



Safeguarding Children and Young People in Angling

Policy and Procedures 2015.

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Foreword

Angling is one of the most popular sports in the UK with around 3 million people going fishing each year. It has such a powerful and positive influence on the lives of adults and children alike; not only does it provide opportunities for enjoyment, well-being and achievement, but it can also help develop self-esteem, leadership and teamwork.

There are thousands of people involved in helping to organise and deliver opportunities for anglers of all abilities, including coaches, instructors and club officials. It is because of the hard work that they all put in, that millions of people have discovered the joy (and occasional despair!) of going fishing. However, with so many people participating in the sport, it is essential that we are able to provide safe and enjoyable experiences for everyone, and in particular children and young people.

The Angling Trust is determined to do all it can to help everyone involved provide this safe and enjoyable environment. As the National Governing Body for angling, it is also a key responsibility for the Trust to have a safeguarding policy that is clear and adopted by as many people as possible in a very diverse community.

A policy is only any use if it is implemented on the ground. In order to fulfil our commitment to safeguarding young people and vulnerable adults it is paramount that everyone involved in angling does their bit to implement the policy and its actions proactively. If it just sits on the shelf, then it won't protect people properly. All of us can remember how happy it made us to learn how to fish. By following the sensible steps in our policy, you can help ensure that you will have reduced the risk of anyone being harmed, or made to feel miserable or afraid as a result of getting involved in fishing.

To ensure we are constantly reacting to and keeping our practices up to date we proactively work with the Child Protection in Sport Unit, Sport England and the NSPCC to review the progress made against standards through the Angling Trust Safeguarding Steering Group.

Please help us to ensure that angling is a safe and enjoyable activity that everyone can enjoy by implementing this policy.

Thank you for all that you do to contribute to the present and future of angling.

Mark Lloyd

Chief Executive

Angling Trust, Fish Legal

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Angling Trust Safeguarding Committee

Glossary

AT	Angling Trust
ATSC	Angling Trust Safeguarding Committee
CMG	Case Management Group
CPSU	Child Protection in Sport Unit
CWO	Club Welfare Office
DBS	Disclosure and Barring Service
LSCB	Local Safeguarding Children Board
LADO	Local Authority Designated Officer
NSPCC	National Society for the Prevention of Cruelty to Children
RWO	Regional Welfare Officer (APPENDIX 1)

Section 1 - Introduction/policy

Child Protection Policy Statement

The AT acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and The Child Protection in Sport requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children:

have a positive and enjoyable experience of sport in all activities run and supported by the AT and are able to do so in a safe and child centered environment

are protected from abuse whilst participating in angling or outside of the activity.

The AT acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy the AT will:

promote and prioritise the safety and wellbeing of children and young people

ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people

ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern

ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored

prevent the employment/deployment of unsuitable individuals

ensure robust safeguarding arrangements and procedures are in operation

support the training and development of all those supporting safeguarding standards in angling

The policy and procedures will be widely promoted and are mandatory for everyone involved in the AT. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Principles

The principles followed and guidance given in this document are based on the following.

The child's welfare is of paramount consideration

All young people, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse

All incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately

A young person is recognised as being under the age of 18 years (Children's Act 1989 definition)

Adults with responsibility for children have a moral and legal duty for the care.

All young people have the right to participate in the sport of angling in an enjoyable and safe environment

Young people have the right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the sport of angling

It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns

Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2000.

Responsibilities

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

- Allowed access to the sport in a way that is appropriate for their age and ability
- Coached and trained by appropriately qualified staff;
- Not required to participate in so many competitions, or to attend training sessions, as to become a threat to their well being;
- Not subjected to any form of discriminatory abuse from any source;
- Not subjected to bullying or undue pressure from any source;
- Encouraged to achieve their full potential at all levels;
- Instructed how to behave around water based venues;
- Afforded respect, confidentiality and privacy in a competing and training situation and any other angling environment.

Implementation

The AT Safeguarding Children and Young People in Angling Policy shall be adopted in accordance with Appendix B by the following:

- the AT, the National Governing Body and its members.
- all other bodies working in partnership with the AT to provide opportunities for work with children and young people up to the age of 18 (either on a paid or voluntary basis) within the sport of angling in England.

Section 2 - Safeguarding Children in Angling

The aim of this section is to help you to identify concerns about children and young people and provide guidance on how to deal with them appropriately.

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

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

2.1 Recognition

It is not your role to diagnose or define what is abuse or neglect (there are people paid to do this) but it is yours and everyone else's responsibility to do whatever is necessary to ensure that any matters of concern are referred to the correct people to be dealt with in accordance with this policy. If the nature of the case makes this difficult then you should consider the organisations whistleblowing policy (see section 3)

The designated person for safeguarding concerns within the club must be informed of all concerns even if you feel able to deal with the matter personally. Depending on the seriousness of the case, they may take the concern further or provide advice on how best to deal with it. There are a number of ways in which you might be made aware of possible safeguarding concerns about a child including the following:

- A child may disclose directly to you about past or present abuse.
- You or a colleague may become suspicious that a child is being abused
- You may become suspicious about a colleague's behaviour
- You may become aware of children abusing each other

Regardless of how you are made aware, you have a duty of care to act on any concern and you must not ignore or trivialise them.

Poor Practice

In many circumstances, a concern may relate to poor practice where the behaviour of a coach or other person may be causing distress to a child or young person. Relating to this policy, poor practice is any behaviour that conflicts the standards established in the Angling Trust Code of Conduct or which infringes an individual's rights. Any behaviour causing abuse or harm that fails to fulfill the duty of care should be regarded as possible signs of abuse or harm and reported following the correct procedures.

Examples of poor practice in angling include:

- use of any physical or humiliating punishments;
- failure to act when you witness possible abuse or bullying;
- being unaware of or breaching Angling Trust Codes of Conduct;
- spending excessive amounts of time alone with young people when coaching;
- allowing any form of inappropriate touching;
- allowing young people to use inappropriate language unchallenged;
- making sexually suggestive comments even in fun;
- reducing a person to tears as a form of control;
- allowing allegations made by a young person to go unchallenged or not acted upon;
- leaving a young angler unaccompanied on the waters edge for prolonged periods;
- doing things of a personal nature that young people can do for themselves
- sharing a bedroom with a young person you are not related to even with parental consent

There may be occasions when some anglers require assistance with personal care due to being young or disabled. If anyone requires this level of support it should be made clear that this can only be undertaken by his or her designated carer and not by the coach. This level of care may compromise the role of the coach and place other participants at a greater risk if this activity removes the coach from the coaching environment. Any

additional support arrangements must be agreed and in place before any activity commences.

In addition to the list above, other incidents may occur which must be reported immediately to the CWO and a colleague. Parents must also be made aware of the incident if:

- you accidentally hurt an angler;
- children or young anglers seem distressed in any manner;
- children or young anglers appear to be sexually aroused by your actions;
- children or young anglers misunderstand or misinterpret something you have said or done

What is Abuse?

Somebody may abuse a young angler by inflicting harm or by failing to prevent harm. Commonly abuse is committed by somebody known to the child; including members of their family. They may also be abused in community or sport settings including angling clubs.

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution or attempt suicide. On the other hand, possibly with help and support, many young people are able to move on with their lives and to deal with the after-effects of their experiences.

Definitions of Child Abuse

The definitions below are taken from Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children Department for Education (2013). In addition, examples of how these concerns may arise within angling activities are given.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example or through the Internet. Children may be abused by an adult or adults or another child or children.

Physical abuse – Physical abuse 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.

Examples of physical abuse in angling could be handling a child deliberately roughly or hitting a child as a means of control or punishment.

Emotional abuse - Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child 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 the 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.

Examples of emotional abuse in angling could be repeatedly humiliating or belittling a child when they lose a fish or setting them tasks such as casting distances that are above their age and ability and making them feel worthless when they fail.

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 or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Examples of sexual abuse in angling could be a coach developing a sexual relationship with a young person, touching a young person in a sexually inappropriate way or targeting a child through text or social networking in order to form an inappropriate relationship with them.

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:-

provide adequate food, clothing and shelter (including exclusion from home or abandonment)

protect a child from physical and emotional harm or danger

ensure adequate supervision (including the use of inadequate care-givers), or

ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Examples of this in angling could include making young anglers continue to fish in severe weather conditions when they have no appropriate clothing to protect them.

Bullying

Bullying is the most frequently reported causes of abuse or harm for children and young people and you may find that you observe situations where a young person appears to be being bullied.

Every child has the right to participate in angling free from the fear of bullying. Bullying can be described as deliberately hurtful behaviour, usually repeated over time where those being bullied find it difficult to defend themselves.

Bullying has the potential to cause permanent harm (physical, emotional or psychological). Fisheries and clubs should take steps to prevent bullying behaviour wherever possible and respond to incidents when they occur. A preventative approach means that sport is playing its part to create an environment and society in which people treat each other with respect.

Bullying can be seen to include:

Verbal: including name calling, teasing, threatening, rumours, sarcasm, racial taunts, homophobic bullying, graffiti and gestures.

Physical: hitting, kicking, punching, spitting, stealing/breaking belongings.

Emotional: ignoring, hurtful emails/texts, exclusion from activity, tormenting, ridiculing, humiliating.

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

Bullies come from all walks of life; they bully for a variety of different reasons and may even have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive or jealous. Crucially, they have learned how to gain power over others.

Identifying Bullying.

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

- a parent who pushes too hard;
- a coach who adopts a 'win-at-all costs' philosophy;
- an angler who intimidates others;
- an official who places unfair pressure on a person;
- a spectator who shouts abuse.
- other children isolating or harming another child physically or emotionally.

Bullying carries over from the club setting into the child's online environment. Please see the Social Media Guidance.

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

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

- sudden reluctance to go to activities such as club events or matches that they used to enjoy or a drop off in performance/attendance;
- regularly feeling ill before matches
- physical signs such as stomach-aches, headaches, difficulty in sleeping, bedwetting, scratching and bruising, coming home with damaged equipment or clothes
- behavioural changes such as becoming withdrawn, anxious, clingy, depressed, tearful, aggressive, unreasonable;
- start bullying others; a shortage of money or frequent loss of possessions.
- in more extreme cases, they might stop eating, start stammering, cry themselves to sleep, have nightmares, run away or threaten/attempt suicide.

These signs may indicate other problems or be a reaction to other events in a child or young person's life but the possibility of bullying should be considered.

Homophobic bullying

Lesbian, gay and bisexual (LGB) people may face homophobic bullying. Homophobia is often driven by a lack of understanding that only serves to strengthen stereotypes and can lead to actions that cause LGB people to feel excluded, isolated or undervalued. Sport has the opportunity to create a positive, welcoming environment that does not tolerate this kind of behaviour.

Signs and Indicators of abuse

Indications that a young person may be being abused whilst attending angling activities or events may include the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- an injury for which the explanation seems inconsistent;
- the young person describes what appears to be an abusive act involving him/her;
- someone else (a young person or adult) expresses concern about the welfare of another;
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected;
- having difficulty in making friends;
- being prevented from socialising with other young people;
- displaying variations in eating patterns including overeating or loss of appetite; or a sudden weight change;
- becoming increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parent/guardians will help to identify any other concerns that a young person may be experiencing, e.g. a family bereavement, which could cause some of the changes listed above.

Remember it is not the responsibility of those working in angling to decide if child abuse is occurring but it is their responsibility to act on any concerns by reporting them.

Adults bullying children or young people

Serious cases for example if the bullying included physical abuse or racist name calling, may be considered abuse and so may be referred to the Police or Children's Social Care.

The adult should receive clear guidance on how their behaviour needs to be modified and monitored to ensure this is achieved. Sometimes bullying can be challenged through training, advice and monitoring. Sometimes it requires more serious action but it should always be reported to the AT.

Support for the Victim and the bully

The bully will need support to help them realise why their behaviour is wrong and assistance to change their behaviour. The AT should involve the bully's parents and the young person's school (with the permission of parents and child) in ensuring their behaviour is improving and any problems that may have caused them to bully are being addressed.

The victim's parents should be involved and they should be supported to ensure they feel able to remain in the programme.

Action to Help the Victim and Prevent Bullying

- take all signs of bullying very seriously;
- encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge/someone in authority. Create an open environment;
- investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately;
- reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else (if a young person, you should inform the bully(ies) parents);
- keep records of what is said (what happened, by whom, when);
- report any concerns to the AT Child Protection Lead.

Action Towards the Bully(ies):

- talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s);
- if the bully is a young person, inform the bully(ies) parents;
- insist on the return of borrowed items and that the bully(ies) compensate the victim;
- impose sanctions as necessary;
- encourage and support the bully(ies) to change behaviour;
- hold meetings with the families to report on progress;
- inform all organisation members of action taken;
- keep a written record of action taken.

Useful websites:

www.bullying.co.uk

www.beatbullying.org

Additional Vulnerabilities

There are a number of reasons why a child may be additional vulnerable to abuse, for example, their ethnicity, gender, sexuality, religion or disability. Adults working with children need to be aware of issues of this so that they can work to counteract and challenge oppressive or abusive behaviour towards these children. These issues will specifically be addressed through our Codes of Ethics and Conduct (see Appendix 7).

Deaf and disabled children

Deaf or disabled children have the same rights to protection as any child but research suggests they are up to 4 times more vulnerable to abuse than non-disabled children, because they may be dependent on others for practical assistance and intimate care as well as having impaired capacity to resist, avoid, understand or report abuse.

Although the great majority of carers have the child's best interests at heart, some will use their vulnerability as an opportunity to abuse. Sometimes it may be difficult to tell that a disabled child is being abused as people might think a child is behaving differently because of his or her disability - not realising that they are being abused.

2.2 Responding to abuse

As mentioned earlier, concerns can be raised in various ways. They may be about a child in sporting setting or regarding their life at home what are identified through their participation in angling.

Although less likely, occasionally children may actually tell someone directly about abuse or bullying; this is called a direct disclosure.

If this is to happen, it usually means the person being told, is trusted by the child disclosing. It is therefore incredibly important to understand how hard it is for them to do so and also what to expect and how to deal with disclosures

Barriers to responding and reporting

To you and I, disclosing may seem simple and straight forward however, to a child who is experiencing abuse or an adult who is concerned that a child may be being abused, there are many barriers to children disclosing about abuse or harm and they can be quite powerful. It is important for all of us to be aware of these in order to prepare us should a child disclose.

In addition to barriers to children disclosing, there are also barriers to those being disclosed to in listening and responding appropriately. What do you do if a child discloses just as you are about to drive home and go for a meal with your family? It can be tempting to disregard what the child is trying to say and hope someone else picks it up.

Barriers for children

Children will often not disclose because they:

- they are scared they have been threatened;
- are scared because they fear what will happen next;
- are afraid they won't be believed;
- are ashamed or embarrassed;

- are dependent for their primary care needs on the person implicated in the abuse;
- may not want the abuser to get into trouble;
- may not have adequate language, vocabulary or understanding to describe what has happened;
- may think it is normal.

Barriers for adults

Experience of professionals who work in this field has shown that there are many barriers that individuals often have to overcome before taking appropriate action when faced with having to deal with a concern. Personal initial reactions are commonly:

- shock or disbelief;
- fear or denial;
- a fear of getting it wrong;
- not believing the young person;
- fear of over or under reacting and making the situation worse;
- it is a reminder of similar past personal experiences;
- anxiety about jeopardising existing relationships, for example with parents.

Supervision and training can help prepare staff for this and all staff need to know and be clear about what to do and who to contact.

Responding to a child or young person

It is always difficult to hear about or witness harm or abuse experienced by a child or young person. The following points will be helpful for both you and the child should they choose to disclose abuse to you:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow them to continue at their own pace.
- Ask questions for clarification only, and avoid asking questions that suggest an answer (leading questions).
- Reassure them that they are not to blame and have done the right thing in telling you.
- Ask them for their permission to inform appropriate others and explain why: that it is for their own protection and the protection of others. If they refuse permission (and are of an age to make decisions for themselves in some areas) you still need to discuss this with the designated person who will make an assessment of whether there is an over-riding public responsibility to share the information.
- In light of this, tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell your club manager, welfare officer or designated person and that it will be discussed further with them.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical or sexual harm or injury and try to protect any supporting materials e.g. bedding or clothing.
- Record in writing as soon as possible, using their words as closely as possible and using the **AT report** form. Note date, time, any names mentioned, names and addresses to whom the information was given and who else is aware of the allegation. Note or describe clearly any visible injury.
- Contact your Club Welfare Officer, Regional Welfare Officer and/or the AT Safeguarding Officer.

Actions to avoid

- The person receiving the disclosure should not:
- Panic or allow their shock to show.
- Ask questions other than to clarify enough information to act.
- Speculate or make assumptions.
- Make promises or agree to keep secrets.
- Make negative comments about the alleged abuser.
- Approach the alleged abuser.
- Discuss the allegations with anyone who does not have a need to know.
- Take sole responsibility.
- Delay in reporting the concerns.

Communication difficulties

It should be noted that not all young anglers and vulnerable adults are able to express themselves verbally. Communication differences or difficulties may mean that it is hard for them to explain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, the welfare of the child is paramount and where there are concerns about the safety of a young angler, record what has been observed in detail and follow the procedures to report these concerns.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by a young person or an adult who were abused as young children but felt unable to say anything at the time). Where such an allegation is made, the club/fishery must follow the reporting procedures because other children, either within or outside sport, may still be at risk from the alleged perpetrator.

Allegations in coaching classes and schools

When delivering activities in a class or school or directly under the supervision/management of coaching staff, the school's arrangements for child protection will apply. You must inform the designated teacher or person for that school, who will follow the Local Safeguarding Children Board (LSCB) procedures. You should also ensure that you inform your Club Welfare Officer (CWO) who will need to make the Regional Welfare Officer of AT Safeguarding Officer (ATSO) aware of the situation.

Allegations outside angling

If a person with a role in angling is the subject of relevant allegations outside of the angling environment, for example through their job as a teacher/coach, AT may still be informed by the statutory services even if the allegations do not directly involve angling. This is to ensure that the welfare of young people and vulnerable adults remains the paramount concern. An individual may be suspended from their role as a licensed coach whilst the investigation is conducted – this should be seen as a neutral act to protect all involved.

Allegations about a club/fishery/AT member of staff

The AT is committed to the safeguarding and promoting of the welfare of all children and young people using its clubs, events or activities and this includes the possible abuse or exploitation by its staff or volunteers. We have whistle-blowing procedures in accordance with the Public Interest Disclosure Act 1998 and this area is also covered in the Code of Conduct.

Before you report an incident you need to clarify the precise nature of the allegation that you are reporting. Where the allegation is about a member of staff or volunteer, this should be reported to the Club Welfare Officer and/or the designated person, and the AT Lead Safeguarding Officer (ATSO)

Any allegation should then be reported by the Angling Trust Safeguarding Officer directly to the local authority children's social care safeguarding manager or the police, if it is believed that a crime has been committed (this decision will be made by the Angling Trust Safeguarding Officer). The title of the local-authority safeguarding manager will vary across authorities or across England, Wales, Scotland or Northern Ireland, but in England is known as the LADO. You will read more about this role in Section 3. This person will make the decisions about informing members of the child's parents or carers.

If the allegations are of a nature to suggest that a child is at risk of harm or abuse, then the volunteer or member of staff will be suspended from duty pending the outcome of the investigation. Temporary Suspension is not a punitive measure but is intended to allow time for proper enquiries to be made. It does not imply that the volunteer or staff member is guilty of the allegation or an offence.

Support and information will be provided for a volunteer or member of staff who has been suspended pending an investigation. There may be three strands in the consideration of an allegation: a police investigation of a possible criminal offence; enquiries and assessment about whether a child is in need of protection or in need of services; and consideration by an employer of disciplinary action in respect of the employed individual. In the case of a volunteer, the results of an investigation may be passed to the Disclosure and Barring Service (DBS) – see Section 3.

The ATSO within AT should be aware of the disciplinary procedures and of the rights of the employee or volunteer, as well as the organisations' responsibility for the child or young person. He or she must liaise with Human Resources to ensure that they are following internal policies and procedures.

All staff and volunteers should be aware of AT's whistle-blowing procedure to enable them to share, in confidence with the ATSO, concerns they may have about a colleague's behaviour.

Abuse or bullying by another child or young person

Many children or young people experience disagreements or arguments with one another from time to time and on occasions may suffer the occasional slight injury. It is often a matter of judgment by a CWO, coach, other staff or volunteers present to determine whether an injury sustained by a child as a result of action by another, constitutes abuse or harm.

A physical (or other) injury must be reported where it is the result of an abusive action. The injury should be regarded as an incident and should be recorded.

In any situation where it is believed that a child, is being sexually abused by another child (or vulnerable adult), a referral must be made to the local authority child and adult social care services, following the same procedures as before.

The AT is committed to the elimination of all forms of bullying and harassment. It is the right of each child in angling to be free of fear of bullying or victimisation of any kind,

including sexual, racial, and religious or disability harassment, or cyber bullying through mobile phones or the Internet social network sites. (See Section 2.1)

Careful consideration needs to be given as to whether peer-to-peer abuse requires investigation under the procedures and specialist advice should always be sought where this is a possibility.

2.3 Reporting and referring concerns of abuse or harm

Safeguarding concerns may be incidents of minor poor practice, serious or repeated poor practice or actual abuse. The suggestion that a child or young person has or is being abused can evoke strong emotions. It can be very difficult to hear suspicions or allegations but it is important that concerns are acted on and reported to the appropriate authorities to deal with in a timely manner.

Sometimes concerns will involve individuals operating within angling (e.g. coaches, volunteers or other anglers and sometimes they will involve issues that have occurred outside of the sport (e.g. at home, school or in the wider community). In either case where you are concerned about a child's welfare this should be reported to the Club Welfare Officer (CWO) Regional Welfare Officer or AT Safeguarding Officer (ATSO).

Remember it is not for you to decide if abuse has taken place but you are responsible for reporting the concerns.

Reporting flowcharts can be found in Appendix 4.

Roles and responsibilities

Club Welfare Officer (CWO)

The Club Welfare Officer is the person appointed at club level and provides the essential point of contact for welfare within the club. The CWO is the person who has responsibility for receiving and acting upon concerns reported to them within the club setting. The Club Welfare Officer should be selected for their skills and knowledge, such as being able to handle safeguarding matters in an appropriate and confidential manner. They should be approachable for any concerns regarding safeguarding and be appropriately supported by other members of the club. The CWO will report concerns to the AT Safeguarding Officer and offer advice at a club level where safeguarding concerns have arisen.

Along with the club committee, the Club Welfare Officer should ensure that the club is adopting and implementing the safeguarding policy. Clubs are advised to ideally have two Club Welfare Officers, with at least one not holding a coaching position or being related to a coach at the club.

Regional Welfare Officer (RWO)

The Regional Welfare Officer is the person appointed by the Angling Trust who provides an essential point of contact for welfare at a local level. The RWO is the person who has responsibility for receiving and acting upon concerns reported to them within the local area. The Regional Welfare Officer has been trained to handle safeguarding matters in an appropriate and confidential manner and deal with or escalate concerns appropriately.

The RWO will report concerns to the AT Safeguarding Officer and offer advice at a club level where safeguarding concerns have arisen.

AT Lead Safeguarding Officer (ATSO)

Every sports organisation should designate a person to promote the welfare of children and vulnerable adults within the sport. The role includes liaising with the DBS recruitment process, co-ordinating the dissemination of relevant safeguarding policies, procedures and resources as well as supporting Club Welfare Officers and Regional Welfare Officers in their roles. The ATSO also provides support for the AT board, as well as managing the administration of cases of poor practice/abuse within the sport and contribution to the Case management panel when cases arise. This includes being the central point of contact for enquiries such as from complainants, the LADO, Children's Social Care and/or the Police.

The ATSO is the AT national lead for receiving and acting upon concerns of a safeguarding nature. This person will receive concerns about:

- unacceptable behaviour of a member of staff or volunteer towards a child;
- unacceptable behaviour towards a child by someone within a club setting;
- concerns of a serious or significant nature;
- any concerns arising outside of a club situation, such as privately owned and run fisheries;
- any concerns outside the scope of the CWO.

See appendix 7 for full role description.

Statutory Agencies

Children's Social Care (previously known as the Social Services)

Children's Social Care (previously known as the Social Services) have a duty to ensure the welfare of children and a legal responsibility to make enquiries where a child in their area is considered to be at risk of, or actually suffering from, significant harm. Where an allegation relates to a crime against a child, the Police and Children's Social Care will work together to investigate. Usually the LADO is involved throughout to ensure information is shared with those who need to know.

Police

The Police have specialist units who are trained to investigate allegations of child abuse, where there is a concern about the possibility of a crime having been committed. They will work in partnership with Children's Social Care where they are informed about a concern about a child.

MASH

In some areas statutory agencies have created a Multi-Agency Safeguarding Hub which is the single point of contact for receiving information about concerns about a child.

Local Authority Designated Officer (LADO)

The LADO works within Children's Services and will be involved in coordinating information sharing in cases in which it is alleged that a person who works with children in a position of trust (including as a volunteer) has:

- behaved in a way that has harmed, or may have harmed a child;
- possibly committed a criminal offence against children, or related to a child;
- behaved towards a child or children in a way that indicates s/he is unsuitable to

work with children.

Ideally their contact details should be recorded within the clubs child protection policy and procedures to ensure they are accessible to all club members if needed. Where someone has concerns relating to anyone who holds a position of trust or responsibility with young people, these should be discussed with the LADO.

Local Safeguarding Children Boards (LSCBs)

Every local authority has a LSCB which is designed to ensure all agencies involved in safeguarding children work together effectively. They provide local inter-agency guidelines for the procedures that should be followed in cases of actual or suspected child abuse. The roles and responsibilities of LSCBs and the agencies that are represented on them are set out in the government guidance Working Together to Safeguard Children (2013).

Reporting/referral procedure when a safeguarding concern arises:

Even if you are unsure about how serious your concerns about a young person may be, you should first contact your CWO, then the RWO and then the ATSO to discuss this as soon as possible. The CWO, RWO or ATSO will decide if your concerns warrant further action and this may lead to a further discussion with someone from the Local Authority Children's Social Care.

If the child requires emergency medical attention, contact the emergency services and inform them that this may be a safeguarding concern.

If the CWO, RWO or ATSO are not available contact Children's Social Care or the Police for advice and inform the CWO RWO or ATSO at the earliest opportunity.

The precise procedures for making a referral to the local authority may vary across the four nations or even within geographical areas, so the CWO, RWO or ATSO should make sure they are familiar with particular locality procedures and contact details.

Actions to be taken:

Inform the CWO, RWO or ATSO as soon as possible.

Record all information using the Incident Referral Form. See appendix 11 for the template form.

If following discussion it is believed that a referral should immediately be raised with children's social care, this should be done by the CWO, RWO or ATSO who will respond in the role of the designated person.

Children's social care will advise about contacting parents and/or about informing the alleged perpetrator. **This is not your role.**

In cases of minor poor practice within a club, the RWO or ATSO will advise the club on how to manage the situation.

In cases of serious or repeated poor practice or suspected abuse the ATSO will also discuss the issue with the Case Management Panel (CMP). This does not however, preclude reporting abuse to the appropriate authorities. The role of the CMP is described below.

If the allegation involves a coach, an official within angling or any other adult in a position of trust, this should also be referred to the Local Authority Designated Officer (LADO) by the ATSO.

Case Management Panel

The AT has in place a safeguarding Case Management Panel (CMP). The group will be made up of the Lead Safeguarding Officer and others with specific expertise where necessary. See appendix 8 for further information. Its role is to:

- Make decisions about the action that needs to be taken to safeguard the child/ren involved and the 'route' the case should take.
- To make a decision about temporary suspension of staff/volunteers/coaches where serious concerns have arisen.
- Monitor the progress of safeguarding cases.
- To inform AT disciplinary processes.
- To identify and disseminate learning from cases.

Please read the following in conjunction with the Terms of Reference (TOR) in Appendix 8.

The AT's internal investigations should wait until police or children's social care enquiries have been concluded.

All decisions or recommendations will be made on the principle that the welfare of the child is the paramount consideration. In reaching a decision the AT will consider all relevant information, including information from statutory agencies, irrespective of whether or not a criminal conviction has been secured.

Where a member of the Case Management Panel or the AT Board has a formal connection or relationship with an individual or a club featured in a serious concern, this is required to be acknowledged and arrangements made for the case management panel member or board member to play no part in the subsequent safeguarding or disciplinary proceedings.

The AT board may be provided with anonymous updates on cases which are being managed but cases should be confidential and only shared on a strict need to know basis.

Each case will be considered by the Case Management Panel based upon the actual or potential risk of harm to a child or children.

Decisions about the level of risk an individual poses to children within AT will be made on the balance of probability.

The following action should be taken:

- In all cases of serious or repeated poor practice or suspected abuse statutory agencies should be contacted.
- Following advice from statutory agencies, the person subject to the allegation will be advised of the receipt of a report in line with AT's disciplinary policy and procedures. There may be situations where this is delayed where statutory agencies believe that this may put a child or children at further risk of abuse and where evidence may be lost or destroyed - such as when sexual abuse allegations are being investigated
- The CMP will advise the club whether it has decided to temporarily suspend the person (without prejudice) pending further statutory agency and/or internal enquiries, investigations and risk assessments. The CMP will inform the area/club/affiliated organisation as necessary.
- Information will be shared in line with the AT information sharing policy.
- Once all enquiries have been completed the person subject to the allegation may be provided with copies of all relevant reports made to the CMP, depending whether disclosure of the information may put someone else at risk. You should

consider data protection principles

- The person subject to the allegation will be asked to provide a written explanation supported, if he or she wishes, by further representations, references or testimonials from those whose knowledge of the person is relevant.
- If the AT decides that the appropriate threshold has been met, a disciplinary hearing will be convened in line with AT processes.

Possible outcomes following the initial Case Management Panel discussion could be:

- No further action.
- Gathering further information.
- Referral to or consultation with statutory agencies.
- Temporary suspension.
- Initiation of internal investigation and/or process. Disciplinary hearing which may result in: expulsion from the sport and possible referral to the DBS.
- Recommendation for training, support or supervision.

Details of the AT's disciplinary processes, including timescales, appeals etc. can be found on the AT website.

Dealing with the aftermath of abuse

Dealing with a disclosure or suspicion of abuse can be distressing for all concerned. Whilst the priority must be the welfare and safety of the child, it is also important to make sure that any member of staff, coach or volunteer has the right to advice, support or debriefing following any involvement in a case of child abuse for example as the subject of a concern, a whistle-blower, or witness.

The CMP and/or the ATSO should give consideration to what support may be appropriate to young people and others affected such as parents and members of staff. Use of help lines, support groups and meetings will maintain an open culture and help the healing process. Thought should also be given about what support may be appropriate to the alleged perpetrator of the abuse.

2.4 Recording

Recording of any incident should initially follow this procedure. In all situations, including those in which the cause of concern arises either from a disclosure of abuse or from suspicion of abuse, it is vitally important to record the details, regardless of whether they are shared with a statutory agency, as soon as possible using the Incident Referral Form at Appendix 11.

An accurate note should be made of the following information:

- Name of person reporting the incident;
- Date, time and location of the incident, disclosure or suspicious conversation or observation;
- Name, age and any impairment of the individual about the child/children concerned;
- Any information you have about relevant adults who are involved in the concern;
- Parties who were involved, including witnesses;
- What was said, seen or done and by whom;
- Whether consent to share information has been given and if not, whether there is

- an over-riding public concern about safety of the individual or others;
- Distinguish between facts and opinions;
- Name of the designated person, whether they have been contacted and when. If not, who has been informed;
- Immediate actions taken;
- Who else has been informed or should be informed;
- Whether a staff member or volunteer is involved in the allegation and any further action, e.g. suspension;
- Where relevant, reasons why there is no referral to a statutory agency;
- What support is required and has been offered to the child or vulnerable adult, the volunteer or member of staff involved;

The record should be clear and factual as it may be needed by child or adult protection agencies and may, in the future, be used as evidence in court. Records should be kept securely and shared only with those who need to know about the incident.

Throughout the process of any safeguarding cases, accurate records should be made and maintained.

Confidentiality

Some children or young people may seek to speak to club coaches, staff or volunteers in confidence about harm or abuse. Staff must understand that it is not possible to give young people absolute guarantees of confidentiality because they would be unable to take steps to protect them or others. It is particularly difficult if the coach or staff member has a good relationship with the young person and worries that this might be jeopardised by passing on information.

Personal information acquired in the course of being involved in sport with children and young people can be regarded as confidential. However, information that relates to potential or actual harm to children or young people must be passed on in line with the AT information sharing guidance.

Every effort should also be made to ensure that confidentiality is maintained with information shared on a 'need to know basis' only. This includes but is not limited to the following people:

- the Club/Regional Welfare Officer;
- the parents of the person who is alleged to have been abused (only following advice from ATSO and/or Children's Social Care);
- Children's Social Care/police;
- ATSO and AT Chief Executive ;
- the alleged abuser (and parents if the alleged abuser is a young person) but only following advice from ATSO and/or Children's Social Care.

Information sharing and data protection

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

The seven golden rules of information sharing are:

Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately

Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it may put them or someone else at risk or inappropriate to do so.

Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

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 judgment, that lack of consent can be overridden in the public interest. You will need to base your judgment on the facts of the case.

Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared 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.

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.

Monitoring and Evaluation

The CMP will review all cases routinely and report to the AT Board, to see if changes need to be made to policies/ procedures or that lessons can be learnt. All involved in a case will have an opportunity to provide feedback so procedures can be continually improved.

Section 3 – Promoting Good Practice

All staff should be encouraged to demonstrate exemplary behaviour in order to protect young people. Good practice is about always putting the welfare of children and young people first, before winning or achieving. It is about building trusting relationships and allowing them to speak openly and confidently with the knowledge that they will be listened to.

The following sections provide further detail and information and guidance relating to good practice in safeguarding in angling

Equity ([link to Equity Policy](#)) to be added

The AT is fully committed to the principles of the equality of opportunity. It is responsible for ensuring that no job applicant, employee, member or volunteer receives less favourable treatment, on the grounds of age, colour, disability, ethnic minority, parental or marital status, nationality, religious belief, social status or sexual preference.

The AT will ensure that there is open access for all those who wish to participate in the sport and that they are treated fairly.

The AT promotes inclusion and is required by law not to discriminate against its employees and recognises its legal obligations under the following acts:

- The Human Rights Act 1998
- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Dec 2003 Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion and Belief) Regulations 2003
- Equality Act 2010

The AT acknowledges that discrimination can be either direct or indirect. Direct discrimination relates to treating one person less favourably than another. Indirect discrimination occurs when a condition is applied equally to all, but has a detrimental effect to a particular group and cannot be justified.

Harassment is any form of unwanted or unwelcome behaviour, which includes mildly unpleasant remarks, inappropriate conduct, or physical violence. It may be of a sexual or racial nature, or it can be directed towards people because of their age, sexuality, a disability or some other characteristics.

All people have the same rights to be safeguarded from abuse but it should be recognised that some children may face additional vulnerabilities and extra barriers to getting help. This could be because of their personal characteristics such as race, gender, age, religion, disability, sexual orientation, social background or culture. There should be awareness that these characteristics may mean that they are at greater risk of abuse because of prejudice, discrimination, reduced ability to resist or report abuse, communication barriers or myths based on stereotypes.

Codes of Conduct

All personnel involved in the sport of angling should be encouraged to demonstrate exemplary behaviour at all times in order to protect children in angling and reduce the likelihood of allegations being made. All individuals should be required to sign up to AT Codes of Conduct/Practice. It is also key to ensure that the following examples are adhered to:

- The child remains the centre of everything we do.
- Always work in an open environment where parents/carers etc are able to see all activity all times with no secrets.
- Make angling fun at all times.
- Ensure all those supporting activity hold the necessary qualifications and training required.
- Be an excellent role model always.
- Recognise the needs of all anglers and support them with the necessary training they need.
- Keep all necessary records of incidents and accidents and involve all appropriate organizations.

Relationships of Trust

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

This statement recognises that genuine relationships do occur between the different levels of volunteers and participants in a group but that no intimate relationship should begin whilst the member of staff or volunteer is in a ‘position of trust’ over them. The power and influence that the older member has over someone attending a group or activity cannot be under-estimated.

If there is an additional competitive aspect to the activity and the older person is responsible for the young person’s success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for volunteers to recognise the responsibility that they must exercise in ensuring that they do not abuse their positions of trust. Young people aged 16-18 can legally consent to some types of sexual activity; however, in some provisions of legislation they are classified as children.

Whilst the coach-player relationship exists, coaches should not enter into an intimate relationship with players aged under 18 years old, and should be aware that in certain circumstances, a relationship could be considered inappropriate or criminal by statutory agencies.

“It is an offence for a person aged 18 or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people (Sexual Offences Act 2003)”.

Coaching Responsibilities

The following is a summary of the responsibilities of coaches Licensed by the AT. The full Coaches Code of Practice can be found in Appendix 7.

The role of the coach within the sports of angling is a very important one. The coach is a mentor, a teacher and a confidante and must therefore demonstrate exemplary behaviour at all times. The Code of Practice outlines AT standards of behaviour in competence and integrity. The purpose is to advise all coaches on appropriate behaviour in their work and to define the principles coaches stand for.

The following sections set out the overriding principles that coaches are expected to adhere to; so as to ensure that taking part in angling is a positive experience for all. Coaches have duties and responsibilities to pupils and their guardians, the sport, other coaches, the place of work and the national governing body (AT).

Responsibilities to pupils and their guardians

To:

- ensure that activity is free from non-equitable behaviour
- pursue continuing education in their role and *expect and embrace change*
- create a safe, fun and productive environment
- base relationships (with young people) on openness, honesty, mutual trust and respect
- recognise and accept when to refer
- provide activities which suit both individual and group needs
- maintain confidentiality appropriately
- encourage anglers to be active learners
- be aware of the emotional, physical, intellectual and social development of their anglers.

Responsibilities to the sport of angling

To:

- be aware of the influence that coaches exert
- ensure that no action on their part could be seen as inappropriate
- encourage appropriate behaviour during both training and competitions.

Responsibilities to other coaches

To:

- develop the profession by sharing knowledge, understanding and ideas
- be honest and open in all dealings
- never attempt to solicit pupils of another coach
- avoid taking on a new angler without checking with them and (where possible) their former coach, that all debts are settled.

Responsibilities to the place of work

To:

- avoid misrepresenting qualifications, affiliations or professional status
- report any concerns regarding health and safety to the appropriate person.

Responsibilities to the National Governing Body (AT)

To:

- avoid any activities that could lead to AT being brought into disrepute
- promptly report any violations
- report any convictions
- project a favourable image of angling
- avoid the questioning of judges and officials other than through accepted procedures
- report violations of ethical standards through appropriate channels.

AT's responsibilities towards coaches

To:

- appropriately acknowledge coaches for their contribution towards an anglers progress and achievement
- act in a manner that upholds the good standing of the sport
- be open and honest and retain confidentiality
- encourage open and honest dialogue with coaches.

Coaching Ratios

When working with groups of children under 8 years of age Government Guidance states clearly that there should be one supervising adult for every six children (Care Standards Act 2000). Participants under the age of 18 must be supervised at all times and cannot be included in staffing ratios. For young people over the age of 8, experience has shown that a ratio of one adult to ten participants is a minimum requirement in keeping with models of best practice. However due to the nature and risks associated with angling, the AT recommends that a ratio of 1:4 be implemented to minimise the risk of injury to children. However there are occasions where an increased number of coaches to participants may be necessary, this is covered in the following.

The national guidance states that the level of supervision should:

1. take account of:
2. the age and ability of the young people
3. the activity being undertaken
4. children's growing independence
5. children's need for privacy
6. the geography of the facility being used
7. the Risk Assessment

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

Coaches working with young people should generally not work in isolation. Good practice suggests that at least one other adult in addition to the Coach should be present at every session. The additional adult does not have to be a qualified Instructor/Coach to provide supervision, however if coaching activity is to be supported, a minimum of a Licensed Level 1 Coach is recommended.

In the likelihood of a child requesting 1:1 coaching, it would always be recommended that a parent remains with the child where possible.

Good practice for parents

Parents should be encouraged to accompany their children to activities, but they should **not** be included in supervision calculations unless they are present in an official volunteering role.

AT Parents Code of Conduct give everyone a guide to what is expected of parents if they are part of an organisation, participating in a sport, or are spectators at their child's events.

Ethics in sport are embodied in the following principles: ***respect, responsibility, fairness, caring, trustworthiness and good citizenship.***

The AT Parents Code of Conduct can be found in appendix 2

Changing Rooms

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

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

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

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

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

Late collection

Late collections can present clubs and coaches with a difficult situation and angling has developed guidelines for parents outlining their responsibility and the consequences of late collections. Every club or fishery is advised to develop and publicise their own policy on the late collection of children. Clubs and/or coaches should make it clear that it is not their responsibility to transport children home on behalf of parents who have been delayed. Each club or fishery should have parental contact details and request details of an alternative contact, as well as providing a contact number for parents to use during an activity to inform of emergencies and possible late collections.

The AT has guidelines for the late collection of young people and vulnerable adults.

All staff/volunteers in a club should be informed they should:

- attempt to contact the parent in the event of late collection;

- check the club contact for the alternative number;
- attempt to get in touch with the alternative contact;
- wait with the young person or vulnerable adult at the sport facility with other staff/volunteers or parents if possible;
- remind parents of the policy relating to late collection.

Staff/volunteers should not:

- take the young person home or to any other location;
- ask the young person to wait in a vehicle or sport facility with you alone;
- send the young person home with another person without parental permission;
- leave the young person on their own.

Any decision should not be left to a sole individual; at least two should be involved in deciding the best course of action

Photography and video guidance

The Angling Trust is committed to providing a safe environment for children to fish in. Essential to this commitment is to ensure that all necessary steps are taken to prevent inappropriate images being taken or innocent images being adapted for inappropriate use.

Please note the term 'images' refers to photographs and videos captured by any device.

If all clubs, coaches and individuals are aware of the potential risks, and take appropriate steps, the potential for misuse of images can be reduced. The key principles are:

- The interests and welfare of children taking part in angling are paramount;
- Parents/guardians and children have a right to decide if their images are to be taken, and how those images may be used;
- Parents/guardians and children should consent for images to be taken and used;
- Images should convey the best principles and aspects of angling, such as fairness and fun;
- Care should be taken to ensure that images are appropriate and not open to obvious misinterpretation or misuse;
- Excessive personal information accompanying images could place a child at risk.
- Images should never be taken in changing rooms;
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event;
- Unsupervised access to children or one to one photo sessions should not be approved.
- All images of children should be securely stored;
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser.

By adopting the points highlighted in these guidelines, you will be putting into place the best possible practice to protect children wherever and whenever images are taken and stored.

These guidelines focus on the following key areas:

- The use of photographic and recording equipment at any angling events;
- The publishing of images of young people and vulnerable adults;
- The use of video equipment as a coaching aid.

Taking images at angling events

Whilst the Angling Trust does not want to prevent family, friends or other spectators being able to take images at angling events for legitimate reasons, there is evidence that certain individuals will visit sporting events to take inappropriate images of children. Anyone involved in any angling activity should inform children and parents that a photographer will be in attendance at an session/event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify individuals (e.g. close ups, small group and team photos). Any concerns should be reported to the club in the first instance or the Angling Trust.

At all angling events, the event will:

- Display signs informing people how to register and informing them they must adhere to guidelines;
- Have the photography guidelines available for viewing;
- Obtain consent for images to be taken from young people and parents/guardians;
- Inform anglers and their parents/guardians that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs;
- Ensure that a system is introduced to ensure that press photographers are made aware of those children without consent for images to be taken;
- Provide a clear brief about what is considered appropriate in terms of content and behaviour;
- Do not allow unsupervised access to anglers or one to one photo sessions at events;
- Do not approve/allow photo sessions outside the events or at an angler's home.

The Angling Trust recommends the use of a registration scheme for professional, amateur, student or video operators wishing to take images of children at a session or event. The following suggested wording is for displaying on signs at angling sessions/events:

In line with the recommendations in the Safeguarding children and Young People in Angling Policy, the Angling Trust requests that anyone wishing to engage in any video, zoom or close range photography should register their details before carrying out any such photography.

If parents have any particular concerns about their child being photographed or filmed they should notify the angling session/event organiser.

The event organiser reserves the right to decline entry to any person unable to meet or abide by the conditions. If you are concerned about any photography at this event, please contact the event organizer for further advice.

Publishing Images guidance:

- Ensure that when obtaining permission from the child and their parents/guardians to record images, they are aware of how the images may be used;
- **NEVER** publish personal details (email address, telephone number, address etc) of a child with their photograph;
- Only use images of anglers in suitable angling clothing;
- Try to focus on the activity rather than a particular child and where possible use images that represent all those involved in angling. This might include:

- Boys and girls
- Ethnic minority communities
- People with disabilities
- Ensure that images reflect positive aspects of children's involvement in angling (enjoyment/competition etc);
- If the young people/their parents request an image is removed from a website or not used in any future publications, this request must be respected.

Videoring as a Coaching Aid

Video can be a legitimate coaching aid, however if it is to be used, make sure that children and their parents/guardians have given written consent, and understand the purpose of the video. Permission should be requested from the everyone included in the video prior to filming. Make sure that the footage is then stored safely. This could be integrated into the consent section on the registration form.

Use of Photographic and Recorded Images When Teams are Abroad

When age group teams compete in other countries, there may not be restrictions on photography/filming. Many countries allow widespread use of cameras / video equipment in sporting environments. Parents should be made aware of this possibility and decide whether they are content for their child to compete in these circumstances

Appropriate qualifications and vetting

It is essential that all people working or volunteering with children are appropriately qualified and vetted. Clubs/coaches should follow a clear and safe recruitment process to include procedures such as checking documents to confirm the person's identity, obtaining references and conducting a face to face interview if possible. For all roles that are eligible, an enhanced DBS disclosure should be completed. Staff and volunteers must not commence their role until all relevant safeguarding checks are complete.

Please refer to the 'safe recruitment of staff and volunteers' section for a guidance flowchart.

See appendix 10 for Photography and filming consent form

Managing Challenging Behaviour

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour. These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions that must *never* be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisations process for responding to behaviour that is deemed unacceptable.
- Children must never be subject to any treatment that is harmful, abusive, humiliating or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services.
- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual within that group. As part of session planning, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where staff/volunteers identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/ volunteers involved.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/carers and where appropriate young people. Angling activities will seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

Responding to Challenging Behaviour

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following should **never** be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/carers and in some cases others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

Physical Intervention

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?' It is good practice to ensure that if you have to physically intervene in a situation with a child/young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Staff/volunteers should never behave in a way that could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Staff/ volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- All forms of physical intervention should be proportionate to the behaviour of the young person and the nature of harm/damage they might cause –i.e. the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
- Staff/volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/volunteers.
- Staff/volunteers shall never use physical intervention as a form of punishment.
- Physical intervention should not involve inflicting pain.
- Where children are identified as having additional needs or behaviours that are likely to require physical intervention this should be discussed with parents/carers and where necessary the club will seek advice from or to work in partnership with external agencies (e.g. Children’s Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker/volunteer or accessing staff/volunteer training in physical intervention.

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident Report Form and passed to the home county/country Welfare/Child Protection Officer as soon as possible.

Views of the child

It is clear from the accounts of children and young people that physical intervention provokes strong feelings. Children may be left physically or emotionally hurt. Even a child who hasn’t directly been involved in the situation may be fearful that it will happen to them in future or have been upset by seeing what has happened to others.

A timely debrief for staff/volunteers, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary. Staff/volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the child and parents about the child’s needs and continued safe participation in the group or activity. It is important that staff and volunteers are made aware of and understand the organisation/club’s guidance about managing challenging behaviour to ensure that they are aware of ways in which they may need to intervene and are clear about the practice guidance in this area.

Discipline and Sanctions

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

Discipline should be used only to:

- develop a sense of responsibility for behaviour
- develop respect for others and their property
- reinforce the rules or values of angling
- reinforce positive behaviour or attitudes
- reinforce awareness of health and safety aspects of the activity.

The use of sanctions is an important element in the maintenance of discipline. The age and developmental stage of the child should be taken into consideration when using sanctions. Sanctions should be fair and consistent and in the case of persistent offence, should be progressively applied. They should never be used to retaliate or to make a coach feel better. The following steps are suggested and should always be used in conjunction with the Code of Practice and Conduct:

- rules should be stated clearly and agreed
- a warning should be given if a rule is broken
- a sanction (for example, removal from the activity for a short time) should be applied if a rule is broken for a second time.
- if a rule is broken for the third time the child should be spoken to, and if necessary, the parents/guardians may be involved
- sanctions should not be applied if a coach is not comfortable with them. If an appropriate action cannot be devised right away, the child should be told that the matter will be dealt with later, at a specified time and as soon as possible
- a child should not be sanctioned for making mistakes in his or her game
- physical activity (e.g. running laps or doing push-ups) should not be used as a sanction. To do so only causes a child to resent physical activity, something that s/he should learn to enjoy throughout life
- sanctions should be used sparingly. Constant sanctioning and criticism can cause a child to turn away from sport
- once sanctions have been imposed, it is important to make the young person feel s/he is a valued member of the group again
- where relevant, some sanctions may need to be recorded and parents informed.

Physical Contact

It is important that coaches understand these guidelines to protect their own position and the overall reputation of angling. Physical contact in angling coaching may be necessary and if physical contact is required, the coach should explain the nature and reason for the contact and unless the situation is an emergency, ask the child's permission. Contact should never involve touching any part of the body that could be considered sexual or could cause embarrassment or distress. Where possible, techniques should be demonstrated with another member of coaching staff.

Physical contact should be intended to meet the child's needs and not the coaches. This could include:

- demonstrating technique/developing skill
- to treat an injury;
- to try to prevent injury, accident or violence from occurring.

Physical punishment

It is unlawful for those working with children to administer any form of physical punishment (e.g. slapping, hitting). However, on some occasions it may be necessary to physically intervene to prevent a child from:

- harming themselves;
- harming another;
- putting themselves or others at risk;
- damaging property.

Responding to distress and success

Physical contact may occur in response to distress or success. There is no intention to prevent an adult from giving comfort to an upset child or celebrating a success, but contact should be initiated by the child and for their benefit, not the adults. A young person or coach may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that (and what is seen by others present) is normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. It should also be considered that what an adult may feel appropriate may not be shared by a young person.

Physical contact for medical treatment

There is no intention to prevent medical treatment that is carried out by appropriately trained or qualified practitioners. Guidelines on this include:

- Consent is obtained from parents so that staff may act in emergency situations to administer/obtain medical treatment;
- It is recommended that all treatment procedures are explained to the child and **verbal consent** is gained before they are carried out.
- It is not recommended that a child is on his/her own in a treatment room with the door closed. It is strongly recommended that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents of the child should be informed of the procedures involved;
- It is important to maintain medical confidentiality and patient dignity at all times.

In the case of a young person with a disability, specific support or assistance may be required. For those who require assistance with intimate personal care (e.g. toileting, feeding or changing) arrangements should be agreed in partnership with the child and parents, before the activity commences, to ensure that these tasks are undertaken by the child's parents or carers, rather than by angling officials without the necessary training or experience.

E-communication and Social Media

Emails

Emails can provide an excellent opportunity to quickly disseminate information to a group of people. However there are some risks and clubs should be aware of good practice that includes:

- Language should be appropriate and professional;
- Emails should come from the same person, i.e. programme manager or head coach;
- Emails should be about legitimate angling information and avoid over-familiarity;
- Ideally emails should be sent to groups rather than individual children. If communication needs to be sent to an individual child, another adult such as their parent should be copied into the message;
- For group emails, consideration should be made as to if it is appropriate to allow others access to all the recipient's email addresses by using the 'to' field or if the 'blind carbon copy' (bcc) function should be used;
- People should be given the option to opt out of receiving further emails;
- For under 16's, parental consent must be gained before collecting email addresses and parents should also be copied into the email. Parents should be able to include their own email address instead of their child's;
- For young people aged 16-18, their permission should be gained to email them and parents should be made aware that the activity organiser will be emailing their child and the reasons for this;
- If the activity organiser receives any emails of concern from a young person, the child protection policy should be followed;
- If the activity organiser leaves their position, they should ensure they delete any email addresses from their computer;
- Email addresses should not be passed on or used for other purposes without permission.

Text messaging

In the modern world we live in, texting has become one of the quickest and easiest forms of communication, however it may also be seen as the easiest method of communication to be abused and therefore increased the vulnerability of both the young person and the coach.

Good practice on how to reduce the risks include:

- Use of text messaging should only be used when all other practical methods of communication have been tried and failed.
- It should be the decision of the activity organiser committee to use text messaging, rather than a decision taken in isolation by one person;
- The content should relate solely to the angling event and should reflect the professional relationship between coach and angler;
- Text messages should be sent at appropriate times of the day (i.e. not overnight) and avoid language that is overly familiar or could be misinterpreted;

- Angling officials with access to the young people's personal contact details should be kept to a practical minimum;
- Angling officials should not allow anyone to use their phone to text a young person and they should not pass on young people's mobile phones numbers to other people;
- Consent **must** be obtained from young people prior to sending them text messages. For under 16's, parental consent must also be obtained and parents should be given the option of also being sent the text message;
- For young people aged 16-18, their permission should be obtained before texting them and their parent's made aware;
- Angling officials should ensure that people know how to sensitively deal with concerns if they receive messages from a young person that could be considered inappropriate or concerning;
- Young people should be given the opportunity to request not to receive further messages.

Websites/social networking

Again the use of websites and social media has become an increasingly effective way of communicating with a wide audience quickly and simply. The Angling Trust is mindful of the potential risks to young people if not used appropriately. Therefore this guidance should not be seen as the only necessary steps but as a good practice starting point.

Good practice guidelines include:

- The website/profile should present a professional image, ensuring all language and content is appropriate;
- The Angling activity organiser will plan how they will manage their website/social networking profile. There should be more than one person with 'moderator' responsibilities so content can be edited/removed quickly if necessary;
- The website/profile should be regularly monitored and links reviewed regularly to ensure they are appropriate and working;
- Procedures and contact details for reporting any problems/concerns should be easy to locate;
- Contact details for the Angling Child Protection lead is available and links established to help organisations such as NSPCC, CPSU and Childline;
- If the angling activity organiser decides to publish team/player profiles of under 18's, their and their parent's permission should be sought first;
- Permission to publish photos/videos of young people should be gained from them and their parents and follow photography guidelines in this Policy;
- The Angling activity organiser will avoid publishing excessive personal information of under 18's i.e. never include email address, home address, school attended etc;
- If there is a minimum age on the social networking site, angling organisers will not target young people under this age to use it;
- Parents should be encouraged to view the website/profile as well as young people;
- If angling organisers becomes aware of problems such as cyber bullying or a young person placing themselves at risk with the information they share on the internet, they will follow the set procedures for concerns or contact a help organisation for advice;
- Angling officials, particularly coaches, should think carefully about their personal online profiles and should not be linking them to young people's pages. Any bullying and/or abuse online will be dealt with in the same manner as offline bullying and/or abuse.

Whistle Blowing Policy

It is acknowledged that feelings generated by the discovery that a coach, volunteer or other child or young person has abused, or may be, abusing a child will raise concern amongst other coaches or volunteers, particularly in relation to the difficulties inherent in reporting such matters.

It is important, however, that any concerns for the welfare of any child arising from poor practice, abuse or harassment by a coach, volunteer or child / young person should be reported immediately following the reporting process highlighted in appendix 4.

Coaches, officials, team mates or parents may suspect that a young person's safety and welfare are under threat, but they may not express their concerns due to fear of harassment or victimisation. In these circumstances it may be easier for them to ignore the concern, or hope someone else speaks out rather than report what may be a suspicion of poor practice.

The Angling Trust 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 and voice those concerns. ALL those involved in activity carried out under the jurisdiction of the Angling Trust are covered by this policy.

Purpose

- To encourage individuals to feel confident and supported in raising concerns about the welfare of young people involved in angling in accordance with the Angling Trust Safeguarding Children and Young People in Angling Policy and Code of Conduct.
- To provide a method of raising concerns directly to the ATSO and to receive feedback on any action taken.
- To ensure that individuals receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- To reassure individuals that they will be protected from reprisals or victimisation for whistle blowing in good faith.

Principles

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** angling rather than overlooking a problem or having to look outside the sport.

It is in the interest of all concerned that disclosure of potential abuse; poor practice or breaches of the Code of Conduct are dealt with appropriately. This is essential to ensure that the welfare of children is prioritised and in the interests of all involved in angling.

The Angling Trust is committed to good practice and high standards and wants to be supportive of everyone within the angling community. 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 young person concerned.

The Angling Trust will not tolerate any form of harassment or victimisation and will take appropriate action to protect individuals when they raise a concern in good faith.

Confidentiality

The Angling Trust 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 depending the identity of the whistle blower may be apparent or a statement by the whistle blower may be essential as part of the evidence. Any concerns about this should be discussed when the concerns are raised.

Anonymous Allegations

This policy encourages the whistle blower to put their name to their allegation, even if they do not wish this to be disclosed to other parties. It may not be possible to seek further information or provide updates if the allegations are anonymous.

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. However, if it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may be taken against them.

How to raise a concern

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 the Angling Trust Safeguarding Children and Young People in Angling Policy.

Individuals should raise the concern in the first instance with the Angling Trust Safeguarding Officer. The individual should set out the background and history of the concern, giving names, dates and places where possible and the reason why they are particularly concerned about the situation. The earlier the individual expresses the concern, the easier it is for someone to take action.

Although the whistle blower is not expected to prove the truth of an allegation, they will need to be able to explain clearly why they are concerned in order for the Angling Trust Safeguarding Officer to determine whether that there are sufficient grounds for taking further action.

How the Angling Trust will respond

The action taken by the Angling Trust will depend on the nature of the concern. This could include informing the statutory agencies, referral to the Angling Trust Safeguarding Committee or the formation of a Child Protection Case Management Group.

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.

If 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.

The Angling Trust accepts that the whistle blower needs to be assured that the matter has been properly addressed. Subject to constraints, they will receive information about the outcomes of any investigations, and the action that is to be taken against those whose actions caused them concern. Also, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.

How the matter can 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 angling activity. The Angling Trust hopes individuals will be satisfied that any safeguarding issue raised has been considered appropriately. If they are not satisfied and if they feel it is right to take the matter outside of angling they should contact:

- The Child Protection in Sport Unit (CPSU);
- Their local Children's Social Care;
- Their local Police Child Protection Team.

Remember, doing nothing is not an option in the sport of Angling!

Safe recruitment of staff and volunteers

It is essential when recruitment for new posts is planned, all appropriate measures are taken to ensure safeguarding standards are maintained. All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people in angling. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to ensure people applying for roles are suitable for that role as well as to identify unsuitable individuals. The guide below offers advice on the elements that an ideal safe recruitment practice would follow.

The following steps should be carried out:

- Planning
- Advertising
- Application Form and Self Disclosure
- Interview
- References
- DBS disclosure where appropriate
- Induction
- Monitoring and Appraisal

Planning

Pre-application information should be written before the role is advertised and should contain:

- a job description, including roles and responsibilities;
- a person specification (e.g. stating qualifications or experience required);
- a self-disclosure form (for applicants to declare prior convictions or other potentially relevant information).

Advertising

Advertising should reflect the:

- aims of the particular programme involved;
- key responsibilities of the role;
- level of experience or qualifications required (e.g. experience of working with young people, Level 2 Coach qualification required);
- the club's open and positive stance on child protection and equal opportunities;
- need for a satisfactory reference/background checks (e.g. enhanced DBS disclosure).

Applications

All applicants who will work with young people, whether for paid or voluntary, should complete a self-declaration form. If the role meets the eligibility criteria for 'regulated activity', then the form should ask if they are barred from working (including volunteering) with children.

Interview, references and disclosure

An interview should take place for positions involving working with young people. This also provides an ideal opportunity to view certificates to confirm qualifications held.

Once a successful candidate is chosen, they should be asked to complete a self-disclosure form and offered the role subject to satisfactory references and vetting

checks. A minimum of two references should be requested; ideally at least one should be associated with former work with young people.

If the role is in 'regulated activity' then an enhanced DBS disclosure with barring check must be completed. See Disclosure and Barring Service Guidance below.

The same emphasis should be placed on ensuring that volunteers are vetted as for paid employees.

DBS Disclosures

DBS checks form part of any best practice recruitment process. However it is essential to understand that although the AT support this best practice, it is also bound to abide by the Rehabilitation of Offenders Act and as such is only allowed to support checks on those eligible. A DBS check will provide information on a person's history and any offences committed and may provide information leading to a decision being made that a person is unsuitable to work with children. It may also lead to more information being requested to ensure an accurate suitability decision can be made.

The AT will not inform any club of any exact offences committed but will inform clubs whether or not applicants are deemed suitable to work with children.

Further information relating to the eligibility of roles for a DBS check can be found at <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

The AT will only accept third party disclosures through the DBS online update service and when they meet the application criteria applied for with the AT

Induction

All staff and volunteers should undergo an induction that should include:

- Information about the safeguarding policy and procedures;
- That their qualifications are substantiated (if not already completed);
- That they complete a profile to identify training needs/aspirations;
- That they are reminded that they have agreed to abide by all Angling Trust policies and procedures and they may face disciplinary action if they are broken;
- The expectations, roles and responsibilities of the job are clarified
- Mentoring where appropriate.

Checks are only part of the process to protect young people from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

International Coaches

There can be different cultural practices and behaviors around coaching in different countries. It is imperative that International coaches are given a full induction into the behaviour and conduct expected of coaches within the AT. They should also sign a Coaches Code of Conduct.

Monitoring and appraisal

At regular intervals (or following a particular programme), employees/volunteers working with young people should be given the opportunity to receive feedback or an appraisal to identify training needs and set new goals.

Travel and Trips Guidance

Away Trips

Travelling to away fixtures is a regular event for many junior clubs. Trips may vary from short journeys across town to play another local team or involve more complicated arrangements involving overnight stays. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that need to be considered when travelling with children.

Communication with:

- **Children** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.
- **Parents** – should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
- **Other coaches / volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches / volunteers have an itinerary.

Planning:

It is essential that all planning for away trips and events takes place early, make sure you have in place the following:

- A Safeguarding Policy
- A policy for selecting and recruiting volunteers
- An appointed welfare officer
- A procedure for reporting concerns about a child
- Codes of conduct
- A qualified first aider present
- Completed consent forms and medical consent

Transport:

A more detailed transport policy may be necessary when extensive travelling is expected

- Ensure the driver has an appropriate and valid driving licence.
- Allow an appropriate length of time to complete the journey.
- Consider the impact of traffic and weather conditions.
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?
- Ensure leaders and children wear seat belts.
- Check there is appropriate insurance for the journey.
- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road worthy.
- Ensure the appropriate booster seats are provided when required.

When staying away:

It may be necessary for anglers to stay away from home when competing; properly planned these away trips may be very rewarding for young anglers. You must consider the following:

- What is the locality like?
- Is there secure parking?
- Can all dietary requirements be met?
- What are night-time security arrangements?
- Are there appropriate changing facilities for adults and children?
- Do all anglers have appropriate documents and insurances?
- Are all anglers aware of procedures/expected standards?
- Is all medical information recorded and available to those requiring it?

Useful information:

- When staying away, it is useful to hold regular meetings with all coaches and anglers to provide an opportunity to discuss any issues before they get chance to escalate.
- Evaluate the successes of the trip on your return with all involved.

Ratio:

It is important to ensure that there are adequate adults to provide supervision and support to all anglers at these events.

Insurance:

In addition to the mini-bus / car insurance, the team manager needs to ensure that the clubs general insurance covers travel to away events.

Emergencies:

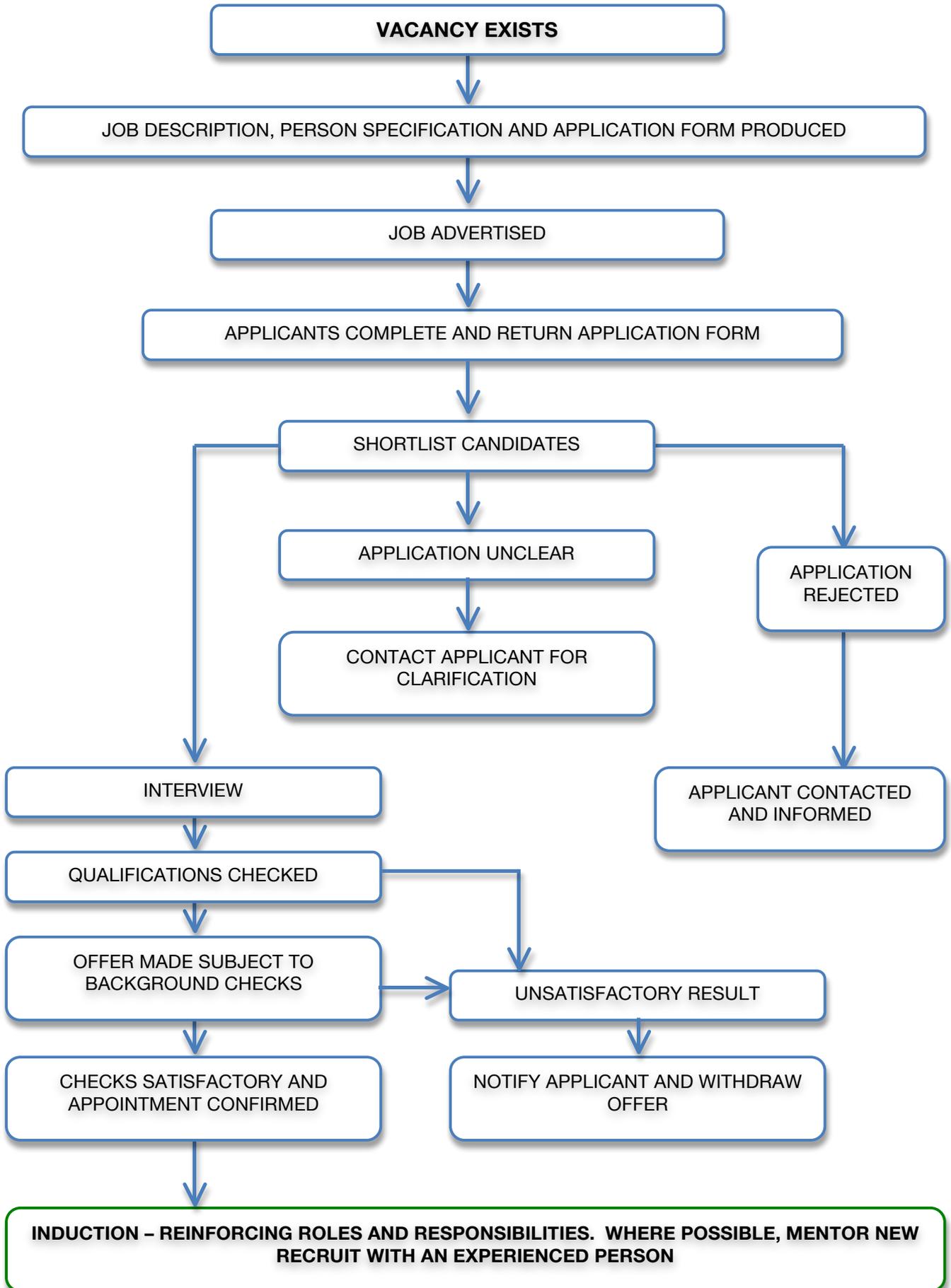
Ensure that the vehicle has breakdown and recovery cover. At least one of the leaders should be trained in first aid procedures and a first aid kit should be available. The leader should have access to a mobile phone and contact details for all the children.

The above are only basic points of advice and are not comprehensive guidelines. For more detailed guidelines see *Safe Sport Away*.

When arranging for events/trips abroad, the club or Governing Body will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is still the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected.

For further more detailed information on taking children away on a residential, please refer to **Safe Sport Away** a guide to good planning, & **Safe Sports Events**, which are available from the Child Protection in Sport Unit or the Code of Ethic's and Good Practice for Children's Sport.

Appendix 1 - Sample Recruitment Flowchart



Appendix 2 - Codes of Conduct/Practice

Angling Trust Code of Practice

For staff, officials and volunteers

This document is the organizations' Code of Practice, which offers guidance on good practice for everyone involved in the sport of angling, whether they be Angling Trust staff, officials and volunteers

We all have a responsibility to promote and support high standards within angling. We all play a vital role in supporting the development of both the sport and those who participate in it. We must ensure positive experiences to all participants and therefore impact the likelihood that those participants continue in angling and achieve their potential. We must demonstrate a high degree of honesty, integrity and competence at all levels. The need for staff, officials and volunteers to understand and act upon their responsibilities is of critical importance to angling, as is the need to protect the key concept of participation for fun and enjoyment as well as achievement.

This Code of Practice reflects the following key principles

Rights

This outlines the basic rights of individuals to take part in Angling Trust.

Relationships

This offers guidance on personal relationships in angling, in particular between people in positions of influence and participants.

Personal Standards

This outlines the standards of personal conduct and behaviour expected within the sport at all levels.

Professional Standards

This details the commitment to best practice and ongoing professional development expected of all those in positions of authority within Angling Trust.

Principle – Rights

It is essential that all people involved in angling recognise and ensure that everyone has an equal right to participate in angling without fear of abuse, discrimination, harassment or bullying.

Staff, officials and volunteers shall:

- Ensure children and young people are free from the fear of abuse;
- Ensure that all anglers are treated with respect and courtesy at all times;
- Not discriminate against any individual for any reason whether race, colour, gender, sexuality, age, disability, religion or other;
- Challenge discrimination whatever form it takes;
- Behave with discretion when discussing any individual and avoid any public criticism that they may find demeaning;
- Communicate with each other in a way which reflects respect and care;

Principle – Relationships

Angling Trust's staff, officials and volunteers should build relationships within the sport which are open and honest and founded on mutual trust and respect.

Staff, officials and volunteers shall:

- Always take action if they are concerned about an adults behaviour towards a child;
- Never behave in a way that could be construed as abuse of any kind;
- Limit any physical contact to what is necessary and always explain why and ask permission before hand;
- Never engage in any sexually related activity with participants under the age of 18. This includes any innuendos, flirting, inappropriate gestures or terms;
- Respect participants opinions concerning participation in angling, equally they should be

- encouraged to take responsibility for their own development within the sport;
- Keep participants/their parents informed of the requirements of the sport both physically and financially;
- Understand the possibility of conflicts of interest and have a willingness to resolve them;

Principle – Personal Standards

Angling Trust's staff, officials and volunteers should demonstrate proper personal behaviour and conduct at all times.

Staff, officials and volunteers shall:

- Be fair, honest and considerate to participants and all other participants involved in the sport;
- Attempt to be a positive role model for others in the sport at all times;
- Act within the rules and spirit of angling at all times and behave with respect, control, dignity and professionalism at all times;

Principle – Professional Standards

To maximise the enjoyment and benefits of angling, minimise the risk to participants and competitors and ensure safe and correct practice, all officials, volunteers and others in positions of authority within the sport, must retain a high level of competence through qualifications and commitment to ongoing training and must support and implement the code of conduct and policies of the Angling Trust.

Staff, officials and volunteers shall:

- Strive to be professional and accept responsibility for their actions;
- Contribute to the development of their field of expertise by supporting and exchanging knowledge and ideas with others for the good of angling;
- Promote the rules and regulations and policies and procedures of the Angling Trust to ensure that everyone can participate in an enjoyable and safe environment;
- Be committed to ensuring that all activities run are planned, developed and delivered to the best of their ability;
- Be committed to their own professional development as well as supporting all those around them to do the same;
- Never mislead anybody in angling as to their role and status for personal gain;
- Always promote the Angling Trust in all that is done in angling;

Angling Trust Code of Practice

For Coaches Licensed by the Angling Trust

This document is the organisation's Code of Practice, which offers guidance on good practice for everyone involved in the sport of angling, whether they are Angling Trust staff, officials and volunteers

We all have a responsibility to promote and support high standards within angling. We all play a vital role in supporting the development of both the sport and those who participate in it. We must ensure positive experiences to all participants and therefore impact the likelihood that those participants continue in angling and achieve their potential. We must demonstrate a high degree of honesty, integrity and competence at all levels. The need for staff, officials and volunteers to understand and act upon their responsibilities is of critical importance to angling, as is the need to protect the key concept of participation for fun and enjoyment as well as achievement.

This Code of Practice reflects the following key principles

Rights

This outlines the basic rights of individuals to take part in Angling Trust.

Relationships

This offers guidance on personal relationships in angling, in particular between people in positions of influence and participants.

Personal Standards

This outlines the standards of personal conduct and behaviour expected within the sport at all levels.

Professional Standards

This details the commitment to best practice and ongoing professional development expected of all those in positions of authority within Angling Trust.

Principle	Statement	Issues	Actions
Rights	Coaches must respect and champion the rights of every individual to participate in angling.	Coaches should: <ul style="list-style-type: none"> assist in the creation of an environment where every individual has the opportunity to participate in angling. create and maintain an environment free of fear and harassment. recognise the rights of all anglers to be treated as individuals. recognise the rights of anglers to confer with other coaches and experts. promote the concept of a balanced lifestyle, supporting the well-being of the angler both in and out of the sport. 	<ul style="list-style-type: none"> Treat all individuals in angling with respect at all times. Do not discriminate on the grounds of gender, marital status, race, colour, disability, sexual identity, age, occupation, religious beliefs or political opinion. Do not condone or allow any form of discrimination to go unchallenged. Do not publicly criticise or engage in demeaning descriptions of others. Be discreet in any conversations about anglers, coaches or any other individuals. Communicate with and provide feedback to anglers in a manner that reflects respect and care.
Relationships	Coaches must develop a relationship with anglers (and others) based on openness, honesty, mutual trust and respect	Coaches: <ul style="list-style-type: none"> must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying). should promote the welfare and best interests of their anglers. must avoid sexual intimacy with performers either while coaching them or in the period of time immediately following the end of the coaching relationship. must take action if they have a concern about the behaviour of an adult towards a child. should empower anglers to be responsible for their own decisions. should clarify the nature of the coaching services being offered to anglers. should communicate and cooperate with other organisations and individuals in the best interests of anglers. 	<ul style="list-style-type: none"> Be aware of the physical needs of anglers, especially the developmental stage and needs of children and young people, and ensure that training loads and intensities are appropriate. Ensure that physical contact is appropriate and necessary, and is carried out within recommended guidelines (provided by AT) with the angler's full consent and approval. Do not engage in any form of sexually related contact with any angler for whom they have responsibility. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms. Coaches are in a position of power and trust in relation to anglers. By entering into an intimate/sexual relationship with an angler, a coach may be deemed guilty of abusing this position and, in relation to children and young people, this may also be unlawful. Inform parents or guardians immediately if you are at all concerned about the welfare of a child, unless there are concerns that this would not be in the interests of the child. Know and understand the relevant AT child protection/safeguarding policies and procedures in this regard and adhere to them. Follow the reporting procedures laid down by the AT if you have a concern – non-action is unacceptable. Arrange to transfer an angler to another coach if it is clear that an inappropriate or intimate relationship is developing. Discuss with parents and other interested parties the potential impact of the programme on the angler. Respect anglers' opinions when making decisions about their participation in angling. Encourage anglers to take responsibility for their own development and actions. Allow anglers to discuss and participate in the decision-making process. Discuss and agree with anglers what information is confidential. Inform anglers or their parents/guardians of the requirements of the sport. Inform anglers or their parents/guardians of any potential costs involved in accessing the coaching services on offer. Be aware of and communicate on any conflict of interest as soon as it becomes apparent. Do not work with any other coach's performer without first discussing or agreeing it with both the coach and the performer involved. Identify and agree with anglers which other experts or organisations could offer appropriate services.

Principle	Statement	Issues	Actions
Responsibilities – personal standards	Coaches must demonstrate proper personal behaviour and conduct at all times	Coaches: <ul style="list-style-type: none"> • must be fair, honest and considerate to anglers and others in the sport • should project an image of health, cleanliness and functional efficiency • must be positive role models for anglers at all times. 	<ul style="list-style-type: none"> • Operate within the rules and the spirit of angling. • Educate anglers on issues relating to the use of performance-enhancing drugs in sport and cooperate fully with UK Sport and AT policies. • Maintain the same level of interest and support when an angler is sick or injured. • Display high standards in use of language, manner, punctuality, preparation and presentation. • Encourage anglers to display the same qualities. • Do not smoke, drink alcohol or use recreational drugs before or while coaching. This reflects a negative image and could compromise the safety of your anglers. • Display control, respect, dignity and professionalism to all involved in angling.
Principle	Statement	Issues	Actions
Responsibilities – professional standards	To maximise the benefits and minimise the risks to anglers, coaches must attain a high level of competence through qualifications, and a commitment to ongoing training that ensures safe and correct practice	Coaches will: <ul style="list-style-type: none"> • ensure the environment is as safe as possible, taking into account and minimising possible risks. • promote the execution of safe and correct practice. • be professional and accept responsibility for their actions. • make a commitment to providing a quality service to their anglers. • actively promote the positive benefits to society of participation in angling, including the positive contribution sport can make to achieving improved outcomes for children and young people. • contribute to the development of coaching as a profession by exchanging knowledge and ideas with others, and by working in partnership with other agencies and professionals. • gain AT coaching qualifications appropriate to the level at which they coach.. 	<ul style="list-style-type: none"> • Follow the guidelines of the AT. • Plan all sessions so they meet the needs of the anglers and are progressive and appropriate. • Maintain appropriate records of your anglers. • Recognise and accept when it is appropriate to refer an angler to another coach or specialist. • Seek to achieve the highest level of qualification available. • Demonstrate commitment to Continuing Professional Development (CPD) by undertaking/attending learning opportunities to maintain up-to-date knowledge of technical developments in angling. • Undertake/attend CPD opportunities to maintain up-to-date knowledge and understanding of other issues that might impact on both you and your anglers. • Be aware of the social issues and how angling can contribute to local, regional or national initiatives. • Actively participate in recruitment and education opportunities in angling. • Actively contribute to local, regional and national initiatives to improve the standards and quality of coaching both angling and sport in general. • Practise in an open and transparent fashion that encourages other coaches to contribute to or learn from your knowledge and experience. • Engage in self-analysis and reflection to identify your professional needs. • Seek CPD opportunities to develop your coaching skills and competencies, and update your knowledge. • Manage your lifestyle and coaching commitments to avoid burnout that might impair your performance. • Do not assume responsibility for any role for which you are not qualified or prepared. • Do not misrepresent your level of qualification. • Promote good coaching practice in others and challenge any poor practice that you become aware of.

Implementation

The Angling Trust recognises that a code of practice in isolation is of limited value and does not provide significant impact and support. In order for any code of practice to be of significant value it must be supported by other relevant policies and procedures.

The Angling Trust code of practice is supported by the coaching standards established in the UKCC 1st4Sport Certificate in Coaching Angling, the Angling Trust Coach Licence and is guided by the Safeguarding Standards set out in the Angling Trust Safeguarding Children and Young People in Angling Policy.

Angling Trust Code of Behaviour

for children and young people

The Angling Trust is fully committed to safeguarding and promoting the wellbeing of all its members. The AT believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Angling should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment.

Children and young people are expected to:

- ✓ Be loyal and give their friends a second chance.
- ✓ Be friendly and particularly welcoming to new members.
- ✓ Be supportive and committed to other team members. Offer comfort when required.
- ✓ Keep yourself safe.
- ✓ Report inappropriate behaviour or risky situations for youth members.
- ✓ Be fair and trustworthy.
- ✓ Respect officials and accept decisions.
- ✓ Show appropriate loyalty and be gracious in defeat.
- ✓ Respect opponents.
- ✓ Not cheat or be violent and aggressive.
- ✓ Make your club a fun place to be.
- ✓ Keep within the defined boundary of the playing/coaching area.
- ✓ Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- ✓ Show respect to other young anglers and show team spirit.
- ✓ Take care of equipment owned by others including clubs.
- ✓ Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- ✓ Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- ✓ Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- ✓ Refrain from bullying or persistent use of rough and dangerous play.
- ✓ Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- ✓ Wear suitable kit for training and match sessions, as agreed with the coach/team manager.
- ✓ Pay any fees for training or events promptly unless agreed otherwise.
- ✓ Not smoke on club premises or whilst at competitions.
- ✓ Not consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Children / Young People have the right to:

- ✓ Be safe and happy in their chosen activity.
- ✓ Be listened to.
- ✓ Be respected and treated fairly.
- ✓ Privacy.
- ✓ Enjoy your sport in a protective environment.
- ✓ Be referred to professional help if needed.

- ✓ Be protected from abuse by other member or outside sources.
- ✓ Participate on an equal basis, appropriate to their ability.
- ✓ Experience competition and the desire to win.
- ✓ Be believed.
- ✓ Ask for help.
- ✓ Have any concerns taken seriously and acted on.

Any minor misdemeanors and general misbehaviour will be addressed by the club/coach and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the club/sport. Parents will be informed at all stages.

Disciplinary action can be appealed to the club/coach with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

Angling Trust codes of behaviour for parents and carers

As parents/carers you are expected to:

- ✓ Positively reinforce your child and show an interest in their chosen activity;
- ✓ Do not place your child under pressure or push them into activities they do not want to do;
- ✓ Complete and return the Registration, Medical and Consent Form pertaining to your child's participation with the club or event;
- ✓ Deliver and collect your child punctually before and after sessions/matches/the event;
- ✓ Ensure your child has clothing and kit appropriate to the weather conditions;
- ✓ Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be permitted to participate;
- ✓ Detail any relevant medical concerns or conditions relating to their child on the registration/consent form. Any changes in the state of the child's health should be reported to the coach/school/event staff prior to the activity;
- ✓ To inform the organiser prior to the activity starting if your child is to be collected early;
- ✓ Encourage your child to play by the rules, and teach them that they can only do their best;
- ✓ Ensure that your child understands their code of conduct;
- ✓ Behave responsibly on the side-line; do not embarrass your child;
- ✓ Show appreciation and support the coach/school/event staff;
- ✓ Ensure your child is punctual;
- ✓ Be realistic and supportive;
- ✓ Ensure your child has appropriate showering equipment where necessary, plus adequate food and drink;
- ✓ Accept the official's judgment and do not enter the specified participation areas unless a serious risk arises;
- ✓ Promote your child's participation in playing sport for fun;

As parents/carers you have the right to:

- ✓ Be assured that your child is safeguarded during their participation in sport;
- ✓ Be informed of problems or concerns relating to your children;
- ✓ Be informed if your child is injured;
- ✓ Have your consent sought for issue such as trips or photography;
- ✓ Contribute to decisions within the club;
- ✓ Have any concerns about any aspect of your child's welfare listened to responded to;

Any breaches of this code of conduct will be dealt with immediately by a nominated official. Persistent concerns or breaches may result in you being asked not to attend events if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/guardian continue to breach the code of behaviour may be the event officials regrettably asking your child to leave the session, event or club.

Signature of parent/carer:	
Print name parent/carer:	
Date:	

Appendix 3 – Reporting Flowchart - Concerns of possible abuse from outside of angling.

