Late collection of children

Late collection of children by parents presents officials and coaches with a potentially difficult situation. The procedure for the late collection of children is :-

- Make clear that it is not the WEBSF’s responsibility to transport children home on behalf of parents who have been delayed.
- Provide parents with club contact number(s) to parents/carers to phone if there is any likelihood of late collection.
- Ask parents to provide an alternative contact name or number, for WEBSF officials to use when they are not available on their usual number.

In cases of late collection, staff and volunteers:

SHOULD:

West of England Billiards & Snooker Foundation

- Attempt to contact the child's parent or carer on their contact number.
- Use the alternative contact name/number if necessary.
- Wait with the child/young person at the Club, with other staff/volunteers or parents present if at all possible;
- Remind parents/carers of the policy relating to late collection.

SHOULD NOT:

- Take the child home or to any other location;
- Send the child home with another person without permission from a parent or carer.
- Ask the child to wait in a vehicle or club with you alone.

Discipline

When discipline is used it should be with the clear intention of teaching or reinforcing appropriate behaviour. It must not be used impulsively, to gain power, or to embarrass or humiliate a child/young person.

Discipline should be used only to:-

- Develop a sense of responsibility for behaviour;
- Develop respect for others and their property;
- Reinforce the rules or values of the sport;
- Reinforce positive behaviour or attitudes;
- Reinforce awareness of health and safety aspects of the activity.

Physical contact

Many sports require a degree of physical contact between sports staff and children or young people. Coaches and officials may need to use it to instruct, encourage, protect or comfort. Guidelines about physical contact, so that adults and children/young people understand what are the appropriate types of touching and their appropriate contexts are detailed below.

Physical contact during Billiards and Snooker should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:-

- Develop sports skills or techniques;
- To treat an injury;
- To prevent an injury;
- To meet the requirements of the sport.

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency, the adult should ask the child for permission. The contact should not involve touching genital areas, buttocks or breasts. Physical contact should not take place in secret or out of sight of others. All injuries should be fully recorded by staff.

Sexual activity

Within Billiards and Snooker, as within other sports and activities, sexual relationships do occur. All sports organisations should therefore be aware of the law relating to sexual behaviour and should develop and promote guidelines relating to sexual activity. These guidelines should address sexual activity both between children and young people and between adults and young people.

Sexual activity between children/young people involved in sport is prohibited during team events, in sports facilities or social activities organised by the WEBSF. Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action.

Sexual interactions between adults and young people (16+) involved in sport raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career.

Sexual activity between adults and young people (16+) involved in the same sport is prohibited when the adult is in a position of trust or authority (coach, trainer, official). Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and/or disciplinary action.

Sexual activity between adults and children under the age of 16 is a criminal act and will not be tolerated at WEBSF events. Immediate action must be taken to report it.

Participants with disabilities

West of England Billiards & Snooker Foundation

Children or young people with disabilities have the same rights and opportunities as others involved in Billiards & Snooker to have fun and be safe. Their particular vulnerability to abuse or neglect requires the WEBSF to take additional steps to safeguard them.

Information relating to WEBSF policies and procedures should be fully accessible to children and young people with communication difficulties.

Specialist training or advice will be sought by the WEBSF when children/young people with disabilities wish to participate at Billiards and/or Snooker. For example, when staff need to assist disabled children, training will help ensure that they use the most appropriate methods. If training is not available, ask the child for advice or seek the advice of parents or carers.

When transporting child with disabilities, the vehicles used should meet the needs of the children and be roadworthy. Appropriate and trained escorts should be in attendance in the vehicle. (Parents/carers should be called upon to provide assistance whenever possible)

When children with disabilities are lifted or manually supported, the individual child should be treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting receive appropriate training. (Parents/carers should be called upon to provide assistance whenever possible).

Consent to act in *loco parentis*

To the Senior WEBSF Official

Child's Name.....

Should the necessity arise I agree to the person in charge giving consent on my behalf for anaesthetic to be administered or for any other urgent medical treatment (including but not limited to blood transfusions and invasive surgery) to be given.

Signed.....(Parent/Carer)

Date.....

Address

.....

.....

.....

Telephone No's.....

.....

.....

Consent to provide transportation

To the Senior WEBSF Official

Child's Name.....

I agree to a WEBSF official providing transport when necessary to and from tournament / coaching venues.

Signed.....(Parent / Carer)

Date.....

Address

.....

.....

.....

Telephone No's.....

.....

.....

Photographer Registration Form

In line with the WEBSF Child Protection Policy and Procedures we request that any person wishing to engage in any video, zoom or close range photography registers their details either beforehand or at the event information before carrying out such photography. We reserve the right to decline entry to any person unable to meet or abide by these conditions.

Event(s) you would like to take photographs at:

Name of company (if taking photographs in a professional capacity):

.....

Full Name of person taking photographs:

Address:

.....

Post Code:

Telephone Number(s) H:.....W:.....

Date of birth:/...../.....

E-mail address:.....

Are you related to any participants taking part in the event: Yes No

Name of participants whom you are related to:

.....

Signature: **Date:**

Thank you for your co-operation in completing and returning this form.

West of England Billiards & Snooker Foundation

APPENDIX 5

Self Declaration Form

You have a right of access to information held on you and other rights. Data Protection Act 1984.

PART A

Title	First Name	Surname	Any previous names by which you may have been known
-------	------------	---------	---

Address:

*Postcode:

Telephone number(s):

E-mail address:

*Postcode MUST be completed

DATE OF BIRTH

--	--	--	--	--	--

SEX	M		F	
-----	---	--	---	--

Current Club(s)	Position *Please delete as appropriate	Start Date
	Coach/Helper/Team manager /Chaperone/Other *	
	Coach/Helper/Team manager /Chaperone/Other *	
	Coach/Helper/Team manager /Chaperone/Other *	

Club	Date	Club	Date

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. Please detail which documents:

Signature of club secretary or other designated officer:

.....

Print name:

Date:

West of England Billiards & Snooker Foundation

PART B

Self Declaration (for completion by the individual named in PART A)

Have you ever been convicted of any criminal offences? YES / NO*

If YES, please supply details of any criminal convictions:

.....
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

Are you a person known to any social services department as being an actual or potential risk to children? If YES, please supply details: YES / NO*

.....
.....

Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse? YES / NO*

If YES, please supply details:

.....
.....

* Delete as appropriate

IMPORTANT

I have read and understood the WEBSF Child Protection Policy.

I hereby consent to WEBSF undertaking police and/or social services checks against me.

I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, will be may be supplied by WEBSF to other persons or organisations who have an interest in child protection issues.

I agree to inform WEBSF within 24 hours if I am arrested or investigated for any child welfare/abuse related matter.

Signed by the above named individual: Date:

Print name:

This form should be returned **DIRECT** to:

The WEBSF Child Protection Officer

Details as appropriate

PART A

Child Protection Report Form

Your Details:

Date Reported:

	Person reporting the incident:	Person recording the Incident:
Name		
Job role		
Knowledge of & relationship To the young person:		
Contact address:		
Telephone number(s):		
E-mail:		

Child's Details

Full name of child:			
Date of birth:			
Contact address:			
Telephone number(s):			
Ethnicity:		Disability:	

Incident Details:

Location of incident (if relevant):	Date & time of incident:
Detailed information (in child's own words if possible):	

West of England Billiards & Snooker Foundation

PART B – to be completed if incident is alleged / suspected abuse.	
Details of alleged / suspected abuser	
Name:	
Address:	
Relationship to child:	
Details of any observations made by you or to you (e.g. description of visible bruising, other injuries, young persons emotional state). NB: Make a clear distinction between what is fact and hearsay:	
Actions taken so far:	

West of England Billiards & Snooker Foundation

External Agencies Contacted:

AGENCY	YES/NO	CONTACT NAME	CONTACT NUMBER	DATE	TIME	DETAILS OF ADVICE RECEIVED
Police						
Social						
Services						
Local Authority						
NSPCC						
Other <i>(please name)</i>						

PART C – To be completed in all cases.

I acknowledge that the details described are accurate and will remain strictly confidential between the “appropriate reporting channels” and myself.

Signed: _____ Date: _____

Please submit this form immediately to:- WEBSF Child Protection Officer.

Useful contacts:

Social Services Emergency Number(s): 0845 6000388

Local Offices

Civic Centre

Barnstaple

EX31 1EE

e-mail North Devon: ssndev2@devon.gov.uk

e-mail Torridge: sstor@devon.gov.uk

Tel. 01271 388660

Fax. 01271 388721

Market Street

Crediton

EX17 2AJ

e-mail here: ssmdevon@devon.gov.uk

Tel. 01392 384157

Fax. 01392 384177

George Street

Exeter

EX1 1DA

e-mail here: ssexeter@devon.gov.uk

Tel. 01392 384444

Fax. 01392 384439

Teign House

Kingsteignton Road

Newton Abbot

TQ12 2QG

e-mail here: ssteign@devon.gov.uk

Tel. 01392 384900

Fax. 01392 384903

St Saviours

Exeter Road

Ottery St.Mary

EX11 1RE

e-mail here: ssdev3@devon.gov.uk

West of England Billiards & Snooker Foundation

Tel. 01392 384444

Fax. 01392 385953

Abbey Rise

Whitchurch Road

Tavistock

PL19 9AS

e-mail Tavistock office here: sswdevon@devon.gov.uk

Tel: 01392 386990

Fax: 01392 386748

Phoenix Lane

Tiverton

EX16 6LB

e-mail here: ssmdevon@devon.gov.uk

Tel. 01392 384157

Fax. 01392 384141

Parkers Barn

Parkers Way

Totnes

TQ9 5UF

e-mail Totnes office here: ssshams@devon.gov.uk

Tel. 01803 869300

Fax. 01803 869303

NSPCC Child Protection Helpline Telephone number:

0800 800 500

National Coaching Foundation:

114 Cardigan Road,

Headingley, Leeds, LS6 3 BJ

Tel: (0113) 274 4802

Fax: (0113) 275 5019

Local Authority Child Protection Contacts:

Cornwall County Council:

Devon County Council:

Plymouth City Council:

WEBSF Child Protection Officer:

Steve Canniford

22 Grove Road

West of England Billiards & Snooker Foundation

Whimple

Exeter

Devon

EX5 2TP

(01404 822873)

e-mail: websf_coach@yahoo.co.uk