

## OXFORDSHIRE KORFBALL ASSOCIATION

**Guidelines and Information for all OKA Clubs Regarding Their Responsibilities Regarding  
Child Protection and Safeguarding Young People****The most recent EKA Child Protection guidance stipulates:**

“In accordance with EKA rules, England Korfball may impose disciplinary sanctions against clubs who fail to adopt and implement the EKA Child Protection Policy and procedures, particularly if such failures are serious or persistent.”

**Any Oxfordshire Korfball Association (OKA) affiliated club wishing to involve children or young people under the age of 18 years in any form of korfball related activity must ensure the following:**

**1. Appointment of a Club Child Protection Officer (CPO)**

Your club CPO should be responsible for acting as a source of advice on child protection matters and for coordinating action within the club on receipt of any concerns or referrals. They should be knowledgeable of the EKA’s Child Protection Policy and up to date with the appropriate level of training. It may be sensible for the CPO role to be part of your club’s committee.

Club CPO Role:

- To provide information and advice on child protection and safeguarding young people within the club.
- To act as liaison and support to all young players and their parents/guardians, ensuring that all consent, medical and player registration documents have been completed and disseminated to the appropriate parties.
- To ensure that the club adopts and follows the EKA’s Child Protection Policy and all relevant OKA guidelines and practices, promoting awareness and adherence of these within the club.
- To identify those roles and individuals within the club who require DBS (formerly CRB) enhanced disclosure checks, assisting them with the process.
- To keep records of all those who have been vetted within the club to ensure that DBS (formerly CRB) checks are updated on at least a three yearly basis and that all those working in regulated activities are compliant with appropriate policies, guidelines and best practice.
- To ensure that those coaches, volunteers and other club members are aware of and have signed the relevant OKA Codes of Conduct.
- Receive information from club staff, volunteers, young people or parents and carers who have child protection concerns, recording and reporting them appropriately.
- Report any referrals or concerns to the OKA and/or EKA CPO as soon as possible in line with EKA and OKA procedures.
- Make any formal referrals to a statutory child protection agency if appropriate.

- Advise the club officers regarding provision of the appropriate levels of child protection training and/or guidance for all adults working with children and young people in the club.
- Ensure that appropriate risk assessments are carried out regarding all aspects of korfbal related activities and appropriate first aid provision is consistently available.
- Promote a child-centred approach and good practice within the club.
- Maintain written records of training and relevant qualifications of those working in the club.

## **2. Controlling access to children**

All individuals who will have significant access to children and young people must first be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with, or may present a risk to, children and young people.

Anyone taking on a role that involves significant access to children, or where they have a position of trust, is required to complete the following vetting process:

- Read and sign the relevant Code(s) of Conduct
- Complete the DBS (formerly CRB) enhanced disclosure check process
- Provide two appropriate referees
- Provide details of previous volunteering experience or relevant employment

In addition, those working in a Regulated Activity must also comply with legal requirements of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Club CPOs should advise their committees which roles may be considered regulated positions. For the purposes of korfbal, a regulated position, as defined by the DBS, would include:

- Those whose normal duties (paid or unpaid) include caring for, training, supervising or being in sole charge of those under 18 years of age
- Those whose normal duties (paid or unpaid) include supervising or managing any individuals holding any role defined as a regulated position.

The CPO or recruiting officer should make it clear that failure to disclose relevant information with regard to criminal convictions (spent or unspent) will result in disciplinary action and possible dismissal or exclusion from involvement in OKA korfbal. It should also be made clear that having a criminal record is not necessarily a barrier to working in korfbal.

## **3. Clarifying who should be DBS checked and ensuring this is carried out?**

Every korfbal club that has children and young people regularly involved in its activities must ensure that the following roles are DBS checked:

- CPO
- Coach (when there are Under-18 players in the squad)
- Assistant Coach (when there are Under-18 players in the squad)

The following roles should only be DBS checked if they involve significant access to children, that is they satisfy the DBS' guidelines for 'regulated positions':

- Club officers / committee members
- Volunteer / parent helper
- Competition organiser
- Referee
- Club member

These lists are not exhaustive and if in doubt, your club CPO should seek guidance from the OKA or EKA CPO.

#### **4. Recommended minimum levels of awareness and training**

To create an enjoyable and safe environment for all children, everyone involved in korfbal must be aware of what good practice is and how to deal with poor practice and abuse.

Formal training will help people to work safely and effectively with children by:

- Comparing their own practice against what is regarded as good practice and identifying ways to improve
- Ensuring that they are not placing themselves at risk from allegations
- Recognising their responsibilities and reporting any concerns about suspected poor practice or abuse
- Your club CPO should maintain a written record and relevant qualifications of those working with children within the club.

Within the club environment everyone has a responsibility to be aware of the EKA's Child Protection Policy, understand what good and poor practice is and know what to do if they have a concern. All members should have access to the policy document at the club or be made aware that it can be accessed through the OKA and England Korfbal websites.

<b><u>Role</u></b>	<b><u>Read EKA Child Protection Policy</u></b>	<b><u>Safeguarding and Protecting Children Course or equivalent basic awareness training</u></b>	<b><u>CPSU 'Time to Listen' course</u></b>
<b>CPO</b>	✓	✓	✓
<b>Coach</b>	✓	✓	
<b>Assistant Coach</b>	✓	✓	
<b>Drivers</b>	✓		
<b>Club officers / committee members</b>	✓	✓	
<b>Volunteer / parent helper</b>	✓		
<b>Competition Organiser</b>	✓	✓	
<b>Referee</b>	✓		

## **5. Action required by clubs**

- Clubs who have junior members (those under the age of 18 years) or children regularly attending korfbal activities must **ensure that they have appointed a CPO and the name and contact details of this individual are communicated to the OKA, EKA** e.g. through the DBS check process **and all those involved with children and young people** participating in korfbal at the club. It is **important that the club CPO liaises regularly with the OKA CPO**.
- Clubs must ensure that **all members of the club involved in children and young people participating in korfbal activities** have been **appropriately vetted** and **been through the DBS Enhanced Disclosure process**. They must also have **read and agreed to adhere to a relevant Code of Conduct** (the OKA CPO can provide these documents).
- Ensure that the **club has an appropriate child protection/safeguarding policy statement** (the OKA CPO can provide a draft document) and there is a **plan to ensure this is implemented and adhered to**.
- Work with the OKA to **provide training opportunities and guidance** for safeguarding children **to those in relevant club roles**.
- Ensure that the **appropriate written consent, medical and player registration documents** (copies available from the OKA CPO) for **all children and young people** (under 18 years of age) involved in korfbal activities have been **completed and disseminated to the appropriate parties**.
- Ensure that **those in appropriate club roles** have **read and signed the OKA Young Player Charter** on behalf of the club and will **make all other club members aware of their responsibilities** regarding this.
- Assign appropriate individuals e.g. CPO and coach to **complete a required risk assessment for children and young people** in terms of **participating in korfbal related activities** (the OKA CPO can assist with this) and work to remove or minimise any identified risks.
- Clubs are responsible for ensuring that **any accident or incident** (especially **any form of injury** resulting from involvement in korfbal activities) **involving a young person under 18 years of age must be documented and reported to the club and OKA CPO** (the OKA can provide template forms for this).
- ***Clubs must take these issues seriously and work to implement an appropriate infrastructure, as failure to do so could lead to children and young people being unable to participate in korfbal and/or additional EKA sanctions against the club.***