

Safeguarding Guidelines for WN Members and Regional Federations

1. Purpose and scope

- 1.1 WN believes that all children and vulnerable adults (sometimes referred to as “adults at risk”) have the right to participate in netball in a fair, safe and supportive atmosphere free from abuse or neglect.
- 1.2 WN will take all reasonable steps to ensure that no-one who comes into contact with our activities will come to harm as a result, and WN will put in place appropriate policies and procedures to help ensure this. The safety and welfare of everyone who engages in WN or WN affiliated activities, especially children and vulnerable adults, is paramount to all other considerations.¹
- 1.3 WN requires all Members and Regional Federations (hereafter “**you**”) to recognise and uphold these same commitments, and to acknowledge the duty of care owed by you to protect and safeguard all those, especially children and vulnerable adults, with whom you come into contact through your activities.
- 1.4 These Guidelines set out the principles WN expects you to adhere to and be guided by, and particular safeguarding requirements you must have in place. You are deemed to have agreed to, be bound by and comply with these Guidelines.
- 1.5 Your adherence to these Guidelines is a condition of organising or hosting an International Event, and of receiving grant aid from WN.
- 1.6 The WN Board reserves the right to take such steps as it considers appropriate to ensure these Guidelines are followed.
- 1.7 If you are unsure about anything in these Guidelines, or how they apply to you then please contact the Safeguarding Lead at WN. Key contact details and further resources can be found at the end of these Guidelines at **Appendix B**.

2. Definitions

- 2.1 *Child* means anyone under the age of 18.
- 2.2 *Adult at risk / vulnerable adult* means anyone over 18 who (a) has care or support needs (whether or not those needs are being met) (b) is experiencing, or at risk of, abuse or neglect; and (c) as a result of their care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
- 2.3 *Abuse and neglect* – see **Appendix A**.
- 2.4 *Safeguarding and promoting the welfare of children* means:

¹ The obligation to prioritise the welfare of the child is enshrined in the United Nations Convention on the Rights of the Child.

- 2.4.1 protecting children from maltreatment;
 - 2.4.2 preventing impairment of children’s mental and physical health or development;
 - 2.4.3 ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 - 2.4.4 taking action to enable all children to have the best outcomes.²
- 2.5 *Safeguarding adults* means protecting an adult’s right to live in safety, free from abuse and neglect.³
- 2.6 *Articles* mean the Articles of Association of the WN, as amended from time to time.
- 2.7 *WN Board* means the board of directors of the WN, elected pursuant to the Articles.
- 2.8 *International Event* means a duly-sanctioned match, competition or event contested by national representative teams under the jurisdiction of different National Associations or by teams representing different Regional Federations.
- 2.9 *National Association* means a national governing body of netball.
- 2.10 *Member* means an entity that has been admitted as a full member or as an associate member of the WN in accordance with the Articles.
- 2.11 *Regional Federations* means a regional federation established in accordance with the Articles.
- 3. Principles**
- 3.1 The welfare of children and vulnerable adults who come into contact with your activities is paramount and their safety and wellbeing should be prioritised at all times.
- 3.2 Everyone involved in your activities has a role to play in safeguarding children and vulnerable adults, including your employees, consultants, agency staff, volunteers, interns, consultants, umpires, coaches, participants or parent helpers.
- 3.3 All children and vulnerable adults have a right to protection from abuse regardless of age, sex, gender identity, religion or beliefs, ethnicity, race, nationality, disability, sexual orientation or socio-economic background. Some children or vulnerable adults, for example, those with disabilities or those from minority communities, may be particularly vulnerable to abuse and you should be alert to this.
- 3.4 It is essential to promote a positive and progressive approach to children and vulnerable adults’ involvement in netball, that places the needs of the individual first and winning the competition second - winning and losing are an important part of our sport but they must be kept in a healthy perspective.

² UK Statutory Guidance “Working Together to Safeguarding Children” (July 2018).

³ UK Care Act 2014 Statutory Guidance.

- 3.5 All children or vulnerable adults participating in activities organised or conducted by you or on your behalf must:
 - 3.5.1 do so in a safe and positive environment;
 - 3.5.2 do so in a nurturing environment where they can develop and enhance their skills and which furthers their best interests; and
 - 3.5.3 be protected from abuse and neglect (including physical or mental abuse, maltreatment, violence and exploitation).

4. Requirements

- 4.1 You must comply at all times with:
 - 4.1.1 these Guidelines (and any other safeguarding requirements that WN may introduce from time to time that are applicable to you);
 - 4.1.2 all legal and regulatory safeguarding responsibilities to which you are subject; and
 - 4.1.3 current safeguarding best practice in sport, including the UNICEF International Safeguards for Children in Sport.
- 4.2 You must take all reasonable and appropriate steps to safeguard the welfare and safety of children and vulnerable adults with whom you have contact, and act in accordance with the principles at 3 above.
- 4.3 You must work towards creating a “speak up” culture whereby individuals involved in your activities feel free to raise concerns or queries about the safety and welfare of children and/or vulnerable adults or about an adult’s conduct towards children and/or vulnerable adults, knowing that the concerns will be responded to promptly and appropriately.
- 4.4 You must ensure the appointment of at least one individual within your organisation who is responsible for:
 - 4.4.1 the implementation, management and review of safeguarding arrangements; and
 - 4.4.2 receiving and responding to safeguarding concerns in a prompt and appropriate manner.

These individuals should be identified in your safeguarding policy (see below), have clear job descriptions in relation to their safeguarding responsibilities and have appropriate resources and training to effectively carry out their role/s.

This individual is often called the “Safeguarding Lead”, and to ensure adequate cover should the lead be unavailable, a deputy should also be appointed.

- 4.5 [You must let WN know should a safeguarding incident occur which requires reports to or involves engagement with the police, local authority, any external regulator,

your insurance provider, attracts media attention, and/or where a child or vulnerable adult has suffered significant harm.]

5. Safeguarding policy

5.1 You must have appropriate policies and practices in place in relation to child and adult safeguarding, including a compliant safeguarding policy which is accessible, understood by all those subject to it, and widely publicised.

5.2 Your safeguarding policy, at a minimum, must:

5.2.1 include a clear commitment to safeguarding children and vulnerable adults and define both those groups using the definitions in these Guidelines;⁴

5.2.2 promote and prioritise the safety, individual needs, equality, integrity and wellbeing of children and vulnerable adults, and recognise and take reasonable steps to address the additional risks some children or vulnerable adults may be exposed to because of their race, gender identity, sex, age, religion or beliefs, disability, sexual orientation, or social background;

5.2.3 any provisions (or separate policies or procedures) dealing with the response to concerns about a vulnerable adult's safety or welfare should ensure it appropriately takes into account the adult's wishes and follows the six key principles of adult safeguarding: empowerment; prevention; proportionality; protection; partnership; and accountability⁵;

5.2.4 take into account (to the extent reasonably possible and appropriate) the views of children, vulnerable adults, parents/carers in the development and implementation of the policy;

5.2.5 make clear that the policy applies to everyone, including employees, consultants, agency staff, volunteers, interns, consultants, umpires, participants, coaches or parent helpers;

5.2.6 include the name and contact details of the individual/s at 4.4 as well as any relevant contact details, including for local police, local children's and adults' social services;

5.2.7 include information and guidance around recognising and responding to signs of or disclosures of abuse or neglect (see definition at **Appendix A** below);

5.2.8 make clear that the emergency services should be called if a crime is being committed or a child or vulnerable adult is at an immediate risk of harm;

5.2.9 include an obligation on all those subject to the policy to report any safeguarding concerns (about the welfare of a child or vulnerable adult and/or the conduct of an adult towards a child or vulnerable adult) in

⁴ You may choose to put a separate adult safeguarding policy in place.

⁵ www.scie.org.uk/safeguarding/adults/introduction/six-principles.

- accordance with your procedures (which must be clearly set out in your policy);
- 5.2.10 include what action will be taken on a step by step basis in the event of someone having concerns about the welfare of a child or vulnerable adult – such steps should be compliant with any relevant legislation, regulations or guidance applicable to you;
- 5.2.11 include what action will be taken on a step by step basis in the event of someone having concerns about the conduct of an adult towards a child or vulnerable adult (including, where appropriate, reference to any disciplinary and appeal proceedings) – such steps should be compliant with any relevant legislation, regulations or guidance applicable to you;
- 5.2.12 provide appropriate pastoral support to any individual who raises a safeguarding concern or makes a disclosure – seeking specialist advice where appropriate;
- 5.2.13 include appropriate provision relating to safe recruitment and vetting to help ensure that unsuitable individuals do not have contact with children and/or vulnerable adults. These provisions should cover, at the minimum, obtaining for any applicant who will have contact with children and/or vulnerable adults:
- (a) a satisfactory proof of identity;
 - (b) a self-declaration in relation to relevant criminal history and suitability;
 - (c) two reliable references; and
 - (d) appropriate levels of criminal record checks.
- 5.2.14 make provision for quality (and regularly updated) safeguarding training (including on induction) which is appropriate to the individual's role and responsibilities;
- 5.2.15 make provision for creating and storing compliant, detailed, accurate, confidential and up to date safeguarding records, and for sharing information where necessary for safeguarding purposes (for example while cooperating with a local authority or police investigation);
- 5.2.16 make provision for the appropriate use of photographic and mobile equipment, information technology and social media;
- 5.2.17 include or cross reference guidelines and requirements for taking children or vulnerable adults away on trips, tours or to tournaments (including in relation to transport arrangements, insurance cover, venue safety);
- 5.2.18 be compatible with these Guidelines and the WN Safeguarding Policy, to the extent applicable / appropriate with your local legal and regulatory framework; and

- 5.2.19 provide a suitable route through which individuals can raise concerns that you (as an organisation) are not complying with the policy or your safeguarding obligations. This will likely be (or be equivalent to) your whistleblowing process.
- 5.3 Your safeguarding policy must be approved and endorsed by your relevant management body.
- 5.4 Your safeguarding policy (and any other relevant policies, procedures and safeguarding training) must be reviewed at least once a year, following any significant safeguarding incidents; and/or changes to relevant legislation, regulations, guidance customs, experiences or needs.
- 6. Code of conduct**
- 6.1 You must have a code of conduct (or equivalent) applicable to all adults working for or representing you in any capacity.
- 6.2 The code of conduct must (at a minimum) make clear that adults working with children and/or vulnerable adults must:
 - 6.2.1 read, understand and comply at all times with your safeguarding policies and procedures, including your reporting obligations;
 - 6.2.2 never engage in any discriminatory and/or abusive behaviour (including sexual abuse, physical punishment and any form of humiliating or degrading treatment);
 - 6.2.3 conduct themselves in a way that safeguards and protects the interests of children and vulnerable adults and minimises risks to their welfare and protects them from harm;
 - 6.2.4 endeavour to protect children from harm and to prevent child abuse;
 - 6.2.5 be aware of any position of trust they may hold in relation to a child or vulnerable adult (for example, because they are their coach, or mentor) and under no circumstances abuse or exploit this position;
 - 6.2.6 always communicate appropriately and not use language that is inappropriate, sexual or offensive;
 - 6.2.7 avoid situations which may lead to their behaviour towards a child or vulnerable adult being misinterpreted;
 - 6.2.8 avoid spending time alone with a child or vulnerable adult unless it is necessary for the proper performance of their role;
 - 6.2.9 cooperate with any investigation in relation to safeguarding and keep such matters confidential (save as required to meet any reporting or external referral requirements);

- 6.2.10 undertake any required training (including induction training) relating to safeguarding;
 - 6.2.11 never engage in, encourage or condone any behaviour which is unlawful or unsafe;
 - 6.2.12 never enter into any sexual, romantic or otherwise inappropriate relationship with any child (regardless of whether they are over the age of consent) or behave or encourage a child to behave in a sexualised way;
 - 6.2.13 cooperate with vetting or other background checks which are required to be carried out;
 - 6.2.14 comply with any data protection, IT use, and social media policies;
 - 6.2.15 never provide personal contact details to a child (including mobile phone numbers or email addresses) unless this has been properly authorised (in consultation with the Safeguarding Lead) that there is a good reason to do so; and
 - 6.2.16 never communicate with a child through social media, such as Twitter, Instagram, TikTok or Facebook, or add a child as a 'friend' or similar, or to membership of a group on a social media network, or accept an equivalent invitation over social media from a child.
- 6.3 You must take appropriate steps against individuals who fail to comply with your safeguarding policies and procedures and/or code of conduct, and details of these processes can be included or cross referenced to in your code of conduct.
- 6.4 You must make any amendments to your constitution as necessary to reflect the responsibility for overseeing the adoption and implementation of these Guidelines and ensure all members are fully signed up to the constitution.

7. Our support to you

- 7.1 WN is available to you to provide advice, guidance and support in creating an appropriate safeguarding policy and answering any questions that you may have in relation to these Guidelines and your responsibilities under them. See contact details below at **Appendix B**.
- 7.2 These Guidelines will be widely promoted and circulated by the WN, including by:
- 7.2.1 inclusion in the WN Employee handbook (or equivalent paper or electronic document);
 - 7.2.2 referenced in all WN employee and volunteer inductions carried out by or on behalf of the WN;
 - 7.2.3 being available on the WN public facing website; and
 - 7.2.4 being available on request from the WN Secretariat.

8. Monitoring

- 8.1 The WN Board will review these Guidelines on the first anniversary of their adoption. Thereafter, the WN Board will review the Guidelines every three years or at such time as the WN Board deems appropriate.

Appendix A

ABUSE AND NEGLECT

1. Children

- 1.1 The definitions and examples here are not exhaustive.
- 1.2 **Abuse** is a form 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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.
- 1.3 **Physical abuse** is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness.
- 1.4 **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects. It may involve conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving them opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying

(including cyberbullying), 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, although it may occur alone.

1.5 **Sexual abuse** involves forcing or enticing a child 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.

1.6 **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, for example, 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.

2. Adults

2.1 The definitions and examples here are not exhaustive.

2.2 **Physical abuse.** Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

2.3 **Domestic violence.** Including psychological, physical, sexual, financial or emotional abuse, or so called 'honour' based violence.

2.4 **Sexual abuse.** Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

2.5 **Psychological abuse.** Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, or unreasonable and unjustified withdrawal of services or supportive networks.

2.6 **Financial or material abuse.** Including theft, fraud, internet scamming, coercion in relation to financial affairs or arrangements (including in connection with wills, property, inheritance or financial transactions) or the misuse or misappropriation of property, possessions or benefits.

- 2.7 **Modern slavery.** Encompassing slavery, human trafficking, forced labour and domestic servitude, or traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- 2.8 **Discriminatory abuse.** Including forms of harassment, slurs or similar treatment because of race, sex, gender identity, age, disability, sexual orientation or religion.
- 2.9 **Organisational abuse.** Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- 2.10 **Neglect and acts of omission.** Including ignoring medical, emotional or physical care needs; failure to provide access to appropriate health, care and support or educational services; or the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- 2.11 **Self-neglect.** This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
- 2.12 **Signs of abuse.** Incidents of abuse may be one-off or multiple, and affect one person or more. It is important to look beyond single incidents or individuals to identify patterns of harm. Repeated instances of poor care may be an indication of more serious problems and of what we now describe as organisational abuse. In order to see these patterns it is important that information is recorded and appropriately shared.
- 2.13 Patterns of abuse vary, and can include:
- 2.13.1 serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse;
 - 2.13.2 long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
 - 2.13.3 opportunistic abuse such as theft occurring because money or jewellery has been left lying around.
- 2.14 Particular signs of abuse or neglect can include, but are in no way limited to:
- 2.14.1 multiple bruising or finger-marks;
 - 2.14.2 injuries the person cannot give good reason for;
 - 2.14.3 deterioration of health for no apparent reason;
 - 2.14.4 loss of weight;

- 2.14.5 inappropriate or inadequate clothing;
- 2.14.6 withdrawal or mood changes;
- 2.14.7 a carer who is unwilling to allow access to the person;
- 2.14.8 an individual who is unwilling to be alone with a particular carer; or
- 2.14.9 unexplained shortage of money.

Appendix B

CONTACTS AND RESOURCES

1. WN key contacts

- 1.1 Safeguarding Lead: Clare Briegal, clare.briegal@worldnetball.sport +44 (0) 7535 270294
- 1.2 Deputy Safeguarding Lead: Angela Sanderson, angela.sanderson@worldnetball.sport +44 (0) 7535 270375
- 1.3 WN Safeguarding Policy: <https://netball.sport/inside-wn/inf-resources/policies-guidelines>

2. Useful external resources⁶

- 2.1 UNICEF International Safeguarding for Children in Sports
<https://downloads.unicef.org.uk/wp-content/uploads/2014/10/International-Safeguards-for-Children-in-Sport-version-to-view-online.pdf>
- 2.2 NSPCC – for information and guidance about safeguarding children
www.nspcc.org.uk/
- 2.3 NSPCC Child Protection in Sport Unit
<https://thecpsu.org.uk/>
- 2.4 Working Together to Safeguarding Children
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- 2.5 Care Act 2014 Statutory Guidance (Chapter 14 concerns adult safeguarding)
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>
- 2.6 Information sharing for safeguarding practitioners (children)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062969/Information_sharing_advice_practitioners_safeguarding_services.pdf
- 2.7 Information sharing for safeguarding practitioners (adults)

⁶ These are UK-centric resources and guidance documents, and may not, therefore, apply directly to you or be compatible with the jurisdiction you operate in. To the extent they are compatible they should be considered best practice.

<https://www.scie.org.uk/safeguarding/adults/practice/sharing-information>