

SAFEGUARDING & PROTECTING



YOUNG PEOPLE IN LACROSSE POLICY

Reviewed October 2017

Forward

English Lacrosse believes that all young people have the right to be safe and enjoy their involvement with lacrosse. We accept a responsibility to promote the welfare of young people and protect them from harm in partnership with the lacrosse community

We will endeavour to safeguard children and young people by: Adopting safeguarding guidelines through our Respect Policy (code of conduct for staff and volunteers).

1. Sharing information about safeguarding and good practice with children, parents, staff, and volunteers.
2. Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
3. Following carefully the procedures for recruitment and selection of staff and volunteers
4. Providing effective management for staff and volunteers through supervision and support
5. We are also committed to reviewing our policy and good practice at regular intervals.

Statement of Intent

It is the policy of English Lacrosse to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional, and sexual harm.

English Lacrosse is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of our Lacrosse programmes.

Staff and volunteers should at all time show respect and understanding for individual's rights, safety, and welfare, and conduct themselves in a way that reflects the ethos and principles of English Lacrosse.

Acknowledgements:

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Jude Toasland - CPSU
Rugby Football League
The NSPCC
England Hockey
Sport England

INTRODUCTION



General responsibilities of those within Lacrosse

English Lacrosse is committed to creating and maintaining a safe and positive environment for all young people involved in lacrosse. We accept a responsibility to promote the welfare of young people and protect them from harm in partnership with the Lacrosse Community.

Every individual and organisation within the Lacrosse Community has a role and responsibility to help ensure the safety and welfare of young people. The Lacrosse Community is defined below.

All clubs and others providing opportunities for young people in lacrosse must accept that they are required to fulfil their duty of care, which means that they must do everything that can be reasonably expected of them to help safeguard and protect young people from any reasonably foreseeable harm.

Definitions of the Lacrosse Community

English Lacrosse defines The Lacrosse Community as all individuals, clubs, associations, and other organisations involved in any capacity in the game of lacrosse, whether they are members of English Lacrosse. For the avoidance of doubt, this includes all players and anyone working within lacrosse (in a paid or voluntary capacity, and whether as an employee or on a self-employed or other work basis) including all coaches, umpires, referees, and other officials.

Young people are defined as children that have not yet turned 18 years old

Safeguarding and Protecting Young People in Lacrosse Policy

Applies to all employees of English Lacrosse and each member of The Lacrosse Community. The policy sits alongside all other EL policies and regulations including but not limited to, the Code of Ethics and Behaviour. Adherence to the Safeguarding Policy will be managed through the Safeguarding and Protecting Young People Complaints and Disciplinary Regulations.

Purpose of the Policy

This Policy has been produced to promote the welfare of young people and protect them from harm. The Policy sets out the commitments made by English Lacrosse about safeguarding young people and certain general principles and specific guidance that should be followed by the Lacrosse Community

The Lacrosse Community

Should be aware of, and ensure compliance with other relevant good practice guidance relating to young people, including:

1. The recruitment of persons working with young people, including the use of Disclosure and Barring Service (DBS) checks in recruitment and employment
2. Anti-Bullying
3. Taking and the use of photographic and recorded images of young people
4. Social media guidance
5. Planning events, competitions, tours

All those playing or working in lacrosse, in a paid or voluntary capacity, must abide by English Lacrosse's Code of Ethics and Behaviour

Legal requirements and government guidance:

The practices, procedures, principles and guidance within this Safeguarding Policy and associated reporting procedures are based on the principles contained within the UK and international legislation and government guidance with reference to the Protection of Freedom act 2012 and the requirements of the Disclosure and Barring Service (DBS) in relation to recruitment of those in regulated activity. The policy and procedures have been designed to complement Local Safeguarding Children Boards (LSCB) procedures.

English Lacrosse's reporting procedures are compliant with the framework as detailed in the 'Working together to Safeguard Children 2016' a Government Guidance Document

English Lacrosse works closely with the NSPCC/CPSU – Child Protection in Sport Unit and is committed to maintaining and embedding safeguarding within Lacrosse.

English Lacrosse can help

As the national governing body, English Lacrosse will publicise and promote within lacrosse its Safeguarding Policy. We will also support affiliated clubs and associations in adopting and implementing their own policies. This support will include producing template policies and procedures and good practice guidance by providing access to training and education opportunities.

English Lacrosse is committed to provide access to appropriate advice and support, ensuring that concerns relating to the safety and welfare of young people in lacrosse are taken seriously and acted upon swiftly and appropriately. See English Lacrosse's Reporting Procedures.

English Lacrosse recognises the roles and responsibilities of the statutory agencies in safeguarding young people and the responsibilities and expertise of the relevant agencies in determining whether young people have, or may have, been abused or otherwise harmed or are at risk of harm. English Lacrosse is committed to complying with the procedures of the Local Safeguarding Children Boards (LSCBs). Accordingly, English Lacrosse will work cooperatively with the relevant statutory agencies on matters relating to safeguarding young people and where English Lacrosse receives report of a concern, it will refer the matter to the relevant statutory agency where appropriate.

English Lacrosse is also committed to directly challenging conduct within lacrosse that is, or may be, harmful to young people. It may, therefore, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations where concerns or complaints are raised (by sources internal or external to lacrosse) relating to the safety and welfare of young people. English Lacrosse will act against any person or organisation within its authority whose conduct is found to have harmed a young person in lacrosse or whose conduct (within or outside lacrosse) poses or may pose a risk of harm to young people in lacrosse. English Lacrosse may also refer matters back to a club for resolution at club level where appropriate.



English Lacrosse is committed to encouraging and supporting everyone within Lacrosse to recognise and regard as essential the effective and safe recruitment of all individuals working with young people in Lacrosse

English Lacrosse is committed to provide education and training opportunities for the Lacrosse Community in relation to safeguarding and protecting children

General Safeguarding and Protecting Young People principles

The following principle will be applied by English Lacrosse regarding safeguarding and protecting young people in lacrosse and should be applied by everyone in the Lacrosse Community

1. The safety and welfare of young people is paramount.
2. The views and opinions of young people are sought, considered, and integrated into all aspects of lacrosse.
3. All young people, regardless of age, ability, sex, race, religion or belief, ethnic origin, social status, or sexual orientation have the right to be protected from harm.
4. It is recognised that some young people have additional vulnerability, which may be due to disability, language, sexual orientation, culture or for the fact that they perform in an elite environment. It is therefore important to raise awareness of additional risks and address needs, as required.
5. The rights, dignity and worth of all young people should always be respected
6. Safeguarding is everyone's responsibility, but it is the responsibility of safeguarding experts to determine whether abuse has taken place. It is everyone's responsibility in lacrosse to report concerns.
7. Statutory agencies have a role in safeguarding young people and information should be shared with them as appropriate.
8. The Safeguarding Policy is only effective when the Lacrosse Community works in partnership to support and implement, monitor, and evaluate its progress.
9. The Safeguarding Policy and any related procedures and good practice relating to the safeguarding of young people in lacrosse need to be applied both in relation to activities for young people specifically and where young people may be involved within the adults' game, for example, where players or umpires under 18 years of age are incorporated into adult lacrosse teams.

Everyone within English Lacrosse and the Lacrosse Community must also comply with the following specific guidance:

1. Abide by English Lacrosse's Safeguarding and Protecting Young People in Lacrosse Policy, Procedures, and Good Practice guidance, which specifies conduct in relation to the safeguarding of young people within lacrosse.
2. Where appropriate act to deal with minor issues or concerns at a local level, including challenging poor practice in relation to safeguarding of young people.
3. Seek advice from English Lacrosse Lead Safeguarding Consultant when dealing with issues or concerns that are more complex than first perceived
4. Follow English Lacrosse reporting procedures where there are concerns relating to the safety or welfare of young people.

The following information can be found on www.englishlacrosse.co.uk/safeguarding

1. Reporting Procedures
2. Safeguarding and Protecting Young People – complaints and disciplinary
3. Good Practice Guidelines
4. Code of Ethics and Behaviour

STATUTORY AGENCIES

There are many agencies that have a statutory role to play in the safeguarding and protection of children.

Local Safeguarding Children Board (LSCB)

An agency with statutory power under the Children act 1989. LSCB's are the key statutory mechanism for agreeing how the relevant organisations in each local area will cooperate to safeguard and promote the welfare of children in the locality

The Police

Uphold the law, prevent crime and disorder, and protect citizens

Children's Social Care

Duty to provide services to children 'in need' and duty to make enquiries where a child is likely to be or is suffering from significant harm

NSPCC

Hold statutory responsibility under the Children Act 2004, develop practice and guidance, and provide a mechanism for organisations to work together

RECOGNISING POOR PRACTICE AND ABUSE

What is Poor practice?

Poor practice is behaviour which contravenes the Safeguarding and Protecting Young People in Lacrosse policies, procedures, and good practice guidance. Such behaviour could be intentional or accidental

This includes behaviour which contravenes;

1. English Lacrosse Code of Ethics and Behaviour
2. English Lacrosse Equality Policy
3. English Lacrosse Safeguarding and Protecting Young People in Lacrosse Policy, Procedures, and Good Practice Guidance

All members of the Lacrosse Community have a responsibility to identify and address behaviour that contravenes the above guidance and policy.

Child abuse

Child abuse can and does occur inside and outside the family environment. It is not always easy, even for experts, to determine where abuse has occurred. Staff and volunteers in lacrosse are not experts in identifying abuse. However, all adults working within lacrosse have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. This does not mean that it is your responsibility to decide if a situation is poor practice, abuse or bullying but **it is your responsibility to report your concerns.**

What is abuse?

Abuse is a form of maltreatment of a child. Abuse can be someone neglecting a child or inflicting harm or by failing to act to prevent harm, this abuse is often by individuals they know and trust. Abuse may be by an adult or from one young person to another. There are five recognised forms of abuse:

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to children that they are worthless, unloved, and inadequate or valued only as far as they meet the needs of another person. It may include not giving the child the opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying) causing children frequently to feel frightened or in danger, or

the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child though it may occur alone

In lacrosse situation, emotional abuse may occur when coaches, volunteers, or parents:

1. Provide repeated negative feedback
2. Repeatedly ignore a young player's efforts to progress
3. Repeatedly demand performance levels above the young player's capability
4. Over emphasise "a win at all costs" ethic.

Abuse by neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, i.e. where a young person's essential needs for food, warmth, and care (both physical and emotional) are not met.

In a lacrosse situation, neglect may occur when:

1. *Young players are left alone without proper supervision*
2. *A young player is exposed to unnecessary heat or cold*
3. *A young player is not provided with necessary fluids for rehydration*
4. *A young player is exposed to an unacceptable risk of injury.*

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. It also occurs when young people are given alcohol, or inappropriate drugs, or there is a failure to supervise their access to these substances.

In a lacrosse situation, physical abuse may also occur when:

1. Young players are exposed to exercise/training which disregards the capacity of the player's immature and growing body
2. Young players are exposed to overplaying, overtraining, or fatigue
3. Any person exposes young players to alcohol and gives them the opportunity to drink alcohol below the legal age or fail to supervise access to alcohol
4. Young players are provided with or encouraged to take prohibited substances including performance-enhancing drugs.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence whether the child is or is not aware of what is happening. The activities may involve physical contact, including penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to act in sexually inappropriate ways.

Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children

In a lacrosse situation, sexual abuse may occur when:

1. An adult uses the context of a training session to touch young people in an inappropriate sexual way
2. Coaches, managers, or volunteers use their position of power and authority to coerce young players into a sexual relationship
3. Coaches or managers imply better progression of the player in return for sexual favours.



Bullying

Bullying is the use of aggression with the intention of hurting another person. Adults or other young people could bully young people. Bullying results in pain and distress to the victim.

Bullying can be:

Emotional

Being unfriendly, excluding, tormenting (e.g. hiding equipment, threatening gestures)

Physical

Pushing, kicking, hitting, punching or any use of violence

Racist

Racial taunts, graffiti, gestures

Sexual

Unwanted physical contact or sexually abusive comments

Homophobic

Because of, or focusing on, the issue of sexuality

Verbal

Name-calling, sarcasm, spreading rumours, teasing

In a lacrosse situation, bullying may occur when:

1. Young players are deliberately excluded from activities by coaches or other players
2. Young players are unreasonably forced to do things that they do not want to do
3. Young players are subjected to physical, verbal, emotional or sexual abuse
4. Young players are subjected to abuse due to their race or sexuality.

Signs and Indicators

Indications that a young person may be being abused can be difficult to recognise even for the experienced. Some young people may have additional vulnerability due to their disability, language, culture, sexual orientation or because they perform in an elite environment.

There are signs and indicators, which could alert you to the fact that a child might be being abused, and these include:

1. Unexplained bruising or injury particularly in unusual places
2. An injury for which the explanation seems to be inconsistent
3. Unexplained sudden changes in behaviour (i.e. withdrawing, very quiet, sudden outbursts of temper or emotion)
4. Inappropriate sexual awareness, language, or engaging in sexually explicit behaviour
5. Is being prevented from socialising with other young people or has difficulty making friends
6. Is distrustful of adults, particularly those with whom a close relationship would normally be expected, (i.e. parents, coach, family friend)
7. Displays variations in eating patterns (i.e. over eating or loss of appetite)
8. Loss of weight for no apparent reason (the child may be trying to make himself/herself less sexually attractive)
9. The young person becomes increasingly dirty or unkempt
10. Something another young person has said which suggests a young person is being abused
11. The young person describes an act or behaviour that appears to be abusive.
12. Does not want to attend training or club activities
13. Changes their usual routine
14. Begins being disruptive during sessions
15. Becomes withdrawn, anxious, or lacking in confidence
16. Has possessions “go missing”
17. Becomes aggressive, disruptive, or unreasonable
18. Starts stammering
19. Attempts or threatens suicide or runs away
20. Cries themselves to sleep at night or has nightmares
21. Has unexplained cuts or bruises
22. Is hungry (money/lunch has been stolen)
23. Is bullying other young people or siblings
24. Stops eating
25. Is frightened to say what is wrong.

This list is not exhaustive and the presence of one or more of these symptoms is not proof that abuse has taken place, but it should raise concerns. Changes in behaviour can be caused by changes at home or school, for example bereavement. Parents need to inform coaches and club welfare and safeguarding officer/trusted club officials if this is the case as a child's behaviour may be affected.

It is **NOT** your responsibility to decide if a situation is poor practice, abuse or bullying, but it **IS** your responsibility to report your concerns to the Club Welfare Officer.

The Government's guidance entitled 'Working Together to Safeguard Children 2016' states that "safeguarding is everyone's responsibility and sets out how individuals and organisations should work together to safeguard and promote the welfare of children.

English Lacrosse has developed policies, procedures, and systems to manage concerns or allegations of poor practice and abuse against young people. English Lacrosse will always work in accordance with procedures as set out in the above guidance.

The responsibility of the Lacrosse Community is to read, implement, monitor, and evaluate the safeguarding policies, procedures, and systems, so that in the event of a concern being raised a smooth process can be followed.

This section is divided into two parts:

Part One - Responding to concerns:

If a young person or adult has concerns, it is important that they can report them to someone at the club. It is therefore important that the club know how to respond, and who will do this.

Part Two - Taking appropriate action:

Once a concern has been reported, it is important that appropriate action be taken. It will not be the club's responsibility to decide if action needs to be taken, unless a child is at immediate risk of harm. It is, however, the club's responsibility to report the concerns appropriately in accordance with English Lacrosse's policies, procedures, and systems.

Responding to concerns

Concerns may be raised in response to the following: There are several reasons a person might need to report a concern:

1. In response to something a young person has said to you – a disclosure
2. In response to signs or suspicions of abuse
3. In response to allegations made against a member of staff or a volunteer
4. In response to allegations made about a parent, carer or someone not working within the sport
5. Bullying
6. A breach of the Code of Ethics and Behaviour
7. Observation of inappropriate behaviour
8. Anything which makes a young person uncomfortable based on inappropriate behaviour of an adult or changes in behaviour of a young person
9. Behaviour being contrary to English Lacrosse's Safeguarding and Protecting Young People in Lacrosse Policy and procedures and Code of Ethics and Behaviour

It is important to note that even if an incident occurs outside the lacrosse environment, it should still be reported to English Lacrosse if the adult or young person concerned is involved in lacrosse. This is in accordance with standard practice in sport.

Always:

1. Stay calm
2. Reassure the person reporting their concerns that they have done the right thing in telling you
3. Keep an open mind
4. Listen carefully to what is said and take them seriously
- 5.
6. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
7. Ask questions for clarification only, and always avoid asking questions that suggest a particular answer. To help you to do this, try to ask questions starting with what, how, where, when, who
8. Tell them what you will do next and with whom the information will be shared
9. Report the incident to your Club Welfare & Safeguarding Officer or English Lacrosse Lead Child Welfare & Safeguarding Officer
10. Record in writing what was said using the young person's own words as soon as possible, using English Lacrosse's Safeguarding Referral Form.

Never:

1. Panic
2. Make promises you cannot keep, including promises to keep secrets
3. Make a young person repeat the information unnecessarily
4. Question the detail of what the young person has shared
5. Delay in reporting to your Welfare Officer & Safeguarding Officer or the English Lacrosse Lead Child Welfare & Safeguarding Officer
6. Make assumptions
7. Approach the alleged abuser
8. Take sole responsibility



DEALING WITH CONCERNS – WHEN TO INVOLVE ENGLISH LACROSSE

It is important to deal with issues swiftly and effectively, using the most appropriate people and level of support. The following examples highlight concerns and responses at the most appropriate level for the concern:

SCENARIO 1:

Incident dealt with by Club

Concern:

It is reported to your Club Welfare and Safeguarding Officer that a young player has received some text messages from other players on the team. The messages are derogatory about their playing ability. The text messages are read by your Club Welfare and Safeguarding Officer who agree as to their derogatory nature.

Response:

You're Club Welfare and Safeguarding Officer and coach agree they will speak generally to the whole team regarding respect and support of each other and highlight the benefits to their lacrosse if they build the team spirit and ultimately work more cohesively, bringing success as a team. The text messages are not specifically mentioned to the team but the young player is supported by your Welfare and Safeguarding Officer and the messages are monitored.

No further text messages are received

Information regarding the concerns and the response are recorded and held securely by your Welfare and Safeguarding Officer (See English Lacrosse guidance "Principles of Safe Data Storage")

SCENARIO 2:

Incident requiring advice from English Lacrosse

Concern:

You're Club Welfare and Safeguarding Officer receives information from several parents and young players about one of the coaches at the club, who has been putting their arm around the shoulders of some of the young players when talking to them about coaching, some of them feel uncomfortable about this. The coach is also regularly on his mobile phone during coaching sessions.

Response:

You're Club Welfare and Safeguarding Officer phones English Lacrosse for advice on how to handle this matter. The Club Welfare and Safeguarding Officer states that they take these matters seriously and inform the coach they will be monitoring future sessions. If the behaviour doesn't improve, the club will not continue employing the coach. The club and coach to review the situation in 3 months' time, assuming no further incidents are reported in the meantime.

Club to ensure all coaches sign up to the "Code of Ethics and Behaviour" and understand their responsibility to safeguard young people.

Club to host coaches briefing at the beginning of the season to establish expectations, reporting procedures, give coaches an opportunity to ask questions, agree how to deal with certain situations i.e. managing challenging behaviour.

Your Welfare and Safeguarding Officer should make a record of all conversations and actions agreed and keep securely.

Assuming the coach's behaviour improves, club keeps records of incident. If behaviour doesn't improve contact English Lacrosse again for further advice.



SCENARIO 3:

Incident requiring immediate referral to English Lacrosse

Concern:

Your club Chairman reads an article in the local paper about a teacher who has been suspended from their role following allegations about an inappropriate relationship with a pupil at the school. The teacher is also a Junior Manager at the lacrosse club.

Response:

Your chair informs your Welfare and Safeguarding Officer who informs English Lacrosse Lead Safeguarding Consultant for immediately advice.

English Lacrosse Safeguarding Group is consulted on the incident and will lead the process for establishing facts, liaison with statutory agencies and will inform the club of any actions agreed.

Important reminders

1. Your organisation's Welfare and Safeguarding Officer should be your first point of contact.
2. Welfare and Safeguarding Officers should not deal with issues in isolation, they should receive support in dealing with issues by other trusted people will vary per organisations
3. Minimise the number of people that you share a concern with, only share information on a need to know basis
4. If in doubt – ask for advice from your organisations Welfare and Safeguarding Officer or English Lacrosse Lead Safeguarding Consultant.
5. Deal with incident and concerns quickly – problems escalate when they don't get addressed.

It is acknowledged that taking appropriate action is never easy. The discovery that a member of a club or colleague may be acting inappropriately, bullying, or abusing a child will raise concerns and feelings both for the person receiving the concern, and amongst other colleagues.



These emotions may evolve around feelings of:

1. Doubt: Is it true?
2. Guilt: Should I have known?
3. Did I miss something?
4. Did I have any suspicions?
5. Should I have said something?
6. Fear: Will others or I be suspected?
7. What actions should be taken?
8. Confusion: What will happen?
9. What will be the effect?
10. Concerns: What can I do to support all those people who may need support?
11. How will it affect further relationships or contact with children?
Are there systems in place to expose future situations?

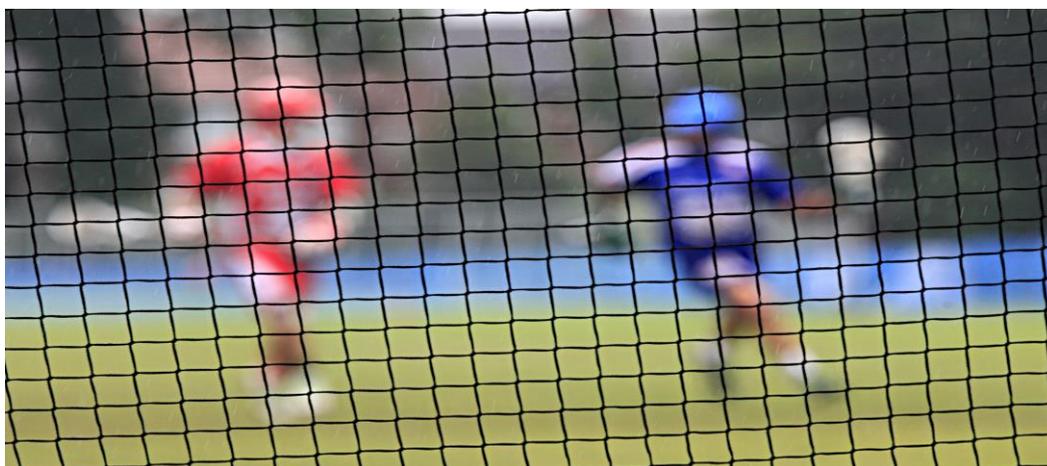
These are natural responses, but remember that the safety and welfare of young people is paramount.

Remember:

It is not the club's responsibility to decide if a child is being abused or poor practice has occurred. English Lacrosse will manage any concerns or allegations, with the club's cooperation and assistance. It is your responsibility to report your concerns, not act on them.

Speak to your Club Welfare & Safeguarding Officer or the English Lacrosse Lead Safeguarding Consultant who will:

1. Support you
2. Listen to you
3. Take all concerns seriously
4. Believe you
5. Act immediately within lacrosse's policies, procedures, and systems



Taking appropriate action

English Lacrosse has clear procedures for reporting concerns. It is important that you follow the procedure detailed and fulfil YOUR role in the process. **It is not your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns.**

How do you report the concerns?

See diagrams below illustrating the reporting process depending on whether the concerns are from within or outside the lacrosse environment. It is important that information regarding the concerns be recorded properly and promptly. To assist with this process, English Lacrosse has developed a Safeguarding Referral Form which outlines the information that is required. As soon as possible after concerns have been reported to you, complete the Safeguarding Referral Form and contact your Club Welfare & Safeguarding Officer. In their absence, contact the English Lacrosse Lead Safeguarding Consultant on 0161 974 7757 or e-mail safeguarding@englishlacrosse.co.uk

Whom do you report the concerns to?

If the English Lacrosse Lead Safeguarding Consultant is not available, and a child is at immediate risk or in danger, you must avoid delay and seek advice from your local authority Children Social Care Department (previously Social Services) or the Police. You should report to the Local Authority Children's Social Care Department (Social Services) or Police in the area that the child lives. As soon as possible, inform the English Lacrosse Lead Safeguarding Consultant in addition, explain the action taken to date.

For other situations, where a child is not at immediate risk or danger:

Working in an affiliated club:

You must report your concerns, or any information received to the Club Welfare & Safeguarding Officer, who will refer the matter to the English Lacrosse Lead Safeguarding Consultant.

Working in a school:

You must inform the designated teacher, who will follow their reporting procedures. Also, advise the English Lacrosse Lead Safeguarding Consultant for their information. English Lacrosse and the school will work to safeguarding protocol and procedures that have been developed. If your concern is regarding the Welfare & Safeguarding Officer, report directly to the English Lacrosse Lead Safeguarding Consultant.

What happens next?

Statutory Agencies will follow procedures under The Children and Families Act 2014, and Government Guidance "Every Child Matters: Change for Children" and "Working Together to Safeguard Children". Where a concern is reported to English Lacrosse and further action is required, the English Lacrosse Lead Welfare Consultant and Safeguarding Group will follow the Safeguarding and Protecting Young People Complaints and Disciplinary Regulations. These are

available on request from English Lacrosse and online at www.englishlacrosse.co.uk. at all times, English Lacrosse will support and communicate with the Club Welfare & Safeguarding Officer where required in the management of the situation.

In some circumstances, it may be most appropriate for the matter to be handled at local level e.g. on matters relating to minor poor practice or bullying. If this appropriate, suitable guidance will be given by the English Lacrosse Lead Safeguarding Consultant.

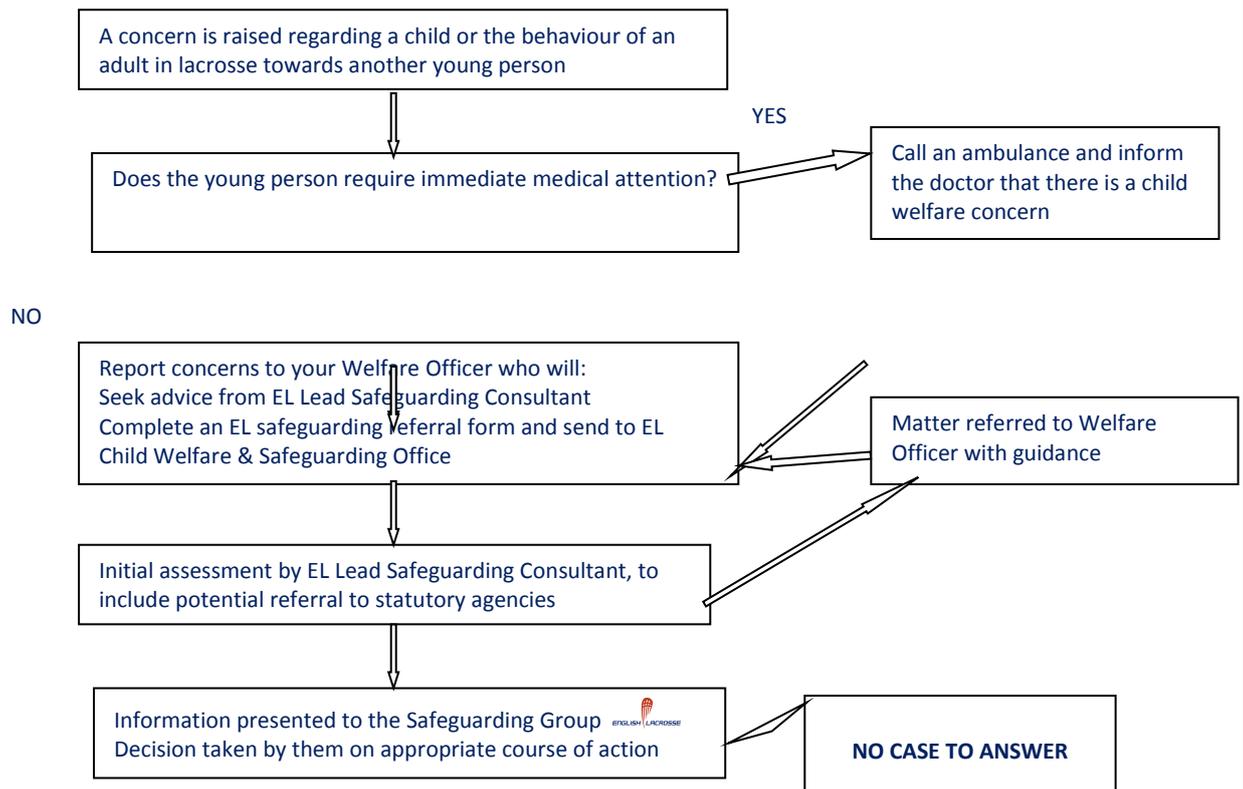
References: HM Government 2016: Working Together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2016>



Reporting Concerns of Possible Abuse WITHIN the Lacrosse Environment

What to do if you are concerned about the behaviour of any volunteer or staff of English Lacrosse or any other member of the Lacrosse community



Potential outcomes

There are several potential outcomes from this process; therefore, the list is not exhaustive:

1. Referred to club/organisation with advice on process to be followed
2. Training, retraining, or mentoring recommended
3. Conditions applied to further involvement in lacrosse
4. Interim suspension, pending further enquiries
5. Referral to statutory agencies
6. Sharing information with statutory agencies and other sports
7. Case passed to EL Disciplinary Panel to be dealt with under the EL Safeguarding Regulations

It is natural to be concerned about the potential implications of reporting concerns. These are natural responses, but remember that the safety and welfare of young people is paramount. Reported concerns will be dealt with professionally and confidentially.

Reporting Concerns of Possible Abuse OUTSIDE the Lacrosse Environment

What to do if you are concerned that a young person is being abused outside the lacrosse environment (but that concern is identified through that young person's involvement in lacrosse).

You are concerned that a young person could be being abused outside the lacrosse environment

Does the young person require immediate medical attention?

If yes call an ambulance and inform the Doctor that there is a child welfare concern

Report any concerns to the Welfare & Safeguarding Officer or English Lacrosse Lead Safeguarding Consultant who will refer the matter to the Local Authority (LA) Children's Social Care Department (previously Social Services) or the Police without delay. Make a record of anything the child has said or what you have seen, or heard if possible with dates and times.

If the Welfare & Safeguarding Officer/English Lacrosse Lead Safeguarding Consultant is not available, refer the matter to LA Children's Social Care Department (Social Services) or Police without delay

Take advice from LA Children's Social Care Department (Social Services) or the Police whether it is appropriate to discuss the matter with parents

Keep an accurate record of all conversations that you have and with whom (e.g. EL Lead Safeguarding Consultant, LA Children's Social Care Dept. (Social Services), the Police, parents).

Confidentiality

Every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated.

Only tell individuals who need to know and can help to manage the concern.

Confidentiality is essential and if maintained will ensure:

1. the safety of the young person involved
2. that action is taken to protect the young person
3. that individuals involved in any complaint are protected from gossip and assumptions
4. that individuals who have a complaint against them receive fair treatment, without prejudice or pre-judgment
5. that individuals who have a complaint against them receive fair treatment, without prejudice or pre-judgement

That all policies, procedures, and systems can work to manage any situation quickly, professionally, and effectively.

Impact if confidentiality is breached

If confidentiality is breached the following can happen:



1. The child is put in danger either by further inappropriate action of any adult involved or other individuals who hear about any concern through rumours
2. Any investigation by either English Lacrosse or the statutory agencies may be invalidated by misinformation or rumours
3. Individuals with a complaint against them may be victims of inappropriate behaviour from club members the policies, procedures and systems in place will not support or uphold any complaint or concern
4. The policies, procedures and systems in place will not support or uphold any complaint or concern.

GOOD PRACTICE IN SHARING INFORMATION

Some information that may need to be shared regarding a concern for the well-being of a young person may be personal and/or sensitive.

The following principles are good practice in how this information is shared:

GOLDEN RULES OF SHARING SENSITIVE INFORMATION

1. The Data Protection Act is not a barrier to sharing information it provides a framework to ensure personal information is shared appropriately.
2. Be open and honest with the young person (and/or their family where appropriate) about why, what how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt. Advice could come from EL Safeguarding Consultant, Local Authority Children's Social Care Dept. (Social Services) or the Police. It may be possible to gain the advice without disclosing the identity of the young person.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the interest of the young person. You will need to base your decision on the facts of the situation.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the young person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, share only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared with whom and for what purpose. (Inform the EL Lead Safeguarding Consultant



Whistle blowing policy

If there is a concern about the behaviour of an adult towards a young person, it is important that you share your concerns with the EL Lead Safeguarding Consultant. All information received and discussed will be treated in confidence and only shared with those individuals within English Lacrosse who will be able to manage and resolve the situation. On occasion, it may be necessary to seek advice, or inform the statutory agencies e.g. Social Services or the Police. All concerns will be taken seriously in addition, managed per English Lacrosse's Safeguarding Young

People Policies and Procedures.

General principles

A member of the Lacrosse community is often the first to realise that a young person's safety and welfare are under threat. However, they may not express their concerns because they feel that speaking up would be too difficult to handle. It may also be that they fear harassment or victimisation. In these circumstances, it may be easier for them to ignore the concern rather than report what may just be a suspicion of poor practice.

English Lacrosse is committed to the highest possible standards of openness, honesty, and accountability. In line with that commitment, individuals are encouraged, if they have serious concerns about any aspect of a young person's safety and welfare; to come forward in addition, voice those concerns.

This policy makes it clear that individuals can raise a matter of concern without fear of victimisation, subsequent discrimination, or disadvantage. The policy is intended to encourage and enable individuals to raise serious concerns within English Lacrosse rather than overlooking a problem or blowing the whistle outside.

It is in the interest of all concerned that disclosure of potential abuse or irregularities are dealt with properly, quickly, and discreetly. This includes the interests of English Lacrosse, its employees, and all persons registered as members of English Lacrosse and any persons who are the subject of any complaint, as well as the person making the complaint.

Safeguards

English Lacrosse is committed to good practice and high standards and wants to be supportive of everyone within the Lacrosse Community.

English Lacrosse recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the alleged poor practice. If an individual believes what they are saying to be true, they should have nothing to fear, because in reporting their concern they will be doing their duty to the child or young person concerned.

English Lacrosse will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect individuals when they raise a concern in good faith.

Any investigation into allegations of poor practice will not influence or be influenced by any disciplinary procedures that already affect individuals unless there may be a pattern of poor practice/abuse, which requires the cases to be linked /dealt with together.

Confidentiality

The English Lacrosse will do its best to protect the identity of the whistle-blower when they raise a concern and do not want their name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by the whistle-blower may be required as part of the evidence. They will be given prior notice of this and a chance to discuss the consequences.

Anonymous Allegations

This policy encourages the whistle-blower to put their name to their allegation. Concerns expressed anonymously are much less powerful, but they will be considered (at the discretion of the English Lacrosse Safeguarding Group). In exercising the discretion, the factors to be considered would include:

1. The seriousness of the issues raised
2. The credibility of the concern
3. The likelihood of confirming the allegation from attributable sources or factual records.

Unfounded Allegations

If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may be taken against them. In such cases, English Lacrosse's disciplinary procedure will apply.

Use of the Whistle Blowing Policy

The Whistle blowing Policy should only be followed if the person raising the concern feels unable to follow the standard reporting procedures as set out in English Lacrosse's Safeguarding and Protecting Young People in Lacrosse Policy and Procedures.

How to raise a concern

Individuals should raise the concern in the first instance with the EL Lead Safeguarding Consultant on **0161 974 7757** or by post to English Lacrosse, Regional Arena & National Squash Centre, Rowsley Street, Manchester M11 3FF (you should mark the envelope 'private & confidential') or e-mail: safeguarding@englishlacrosse.co.uk if you believe that you have not received a satisfactory response to your concern, you should contact the Chief Executive Officer.

Concerns may be made verbally or in writing to the EL Lead Safeguarding Consultant (as above). The individual should set out the background and history of the concern, giving names, dates, and places where possible and the reason they are particularly concerned about the situation. The earlier the individual expresses concern, the easier it is for someone to act. Although the

whistle-blower is not expected to prove the truth of an allegation, they will need to demonstrate to the English Lacrosse Lead Safeguarding Consultant that there are sufficient grounds for their concern. If your concern is about the English Lacrosse Lead Safeguarding Consultant, you should refer the matter to the Chief Executive Officer. If you do not want, or feel unable, to report the matter to English Lacrosse, many external agencies are also available for reporting purposes.

How will English Lacrosse respond?

The action taken by English Lacrosse will depend on the nature of the concern. In all cases, the matter will be referred to the English Lacrosse Welfare Group. To protect individuals, it is likely that the EL Lead Safeguarding Consultant will conduct initial enquiries so that the Welfare Group can decide whether an investigation is appropriate and, if so, what form it should take. The amount of contact between the people considering the issues and the whistle-blower will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the whistle-blower as part of the investigation process. When any meeting is arranged, the whistle-blower has the right, if they so wish, to be accompanied by a friend or a person of their choice who is not involved in the matter to which the concern relates. English Lacrosse will take steps to minimise any difficulties, which individuals may experience because of raising a concern. For instance, if the whistle-blower is required to give evidence in criminal or disciplinary proceedings, English Lacrosse will advise them about the procedure. English Lacrosse accepts that the whistle-blower needs to be assured that the matter has been properly addressed. Subject to legal constraints, they will receive information about the outcome of any those whose actions caused them concern. In addition, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.

How can the matter be taken further?

This policy is intended to provide individuals with a way in which they can raise concerns about the safety and welfare of any young person involved in any lacrosse activity under the authority of English Lacrosse. English Lacrosse hopes individuals will be satisfied that any child protection issues they raise has been considered properly. If they are not satisfied, and if they feel it is right to take the matter outside English Lacrosse, they should contact:

1. Their local area Safeguarding Children's Board (LSCB)
2. Their local Children's Social Care Dept. (Social Services)
3. Their local police

If they do take the matter outside English Lacrosse, they will need to ensure that they do not disclose prohibited confidential information. They must check this before they make contact.

What to do if you have a complaint about the way English Lacrosse has dealt with a Safeguarding Young People or Child Protection issue

English Lacrosse is committed to providing high levels of customer satisfaction. If you are not satisfied with the way English Lacrosse has handled a Safeguarding or Protecting Young People

issue, please refer to the final section of the Safeguarding Young People in Lacrosse Complaints and Disciplinary Regulations.



GOOD PRACTICE WHEN WORKING WITH YOUNG PEOPLE

English Lacrosse provides a range of good practice guidance for working with young people in several areas including:

- 1. General do's and don'ts**
- 2. Additional vulnerability**
- 3. Position of trust**
- 4. Supervision and communication, including social media**
- 5. Changing rooms**
- 6. Transport**
- 7. Sources of other best practice guidance**

Good Practice when working with young people do's and don'ts

DO

1. Always be publicly open when working with young people. Ensure that whenever possible there is more than one adult present during activities with young people, or at least that you are in sight or hearing of others.
2. Manual support is rarely required in the sport of lacrosse. If an adult feels that it is necessary the reasons should be clearly explained to the young person, and if possible the parents/carers, and their consent gained. Be aware that any physical contact with a young person may be misinterpreted.
3. Treat all young people with respect.
4. Provide an example of good conduct you wish others to follow.
5. Respect a young person's right to personal privacy, encourages young people and adults to feel comfortable and caring enough to point out attitudes or behaviour that they do not like.
6. Remember that someone else might misinterpret your actions, no matter how well intentioned.
7. Be aware that some young people are additionally vulnerable, this could be due to several factors including disability, sexual orientation, their elite status, language culture
8. Challenge unacceptable behaviour and report all allegations/suspicions of abuse.

DO NOT (EXCEPT IN AN EMERGENCY)

1. Spend excessive amounts of time alone with young people away from others
2. Take young people alone on car journeys, however short
3. Take young people to your home where they will be alone with you.

If cases arise where these situations are unavoidable, they should occur only with the full knowledge and consent of the young person's parents. Where someone has had to act outside English Lacrosse guidance in an emergency, this should be reported to your Welfare Officer.

You should never:

1. Engage in rough, physical, or sexually provocative games
2. Allow or engage in any inappropriate physical or verbal contact with young people
3. Allow young people to use inappropriate language unchallenged
4. Make sexually suggestive comments to a young person, even in fun
5. Allow allegations of a young person to go unchallenged, unrecorded, or not acted upon
6. Do things of a personal nature for young people that they can do for themselves
7. Invite or allow young people to stay with you at your home unsupervised
8. Allow any form of bullying or bad behaviour by young people
9. Allow yourself to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of young people.
10. Jump to conclusions about others without checking first
11. Either exaggerate or trivialise child abuse issues

You should give guidance and support to inexperienced helpers.

If you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief note of it. Parents or guardians should be informed of the incident.

It is strongly recommended that you do not work completely alone with groups of young people. Enlist the support of others – assistants, parents/carers.

This guidance is in addition to English Lacrosse's Code of Ethics and Behaviour, go to www.englishlacrosse.co.uk/safeguarding

Safeguarding Young People with additional vulnerability

The following young people may be additionally vulnerable:

1. Deaf and disabled participants
2. Young athletes from minority ethnic communities
3. Those who do not speak English as a first language
4. Elite athletes
5. Young lesbian, gay and transgender athletes

The reason that these young people have increased vulnerability is:

1. Increased likelihood of social isolation
2. Few outside contacts than other young people
3. Dependency on others for practical assistance in daily living
4. Impaired capacity to resist, avoid or understand abuse
5. Speech and language to tell others what is happening
6. Limited access for someone to discuss to
7. Vulnerability to bullying

What makes young elite athletes vulnerable?

1. More intense, dependant relationship with coach
2. Higher stakes – for young person and family
3. More away, overnight trips and travel abroad
4. Less family and social / other support network
5. Relatively isolated

FURTHER INFORMATION

English Lacrosse has policies on: -

1. Equality
2. Transgender

Go to www.englishlacrosse.co.uk

The CPSU has a DVD resource entitled: 'Including deaf and disabled young people in sport'

Go to www.thecspu.org.uk

Positions of trust

All adults who work with young people in lacrosse are in a position of trust, which has been invested in them by parents, the sport, and the young person. This relationship can be described as one in which the adult is in a position of power and influence by their position.

Positions of trust in lacrosse will include young leaders, coaches at all levels, captains, Team Manager, umpires, referees, coaches, and mentors. This list is not exhaustive

Within lacrosse, most adults in a position of trust recognise that there are certain boundaries in their relationship with a young person that must not be crossed in terms of the relationship with the young player. The relationship is no different to that between a schoolteacher and the pupils in their care. Adults must not encourage a physical or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care.

All those within the club have a duty to raise concerns about the behaviour of any member of the lacrosse community which may be harmful to the young people in their care, without prejudice to their own position.



SEXUAL ACTIVITY

Within sport, as within other activities, sexual relationships can and do occur. All members of the lacrosse community must be aware of the law relating to sexual behaviour and observe English Lacrosse's Code of Ethics and Behaviour.

Inappropriate or criminal sexual behaviour committed by young people may result in disciplinary action as well as being investigated under local authority safeguarding procedures for children and young people who sexually abuse.

Sexual relationships between adults and children under the age of 16 are illegal. Relationships between adults and young people over the age of 16 raise serious questions about the power imbalance inherent in the relationship. A coach or other adult in a position of authority has significant power over a young person's career. Under the Sexual Offences Act 2003, this could constitute abuse of a position of trust and contravenes England Lacrosse's Safeguarding Policy and Code of Ethics and Behaviour.

Inappropriate or illegal behaviour will lead to suspension and disciplinary action and will be referred to the Police/Children's Social Care for investigation.

Supervision of Young People

Principles that underpin good practice for supervision of young people are as follows:

It is the responsibility of those commissioning, planning, or providing sessions/activities to ensure that those running the activity are suitable to do so. For example:

1. They have undertaken an appropriate recruitment and selection process, including a recent enhanced level DBS check
2. They have insurance appropriate to the activity
3. They have adopted and are implementing codes of conduct
4. They have an appropriate qualification for the activity
5. They understand their responsibility to safeguard children

Leadership, coaching and officiating awards create opportunities for young people to develop their coaching or technical skills and sense of responsibility. However, this should not result in these young people being given full or lead responsibility for managing groups of children. Under 18 coaches or officials should only supplement those appropriate adults with responsibility for supervising the activity. The organisation's duty of care and Safeguarding and Protecting Young People policy extend to all under 18s, whether they are participants, coaches, or officials.

Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (in the event of a participant requiring the attention of an adult during the activity following an accident for example).

In the planning of all activities, and regardless of any other assessments that may be required (for example of equipment or for Health and Safety purposes), a risk assessment should be undertaken which specifically informs decision-making about appropriate supervision levels.

Key factors to assess include:

Age of children

Additional supervision/support needs of some or all Participants (for example due to disability)

Competence/experience of participants for the specific activity

Nature of activity

Nature of venue (whether closed and exclusive, or open and accessible to members of the public).

Recommended minimum supervision ratios:

Children under 8 years old:

Based on government guidance for the provision of out of care childcare for children under 8 years old (Out of School Care: Guidance to the National Standards, OFSTED 2005)

One adult to eight young people (with a minimum two adults)

Children over 8 years old:

One adult to 12 young people (with a minimum of two adults)

All clubs should have First Aid provision by ensuring:

There is a qualified First Aider on site

First aid boxes are up to date and accessible

There is an AED available where possible

There is access to a phone to contact the emergency services if required

Communication with Young People

When communicating with young people it is recommended that you:

Contact players only when necessary

If players need to be contacted urgently i.e. a change in training arrangement, set up a grapevine system

Copy parents into written communication (i.e. letters or e-mails)

Speak with a player and their parents if there is a need to communicate information in relation to playing, training or competition

Clearly state the club's policy on communication with players and parents

You should avoid:

1. Contacting a young person unnecessarily
2. Contacting young people by phone, text, or e-mail. This should never be undertaken without parental consent
3. E-mailing young people directly as individuals (can be done as part of a disclosed list, once permission is gained to do so)
4. Using text as a medium of contact with a young person individually
5. Making or receiving calls on a mobile phone during training or at competition (coach). It is inappropriate to compromise the safety of a session
6. E-mailing one young person without copying in parents, other players, or club members
7. Allowing any young person to be part of your personal social networking sites.

DO'S AND DON'TS FOR THE USE OF SOCIAL NETWORKING SITES

English Lacrosse recognises the use of social networking sites to allow people to engage, connect and disseminate information virally to a network of individuals. Whilst these technologies provide exciting opportunities, if they are misused they can have a negative effect. It is therefore important for anyone who has a position of trust over young people within lacrosse to consider their use of social networking sites.



The following are some guidelines to consider when using networking sites

DO	DON'T
<ol style="list-style-type: none"> 1. Use social networking to engage your lacrosse club with young people 2. Set up your 'page' rather than a personal profile 3. Consider the age of the people you will be interacting with (the minimum age for most site is 13) 4. Involve parents/carers with parental responsibility in communication with young people 5. Protect yourself, your privacy, and all confidential information 6. Be clear to users what the site is and isn't to be used for 7. Include good practice use a part of your club code 8. Promote positive communication 9. Ensure users are aware of the clubs reporting procedures 10. Ensure you are consistent in dealing with any inappropriate use 11. Always act in accordance with English Lacrosse's Safeguarding policy, procedures, and good practice guidelines 	<ol style="list-style-type: none"> 1. Use a personal social network profile to engage with young people in lacrosse 2. Accept friend or follower request on your personal account if: <ul style="list-style-type: none"> You are in a position of trust in respect of that young person You hold a position of trust in the club Your contact with the young person is through the club and consent from the parent/guardian has not been given 3. Post information that you don't want everyone seeing 4. Use social networking to abuse or criticise another club or association member 5. Use inappropriate language or humour, or link to any unsuitable content 6. Use photos of young people without gaining written consent from the player and parents/legal guardians

REMEMBER: Think before you post! What is illegal offline is also illegal on line

The Child Protection in Sport Unit has produced a briefing paper on Electronic Communication, see www.thecpsu.org.uk



CHANGING ROOMS

The following guidelines should be adhered to:

1. Players aged 10 and under must be supervised always in changing rooms by two members of staff, of the same gender as the players
2. Adults working with young teams, including volunteers, coaches, umpires, or staff, should not change or shower at the same time when using the same facility as young players
3. Mixed gender teams must have access to separate male and female changing rooms (or arrange to use them at different times)



4. If young players play for adult teams, they and their parents must be informed of the club's policy on changing arrangements
5. Young people are uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to do this at home
 1. If your club has disabled players, involve them and their parents/carers in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required
2. If you have young leaders (under 18) involved in running sessions for other young people it is not appropriate for them to change together (they are in a position of trust), make

alternative arrangements for them to change (i.e. before/after other young people or change at home).

3. If adults and young people need to share a changing facility, the club must have consent from the parents that their child/children can share a changing room with adults in the club



TRANSPORTATION

Dropping off and collecting young players at the club/training session

1. Coaches and club staff will be responsible for young people in their care.
2. It is the responsibility of parent/carer to transport their child/children to and from the club.
3. It is not the coach or volunteer's responsibility to transport young people to and from the club.
4. The club must receive permission from parents/carers for young people to participate in all competitions and away fixtures/events.
5. The club will provide a timetable of activities at the beginning of a season and notify parents/carers of any changes to this timetable in writing where practically possible.
6. The club will require emergency contact numbers for parents/carers.
7. The club adopts and publicises a late collection policy (see points in the right-hand column).
8. The club will provide the parents/carers with a contact number, which may be used if the parent/carer will be late to collect their child/children.
9. The club will ask parents/legal guardian to complete a form providing contact details, information about their child/children, i.e. medical details, etc.

Late collection

If a parent /carer are late, the club will:

1. Attempt to contact the parent/carer
2. Check the club contact number for any information regarding the young person
3. Wait with the young person at the club, with wherever possible other staff/volunteers or parents
4. Remind parents/carers of the policy relating to late collection
5. Report the situation to Social Services or the Police if parents/carers remain uncontactable.

Staff/volunteers should avoid:

1. Taking the child home or to any other location
2. Asking the child to wait in a vehicle or the club with you alone
3. Sending the child home with another person without permission.

Private cars

It is strongly advised that private cars, other than those of parents, are not used by coaches, club volunteers, team managers, and umpires to transport young players at any time, either to and from a training session, or to away fixtures. If for any reason this is the only feasible method of transport, the following guidelines must be followed:

1. Drivers must ensure the safety of passengers
2. Drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover
3. Drivers must only use vehicles with seat belts and ensure that their passengers are wearing these when in transit
4. Drivers must be aware of their legal obligations when transporting young players
5. Parents/guardians/carers must give written permission if their child/children are being transported in another adult car
6. Clear information on the expected time of departure and arrivals needs to be communicated to relevant people, i.e. parents/guardians/carers
7. Drivers should not be alone with a young person in the car at any time. If this situation arises, drivers need to ensure that the young person is in the back of the car

Hiring transport

When booking transport for an away fixture you will need to remember the following points:

1. Passenger safety
2. Competence of the driver and whether the driver holds an appropriate valid licence
3. Number of driving hours for the journey and length of the drivers' day including non-driving hours
4. Whether more than one driver is required
5. Type of journey, traffic conditions, weather, appropriate insurance cover
6. Journey time, distance, and stopping points
7. Supervision requirements
8. Suitability of transport if the team includes disabled players
9. Drivers will need to take breaks and be aware of emergency procedures

ADDITIONAL INFORMATION

The Child Protection in Sport Unit (CPSU) provide resources, video's, and best practice guidance on a range of subjects including: -

1. Self-Harm
2. Parental Behaviour
3. Spectator Behaviour
4. Safeguarding deaf and disabled children in sport (a multimedia learning resource)

Go to www.thecpsu.org.uk for more information

Good Practice Guidance on Recruitment, Selection and Retention of Persons working with Young People

Information:

All adults who work with young people in lacrosse are in a position of trust which has been invested in them by parents, the sport, and the young person. This relationship can be described as one in which the adult is in a position of power and influence by their position.

As good practice, it is important that all reasonable steps are taken to ensure that all individuals working with young people in lacrosse, either paid or unpaid, are appropriate and able to do so. This can help to ensure that lacrosse offers opportunities for young people in a safe and enjoyable environment.

The aim of any recruitment process is to ensure that any legal responsibilities are met, that the most appropriate person is appointed to the job/role, and all necessary checks have been undertaken before the individuals' beings working with young people.

Implementing good practice guidance on safe recruitment:

There are several steps to good practice guidelines in recruitment. The following pages outline these steps.

1. Planning:

It is important to have clear roles and responsibilities for all paid and voluntary positions you are recruiting for. A job description should list the duties for the position, and a person specification can be used to highlight the skills and experience that are needed.

2. Advertising:

When any role becomes available, it is important to ensure that the role is advertised. Advertising the post on notice boards at the facility that you use, or through club newsletters, on the website or contacting the local volunteer centre can help to attract new volunteers to your club.

Essential inclusions within any advertising are:

1. Aims of the club
2. Job description/role
3. Experience and skills required, particularly if experience of working with young people is an advantage
4. Reference to Safeguarding and Protecting Young People in Lacrosse Policy and Procedures
5. Codes of conduct/Ethics and Behaviour
6. The requirements to complete a Disclosure and Barring Service (DBS) Check
7. Details on how to obtain an application form (it would be useful to include a closing date to streamline your process)

3. Applications:

Anyone who shows an interest in filling a role/vacancy needs to complete an application form. Applicants will be required to verify their identity. When applying for a role working with children or young people. Applicants will need to be made aware that they will need to complete a DBS check, if appointed.

Please also refer the applicant to the Government guidelines on Criminal Convictions, Formal Warnings or Cautions as this information will be required if the applicant is successful

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Clubs, should not ask applicants for information regarding their criminal convictions, formal warning of cautions at this stage of the application process. This should be done at the appointment stage, prior to a person starting in a role.

It is essential that the applicant does not commence in the role until satisfactory references and checks have been received.

The document “application form for positions working with young people” includes questions that you are entitled to ask at this stage of the recruitment process.

Once you have received the applications for the position you should assess them for suitability against the criteria, prior to the next stage.

4. Meeting/interview:

It is recommended that a meeting/interview is held with applicants (whether formal or informal) before making a recruitment decision. The meeting/interview provides an opportunity to explore in greater detail information gathered on the application form.

In addition, it is recommended that:

1. Applicants are asked to bring official photographic proof of identity such as a passport or driving licence
2. Evidence of relevant qualifications are provided
3. Questions are prepared in advance that will give the applicant an opportunity to demonstrate their relevant experience.

As well as considering an applicant’s ability to fill a position, it is also important to assess their attitudes and commitment to safeguarding:

Examples of questions you might ask are:

1. Tell us about any previous experience you have working with young people – what were the highlights
2. Give a child-related scenario and ask what they would do, e.g.
“It is a winter evening and the training session has finished. A parent has not arrived – what would you do?”

The applicant would be expected to say that they would stay with the child along with another adult and contact parents to find out where they were

5. Appointment

The successful applicant should be issued with two copies of the ‘Role Acceptance Form’, a copy of the role description and any other relevant policies and documents. The applicant should also be informed that the position is subject to a satisfactory DBS check and references. The applicant is required to sign and return one copy of the ‘Role Acceptance Form’ which indicates their commitment to the role and their agreement to be bound by the relevant policies and documents

6. References and Disclosure and Barring Services Checks (DBS):

Once an offer is made it is imperative that references are obtained and the following checks carried out

References

1. **At least two references should be requested from individuals who are not related to the applicant. Ideally one should be work related and the other demonstrating previous involvement of working with young people, ideally in a sporting setting.**

See ‘Reference form for positions working with young people in lacrosse’.

2. All references should be in writing and followed up, if required, by telephone.
3. Check all relevant qualifications are proven and valid through English Lacrosse

Disclosure and Barring Service (DBS) Checks

1. **As part of the safer recruitment process, applicants over sixteen years old must complete an enhanced /barred list check if they meet the criteria in relation to their work with young people.**
2. **All DBS checks must be conducted through English Lacrosse. DBS Disclosures processed through other organisations are not acceptable.**
3. **DBS checks should be completed every three years.**
4. **DBS checks should be used as part of the recruitment process to assess a person’s suitability to work with young people; it shouldn’t be used in isolation.**

5. English Lacrosse has the authority to manage and deal with any matters arising from any disclosure resulting from the DBS process.
6. Individuals must not be engaged in contradiction of English Lacrosse sanctions.

The following guidance is available from English Lacrosse

Eligibility for a DBS Check
Definition of “regulated” activity and level of check required for the role
Frequently asked questions
Disclosure and Baring Service – includes information about single disclosure, who deals with the information on a DBS, lost certificates, etc

Go to www.englishlacrosse.co.uk/safeguarding

7. Induction:

All staff or volunteers should undergo an induction (formal or informal) to include:

1. Signing up to the club’s Safeguarding and Protecting Young People Policy and Procedures, Good Practice Guidelines and any Code of Ethics/conduct that are appropriate
2. Confirming and agreeing roles and responsibilities
3. Any training needs are established and actioned
4. An initial period of supervision of mentoring should be introduced to support the individual

5. Education and Training:

Ongoing training will be provided to support the individual to fulfil their role. Appropriate safeguarding training will enable an individual to recognise their responsibilities regarding implementing good practice and reporting poor practice or concerns regarding young people.

English Lacrosse provide a range of training opportunities for all people that work with young people, including coaches, designated Welfare Officers, information is available from www.englishlacrosse.co.uk/safeguarding

6. Monitoring and Appraisal:

Review meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. Regular reviews allow opportunities for both parties to feedback and make changes as necessary

Template 1

Lacrosse Club/Association Safeguarding and Protecting Young People Commitment

[INSERT CLUB/ASSOCIATION NAME] adopts English Lacrosse's Safeguarding and Protecting Young People in Lacrosse Policy, Procedures, and Guidance to ensure all those in the lacrosse community have a safe and positive experience

Definitions:

Lacrosse Community – The lacrosse community includes all individuals, clubs, associations, and other organisations involved in any capacity in the game of lacrosse, whether members of English Lacrosse or not. For the avoidance of doubt, this includes all players and anyone working within lacrosse (in a paid or voluntary capacity, and whether as an employee or on a self-employed or other work basis) including all coaches, umpires, referees, and other officials

Young People – Anyone under the age of 18.

Club – includes both lacrosse clubs and associations

WE WILL DO THIS BY:

1. Recognising all young people participating in lacrosse (regardless of age, gender, race, religion, sexual orientation, ability, or disability) have the right to play in an environment free from poor practice, abuse, and harm.
2. Ensuring all people who work in lacrosse at or for a club (including staff, officials, volunteers team managers and coaches) have a responsibility for safeguarding young people and understand how the safeguarding policy and guidance applies to them.
3. Ensuring all individuals working at, or for the club are recruited in accordance with English Lacrosse's recruitment guidance.
4. Ensuring all individuals working within lacrosse at, or for, the club are provided with support, through education and training that they are aware of and adhere to English Lacrosse's Code of Ethics and Behaviour.
5. Always approach safeguarding with a young person's perspective in mind, ensuring that their wellbeing is the focus.
6. Ensuring that the responsibility of determining whether abuse has taken place, lies with the child welfare experts, however it is everyone's responsibility within lacrosse to report concerns.

ROLES AND RESPONSIBILITIES

[INSERT CLUB/ASSOCIATION NAME] will ensure the name and contact details of the Welfare and Safeguarding Officer is available:

1. As the first point of contact for parents, young people, and volunteers/staff within the club
2. As the main point of contact within the club for the English Lacrosse Lead Safeguarding Consultant
3. As a local source of procedural advice for the club, its committee, and members

By signing this document, [INSERT CLUB/ASSOCIATION NAME] commits to the above.

Signed:

Print Name:

Role:

Date:

Template 2

Safeguarding Referral Form

Information contained on this form will form part of English Lacrosse's investigation into the alleged incident. As the person completing the form, please notify everyone whose details you include on this form that their information may be shared with several organisations and individuals relevant to the investigation.

Your club/organisations name:

Your details

First name:	Surname:	Position in club/organisation:
Home address:		
POST CODE:		
Daytime contact No.	Evening contact No.	Email address:

Concern: Please give a brief description of the concern (include dates, times, venue etc.)

Have you spoken to the young person(s)? Please provide details

What is the relationship between the young person and the accused?

Have you spoken to the parent/carer of the young person involved?

Action taken so far:

Details of young person

First name:	Surname:	Male/Female

Parent/legal guardian name:	Parent/legal guardian number

Home address:

POST CODE:

Details of the accused/adult whose behaviour you have concerns about		
First name:	Surname:	Position in sport (e.g. coach, official)
Home address:		
POST CODE:		
Date of Birth:	Contact Number:	Email address

External agencies contacted so far					
Organisation	Y/N	If yes, which?	Name & No.	Date & Time	Details of advice received
English Lacrosse					
Police					
Children's Social Care					
Other (e.g. NSPCC)					

Signed:		Print Name:	
Date:			

Remember to maintain confidentiality on a need to know basis. Only disclose information if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

THIS FORM SHOULD BE RETURNED TO:

(Please mark your envelope CONFIDENTIAL), English Lacrosse Lead Safeguarding Consultant, English Lacrosse, Regional Arena & National Squash Centre, Rowsley St, Manchester, M11 3FF or emailed to Safeguarding@englishlacrosse.co.uk

TEMPLATE 3

Application Form for Roles Working with Young People in Lacrosse

Role Applied For:

--

Personal Details:

Title (Mr/Mrs/Ms/Miss:

Surname:

First Name(s):

Any first name, surname or maiden name previously known by:

National Insurance number:

Date of Birth:

Place of Birth:

Address:

--

Telephone Numbers:

Email Address:

Employment Details

Please list on a separate piece of paper all previous employment, including dates and accounting for any gaps in your employment history

Current occupation:

Name of organisation:

Job title:

Start date:

Telephone numbers:

Employer's address & Post Code:

--

Nature of Duties:

--

Previous volunteer experience:

Name of organisation:

Start date:

Finish date:

Relevant Experience:

If you have any other relevant voluntary experience, please add here:

Qualifications:

School/College:

Dates attended:

Qualifications:

Sporting qualifications or training courses attended (please include dates):

Other Relevant Information:

Reason for applying, include any skills/experience that are relevant to the role (please continue on a separate piece of paper if required):

References:

Please provide the names and addresses of two people who we can contact for a reference who know you well (but are not related). One must have knowledge of your employed work and one must have first-hand experience of your work with children. You must have known these people for a minimum of two years.

Reference One:	Reference Two:
Name:	Name:
Address & Post Code:	Address & Post Code:
Telephone Number:	Telephone Number:

Important Information:

If the role you are in or have applied for involves frequent or regular contact with or responsibility for young people you will need to provide a Disclosure and Barring services (DBS) certificate which will provide details of criminal convictions; this may also include a barred list check depending on the nature of the role. Please see English Lacrosse DBS Guidance.

In May 2013, legislation came into force that allows certain old and minor cautions and conviction to no longer be subject to disclosure. For further information go to:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Applicant Declaration:

I confirm that the information I have provided in support of my application is a complete and true record.

I agree to accept and work to English Lacrosse's Safeguarding and Protecting Young People in Lacrosse Policy and Procedures and Code of Ethics and Behaviour.

By completing this application form I agree that [INSERT CLUB/ASSOCIATION NAME] will hold this information for recruitment purposes only.

SIGNED: _____ Date: _____

PRINT NAME:

For club use only:

Applicant successful?	YES/NO	References received?	YES/NO
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DBS check obtained through English Lacrosse Online Disclosures	YES/NO
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Please return this form to:

Template 4 Role Acceptance Form

Date:

Dear

[INSERT CLUB/ASSOCIATION NAME] Role Acceptance Form

We are delighted that you have accepted to undertake the role of [Role Title] with [INSERT CLUB/ASSOCIATION NAME].

All volunteers, coaches, team managers, technical delegates and officials are encouraged to work to high standards in line with [INSERT CLUB/ASSOCIATION NAME] policies and recognised best practice. Please note that this role is offered subject to all the necessary checks being completed to the satisfaction of [INSERT CLUB/ASSOCIATION NAME].

Please find enclosed 2 copies of this Role Acceptance Form, together with many documents you are required to have read thoroughly. Should you have any questions on any of the areas covered, please bring these to the attention of [INSERT Club/Association Named Person] so that your query can be addressed.

Please indicate your acceptance of this role by completing the sections below and returning one copy to [INSERT Club/Association Named Person] by [Insert Specific Date]. We look forward to welcoming you to [INSERT CLUB/ASSOCIATION NAME].

Yours sincerely,

[INSERT Club/Association Named Person]
[INSERT CLUB/ASSOCIATION NAME].

TEMPLATE 5 REFERENCE FORM FOR POSITIONS WORKING WITH YOUNG PEOPLE IN LACROSSE

Name of candidate:

Name of club/organisation:

Position applied for:

The above-named person has expressed an interest in working as a volunteer with our club and has given your name as a referee.

The post involves regular work with young people in a position of trust. As an organisation committed to the welfare of and protection of young people, we are anxious to know if there is any reason at all to be concerned about this applicant working with young people.

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

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

1. How long have you known this person?

2. In what capacity?

3. Please comment on the above named person's suitability to work with children.

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

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Ability to motivate others					
Time Management					
Organisation					
Energy					
Trustworthiness					
Reliability					

5. This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you consider the above-named person poses any risk to the welfare of children or young people?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If you have answered YES, we will contact you in confidence.

Signed:
Print Name:
Organisation:
Position:
Date:
Contact Number:

PLEASE RETURN TO:

Club Welfare Officer:

Address:

TEMPLATE 6

TAKING AND USE OF PHOTOGRAPHIC AND RECORDED IMAGES OF YOUNG PEOPLE

CONSENT FORM

This consent form applies to:

[INSERT CLUB/ASSOCIATION NAME] for the [INSERT month year] season

This form is to be signed by both the parent/legal guardian of a young person under the age of 18, and the young person themselves. Separate forms need to be completed for each young person.

In accordance with English Lacrosse's Safeguarding Policy [INSERT CLUB/ASSOCIATION NAME] we will not permit photographs, recorded images, or other images of young people to be taken or used without the consent of the parents/carers and the young person.

To be completed by parent/carer	To be completed by young person
<p>I [INSERT Name] do/do not* consent to [INSERT CLUB/ASSOCIATION NAME] taking photographic or recorded images of _____ (insert name of young person).</p> <p>Signature:</p> <p>Print Name:</p> <p>Date:</p>	<p>I _____ (name of young person) do/do not* consent to [INSERT CLUB/ASSOCIATION NAME] taking photographic or recorded images of my involvement in lacrosse under the stated rules and conditions.</p> <p>Signature:</p> <p>Print Name:</p> <p>Date:</p>

* Please delete as appropriate

TEMPLATE 7

THE USE OF PHOTOGRAPHIC OR RECORDED IMAGE AT LACROSSE EVENTS

REGISTRATION FORM

This form needs to be completed by anyone wishing to take photographs or record images at any lacrosse event.

Event Name:	Date:
Venue	

Home address:
Contact Number:
Email:

Please describe below how photographs or recorded images will be used:

--

I acknowledge that:

1. I have read the English Lacrosse Guidance for taking and using photographic and recorded images of young people
2. If any of my photographic material is used inappropriately, this will result in disciplinary action and the possibility of being unable to take photographs/recorded mages at future lacrosse events
3. I will make every effort to inform all competitors and spectators of my intents to use recording equipment and the reason for its purpose, before the competition starts

Signed: Dated:

Print Name:

TEMPLATE 8

Role Description for Welfare & Safeguarding Officer (including DBS)

Name of Welfare & Safeguarding Officer:

At Lacrosse Club

Role Description

Everyone in lacrosse has a responsibility to safeguard and protect young people. The key role of a Welfare & Safeguarding Officer is to support the organisation to promote good safeguarding practice across the organisation, to be the named point of contact for all members of the Lacrosse Community, to implement English Lacrosse's Safeguarding and Protecting Young People in Lacrosse Policy and Procedures where a concern has been raised.

ROLE

1. Role model best safeguarding practice
2. Support the organisation to put into practice its safeguarding implementation plan
3. Be the key contact with English Lacrosse's Lead Safeguarding Consultant
4. To be the first point of contact for the Lacrosse Community where concerns about the welfare of a young person have been identified
5. Help the organisation to implement good safeguarding practice and challenge poor practice and breaches of English Lacrosse's Code of Ethics and Behaviour
6. Support the organisation to implement English Lacrosse's and their own Safeguarding policy and procedures
7. Be the point of contact for members of the Lacrosse Community regarding the administration of the Disclosure and Barring Service (DBS) at a local level; including verifying identification documents for those members completing DBS.
8. Support the organisation to ensure staff and volunteers relevant qualifications and DBS checks are up to date.
9. Be a member of the organisation's management committee to advise on organisational safeguarding matters and DBS non-compliance.
10. Support the organisation's management committee to review safeguarding practices and processes following the completion of an issue or concern that has been investigated
11. Ensure confidentiality is maintained.
12. Maintain contact details for local children's social care services and police in case of an emergency.

EXPERIENCE & KNOWLEDGE

1. Knowledge of English Lacrosse's Safeguarding and Protecting Young People in Lacrosse Policy & Procedures and own organisations policy and procedures
2. Own organisations role and responsibilities to safeguard the welfare of young people – boundaries of the Welfare Officer role.
3. Basic knowledge of roles and responsibilities of local statutory agencies (social services, police, and Local Safeguarding Children Board (LSCB) and Local Authority Designated Officer (LADO). This can be gained through welfare officer training. The Welfare Officer must have full contact details for their local agencies.
4. Awareness of equality and safeguarding issues

SKILLS

1. Child-focused
2. Basic administration
3. Basic safeguarding advice and support provision.
4. Communication
5. Maintaining accurate records of issues and concerns that have been raised
6. Ability to promote organisation's policy, procedures, and resources.
7. Interpersonal and being calm and approachable always

ADMINISTRATION

1. Administration is an essential skill where the Welfare and Safeguarding Officer is fulfilling the role of administrating the DBS check. English Lacrosse's DBS checks are now completed online.
2. Liaising with relevant members of the organisation regarding completion of their DBS check
3. Verification of identity documents for relevant members completing their DBS check
4. Maintaining an accurate register of in progress/completed DBS checks and coaching qualifications.

TRAINING

5. Welfare and Safeguarding Officers must either attend the Sports Coach UK 'Safeguarding and Protecting Children in Sport' workshop or complete the NSPCC on-line training 'Keeping children safe online course'. For further details of local workshops got to www.sportscoachuk.org or for more information re the online training go to www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-introduction

6. English Lacrosse deliver 'Time to listen' (TTL) workshops. These workshops are aimed specially at Welfare and Safeguarding Officers, and are a bolt on to the Sports Coach UK and NSPCC training. For further details please email safeguarding@englishlacrosse.co.uk

TEMPLATE 9

PARENT/LEGAL GUARDIAN INFORMATION & GUIDANCE

[INSERT CLUB/ASSOCIATION NAME] welcomes you and your child/young person to the club. We hope you will enjoy being a club member and will enjoy the lacrosse coaching, training, matches as well as the social interaction.

What can you expect from the [INSERT CLUB/ASSOCIATION NAME]?

1. As the first point of contact for parents, young people, and volunteers/staff within the club.
2. As the main point of contact within the club for English Lacrosse Lead Safeguarding Consultant as well as relevant external agencies about safeguarding young people
3. A main point of reference of procedural advice for the club, its committee, and members

What does the [INSERT CLUB/ASSOCIATION NAME] expect from my child?

1. To play fairly and respect the rules of the game
2. To respect their coaches and teammates
3. Adherence to the young people's Respect Policy (code of conduct and behaviour)

What does the [INSERT CLUB/ASSOCIATION NAME] expect from me?

1. ensure that your child is dropped off and picked up promptly from the venue
2. contact the session organisers/coaches if you are running late to collect your child
3. adhere to the Parents' Code of Ethics and Behaviour
4. use appropriate language always
5. stay off the pitch during training and matches
6. Provide emergency contact details and any relevant information about your child including medical history.

What do I do if I am concerned about my child's safety, wellbeing, or behaviour?

1. Each club has a Welfare Officer. Ask to speak with them and explain your concerns
2. All concerns will be taken seriously and investigated
3. All concerns will be treated in the strictest confidence, with only the people who can help the situation becoming involved if required
4. See English Lacrosse Safeguarding Young People Policy, Procedure, and Guidance online www.englishlacrosse.co.uk/safeguarding

Our Welfare Officer's contact details are: -

Name:

Telephone Number:

Email Address:

TEMPLATE 10

YOUNG PERSON'S GUIDE

What can I expect from my Lacrosse Club?

Membership:

You will receive information on how much this will cost, kit, rules and training/match information.

Coaches:

All the coaches are qualified and have had the necessary checks to help you play the best Lacrosse you can.

Volunteers:

All adults working at the club have been on training to ensure your safety and wellbeing. These include first aiders, team managers and our welfare officer

Respect:

As a club, we want to engage with you as much as possible and want to hear about what you like about the club, what you don't like and what you think needs changing. We respect everyone's views and want your experience to be fun and feel enjoyable whilst being safe

Training/competitions

There are many training sessions and competitions throughout the season for you to get involved with and play.

Safety:

We adopt English Lacrosse's Safeguarding and Protecting Young People Policy, Procedures, and Guidance because we believe you have the right to play in a safe and fun environment.

What does my Lacrosse Club expect from me?

Behaviour:

We will give clear messages on how we expect everyone to behave; this may be in the form of a Code of Conduct.

Rules:

Lacrosse has rules and so does our club – **These are in place to keep you safe.**

What do I do if I am worried or have a concern?

Don't Keep it to Yourself!

There are several people you can speak to if you are worried about or experience bullying or any uncomfortable situation.

Your **Safeguarding and Welfare Officer** or someone else you feel comfortable telling will believe you and know what to do and how to help. They may have to share the information you tell them, but it will be kept **CONFIDENTIAL**

Alternative sources of help, advice, and support:

CHILDLINE	0800 1111	www.childline.org.uk
BULLYINGUK	080 800 2222	www.bullying.co.uk
THINKUKNOW	Guide on internet safety and safe surfing	www.thinkuknow.co.uk

TEMPLATE 11

ENGLISH LACROSSE BILL OF RIGHTS FOR YOUNG PLAYERS

- One:** Every young player has the right to participate in the sport of lacrosse
- Two:** Every young player has the right to be treated with respect and dignity by coaches, officials, volunteers, and players
- Three:** Every young player has the right to report a designated adult any physical pain or emotional concerns without fear or ridicule
- Four:** Every young player has the right to play in every game regardless of physical ability or the relative importance of the game
- Five:** Every young player has the right to play as a child, and be treated on a level appropriate with the emotional and physical maturity of the player's age
- Six:** Every young player has the right to participate in a safe and healthy environment and have access to proper medical treatment
- Seven:** Every young player has the right to be taught the fundamentals of lacrosse by a qualified adult leadership
- Eight:** Every young player has the right to have a coach who is more concerned with fun, social interaction and skill development than winning
- Nine:** Every young player has the right to have a coach who is supportive and patient, who takes time to work with each player, and allows the player to make mistakes.
- Ten:** Every young player has the right to have fun.

TEMPLATE 12:

Good Practice guidance on recruitment, selection and retention of persons working with young people – CHECKLIST

Planning, advertising and preparing for interview	
Plan – decide on a job or role description	
Advertise – locally and on relevant websites (tell candidates if DBS check is required)	
Produce application form (template available on line)	
Prepare questions for interview	
Short listing and interview	
Assess candidate's skills and experience for suitability for role	
Verify identity of candidate	
Evidence of relevant qualifications checked	
Consider applicant's attitude to safeguarding	
Refer successful applicant to Government guidelines on criminal convictions, formal warnings or cautions	
Appoint successful applicant	
Appoint applicant subject to references and checks	
Issue successful applicant with 2 copies of Role Acceptance Form (template available on line) and include a copy of the role description and other relevant documents	
Take up references – at least 2 and in writing	
DBS check processes and completed satisfactorily	
Contact English Lacrosse to check qualifications	
Successful candidate returns signed copy of 'Role Acceptance Form' to formally accept the role	

Introducing the applicant to the role	
Induction – key things they need to know	
Period of mentoring and supervision	
Ongoing training and education on safeguarding or any other relevant topic	
Signpost to other external training course, i.e. Sports Coach UK Safeguarding and Protecting Children in Sport workshop	
Regular review of performance	