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***Values Sport Events***

**Risk Management Strategy & Safeguarding Policy**



STATEMENT OF COMMITMENT

Values Sports Events is committed to the protection of all children in its care. In order to manage the risks surrounding child protection the following strategies and procedures apply for the safety and protection of camp participants, both residential and non-residential.

The organisation will uphold the following principles under this strategy:

- Values Sports Events believes all participants have the right to feel safe, be listened to, be involved in decisions that affect them, have their cultural values respected, not be unjustly discriminated against on the basis of their status, activities, expressed opinions or beliefs of their parents or carers, and have their best interests considered.

- Students under the care of Values Sports Events should be provided with the knowledge and information they require to feel empowered to take action in the event of abuse or neglect.

- Values Sports Events acknowledges that students are unique and valued individuals and deserve to be treated with care and respect.

- Values Sports Events recognises that respect for students is the foundation upon which all policies and procedures are developed. We are committed to promoting their wellbeing and to protecting the security, safety and wellbeing of students under our protection.

This Homestay Risk Management Strategy is evidence of Values Sports Events commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of section 3(1)(a) of the Working with Children (Risk Management and Screening) Regulation 2011 (Qld).

PURPOSE OF THE STRATEGY

The purpose of this strategy is to provide written processes to ensure that participants and employees for Values Sports Events comply with legislation about the care and protection of children.

In particular, the purpose of this Risk Management Strategy for Child Protection is to:

- Promote the wellbeing of students and to protect them from harm

- Assist Values Sports Events to deliver a quality service to the young people in its care

- Reduce the risk of harm to students through written policies and procedures, including information and training, for employees involved with Values Sports Events

- This strategy should be read in conjunction with the Values Sports Events Child Protection Policy, Values Sports Events Code of Conduct, Values Sports Events Child Protection Risk Management Strategy, Child Protection Reporting Legislation.

SCOPE

This strategy applies to: venue providers, employees, students and visitors; and covers information about the organisation’s commitment to child protection, procedures related to recruiting, selecting, training and managing staff; policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines; risk identification and management; and communication and support.

LEGISLATION AND DEFINITIONS

LEGISLATION

* Children’s Act 1989 & 2004
* UN Conventions on the Rights of the Child 1989 (ratified 1991)
* Safeguarding Vulnerable Groups Act 2006
* Protection of Freedom Act 2012
* Counter-Terrorism & Security Act 2015
* Children & Social Work Act 2017
* Ofsted guidance ‘Inspecting safeguarding in early years, education and skills settings’ (2019)
* Working Together to Safeguard Children (2018, updated in 2020 WTSC)
* DfE guidance Keeping Children Safe in Education (2021, KCSIE)
* Disqualification under the Childcare Act” 2006, revised 2018
* What to do if you’re worried a child is being abused (2015)
* Information sharing (2018) The Prevent Duty” (2015, DfE)
* The Prevent Duty: Departmental advice for schools and childminders” (2015)
* The use of social media for on-line radicalisation (2015)
* When to call the police - non-statutory guidance from the National Police Chief’s Council
* Sexual Violence and Sexual Harassment between children in schools and colleges (2021)
* Sharing nudes and semi-nudes: how to respond to an incident from the UK Council for Internet Safety (2020)

DEFINITIONS

Employee: person contractually employed by Values Sports Events, in any capacity

Venue Provider: is the school, person or organisation providing the facilities and venue for the camp

Student: is the student or young person participating in the camp either residential or non-residential

Residential: is any student staying overnight at the venue

Camp: The duration of the period the students are in the care of Values Sport Events

Camp Director: senior member of staff responsible for the overall running of camp

Values Sport Events expects employees to conduct themselves as follows:

Employees are expected to always behave in ways that promote the safety, welfare and well- being of children and young people. They must actively seek to prevent harm to children and young people, and to support those who have been harmed.

Specific responsibilities include:

- Employees should be conscious of situations where they are alone in an enclosed space with a student.

- When physical contact with a student is a necessary part of the teaching/learning residential experience, employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend to do and seek their consent.

- Employees must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.

- Employees must not have a romantic or sexual relationship with a student.

- All people and entities identified in the scope of this strategy are expected to reflect the highest standards of care in their behaviour towards and relationships with students. They must not under any circumstances engage in physical or emotional abuse or engage in sexual contact of any nature with a student living in accommodation approved by the organisation. It is irrelevant whether the conduct is consensual or non-consensual. Failure to behave in an appropriate manner may result in criminal proceedings and/or disciplinary action, including dismissal of staff or suspension of the contract.

Selection and Training Employees

Values Sport Events recognises that risk management for children in camp begins with the recruiting, screening and selection of the right people to provide a service, and continues by having consistent procedures in place for all stakeholders to follow, with adequate management and supervision to ensure they comply with these procedures.

EMPLOYMENT OF STAFF

In choosing employees, Values Sport Events must comply with any relevant legislation and satisfy itself of the ability of the person to care for the student in a safe and secure environment, and to provide age appropriate support and supervision for a child or adolescent attending Values Sport Events Camps and adjusting to a new environment.

All employees must agree to a Code of Conduct and the Values Sport Events Child Protection Policy.

INDUCTION

Values Sport Events values the work of employees and recognises its responsibility to offer support and assistance to ensure that camps are a positive experience for all concerned. Once employees have been successfully appointed, all new employees receive an induction by Values Sport Events.

The Induction process includes, but is not limited to:

- Values Sport Events commitment to providing environments which are safe, caring and supportive to children and young people.

- Values Sport Events policies and procedures relating to the protection from harm of students in homestay arrangements.

- Procedures to follow when harm is disclosed or suspected

- What is expected of them

- Aims of the camp

- Responsibilities of the employee

- Possible problems that may arise and possible solutions; legal issues; contact points for employees needing assistance or in an emergency; and cultural differences of which they should be aware.

CHILD PROTECTION

Concerns about harm to a child held by anybody employed by Values Sport Events in any capacity should be reported and managed under the Safeguarding and Child Risk Management Strategy.

Employees must report the harm to the Camp Director. The types of harm reported may include sexual abuse or likely sexual abuse, emotional or psychological abuse or neglect or sexual exploitation.

According to Section 9 of the Child Protection Act 1999, harm to a child is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.

1. It is immaterial how the harm is caused.

2. Harm can be caused by—

a) Physical, psychological or emotional abuse or neglect; or

b) Sexual abuse or exploitation.

3. Harm can be caused by—

a) A single act, omission or circumstance; or

b) A series or combination of acts, omissions or circumstances.

The Camp Director will then report and manage the volunteer’s report under the Child Protection Policy and Child Risk Management Strategy.

This commitment is evidence of Values Sport Events fulfilment of the requirements of section 3(1)(d) of the Regulation.

BREACHES

The Policy and Procedures are outlined below:

o Informal resolution

o Formal resolution

o Breaches are determined by the Camp Director in the first instance;

o Suspected breaches will be dealt with by investigation and reporting to relevant authorities where necessary and, in particular, the section on Reporting Harm or Abuse

o Penalties for breaches will be enforced and may result in: the employee being fired and asked to leave camp; a participant being asked to leave camp; the person being reported to appropriate authorities; or possible criminal prosecution

 o An appeals process is permitted

All homestay providers and homestay hosts are expected to report risk situations to Values Sport Events, as well as to identify risks related to activities under their supervision and to comply with all policies and strategies of the school that have been established for the safety of children.

COMMUNICATION AND SUPPORT

Professional Development

All employees are required, on an annual basis, to sign a document stating that they have read and understood the Values Sport Events Child Protection Policy (see Appendix 3).

In addition, Values Sport Events demonstrates its commitment to providing information and training on how to identify risks of harm and disclosures of suspicions of harm to all stakeholders by:

- Training for employees

- Induction information for employees

Communication

The location/availability of the Values Sport Events Homestay Risk Management Strategy is published in the following manner in order to provide access to the Strategy to all stakeholders within the Scheme:

- Employee induction Information

- On request for general access

RESPONSIBILITIES

Values Sport Events is responsible for developing and implementing this Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees at Values Sport Events are responsible for acting in compliance with this Risk Management Strategy and related policies and procedures.

RELATED POLICIES AND DOCUMENTS

* Code of Conduct
* Employee induction information
* Insurance
* Student Feedback
* Parent feedback
* Venue Policies and Procedures
* Safeguarding and Risk Management Strategy
* Dispute Resolution Policy
* Complaints and Appeals Policy

SAFEGUARDING POLICY

**The purpose of this policy:** To provide protection for the children and young people who receive Values Sport Events services, including the children of adult members or users.

To prevent impairment of children’s health or development To provide staff or students with guidance and support on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm. This policy applies to all staff, including senior managers, paid staff, volunteers and sessional workers, agency staff, students.

**Mobile Phones:**

Staff currently use their personal phones to stay in touch with each other during sessions and this helps with managing safety of children and young people where the site is large and multiple activities are taking place. Under no circumstances are staff to use personal phones to photograph or video children. Phones should be out of sight unless being used for a legitimate reason. No personal staff phone number should ever be given to a child. When children are taken off site, they should be provided with a Company duty mobile phone number, the site office and the head office phone numbers to contact in case of an emergency.

**Social media:**

Under no circumstances should there be any contact between staff and students over social media. Any attempt by a child to link up with/connect with a staff member over social media, including private messaging, should be rejected, and the reasons why explained to the child. Staff should not show students their personal social media profile pages, nor allow any student to use their personal computers or show them any materials, including photos and videos that are stored on their personal computers. Staff should adhere to this policy both during and after the end of their contract with Values Sport Events.

**Staff Accommodation:**

Accommodation is provided for all staff in single sex boarding houses where bathroom facilities are shared with students. Staff should adhere to the following points:

- No male staff should enter the female boarding houses and vice versa. It may become necessary for a member of staff to enter the opposite gender’s boarding house, for example in a medical emergency, or for the Camp Director to deal with a serious welfare or disciplinary issue. In such cases the member of staff should at all times be accompanied by a colleague of the “correct” gender and care should be taken before entering any areas or rooms that the student(s) are in an appropriate state to receive the staff member of the opposite sex.

- The washing facilities should be used by staff at times when the students are not in the boarding houses, and all staff rotas allow for free time during student coaching/teaching/activity sessions. All washing facilities have cubicles that are made private by curtains or screens, which should be used at all times. Staff should be fully clothed whilst walking between their bedrooms and the washing facilities.

- Bedrooms do not have lockable doors and staff should be aware that a student might enter a room at any time and behave accordingly.

- Valuable items and medication should not be left in unattended bedrooms. Such items should be stored in the centre office and/or centre medical office.

STAFF EMPLOYMENT

Vetting Checks

References: Two confidential references must be provided. Referees will be asked specifically about the applicant’s suitability to work with children and whether there have ever been any concerns about work with children and young people

Identity Checks: The original documents of all forms of ID will be seen either by a managing director or camp director. Applicants who are unable to provide these prior to the start of their contract must do so as soon as they arrive on site and before taking up appointment.

Qualification Check: Applicants will be asked to provide any academic or vocational qualifications as required for the position he/she has applied for. Applicants who are unable to bring these to the interview must provide these as soon as they arrive on site and before taking up appointment.

DBS Disclosure: An Enhanced Disclosure and Barring Service check (DBS) should be provided for any British or UK based employees.

For any applicants who are not a resident in the UK, a Police Certificate of Good Conduct will be obtained, according to the process that is in place in the country of residence.

For candidates who have a criminal record or other notification on the DBS Check or Police Check, further information will be sought from the applicant. A decision as to whether to proceed with employment will be made by the Managing Director that depends on the nature of the offence and whether it would have a negative bearing on the applicant’s suitability for working with children.

No applicant will work without appropriate legislation.

For any applicant whose DBS or Police check has not arrived or is not able to be obtained before the start of his/her employment, unsupervised access to the students will not be allowed until a satisfactory check has been obtained. This will be achieved by implementing the following procedures:

* A third reference will be requested
* Coaches will coach in sight of other staff
* Teachers will only teach with the door open and the DOS will maintain a frequent presence in the corridor throughout the lesson
* Staff will be accommodated off site or in parts of the facility that children do not access and will not have unsupervised access to student accommodation areas; staff will not undertake any supervisory duties in the accommodation

Conditional Offer An offer of employment will be sent out which clearly states that the offer is subject to passing certain pre-employment checks. These are:

* Two satisfactory references
* A successful enhanced DBS check and/ or overseas Police Check (for non UK residents)
* Proof of identity

WELFARE AND IMPLEMENTATION OF SAFEGUARDING

**Security and tracking**

Pupils will be registered at the start of every day, at bed time and a check will also be done on commencement of each session.

During excursions pupils will be registered:

* Before departure
* On the coach at departure
* At the excursion drop off
* On return to camp
* On the Bus before return to camp

What to do if a child is missing during registration onsite:

Any child missing from registration should be reported to the site office immediately. The Administrator and/or Camp Director will then call the child’s mobile phone (if known to have one) before organising a search for the child. Bedrooms, friend’s bedrooms and bathrooms are checked first, followed by a wider search of boarding houses and the rest of the site. Parents, police or other local authorities are contacted if necessary.

What to do if a child is missing during registration offsite:

Any child missing from registration should be reported to the Camp Director immediately. The Excursion Supervisor will then call the child’s mobile phone (if known to have one), ask friends and organise a search for the child. Parents / guardians will be informed and if appropriate the police or other local authorities. All children are required to provide their Group Leader with a mobile phone number on which they can be contacted during off-site excursions, whether this is their own or that of a friend. Children off-site have the duty phone number.

**Concerns about poor practice**

Please refer to public interest disclosure policy (whistle blowing).

**Internal enquiries and suspension**

• The DSL will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further Police and Children’s Services inquiries. In some cases this will be an immediate suspension; in the event of suspension the Company will appoint someone to support and advise the employee. The employee should also contact his/her professional organisation.

• Irrespective of the findings of the social services or police inquiries the Company’s Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Company’s Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

**Support to deal with the aftermath of abuse**

• Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 15 St John’s Business Park, Lutterworth, Leicestershire, LE17 4HB, Tel: 01455 883300, E-mail: bacp@bacp.co.uk, Internet: www.bacp.co.uk

• Consideration should be given to what kind of support may be appropriate for the alleged perpetrator

**Allegations of previous abuse**

• Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children)

• Where such an allegation is made, the Centre Manager should follow the procedures as detailed above and report the matter to the Company’s Head office and Children’s Service and the Police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

SUPPORT

**Support for staff**

• Education Support Partnership - www.educationsupportpartnership.org.uk providing mental health and wellbeing support services to all education staff and organisations

• Professional Online Safety Helpline - www.saferinternet.org.uk/helpline

• Forced Marriage Unit - https://www.gov.uk/guidance/forced-marriage how to protect, advise and support victims of forced marriage – information and practice guidelines for professionals

**Support for students**

• NSPCC - www.nspcc.org.uk children's charity fighting to end child abuse

• ChildLine - www.childline.org.uk help anyone under 19 in the UK with any issue they’re going through

• Papyrus - www.papyrus-uk.org national charity dedicated to the prevention of young suicide

• Young Minds - www.youngminds.org.uk metal health support for all young people)

• The Mix - www.themix.org.uk UK’s leading support service for young people

• Kidscape - www.kidscape.org.uk bullying support

**Support for adults**

• Family Lives - www.familylives.org.uk support for all aspects of family life

• Crime Stoppers - www.crimestoppers-uk.org anonymous crime reporting and guidance

• Victim Support - www.victimsupport.org.uk free and confidential support victims of any crime

• The Samaritans - www.samaritans.org charity dedicated to the prevention of suicide

• Mind - www.mind.org.uk mental health support

• NAPAC - napac.org.uk National Association for People Abused in Childhood

• MOSAC - www.mosac.org.uk supporting non-abusing parents / carers of sexually abused children

• Action Fraud - www.actionfraud.police.uk UK’s national reporting centre for fraud and cybercrime

**Support for Learning Disabilities**

• Respond - www.respond.org.uk trauma and abuse support for people with disabilities and their families

• Mencap - www.mencap.org.uk support for people with learning disabilities

**Domestic Abuse**

• National Domestic Violence Helpline - 0808 2000 247

• Refuge - www.refuge.org.uk for women and children, against domestic violence

• Men’s Advice Line - www.mensadviceline.org.uk advice and support for men experiencing domestic violence and abuse

• Mankin - www.mkcharity.org Sussex-based support for men who have been affected by unwanted sexual experiences

**Sexual Abuse and Child Sexual Exploitation**

• Stop it Now! www.stopitnow.org.uk child sexual abuse prevention campaign and helpline; run by the Lucy Faithfull Foundation (www.lucyfaithfull.org.uk),the only UK-wide charity dedicated solely to tackling child sexual abuse

• Parents Protect - www.parentsprotect.co.uk to help parents and carers protect children from sexual abuse and exploitation

• CEOP - www.ceop.police.uk Child Exploitation and Online Protection command

• Marie Collins Foundation - www.mariecollinsfoundation.org.uk to help children who suffer sexual abuse and exploitation via internet and mobile technologies

• Internet Watch Foundation - www.iwf.org.uk to anonymously report child sexual abuse content and have images of child sexual abuse removed

**Online Safety**

• Childnet International - www.childnet.com (to help make the internet a great and safe place for children): • UK Safer Internet Centre - www.saferinternet.org.uk online safety tips, advice and resources to help children stay safe online

• Parents Info - www.parentinfo.org help and advice for families in a digital world

• Internet Matters - www.internetmatters.org helping parents keep their children safe online

• Net Aware - www.net-aware.org.uk parent’s guide to social networks their children use

• Get safe Online - www.getsafeonline.org UK’s leading source of unbiased, factual and easy-to-understand information on online safety

**Radicalisation and hate**

• Educate against Hate - www.educateagainsthate.com practical advice and information for teachers and parents on protecting children from extremism and radicalisation

• Counter Terrorism Internet Referral Unit - www.gov.uk/report-terrorism report online material promoting terrorism or extremism

• True Vision - www.report-it.org.uk information about hate crime or incidents and advice on how to report it

Appendix 1

**Risk Register**

| **Activity**  | **Description of risk**  | **Existing control**  | **Likelihood of occurrence**  | **Consequence**  | **Level of Risk**  |
| --- | --- | --- | --- | --- | --- |
| Student missing flight or being delayed  | - Student does not arrive in time for transfer  | - Communication between student/ parents and organisation - Student given emergency contact number before departure - Staff member remains at airport to meet student and arrange alternative transfer  | Possible  | Minor  | Moderate  |
| Inadequate orientation of student  | - Incorrect information - Misunderstanding or mistranslating - Timing of orientation - Lack of ongoing communication strategy  | - Written information in a number of languages - Modelling behaviour by staff - Open door policy for questions - 1-1 sessions where required e.g- delayed arrival  | Unlikely  | Moderate | Moderate  |
| Issues with staying away from home  | - Student suffering from home sickness/ mental health issues e.g- depression/ self harm  | - employees trained in reporting - Camp Manager trained in managing student, including involving relevant support agencies  | Possible  | Extreme  | Extreme  |
| Activity/ sport injuries  | -Injury due to sports participation - Injury in day to day activity - Illness or injury e.g- sickness/ heat stroke etc | - Staff trained in emergency first aid - Camp Manager trained in managing students - Staff provided with information on medical emergency policy - Staff provided with contact information for emergency services/ doctor  | Possible  | Extreme  | Extreme  |

Appendix 2

**Code of Conduct**

Guide to interacting with children and young people on camp:

Values Sport Events is committed to the safety and wellbeing of all children and young people. Employees will treat all students with respect and understanding at all times and listen to their concerns. To ensure students are kept safe from harm, the following Code of Conduct outlines the expected behaviour when interacting with students on camp.

It is expected that employees will comply with and will ensure that all those who interact with the student will comply with this Code of Conduct at all times.

The standards of appropriate behaviour:

| **Behaviour**  | **Appropriate**  | **Inappropriate**  |
| --- | --- | --- |
| Language  | * Using encouraging and positive language and a pleasant tone of voice
* Open and honest communication
 | * Insults or name calling
* Bullying, swearing or yelling
* Sexually suggestive comments or jokes
* Obscene gestures
 |
| Relationships  | * Being a positive role model
* Building relationships on the basis of trust
 | * Bullying or harassment
* ‘Grooming’ children or young people
 |
| Physical Contact  | * Allowance of personal space
* Touching due to medical emergency or protection from harm
* Non-threatening
 | * Violent or aggressive behaviour including hitting, kicking, slapping or pushing
* Any inappropriate or invasive physical contact
 |
| Discipline  | * In consultation with the Camp Director
 | * Any form of corporal punishment
 |
| Personal Appearance  | * Clothing to be worn in the presence of a student
* Level of personal hygiene maintained
 | * Nudity
 |
| Other- students will not be; | * Provided with alcohol
* Made to be in the presence of drunk or intoxicated individuals
* Provided with cigarettes or permitted to smoke
 |

Appendix 3

**Agreement to comply with Risk Management Strategy**

It is a breach of Values Sport Events Risk Management Strategy for any person to whom this strategy applies to have been found to have:

* engaged in child abuse
* done anything contrary to the policies referred to within the Strategy
* breached the Code of Conduct
* failed to follow the Scheme Policies and procedures for the protection, safety and welfare of children
* appointed or continued to employ any person in contravention of the strategy

I, <insert name>, have read the following documents:

* Risk Management Strategy
* Policy Statement of commitment to the safety and wellbeing of children and the protection of children from harm
* Safeguarding and Risk Management Strategy
* Values Sport Events Code of Conduct
* Values public interest disclosure policy
* Values staff anti bullying policy
* Equal opportunity employment policy
* policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines

Having read these documents I understand Values Sport Events commitment to maintaining a safe and friendly environment for children and young people. I agree to uphold the Child Protection Policy and Code of Conduct, and to follow the guidelines and procedures outlined. I will work to contribute positively to the growth and development of the organisation and the children and young people for whom it provides services.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_