

Welfare *of* Vulnerable People

in Snorkelling & Scuba Diving

POLICY

**Procedures & Guidelines
for BSAC Branches**



The British Sub Aqua Club

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Foreword

The Children Act 1989 indicates that anyone who has care of children should "do what is reasonable in all circumstances for the purpose of safeguarding or promoting the child's welfare".

These procedures and guidelines have been produced by the British Sub Aqua Club (BSAC), with reference to the DOH document entitled "Working Together - To Safeguard Children 1999", as a result of increased awareness of a general social problem rather than an increase in malpractice within our sport and stem from the following principles:

Welfare of Vulnerable People

POLICY GUIDELINES

The British Sub-Aqua Club

- The welfare of vulnerable members, both adults and children, is the first consideration.
- All members have the right to be protected from bad practice, neglect, bullying and all forms of emotional and physical abuse.
- Suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately
- It is the duty of all members suspecting inappropriate behaviour and actions to act on any concern.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this Policy
- To treat all members fairly, equitably and without prejudice.
- Not to participate in or tolerate behaviour that frightens, degrades, embarrasses, demoralises or negatively affects a member's self esteem
- Not to tolerate acts of aggression
- Photography - Members should be aware that the recording of photographic images might be inappropriate.
- The members of the British Sub-Aqua Club should not discriminate on the grounds of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion.
- Branch Officers and Instructors will be made aware of good practice with a specific Welfare course available - free of charge, together with appropriate documentation, training and support from HQ, to ensure that Branches are able to implement the Welfare Policy.

Awareness of these issues, and the adherence to these simple guidelines, will help maintain professionalism and safeguard good practice, secure the protection of both the vulnerable and those responsible for them, from accusations arising from misinterpretation of innocent actions.

If the application of these principles is to be successful, the BSAC would ask all Branches to ensure that they are distributed and discussed at both Committee and general meetings.

Any Branch may decide upon the type of training offered and to what age groups but to ensure the welfare of children (this shall also relate to all vulnerable people) the BSAC asks that all members observe and promote its policies with regard to the "Welfare of Vulnerable People".

Finally, please remember that the BSAC will support any member who, in good faith, reports his or her concerns that a child is at risk of, or may actually be, being abused.

This document has been developed to highlight the areas for potential abuse in the instruction & conduct of both snorkelling and diving. It is aimed both at providing the child (and adult member) with a safe environment in which to enjoy the sport and also to protect those responsible for their care from the risk of accusation of abuse. It may be argued that the age groups of snorkelling and scuba diving are different and that therefore they should be considered separately. However, as the BSAC currently teaches minors to dive, the implications of taking responsibility for/to children must be considered for both sports.

It should also be remembered that adulthood is not an absolute cure for vulnerability.

Many sports environments provide a relaxed and "safe" place for those who are abused outside of the sport. Diving and Snorkelling instructors (or dive buddies) may develop such a relationship of mutual trust and respect with their students (buddies) that they may hear of abuse occurring outside of the direct influence of the branch. As responsible citizens it is our duty to protect our friends from abuse wherever it may occur. The information and guidance given within this document therefore applies to situations that occur outside the branch but come to our attention as a result of our branch activities as much as to situations that occur within the branch. Indeed the information provided here also applies to our everyday lives outside of the BSAC.

Conditions of membership within the BSAC

All reasonable steps must be taken to ensure that people with convictions or past history of an inappropriate nature are prevented from significant contact with children or vulnerable adults. Vulnerable adults potentially means all members.

Controlling access to children and vulnerable adults

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to prevent unsuitable people from working with children and also vulnerable adults. The particular circumstances of individual cases need to be taken into account. The fundamental principle is that those in charge of activities involving young people must take all reasonable steps to satisfy themselves as to the suitability of those who are given significant contact to the children and vulnerable adults in their care.

Self-Declaration

Members in positions within a BSAC Branch that involve significant access to young people in

training and supervision are typically instructors and Branch Officers. For such members, as a minimum requirement, a Self-Declaration should be completed. This would ask for any information about a criminal record or other matter that has a bearing on their suitability to work with children to be revealed (e.g. previous investigations by police or social services or disciplinary investigations in relation to contact with children).

Criminal Records Bureau (CRB) checks

This is a more reliable way to determine whether the Criminal Records Bureau holds any relevant information on a member.

Both these procedures are flawed.

- Self-declaration relies on the honesty of the applicant to reveal information in full.
- CRB checks are only valid on the day of issue.

Both procedures can only reveal past history.

Good Practice and observation

This is the most reliable way to strive to ensure the safety of all vulnerable people within the BSAC Branch environment. For Branches adopting good practice, following the guidelines of the Policy, this will promote vigilance where inappropriate behavior and early signs of potential problems can be spotted and dealt with.

Certainly Self-Declaration should be adopted as a minimum requirement, CRB checks are another process that Branches can consider if appropriate. It is important to emphasise that the absence of any relevant disclosure emerging from this vetting process does not guarantee that the individual is safe to have significant contact with children, so it should not be relied on excessively. It is only one of a number of factors in the assessment of a person's suitability.

For more information of the Self-Declaration process and the procedure for obtaining Criminal Records Bureau disclosures, see the other BSAC publication: '*Self Declaration & CRB Procedures for Branches*'.

The Branch Welfare Officer

Role and Responsibilities

The Branch Welfare Officer has the main responsibility for managing child and vulnerable adult protection issues within a BSAC Branch. The role and responsibilities of the Branch Welfare Officer are detailed below. Specific responsibilities in relation to allegations against members are detailed later in this publication (see page XX)

Role and Responsibilities of the Branch Welfare Officer

Within the Branch the Branch Welfare Officer will:

- Implement and promote the BSAC Welfare Policy and procedures.
- Report cases, concerns and action taken to the BSAC Welfare Officer
- Regularly report to the Branch Committee.
- Act as the main contact within the Branch with BSAC HQ for the protection of children and vulnerable adults.
- Provide information and advice to Branch members on the protection of children and vulnerable adults.
- Encourage good practice and support of procedures to protect children and vulnerable adults within the Branch.
- Communicate with members on issues of child and vulnerable adult protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults.
- Establish and maintain contact with the BSAC HQ Welfare Officer.
- Follow the Procedures and Guidelines detailed in this publication in cases of incidents and maintain confidential records of reported cases and action taken and liaise with the statutory agencies and BSAC HQ to ensure they have access to all necessary information.
- Attend training on the protection of children and vulnerable adults.
- Monitor and review the Welfare Policy and Procedures for their Branch.

Recommended Characteristics of the Branch Welfare Officer:

- Have an understanding of the issues affecting children and vulnerable adults and the sensitive way in which they must be managed.
- Be able to communicate the implications of protecting children and vulnerable adults to all members.
- Be able to communicate with children and vulnerable adults.

- Be supportive of the introduction of the BSAC Welfare of Vulnerable People Policy.
- Have an understanding and appreciation of the need to respect confidentiality.
- Be able to follow procedures and recognise when to seek advice and not rely solely on their own judgement.
- Be willing to challenge members who do not comply with the BSAC Welfare of Vulnerable People Policy.

Promoting Good Practice

Abuse may occur within or outside your training session.

Don't be afraid to report your concerns, whatever their origin.

Some situations are more open to misinterpretation by those unfamiliar with our methods of teaching/leadership. The following points are raised so that you are aware of where misunderstanding has occurred in the past and, by taking the actions recommended you can limit the risk of your innocent actions leading to an accusation against you.

General Code of Conduct for the Protection of Children and Vulnerable Adults

This code of conduct details the types of practice required by all members of the BSAC when in significant contact with children or vulnerable adults. The types of practice are categorised into good practice; practice to be avoided and practice never to be sanctioned. Suspicions or allegations of non-compliance of the Code by a member will be investigated by the BSAC Welfare Officer and if necessary, dealt with through the BSAC Disciplinary Procedure for misconduct or through Responding to a Suspicion or Allegation of Abuse against a Member of the BSAC.

Good Practice

The BSAC supports and requires the following good practice by members when in significant contact with children and vulnerable adults.

When working with children or vulnerable adults:

- Make activities fun, enjoyable and promote fair play.
- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for all activities.
- Treat all children and vulnerable adults equally, with respect and dignity.
- Put the welfare of each child or vulnerable adult first before achieving performance goals.
- Be an excellent role model.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child or vulnerable adult where you are putting your hands and why it is necessary and obtaining their consent.
- Involve parents, guardians and carers wherever possible.

- Build balanced relationships based on mutual trust that empower children and vulnerable adults to share in the decision-making process.
- Recognise the developmental needs and capacity of children and vulnerable adults and avoid excessive training and either pushing them against their will or putting undue pressure on them.

First Aid and Treatment of Injuries:

If, in your capacity as a member of the BSAC, a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice must be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Ideally, only those with a current recognised First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so.
- A Notification of Accident Form must be completed and signed and passed to the Branch Welfare Officer as soon as possible.

Transporting children or vulnerable adults away from home:

If it is necessary to provide transport or take children or vulnerable adults away from home the following good practice must be followed:

- Where practicable, request written parental/guardian consent if members are required to transport children or vulnerable adults.
- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.

- Ensure, where possible, a male and female accompany mixed groups of children or vulnerable adults. These adults should be familiar with and agree to abide by the BSAC Welfare of Vulnerable People Policy.
- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents/guardians.

Practice To Be Avoided

In the context of your role within the Branch the following practice should be avoided:

- Avoid having favourites'- this could lead to resentment and jealousy by other children or vulnerable adults and could lead to allegations.
- Avoid spending excessive amounts of time alone with children or vulnerable adults away from others.
- Ensure that when children or vulnerable adults are taken away from home, adults avoid entering their rooms unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
- Avoid taking children or vulnerable adults to your home.
- Avoid, where possible, doing things of a personal nature for children and vulnerable adults that they can do for themselves.

Important Note:

It may sometimes be necessary for members to do things of a personal nature for children or vulnerable adults, These tasks should only be carried out with the full understanding and consent of the child or vulnerable adult and where possible their parents/guardians. It is important to respect their views. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible, particularly so if you are involved in any dressing or undressing of diving suits etc., or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out particular activities. Do not take on the responsibility for tasks for which you are not appropriately trained.

Practice never to be sanctioned

In the context of your role within the BSAC Branch, the following practices should never be sanctioned:

- Never engage in sexually provocative games, including horseplay.
- Never engage in rough or physical contact.
- Never form intimate emotional or physical relationships with children or vulnerable adults.
- Never allow or engage in touching a child or vulnerable adult in a sexually suggestive manner.

- Never allow children or vulnerable adults to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child or vulnerable adult, even in fun.
- Never reduce a child or vulnerable adult to tears as a form of control.
- Never allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Never share a room with a child or vulnerable adult for sleeping accommodation.
- Never invite or allow children or vulnerable adults to stay with you at your home.

Important Note:

In special cases sharing may be required for health and safety reasons. If so, explain why this is necessary to the child/vulnerable adult and their parent or guardian and seek their consent. Where possible ensure that at least two adults, preferably male and female are in the room.

Specific points to follow

IF YOU ARE TEACHING/MARSHALLING DIVING:

When teaching vulnerable people to dive you should ensure that you are not left alone with your students - either during the training session or in the changing rooms afterwards. The suggestions made below, for those teaching scuba diving, should also be considered whenever training children.

Physical contact

Certain underwater skills require close physical contact, such as Artificial Ventilation (AV), Controlled Buoyant Lift, etc. Before taking hold of your student in a manner that may be misinterpreted teach the skill out of the water (do a dry run) and give a verbal commentary to the whole group explaining what you are going to do. Advise students to wear Tee shirts or pool suits. This can avert potentially embarrassing situations.

Guard against the effects of cold, especially when training in open water.

Where children are involved, the parents should be aware of what will be required of their children and agree to abide by the branch policies before training commences. Specific help and advice on this issue is available from the BSAC Welfare Officer via HQ.

Avoid training in a one to one situation.

(Always have an independent observer to support your position in case of misinterpretations of your actions)

Ensure adequate supervision

BSAC recommend a maximum instructor / student ratio for pool and sheltered open water of 1:4. In open water the ratio should not exceed 1:2.

(specific exceptions to this rule may be detailed in the diver training programme - but instructors/marshals should be aware that whatever is stated is a MINIMUM requirement and should only be applied in ideal conditions)

Specific points to follow

IF YOU ARE TEACHING/MARSHALLING SNORKELLING:

This sport often involves the instruction of young children and the following are a few simple guidelines for the instructors to follow in addition to those under the previous heading:

Don't be alone with your students/snorkel divers

Encourage parents to attend sessions

Don't mix age groups

By mixing adult and child classes you could be offering the opportunity for abuse - and this should therefore be avoided whenever possible.

Confine your teaching, where possible, to the side of the pool

If it is necessary to demonstrate in water, have a fellow instructor/snorkeller with you - to support your position in any subsequent discussion with concerned parents.

Ensure adequate supervision

BSAC recommend a maximum instructor/student ratio for pool and sheltered open water sites as 1:12 with a vigilant pair of eyes as additional cover.

Open water

do not exceed 1:6 students, again with a vigilant pair of eyes as additional cover.

Physical effects

Watch out for the effects of cold and exhaustion especially when training in open water. Be particularly aware that children get cold more quickly than adults - especially when those adults are wearing drysuits!

If you accidentally hurt a child, he/she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something which you have done, **report** any such incident as soon as possible to another colleague and make a brief **written** note of it.

What Constitutes Abuse?

"Abuse" is a term used to describe the ways in which vulnerable people are harmed, usually by adults, and often by people they know and trust. Children and vulnerable adults may be abused within their family, at school, and sometimes in a sporting environment.

In each type of abuse listed below the definition understood by the law is set out with bullet points - the way it might apply to the BSAC situation follows after the bullets.

There are five main forms of student abuse:

Physical, Sexual, Emotional, Neglect and Abuse of Trust

Neglect

Neglect includes situations in which:

- A person's basic physical needs (e.g. food, warm clothing) are not met.
- A vulnerable person is constantly left alone and/unsupervised. (This may or may not be at home)

Neglect in the BSAC situation could include an instructor or dive leader not ensuring the student's safety, exposing them to undue cold or unnecessary risk of injury. There is considerable heat loss associated with both snorkelling and diving in both pool and open water. Responsible members should ensure that protection is adequate and exposure minimal.

The BSAC recommends buddy pairings and maximum instructor/student ratios to allow effective monitoring and instruction in all conditions.

Physical Abuse

Includes situations where adults:

- Physically hurt or injure children or other vulnerable people (e.g. by hitting, shaking, squeezing, biting or burning).
- Give, or encourage young people to take alcohol, cigarettes, inappropriate drugs or poison.
- Use excessive or inappropriate training methods.

In the BSAC environment, physical abuse might occur when the nature and intensity of training or activity exceeds the capacity of the student. This applies especially to children where the body is immature and still growing.

The sports of both snorkelling and diving are physically demanding and gradual training is needed to develop the necessary fitness. However, these are recreational sports and Olympic fitness standards are not required. Care must be exercised in the application of swimming

tests and requirements to manhandle heavy equipment.

Sexual Abuse

Includes situations in which people are used to meet the sexual needs of others:

- Full sexual intercourse, masturbation, oral sex or fondling.
- Showing vulnerable persons pornography, or taking photographs of them for pornographic purposes.

Sports, like diving and snorkelling, which involve physical contact with others, could potentially create situations where sexual abuse, such as fondling or inappropriate touching, could occur or be deemed to occur. The power of the instructor/senior diver over young students/divers, if misused, may also lead to more serious abusive situations developing.

Snorkelling - close physical contact with students in water should be avoided.

Diving - the teaching of certain diving skills necessitates physical contact with the student e.g. Kit up, Controlled Buoyant Lift or Air sharing. Such situations should be managed sensitively.

Emotional Abuse

Includes situations in which:

- There is a persistent lack of attention shown to the vulnerable person.
- The vulnerable person is overprotected, preventing them from socialising.
- Vulnerable people are frequently shouted at or taunted.

This may occur in the BSAC if the student is subjected to constant criticism, bullying or unrealistic pressure to perform consistently to high expectations. We do not all acquire skills or achieve consistency at the same rate nor to the same degree. Snorkelling and diving are undertaken for enjoyment not to seek perfection of performance.

Abuse of Trust

(mainly 16 - 18 year olds or any vulnerable students)

A relationship of trust occurs if one party in a relationship is in a position of power or influence over the other by virtue of their work or nature of their activity. Abuse of this trust may occur if a consensual sexual relationship develops when the other party may be considered particularly vulnerable and susceptible to favour or advancement by the person in the position of trust.

A sexual relationship itself will be intrinsically unequal within a relationship of trust and this is why it is unacceptable.

It is also important to recognise bullying as a further form of abuse:

Bullying

Is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting or kicking, verbal (e.g. racist or homophobic remarks, threats and name calling) and emotional (e.g. isolating an individual from activities).

They will all include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker than the bully or bullies
- An outcome which is always painful and distressing for the victim.

Bullying behaviour may also include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing or theft.
- Tormenting, ridiculing, humiliation.
- Racial taunts, graffiti, gestures.
- Unwanted physical contact or abusive or offensive comments of a sexual nature.

Emotional and verbal bullying is more likely to be found in the BSAC than physical violence. These forms of bullying are often the most difficult to cope with - or to prove. It is important that all branches develop their own anti-bullying policy to which all its members (and parents/carers) subscribe.

In order to establish an anti-bullying policy every branch (or BSAC School) must be prepared to:

- Take the problem seriously
- Investigate any incidents
- Talk to bullies and victims separately

Decide on appropriate action, such as:

- Obtain an apology from the bully(ies) to the victim
- Inform the parents of the bully(ies) if appropriate to do so
- Insist on the return of items "borrowed" or stolen
- Insist that bullies compensate their victims
- Hold branch discussions about bullying

Provide support for those supervising the bully (ies)

Identifying and Managing Bullying

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child or vulnerable adult's self-esteem and destroy their self-confidence and concentration. They may become withdrawn and insecure, more cautious and less willing to take any sort of challenge. They may feel it is somehow their fault or that there is something wrong with them and at worst cause depression and/or feelings of worthlessness that lead to suicide.

To ensure BSAC Branches create an atmosphere where bullying of children and vulnerable adults is unacceptable and to help members manage bullying issues, guidelines for identifying and managing bullying have been developed.

Any suspicions or allegations of bullying of a child or vulnerable adult against a member will be dealt with through the Branch Disciplinary Procedures and/or Responding to a Suspicion or Allegation of Abuse against a Member of the BSAC.

Reporting

If members have concerns about an incident involving a child or vulnerable adult that seems untoward or unusual they must report their concerns as soon as possible to the Branch Welfare Officer. Parents should also be informed of the incident as soon as possible unless it is not in the child's or vulnerable adult's interests to tell them.

Report, record and inform if the following occur:

- If you accidentally hurt a child or vulnerable adult.
- If a child or vulnerable adult seems distressed in any manner.
- If a child or vulnerable adult misunderstands or misinterprets something you have said or done.
- If a child or vulnerable adult appears to be sexually aroused by your actions.
- If a child or vulnerable adult needs to be restrained.

Parents or carers should also be informed of the incident at the first opportunity

(This is more for the protection of the responsible member against later allegations than for anything else)

Photography

Photographing, Videoing and Filming of Children and Vulnerable Adults

There is evidence that some people have used swimming pools as an opportunity to take inappropriate photographs or film footage of children and vulnerable adults. The following procedures have been developed to protect children and vulnerable adults.

The following is required for BSAC activities or events where children or vulnerable adults are participating:

- Where appropriate all materials promoting the Branch activities shall state that only accredited photographers will be present.
- Consent from the parent/guardian for photographing, videoing and/or filming of a child or vulnerable adult must be obtained prior to the activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of the Branch Welfare Officer/Branch Committee.
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance by the child or vulnerable adult, parent/guardian and the organisation.
- The Branch should reserve the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.

Concerns about Photographers, Video or Film Operators

Any concerns with photographers or video or film operators are to be reported to the Branch Welfare Officer/Branch Officer and where relevant, the Police.

Publications and the Internet

Children or Vulnerable Adults in Publications and on the Internet

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people or vulnerable adults. In some cases, however, displaying certain information about children and vulnerable adults could place them at risk. The following procedure should be followed to ensure BSAC Branch publications and BSAC Branch information on the Internet do not place children and vulnerable adults at risk.

BSAC Branch publications and BSAC Branch information on the Internet should adhere to the following:

- Publications or information on an Internet site must never include personal information that could identify a child or vulnerable adult e.g. home address, e-mail address, telephone number of a child or vulnerable adult.
- Before publishing any information about a child or vulnerable adult, written consent must be obtained from the child or vulnerable adult's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or vulnerable adult in a provocative pose or in a state of partial undress other than when depicting a normal and appropriate diving/snorkelling activity. Children and vulnerable adults must never be portrayed in a demeaning or tasteless manner.
- For photographs or videos of groups of children or vulnerable adults ensure that only the group is referred to, not individual members. Credit for achievements by a child or vulnerable adult are to be restricted to first names.
- All published events involving children or vulnerable adults must be reviewed to ensure the information will not put children or vulnerable adults at risk. Any publications of specific meetings or child/vulnerable adult events, must not be distributed to any individuals other than to those directly concerned.
- Particular care must be taken in publishing photographs, film or videos of children or vulnerable adults who are considered particularly vulnerable e.g. the subject of a child or vulnerable adult protection issue or a custody dispute.
- Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults with physical, learning and/or communication or language disabilities, as they could be particularly vulnerable to abuse.

Important Note:

Any concerns or enquiries about publications or Internet information should be reported to BSAC HQ Welfare Officer.

Indications of Abuse

Even for those experienced in the field it is not always easy to recognise a situation where abuse may occur or has already taken place. It is acknowledged that BSAC members are not experts at such recognition and they are therefore encouraged to discuss any concern about a student's welfare immediately with the person in charge - this might be the Head Teacher of a school, the Diving Officer of the Branch or the Manager of the sports facility. You may also seek the advice of the BSAC Welfare Officer via HQ or on welfare@bsac.com. Alternatively you may prefer to contact the NSPCC helpline for professional advice on 0800 800 500.

If children are involved:

It is the responsibility of the concerned member to ensure that appropriate advice is obtained from the local Social Services Department or the NSPCC. If the person in charge is not available, or the concern is about the person in charge, the person in receipt of the information should contact the Social Services direct.

Indications of abuse may include:

- The child says that she or he is being abused, or another person says they believe (or actually know) that abuse is occurring.
- The child has an injury for which the explanation seems inconsistent.
- The child's behaviour changes, either over time or quite suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive.
- The child appears not to trust adults, e.g. A parent or club member with whom she or he would be expected to have, or once had, a close relationship, and does not seem to be able to make friends.
- He or she becomes increasingly neglected in appearance, or loses or puts on weight for no apparent reason.
- The child shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way.

It should be recognised that this is not an exhaustive list and that the presence of one or more indicators is not proof that abuse is taking place.

Remember that some people may have physical or learning difficulties making them especially vulnerable to abuse and may have difficulties in communicating what has happened to them.

Suspicion of Abuse of Trust with over 16 year olds should also be reported, using the recommended procedure, to BSAC HQ

Please remember - it is not your responsibility to decide whether a person is being abused but we are asking you to act on your concerns.

What you should do next?

It is not your responsibility to decide whether abuse has taken place or not, however you should pass on the information to an appropriate authority.

In a BSAC Branch, you should notify the Diving Officer or pass your concerns directly to the Welfare Officer at BSAC HQ.

Ensure that all of the information has been documented (There is an Incident Report Form included with this booklet to help you to remember all of the important points of information you may be asked about at a later time) see Appendix 3.

Severe and obvious cases of abuse should be reported directly to the local Social Services Department who will take responsibility for further actions.

The Social Services Department has a statutory duty under The Children Act 1989 to ensure the welfare of a child. When a child protection referral is made, their staff have a legal responsibility to investigate. This may involve talking to the child and their family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the Police. Clearly then concerns about children must not be taken lightly.

What should you do if you have concerns?

Talk to parents/carers about the concerns if you think that there may be an obvious explanation - such as examination pressures.

If the concerns involve the parents/carers then you should talk to the person in charge (Diving Officer, Dive Marshal, Branch Officer etc.) Notify BSAC HQ or your Area/Regional Coach as appropriate.

- 1) Ensure that you record all relevant information.**
- 2) Keep a copy of all the information recorded.**

If you are unsure: Call BSAC HQ or NSPCC 24-hour Helpline 0800 800 500

Recording information

It is important that information about your concerns should be as helpful and accurate as possible. Such information may need to be passed to the Social Services Department or the Police, hence the necessity for making a detailed record. Information should include:

- The nature of the allegation outlining the type of abuse suspected.
- A description of any injuries or bruising: use simple descriptions and non-medical terms.
- The child's account, if it can be given, of what has happened and how injuries may have occurred. Take care to listen and record what the child says rather than put your own interpretation of events.
- Any times, dates or other relevant information.
- A clear distinction of what is fact, opinion or hearsay.

Reporting the matter to the Police or Social Services Department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Social Services should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Social Services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

All such information should be registered with the Welfare Officer at BSAC HQ.

Responding to Disclosures

Information you receive about or from a child or vulnerable adult may fall into one of the following categories:

1. Suspicion or allegation of misconduct against a member of the Branch
2. Suspicion or allegation of abuse against a member of the Branch
3. Suspicion or allegation of inappropriate behaviour against someone who is not a member
4. Suspicion or allegation of abuse against someone who is not a member

If unclear about the nature of the information (and therefore which category the disclosure falls into) advice must be sought from the BSAC Welfare Officer, the Police or Social Work Department.

It is not the responsibility of anyone from the Branch to decide whether or not a child or vulnerable adult has been abused. It is however everyone's responsibility to report concerns.

It is very important that the Branch members understand what is meant by the term abuse! The different types of abuse are:

- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse
- Negative Discrimination (including racism)
- Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

The definitions for the types of abuse and signs that may suggest abuse are detailed earlier in this booklet.

How to Listen to a Disclosure

It is important to listen carefully to the information a child or vulnerable adult discloses. When listening to a disclosure the following good practice is required:

- React calmly so as not to frighten the child/vulnerable adult.

- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
- Take what the child/vulnerable adult says seriously, recognising the difficulties inherent in interpreting what a child/vulnerable adult says, especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful - it may have been neutral or even pleasurable.

Always avoid projecting your own reactions onto the child or vulnerable adult.

- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous, use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children or vulnerable adults.
- Reassure the child or vulnerable adult.

Actions to Avoid

When receiving a disclosure:

- Avoid panic.
- Avoid showing shock or distaste.
- Avoid probing for more information than is offered.
- Avoid speculating or making assumptions.
- Avoid making negative comments about the person against whom the allegation has been made.
- Avoid approaching the individual against whom the allegation has been made.
- Avoid making promises or agreeing to keep secrets.
- Avoid giving a guarantee of confidentiality.

Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against someone who is Not a Member the Branch

In the course of your role within the Branch a child or vulnerable adult may disclose information to you about a person who is not a member that leads to a suspicion or allegation of inappropriate behaviour or misconduct.

If the disclosure is about an incident that occurred during a Branch event or activity:

- Listen to the child as detailed above.
- Acknowledge the information received.
- Pass the information to both the manager of the event or activity and the Child and BSAC Welfare Officer and, if appropriate, the parents/guardians/carers of the child or vulnerable adult
- Make a full written record of the disclosure on the day you receive the disclosure.
- Sign and date the record then pass it to the BSAC Welfare Officer.

Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against a Member of the Branch

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct against a member:

- Listen to the child as detailed above.
- Acknowledge the information received.
- Pass to the BSAC Welfare Officer.
- Make a full written record of the disclosure on the day you receive the disclosure.
- Sign and date the record then pass to the BSAC Welfare Officer.

Establishing the Basic Facts

The BSAC Welfare Officer must clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. If the basic facts support a suspicion or allegation of misconduct by a member, the matter will be dealt with in accordance with the BSAC Disciplinary Procedure.

Responding to a Suspicion or Allegation of Abuse against someone who is Not a Member of the Branch

All allegations of abuse must be taken seriously. If a child or vulnerable adult says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, you must react as soon as possible that day in line with the following procedures.

Where there is uncertainty about whether the concern relates to abuse or misconduct, the BSAC Welfare Officer must firstly be consulted for advice on the appropriate course of action. If the BSAC Welfare Officer is unavailable, external agencies such as the Police and Social Work Department must be consulted for advice. This is important because they have an overview of child protection issues and they may well have other information that together causes concern.

On receiving information about a non-member that leads to a suspicion or allegation of abuse:

- Listen to the child or vulnerable adult (see How to Listen to Disclosures).
- Pass your concerns to the Social Work Department or the Police in the area where the abuse is alleged to have occurred immediately (these are available 24 hours a day). Act on any advice given. At the earliest opportunity tell the BSAC Welfare Officer about the action taken.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child/vulnerable adult's own words. The information must, where known, include the following:
 - Name of child/vulnerable adult.
 - Age, date of birth of child/vulnerable adult.
 - Home address and telephone number of the child/vulnerable adult.
 - The nature of the allegation in the child/vulnerable adult's own words.
 - Any times, dates or other relevant information.
 - Whether the person making the report is expressing their own concern or the concerns of another person.
 - The child/vulnerable adult's account, if it can be given, of what has happened and how any injuries occurred.
 - The nature of the allegation (include all of the information obtained during the initial account e.g. time, date, location of alleged incident).
 - A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child/vulnerable adult).
 - Details of any witnesses to the incident.
 - Whether the child/vulnerable adult's parents/guardians/carers have been contacted.
 - Details of anyone else who has been consulted and the information obtained from them.
 - If it is not the child/vulnerable adult making the report, whether the child/vulnerable adult has been spoken to, if so what was said.
- Record, sign and date on the day what you have seen, heard or been told.
- If making an electronic copy do not save to the hard drive or floppy disk. Print off the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Social Work Department or the Police and BSAC Welfare Officer.

Remember: Listen; Respond; Report and Record

Responding to a Suspicion or Allegation of Abuse against a Member of the Branch

The feelings caused by the discovery of potential abuse by a member will raise different issues, e.g. disbelief that a member would act in this way. It is not the responsibility of a member to take responsibility or to decide whether or not a child or vulnerable adult has been abused. However, as with allegations against non-members, it is the responsibility of the individual to act on any concerns.

Any information that raises concern about the behaviour of a member towards a child or vulnerable adult must be passed on as soon as possible that day, in accordance with these procedures. No member in receipt of such information shall keep that information to himself/herself or attempt to deal with the matter on their own.

These Procedures aim to ensure that all suspicions and/or allegations of abuse against a member are taken seriously and are dealt with in a timely and appropriate manner. They must be read in conjunction with the BSAC Disciplinary Procedures.

On receiving information about a member that leads to a suspicion or allegation of abuse:

- Listen to the child or vulnerable adult as detailed earlier, How to Listen to Disclosures.
- Pass your concerns to the BSAC Welfare Officer on the day or if not available, the Social Work Department or the Police in the area where the abuse is alleged to have occurred (these are available 24 hours a day). Act on any advice given.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child/vulnerable adult's own words.
- Sign and date the record including what you have seen, heard or been told, that day.
- If making an electronic copy do not save to the hard drive or floppy disk. Print the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the BSAC Welfare Office and the Social Work Department or Police.

Important Note: Where the concern is about the Branch Welfare Officer it must be reported to the Branch Chairman

Actions for the Branch Welfare Officer when Concerns are reported

Before taking any action the Branch Welfare Officer must always seek advice from the BSAC Welfare Officer, Police or Social Work Department. Thereafter:

- **Establish Basic Facts** - the Branch Welfare Officer must initially clarify the basic facts to establish whether there is reasonable cause to suspect or believe that a member may have abused a child and/or vulnerable adult.

Important Notes:

- This may necessitate the child(ren) or vulnerable adult(s) involved being asked some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts.

It may also be necessary to ask similar basic questions of other children, or other appropriate individuals e.g. coaches. After seeking advice from the BSAC Welfare Officer, Police and/or Social Work Department, the parents/guardians may be approached to provide consent to speak to a child/vulnerable adult.

- Advice must be sought from the BSAC Welfare Officer, Police and/or Social Work Department as to whether the member about whom the allegation has been made may be approached as part of the initial enquiry.
- This process will not form part of the disciplinary investigation.

Making a Referral in Cases of Suspected and/or Alleged Abuse - If the basic facts support a suspicion or allegation of abuse:

- The BSAC Welfare Officer will refer the suspicion and/or allegation to the Social Work Department and the Police, as soon as possible that day.
- Appropriate steps may be required to ensure the safety of the child(ren) or vulnerable adult(s) who may be at risk.
- A record should be made of the name and designation of the Social Work Department member of staff or the Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required.
- Following advice from the Social Work Department and/or Police, the parent/guardian of the child or vulnerable adult should be contacted as soon as possible.

Important Note:

- Reporting of the matter to the Police or Social Work Department must not be delayed by attempts to obtain more information. A Referral for Reporting Suspicions and/or An Incident Report Form must be completed as soon as possible that day. Where possible, a copy of this form must be sent to the BSAC Welfare Officer, Police and Social Work Department within 24 hours.

Possible Outcomes following advice from Police

Where the initial enquiry reveals that there is reasonable cause to suspect or believe that a member has abused a child and/or vulnerable adult there will be an investigation. There are three types of investigation that can result:

- A disciplinary investigation
- A child protection investigation
- A criminal investigation

Following advice from the Police, disciplinary action may be taken in cases where a criminal investigation is ongoing provided sufficient information is available to enable a decision to be made and doing so does not jeopardise the criminal investigation.

See the Procedures summarised in the Flowchart. See page XX.

Managing the Member Against Whom the Allegation has Been Made

Following advice from the Police, if the decision is made that the member against whom the allegation has been made is to be informed, the member should be told an allegation has been made which suggests abuse. It is essential to preserve evidence for any criminal proceedings while at the same time safeguarding the rights of the member.

Suspension

- Suspension is not a form of disciplinary action. The member may be suspended whilst an investigation is carried out.
- Suspension will be carried out by BSAC Council in accordance with BSAC Rules and Disciplinary Procedures.
- At the suspension interview the member will be informed of the reason suspension is taking place and given the opportunity to give a statement should he/she wish. Notification of the suspension and the reasons will be conveyed in writing to the member in accordance with BSAC Rules and Disciplinary Procedures.

Managing Allegations

- Where after investigation, the allegation is found to be unfounded or malicious the member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. The member involved may wish to seek legal advice.
- All records pertaining to the circumstances and investigation will be destroyed.

Allegations of previous abuse.

The BSAC, as a responsible organisation, strive to ensure that people who have a record of abusing children may not become members and thus gain access to their targets. This is covered in the requirement for new and renewing members to sign a declaration to the effect that they accept all of the rules and policies of the BSAC (including this one). Anyone who has a previous criminal conviction for offences related to abuse against children is automatically excluded from membership and from working with children.

However all cases of abuse may not be reported to the Criminal Records Bureau (CRB) immediately and may only form part of any check some time after the event/conviction. Where allegations of a disqualifying criminal record are made, the organisation should follow the above procedure. This is to minimise the risk to other children in the sport.

Managing Allegations of Historical Abuse

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by a member who still currently has significant with children. Where such an allegation is made the procedures for managing allegations of abuse, must be followed.

Self-Declaration

Members in positions within a BSAC Branch that involve significant contact with children or vulnerable adults in training and supervision are typically instructors and Branch Officers. For such members, as a minimum requirement, a Self-Declaration should be completed. This would ask for any information about a criminal record or other matter that has a bearing on their suitability to have significant contact with children to be revealed (e.g. previous investigations by police or social services or disciplinary investigations in relation to contact with children).

Criminal Records Bureau (CRB) checks

This is a more reliable way to determine whether the Criminal Records Bureau holds any relevant information on a member.

Both these procedures are flawed.

- Self-declaration relies on the honesty of the applicant to reveal information in full.
- CRB checks are only valid on the day of issue.

Both procedures can only reveal past history - that they have been caught.

Good Practice and observation

This is the most reliable way to strive to ensure the safety of all vulnerable people within the BSAC Branch environment. For Branches adopting good practice, following the guidelines of the Policy, this will promote vigilance where inappropriate behavior and early signs of potential problems can be spotted and dealt with.

Certainly Self-Declaration should be adopted as a minimum requirement, CRB checks are another process that Branches can consider if appropriate. It is important to emphasise that the absence of any relevant disclosure emerging from this vetting process does not guarantee that the individual is safe to have significant contact with children, so it should not be relied on excessively. It is only one of a number of factors in the assessment of a person's suitability.

For more information of the Self-Declaration process and the procedure for obtaining Criminal Records Bureau disclosures, see the other BSAC publication: *'Self Declaration & CRB Procedures for Branches'*.

Sharing concerns with Parents, Guardians or Carers

Where it is Not Abuse

There is always a commitment to work in partnership with parents/guardians/carers where there are concerns about a child/vulnerable adult. Therefore in most situations, not involving the possibility of the abuse of a child or vulnerable adult, it would be important to talk to parents/guardians/carers to help clarify any initial concerns. For example, if a child or vulnerable adult seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations however advice should be sought from the BSAC Welfare Officer if there is any uncertainty about the appropriate course of action.

Allegations of Abuse

There are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared e.g. where a parent/guardian/carer may be responsible for the abuse or not able to respond to the situation appropriately.

In all cases of suspected or alleged abuse, advice and guidance must first be sought from the BSAC Welfare Officer, the local Social Work Department or the Police as to who contacts the parents.

Complaints procedures

The Branch Diving Committee should ensure that there is a well-established complaints procedure in operation and that student and parents of students, where applicable, has easy access to the procedure.

Protecting responsible members against accusations

This section relates to all instructors or assistant instructors engaged in teaching BSAC snorkelling or diver training programmes and to all dive leaders, Dive Marshals and Diving Officers who take responsibility for others in the course of BSAC activities.

Although this is a sensitive and difficult issue, abuse has occurred within other institutions and may equally occur in a sports setting. We must be prepared to accept the concerns of others and to respond to them with compassion and do everything we can to re-assure them of the safety of the children in our care. We should also be aware that abuse occurring outside of our Branch may be reported to us by those who came to feel safe and protected in our care - we have a duty to respond to this sort of cry for help from a member.

It does happen that responsible members may have allegations made against them by students, parents or other club members. Such allegations should only be taken seriously if the accusers are prepared to be identified and put their suspicions in writing. However - whichever way a disclosure is made it should be reported to the appropriate authority for

further investigation - remember that you are not qualified to decide when NOT to follow up any disclosure.

It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

There may be circumstances where allegations arise from poor practice rather than abuse, but those responsible should always record the allegation and consult with senior colleagues such as BSAC Area Coaches, Regional Coaches or BSAC HQ and gain advice from the BSAC Welfare Officer, Social Services, Police or the NSPCC if there is any suspicion or doubt about the presence of abuse.

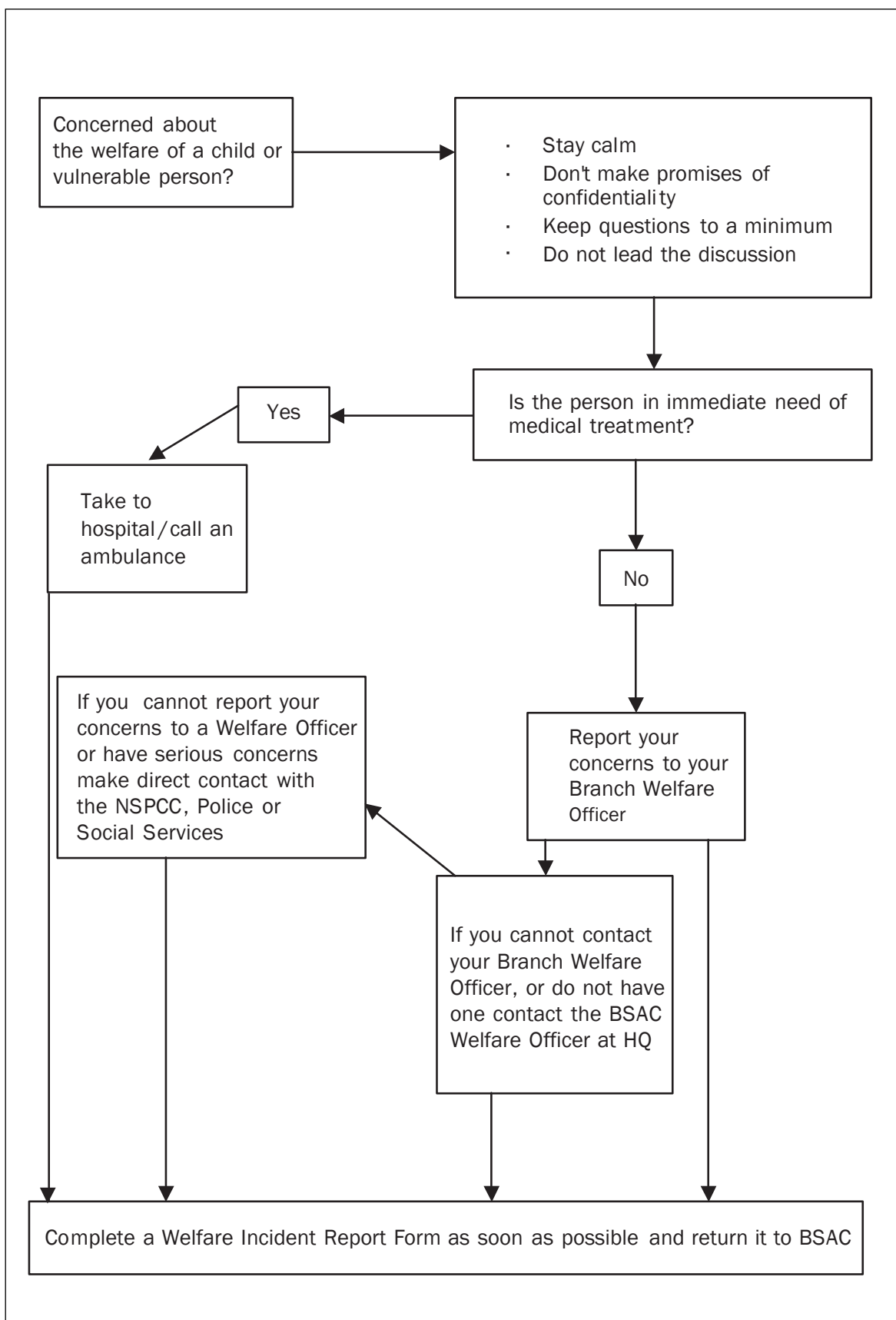
The BSAC assures all members that it will fully support anyone who, in good faith, reports their concerns about abuse which may be occurring.

ACTIONS TO TAKE

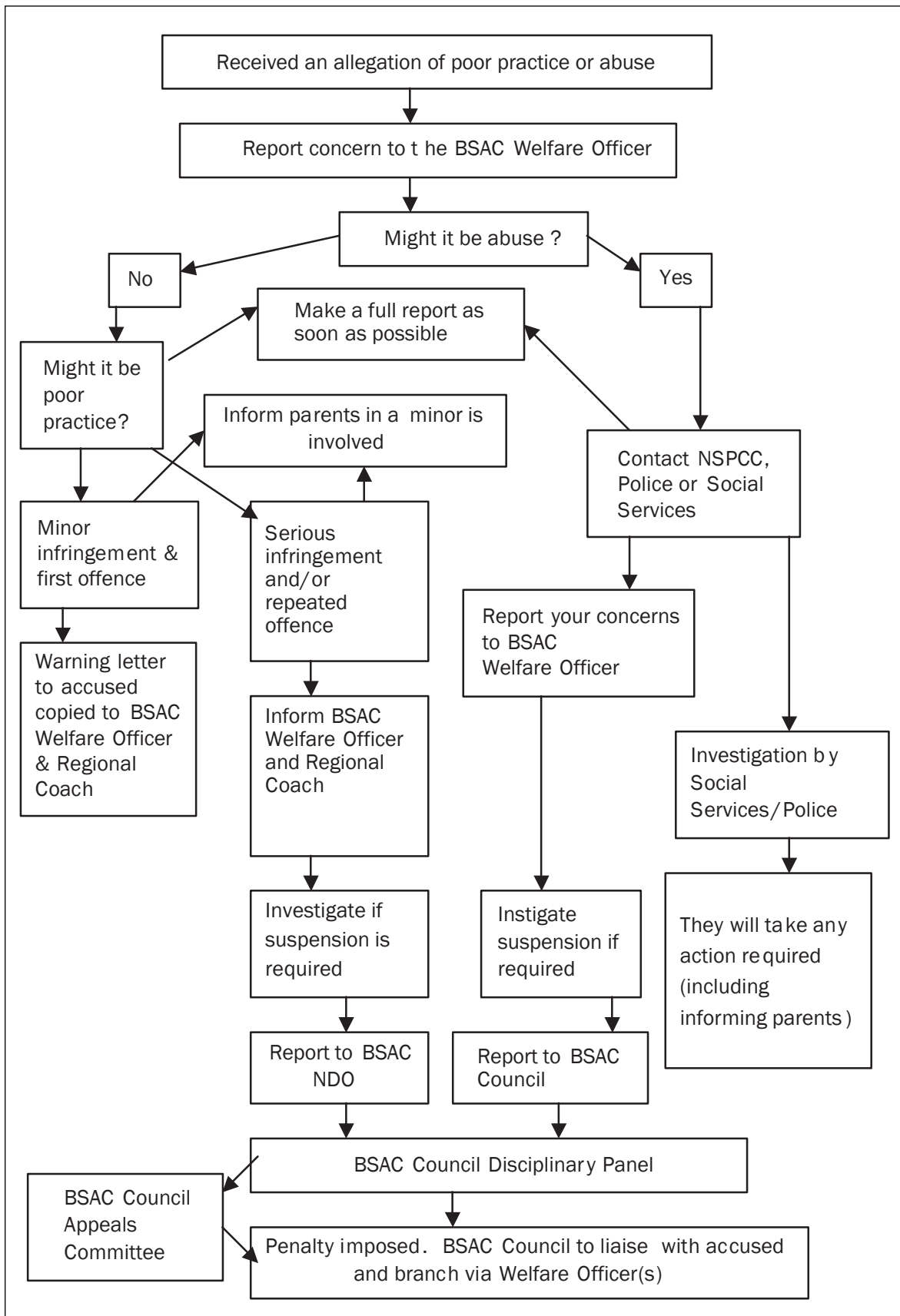
- If the allegation is clearly one solely about poor practice then the person in charge may deal with the matter or seek advice from the Regional Coach or directly from BSAC HQ.
- Any suspicion that a child may have been abused by a responsible member should be reported to the Diving Officer/person in charge who will take such steps as considered necessary to ensure the safety of the child in question and any other children who may be at risk. The person in charge should contact the BSAC Welfare Officer via HQ for further support & advice.
- It is rare that an incident will fall entirely within one of the above categories; it is more likely that an element of both will be present. In this case please treat it as suspicion of abuse (it is better to be safe than sorry!)
- This may involve the temporary suspension from similar activities of the responsible member - but in no way implies or infers any guilt. It is merely a way of removing all concerned from possibly awkward situations until a satisfactory explanation is found
- The person in charge should notify the Welfare Officer at BSAC HQ who will then deal with any possible media enquiries.
- Every effort should be made to ensure that confidentiality is maintained for all concerned.
- If the person in charge is the subject of the suspicion then the Welfare Officer at BSAC HQ must be informed directly and they will then be responsible for taking the action outlined above.

Ensure that all stages are written down accurately (please try to use the words that the abuser used and not try to "clarify" the discussion by imposing your own words onto the

What to do if you suspect abuse



What to do if you are a Welfare Officer



Appendixes

- 1 Legal Framework**
- 2 Sources & Contacts**
- 3 Incident Report Form**
- 4 Application for Photography**
- 5 Photography Consent Form**
- 6 Conditions of BSAC and Branch Membership**
- 7 Expulsion Procedure**

Appendix 1 Legal Framework

The BSAC Welfare of Vulnerable People Policy and supporting Procedures are based on the following legislation and guidance:

- Children (Scotland) Act 1995
- Human Rights Act 1998
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975
- Criminal Procedure (Scotland) Act 1995
- Protecting Children A Code of Practice for Voluntary Organisations in Scotland Working with Children and Young People', 1995
- Sex Offenders Act 1997
- Sexual Offences (Amendments) Act 2000
- Data Protection Act 1998
- Police Act 1997
- Disclosure Scotland Code of Conduct Making Scotland Safer'(2002)
- Disclosure Scotland Code of Conduct Protecting the Vulnerable by Safer Recruitment' (2002)
- Protecting Children -A Shared Responsibility: Guidance on inter-agency co-operation, The Scottish Office 1998
- UN Convention of the Rights of the Child 1992

ADD OTHER 'ENGLISH' LEGISLATION REFERENCES

Appendix 2 Sources and Contacts

BSAC contact:BSAC Welfare Officer

0151 350 6206

In England & Wales:

National Society for the Prevention of Cruelty to Children (NSPCC)

Publications and Information Unit, NSPCC,
Weston House,
42 Curtain Road,
London EC2A 3NH
Tel: 020 7825 2775
www.nspcc.org.uk
www.nspcc.org.uk/inform
The UK's only free, online specialised child protection resource

Child Protection in Sport Unit (England)

NSPCC National Training Centre,
3 Gilmour Close,
Beaumont Leys,
Leicester LE4 1 EZ
Tel: 0113 234 7278
Email: cpsu@nspcc.org.uk
www.sportprotects.org.uk
Work in partnership with major sports organisations to develop safeguards for children in sport.

Child Protection in Sport Unit (Northern Ireland)

NSPCC,
Jennymount Court,
North Derby Street,
Belfast BT15 3HN
Tel: 02890 351 135

Child Protection in Sport Unit (Wales)

NSPCC,
Unit 1 Cowbridge Court,
60 Cowbridge
Road West,
Cardiff CF5 5BS
Tel: 029 2083 8086

Sport England

16 Upper Woburn Place,
London WC1H 0QP
Tel: 020 7273 1500
www.sportengland.org
Sport England aims to lead the development of sport in England by influencing and serving the public, commercial and voluntary sectors.

Sport Council Northern Ireland

House of Sport,
Upper Malone Road,
Belfast BT9 5LA
Tel: 02890 381 222
www.sportni.org
The Sports Council for Northern Ireland aims to make sport happen for you.

The Sports Council for Wales

Cyngor Chwareon
Cymru,
Sophia Gardens,
Cardiff CF11 9SW
Tel: 02920 300 500
www.sports-council-wales.co.uk
The Sports Council for Wales is the national organisation responsible for developing and promoting sport and recreation.

Sportscoach UK

114 Cardigan Road,
Leeds LS6 3BJ
Tel: 0113 2744802
Guiding the development and implementation of a coaching system, recognised as a world leader, for all coaches at every level in the UK.

Criminal Records Bureau

PO Box 91,
Liverpool L69 2UH
Helpline: 0870 90 90 811
www.crb.gov.uk
An executive agency of the Home Office - is set up to help organisations make safer recruitment decisions.
www.homeoffice.gov.uk

www.disclosure.gov.uk

Enables organisations to make more thorough recruitment checks, particularly for positions that involve regular contact with children and vulnerable adults.

The Department of Health website of ACPCs

www.doh.gov.uk/acpc
Provides information about Area Child Protection Committees (ACPCs) and the inter-agency work they undertake to safeguard children in their area from abuse and neglect.
www.doh.gov.uk/qualityprotects/index.htm
A key part of the Government's wider strategy for tackling social exclusion. Focusing on working with some of the most disadvantaged and vulnerable children in our society.

Home Office

www.homeoffice.gov.uk
The Government department responsible for internal affairs in England and Wales. The purpose; to work with individuals and communities to build a safe, just and tolerant society enhancing opportunities for all and in which rights and responsibilities go hand in hand, and the protection and security of the public are maintained and enhanced.

In Scotland:

sportscotland

Rose Challies
Ethics Manager
Caledonia House
South Gyle
Edinburgh EH12 9DQ
Tel:0131 317 7200
www.sportscotland.org.uk
child.protection@sportscotland.org.uk

CHILDREN 1ST

Kathleen McInulty
Child Protection in Sport Development Worker
Learning and Teaching Scotland
74 Victoria Crescent Road
Glasgow G12 9JN
Tel:0141 339 4005
www.children1st.org.uk
Kathleen.McInulty@children1st.org.uk

Scottish Association of Local Sports Councils

David Arnott
Administrator
1 Lumsdaine Drive
Dalgetty Bay KY11 9YU
Tel:01383 820 950
www.salsc.org

Scottish Sports Association

Joanne Waddell
Executive Administrator
Caledonia House
South Gyle
Edinburgh EH12 9DQ
Tel:0131 339 8785
www.scottishsportsassociation.org.uk

Convention of Scottish Local Authorities

Sylvia Murray
Policy Officer
Rosebery House
Haymarket Terrace
Edinburgh EH12 5XZ
Tel:0131 474 9251
www.cosla.gov.uk

Edinburgh and the Lothians Child Protection Office

Martin R T Henry
Child Protection Co-ordinator
Shrubhill House
Shrub Place
Edinburgh EH7 4PD
0131 553 8294
martin.henry@edinburgh.gov.uk

Volunteer Development Scotland

Laura Baird
Policy Officer
Stirling Enterprise Park
Stirling FK7 7RP
Tel:01786 479 593
www.vds.org.uk

Angus Council

Alastair Wilson
Head of Leisure Services
Angus Council
County Buildings
Market Street
Forfar DD8 3WA
Tel:01307 473 345
wilsona@angus.gov.uk

Association of Chief Police Officers in Scotland

Iain MacLeod
Detective Chief Superintendent
Tayside Police Headquarters
PO Box 59
West Bell Street
DD1 9JU
Tel:01382 223 200
www.taysidepolice.police.uk

National Training Organisation for Sport Recreation and Allied Occupations

Ashley Pringle
Programme Manager
SPRITO Scotland
Division of Media, Language & Leisure Management
Glasgow Caledonian University
Cowcaddens Road,
Glasgow G4 0BA
Tel:0141-331-8484
www.SPRITO.org.uk

Other Useful Contacts:

ParentLine Scotland

0808 800 2222

NSPCC Child Protection Helpline

0808 800 5000

Childline Scotland

0800 1111



BSAC Welfare Incident Report

This form must be completed as soon as possible after receiving information that causes suspicion or an allegation of the abuse of a child or vulnerable adult. This must be passed to the BSAC Welfare Officer and the Social Work Department or the Police as soon as possible after completion. Do not delay by attempting to obtain information to complete all the details. Informing BSAC HQ acts to offer a safeguard to all concerned.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

This report has been compiled for the best interests and safety of any BSAC member providing/receiving instruction/supervision in the sports of Snorkelling and Diving.

Details of person making report

Name:
Position:
Contact telephone number:

Details of Child/Vulnerable Adult

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

Details of person about whom there is concern

Name:
Position:
Date of Birth:
Address:
Relationship to child/vulnerable adult:

If you are reporting this alleged incident on behalf of someone else, please provide details of that person:

Name:
Position:
Address:
Contact telephone number:
Date this person advised you of alleged incident:
Record here the information you were given from this person about the alleged incident:

Details of the alleged incident

Date of alleged incident:
Time:
Place:
Names and addresses of witnesses:
Describe in detail what happened:

Describe in detail visible injuries/bruises and concerning behaviour of the child/vulnerable adult, if any:
(use diagrams if this helps you to describe)

Was the child/vulnerable adult asked what happened: YES/NO

If yes, record exactly what the child/vulnerable adult said in their own words and any questions asked if the situation needed clarifying:

Details of action taken

Detail what action, if any, has been taken following receipt of this information:
ONLY AFTER SEEKING ADVICE FROM THE POLICE/SOCIAL WORK DEPARTMENT , were the child/vulnerable adults parent's/carers contacted? If YES, record the time and date.

Details of external agencies contacted

Police	Police station contacted: Name and contact number: Advice received:
Social Work Department	Social Work Dept: Name and contact number: Advice received:
Other	Name of organisation: Name and contact number: Advice received:

Other information

Record any other information you have about this matter (it is important that all information is passed on even that which you think is not important or helpful).

Signature: _____

Print name: _____

Date: _____

Where a referral has been made to the Police and Social Work Department a copy of this form must be sent to them as soon as possible.

BSAC Welfare Policy

Application to Photograph, Film or Video an Event or Activity Involving Children or Vulnerable Adults

The British Sub-Aqua Club is committed to the protection of children and vulnerable adults involved in sport.

The purpose of this application form is to ensure that anyone wishing to photograph, film or video a scuba diving or snorkelling activity where children or vulnerable adults are participating:

- Secures the permission of the Branch in advance of the event/activity
- Commits the applicant to comply with BSAC guidance on the use of photographic, film, video or other images of children which is contained in BSAC Welfare of Vulnerable People Policy and Procedures
- Allows children/vulnerable adults and their parents/guardians or carers to provide informed consent (in accordance with the BSAC Welfare of Vulnerable People Policy and Procedures where possible we will not permit photographs, film, video or other images of children or vulnerable adults to be taken or used without the consent of the child/vulnerable adult and their parents/guardians or carers).

This application form must be completed and submitted to the Branch Welfare Officer no later than 5 days before the event/activity.

Details of applicant

Name: _____

Address: _____

Telephone: _____

If you are applying on behalf of a company or other organisation please provide the following details:

Name of Company/organisation: _____

Contact Name: _____

Address: _____

Telephone: _____

In addition, when requested, please complete answers to the following:

What do you intend to use the photographs, film or video footage for?

Where will the photographs, film or video footage to be published or displayed?

When will this happen?

How will the photograph, film or video be processed?

How will the equipment be used?

Who will have access to the photographs, film or video footage?

Where will the photographs, film or video be stored?

How long will the photograph, film or video be kept?

I have read, understood and agree to comply with BSAC guidance for the use of photographs, film video or other images of children/vulnerable adults contained in BSAC Welfare of Vulnerable People Policy and Procedures.

I agree to comply with any conditions or restrictions on the taking and use of photographs, film or video deemed appropriate by BSAC.

I understand and accept that any failure to comply with the aforementioned Policy and Procedures may prevent any future permission being granted and that any practices which are considered to place children or vulnerable adults at risk may be reported to the Police and/or Social Work Department.

I accept that at all times the Branch reserves the right to prohibit the use of photography, film and/or video at any event or activity with which it is associated.

Signature of Applicant: _____

Print Name: _____

Signature of Company/organisation: _____

Print Name: _____

Position in organisation: _____

Date: _____

If the applicant is not a member of the Branch, this form should be returned with photographic evidence of your identification e.g. copy of driving licence or passport.



BSAC Welfare Policy

Consent Form

For the Use of Photographs, Film or Video Recordings of Children or Vulnerable Adults

BSAC is committed to the protection of children and vulnerable adults involved in sport.

In accordance with the BSAC Welfare of Vulnerable People Policy and Procedures, where possible the Branch will not permit photographs, film, video or other images of children or vulnerable adults to be taken or used without the consent of the child/vulnerable adult and their parents/guardians or carers.

The Branch will take all reasonable measures to ensure these images are used solely for the purposes for which they are intended. If you become aware these images are being used inappropriately you should inform Branch Welfare Officer immediately.

The Branch and/or BSAC reserve the right at all times to prohibit the use of photography, film or video at any activity with which it is associated.

Child/Vulnerable Adult

I consent to photographing, filming or videoing my involvement in snorkelling/ scuba diving,

Signature _____

Print Name _____

Date _____

Parent/Guardian/Carer

I consent to the photographing, filming or videoing

Name of child:

involvement in the following activity:

as described to me.

Signature _____

Print Name _____

Relationship to
child/vulnerable
adult: _____

Date: _____

Appendix 6

Conditions of membership within the BSAC

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and vulnerable adults.

Self Declaration

Members in positions within a BSAC Branch that involve significant contact with children and vulnerable people in training and supervision are typically instructors and Branch Officers. For such members, as a minimum requirement, a Self-Declaration should be completed.

This would ask for any information about a criminal record or other matter that has a bearing on their suitability to work with children to be revealed (e.g. previous convictions or investigations by police or social services or disciplinary investigations in relation to contact with children).

BSAC Branches positively adopting the Welfare Policy and good practice, can also include clauses in their Bye Laws agreeing to Criminal Records Bureau (CRB) checks for certain levels of members (Instructors, Officers etc.) if appropriate. When agreement within the Branch in place, CRB checks will be available for members of all Branches and this process is outlined in the publication: Self Declaration & CRB Procedures for Branches!

The Expulsion Process

What happens if a member has a conviction of an inappropriate nature or appears on a Protection of Children Act list?

If evidence that a BSAC Member has a spent or current conviction of a nature that excludes membership or on a Protection of Children Act list, then The Expulsion Process must be followed:

1. Inform the BSAC Welfare Officer with information of knowledge of current or past conviction of a member.
2. BSAC HQ will obtain written evidence from CPS or Court records.
3. If the charge or conviction is of a nature that may make them unsuitable to remain a member of the BSAC, then the member will be suspended from the BSAC and Branch with immediate effect.
4. The member will be advised that they have the right to appeal, in person or in writing at the next scheduled Council Meeting. If they wish to appear in person, they will have the right to be accompanied. The final decision to permanently expel the member will be ratified at that meeting.
5. The member and the Branch Committee will be notified immediately of permanent expulsion and that the person is not eligible for future membership.
6. No further correspondence with the member will be entered into.

A member charged with an offence of an inappropriate nature or pending court proceedings?

1. Inform the BSAC Welfare Officer with information of knowledge of pending court proceedings or an ongoing Police investigation of a member.
2. BSAC HQ will obtain written evidence from CPS or Court records.
3. If the charge or conviction is of a nature that may make them unsuitable to remain a member of the BSAC, BSAC will write to the member to invite an explanation in person or in writing to the Council within not less than 7 days, enclosing copies of articles 13 & 14. If they wish to appear in person, they will have the right to be accompanied.
4. If Council decide by two-thirds majority that the charge is of a nature that if convicted, will make them unsuitable to remain a member of the BSAC, they can be immediately SUSPENDED from the BSAC and the Branch, awaiting the outcome of the case.
5. If acquitted, the member can apply to the Council to rescind the suspension and reinstate membership. It will be the responsibility of the Member to advise the BSAC of the outcome of any Court proceedings. BSAC Council will consider any application at the next scheduled meeting.

No person automatically has the right to become a member of the BSAC.

Temporary or permanent expulsion of a member

