

Leyland Excel Netball Club Policies



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Policy on the Taking and Use of Photographic and Recorded Images of Young

LEYLAND Excel adopts England Netball's policy for the taking and use of photographic and recorded images of young people and works in accordance with the following:

Introduction

LEYLAND Excel does not wish to prevent parents or other spectators being able to take legitimate photographs or recorded images. Use of recorded images can also be a valuable coaching aid. However, LEYLAND Excel is committed to providing a safe environment for young people under the age of 18. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the inappropriate use of their images in resources and media publications, on the Internet, and elsewhere.

Photographic and recorded images can be used as a means of identifying young people if accompanied by personal information. This has the potential to make a young person vulnerable to individuals seeking to 'groom' young people for abuse. Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of children.

This policy covers the following key areas:

- the taking and/or publishing of photographic and recorded images of young people
- the use of photographic or record image equipment at netball events
- the use of photographic or recorded image equipment as a coaching aid.

Photographic or Recorded Images:

This includes images or recorded images using a camera, digital camera, video recorder, mobile phone or personal digital assistant devices (PDA).

Obligations under this Policy:

Everyone within LEYLAND Excel must act in accordance with the general principles in England Netball's Safeguarding and Protecting Young People Policy and the principles set out in this policy for taking and use of photographic and recorded images of young people.

In addition, LEYLAND Excel adopts and implements this policy relating to the taking and use of photographic and recorded images of young people in netball, in accordance with the general principles in England Netball's Safeguarding and Protecting Young People Policy, and in accordance with this particular policy and principles together with the supporting good practice guidance.

Principles:

- Everyone within LEYLAND Excel should have an understanding of the issues relating to taking and use of photographic and recorded images of young people and what England Netball's policy is on this.
- Parents and young people have a right to decide whether young people's images are to be made, and how those images may be used.
- In accordance with good practice guidance for netball activities and events, parents and young people must provide written consent for young people's images to be taken and used. There may be legitimate reasons for denying consent i.e. subject to legal restrictions. This consent should be given at the time of membership and affiliation to the club on the LEYLAND Excel Member form.
- A registration process should be used for photographers in accordance with the good practice guidance on photography and recorded images. This will help deter those wishing to take photographs or recorded images for inappropriate use.
- Images should convey the best principles and aspects of netball, such as fairness and fun.
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- All images of young people should be securely stored to avoid inappropriate use.
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a young person by a potential abuser.
- Where used for coaching purposes, players and their parents should be made aware that this is part of the coaching programme and be clear of the purpose of filming as a coaching aid.
- Suspected inappropriate taking of photographic or recorded images should be challenged and reported.

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of young people. Awareness of the risks, and taking appropriate steps, can reduce the potential for misuse of images.

How England Netball Can Help:

England Netball is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

England Netball is also committed to ensuring that concerns relating to the misuse of photographic or recorded images of young people in netball are taken seriously and acted upon swiftly and appropriately. To achieve this, England Netball has developed procedures for reporting concerns. England Netball may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations, or refer the matter to a club or association for resolution as appropriate.



Anti - Bullying and Harassment Policy

Statement of Intent:

LEYLAND Excel is committed to providing a supportive, friendly, safe and positive environment that is free from offensive and bullying behaviour. We have a *TELLING* culture and anyone who knows that bullying is happening is expected to tell their Safeguarding Officer.

Principles:

- Bullying and harassment of any kind is not acceptable within the club. Any incident of bullying or harassment which occurs will be taken seriously, responded to promptly, and procedures followed to resolve the situation.
- LEYLAND Excel has a moral and legal obligation to ensure that all members of the Club are provided with the highest possible standard of care.
- It is the responsibility of every adult working in the club, whether professional or volunteer, to ensure that all members can enjoy the sport in a safe, enjoyable environment.
- LEYLAND Excel is committed to the effective recruitment and training of all professional staff, coaches, volunteers and club members. This will enable them to work together with parents/carers and other organisations to ensure that the needs and the welfare of young people remain paramount.

What is Bullying and Harassment?

The England Netball Youth Advisory Group define bullying as behaviour by an individual or group that makes another individual or group feel victimised. This can be physical, emotional, verbal or via electronic communication. Anyone within netball can be a bully or be bullied (players, coaches, parents, spectators, umpires and volunteers.)

Bullying and Harassment can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. Hiding kit, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, comments about culture, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - focussing on the issue of sexuality
- Verbal - name calling, sarcasm, spreading rumours, teasing

Cyber Bullying

Cyber Bullying is a growing issue for all and is where the internet (or other electronic means) is used inappropriately to cause harm or distress to a person. This can be in any number of ways, for example:

- Through the distribution of an embarrassing photo that the person wanted to be kept private
- By posting, emailing or texting abusive comments either directly to, or about a person
- By the creation of an email address in another person's name and sending messages as if from that person

- By the creation of a personal webpage which encourages users to post negative comments about a person
- By logging onto a person's Facebook or other social media profile and pretending to be them

Signs and Symptoms of Bullying:

A person may indicate by signs or behaviour that he or she is being bullied. The England Netball Youth Advisory Group has described bullying, within a netball context, as:

- Unwanted physical contact
- Slander or spreading rumours about someone
- 'Ganging up' on someone
- Doing something to someone that you wouldn't want done to yourself
- Inappropriate 'banter'
- Making a player feel isolated or uncomfortable
- Ridiculing or making fun of someone
- Putting players under undue pressure
- Leaking confidential or personal information
- Inter club rivalries that lead to unhealthy competition

Signs and symptoms that may indicate a person is being bullied or harassed, within Netball, may include:

- doesn't want to attend training or club activities
- changes to their usual routine
- begins being disruptive during sessions
- becomes withdrawn, anxious, or lacking in confidence
- comes home with clothes torn or kit damaged
- has possessions go "missing"
- has unexplained cuts or bruises
- is bullying others or siblings
- stops eating

These signs are not exhaustive and may not constitute bullying but could be symptoms of other problems. Club, league, county or regional members, coaches and volunteers need to be aware of these possible signs and report any concerns to the appropriate Safeguarding Officer.

Objectives of the Policy:

- All club members, steering group members, coaches, volunteers and parents should have an understanding of what bullying is.
- All club members, steering group members, coaches and volunteers should adopt the England Netball policy on bullying, and follow it when bullying is reported.
- All players and parents should know what the England Netball policy is on bullying, and what they should do if bullying arises.
- Players and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated within netball.

How to deal with Bullying and Harassment:

1. Report bullying incidents to the club Safeguarding Officer who will take the appropriate action in line with the England Netball Safeguarding and Protecting Young People in Netball Policy and Procedures.
2. Record the incident using the England Netball incident form. The Club Safeguarding Officer will provide support to complete the form.

3. If the incident is an adult bullying a young person, the Safeguarding Officer will report the incident to England Netball's Lead Child Protection Officer and a decision will be made in consultation with England Netball's Case Management Group on the method and process for managing the incident.
5. Parents may be informed and will be asked to come into a meeting to discuss the problem.
6. If necessary and appropriate, police will be consulted.
7. The bullying or harassing behaviour or threats of bullying or harassment will be investigated and the bullying stopped quickly.
8. An attempt will be made to help the bully (bullies) change their behaviour.
9. If the situation is not or cannot be resolved through mediation, training or mentoring, the issue will be referred back to England Netball's Lead Child Protection Officer who will manage the incident in line with England Netball Disciplinary Regulations or the Safeguarding Procedures.

If you require further help or support you can contact:

KIDSCAPE: www.kidscape.org.uk

Helpline for parents/carers of bullied children: 08451 205 204

For children who are victims of bullying:

Childline: www.childline.org.uk

Helpline: 0800 1111



Complaints and Grievance Policy

LEYLAND Excel is committed to providing a best possible participant experience. We hope that most problems, concerns or areas of dissatisfaction can be resolved informally at the time they occur. However, should that not be possible or appropriate, we take complaints about our policies, decisions and service provision seriously, and are committed to investigating all valid complaints, with a view to establishing what went wrong and whether there are service improvements or lessons to be learnt to ensure we are the best we can be.

Q&A

The questions and answers below should assist you in making a complaint and ensure the process is understood.

Q. Can I talk through my complaint or grievance through with someone and resolve it informally instead of making a formal complaint?

A. Yes, complaints and grievances can often be sorted out on an informal basis, which is often quicker and less onerous. Don't be afraid to speak to a relevant Steering Group member or coach to see if they might be able to resolve the misunderstanding. You can find all our contact details on the website

No investigation or Disciplinary Action will be taken as the result of an informal complaint.

Q. How do I make a formal complaint or grievance about the behaviour of a member of LEYLAND excel?

A. If your complaint or grievance is about the actions or behaviour of a person who is participating or volunteering in netball (including Players, Parents, Coaches, Steering Group or other Volunteers) then we would ask you to submit the details of your complaint in writing, using our complaint and grievance form, to the club e mail address.

We will strive to acknowledge your complaint within 3 working days with a summary of what the complaint is understood to be.

Complaints will be investigated by the current Steering Group Chair, Secretary & Safeguarding Officer. We will aim to respond, in a comprehensive manner, within 21 working days

Q. Can I make my complaint or grievance anonymously?

A. We would encourage everyone to identify themselves when they put in their complaint or grievance but understand that, sometimes, there are valid reasons for not wanting to put your name to an issue. We would also encourage you to raise such issues internally through a steering Group member.

Q. What are the potential outcomes of my complaint or grievance?

A. If your complaint or grievance is upheld, you will be responded to with;

- An apology;
- A proposed remedy;
- An indication of what service improvement will be made, or
- Progression to a disciplinary charge if the investigation discloses a breach of the Club's Codes of Conduct or the Disciplinary Regulations.

Q. Do I have a right to Appeal if I am not happy with the result of my complaint or grievance?

A. Yes, you do have a right to appeal.

Appeals must be submitted in writing to the Club Secretary, detailing why you are unhappy with the outcome or conduct of the complaint or grievance. The Club Secretary will either deal with the Appeal or appoint another person if they have dealt with the Complaint previously. The person conducting the Appeal will write to you with their Decision.

There is no further right of Appeal.

Q. Can I keep complaining?

A. You may not be happy with the outcome of your complaint, grievance or any Appeal you have made, but providing the proper process has been followed, we are unable to take any further action. Repeat complaints about the same issue will not alter this and, at times, complaints/grievances can become vexatious and/or persistent, causing undue stress for volunteers and resulting in a disproportionate use of the Club's resources. In dealing with such situations the Club Secretary, or other appointed Steering Group member, will ensure the Complaints and Grievance Procedure has been correctly implemented and that no material element of the complaint or grievance has been overlooked or inadequately addressed.

Where a wider complaint or grievance is deemed to be vexatious, persistent or is considered to have no basis or genuine substance, the Club reserves the right not to investigate.

In this situation, LEYLAND Excel will notify the complainant within 21 working days.

In extreme cases of vexatious and/or persistent complaints LEYLAND Excel may take disciplinary action against members and connected participants.



Data Protection Policy

Background

Your personal information is important and you should treat it as you would any other valuable item. Personal data is information that identifies you. It can be anything from your name, address or telephone number to where you went to school or the things you buy.

The Data Protection Act 1998 governs how we collect, store, process and share your data.

Any person or organisation that uses personal information is known as a data controller. A data controller must comply with the eight principles of the data protection act. These ensure that personal information is:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate and up to date
- not kept for longer than is necessary
- processed in line with your rights
- secure
- not transferred to other countries without adequate protection

LEYLAND Excel data protection policy outlines England Netball's commitment to the data protection principles and how we deal with personal information.

The Information Commissioner's Office (ICO) oversees compliance with the data protection act. We have to tell the ICO about what we do with the personal information that we hold and this information is held on a register of data protectors. We have one entry on this register. This register is available for public inspection online (www.ico.gov.uk).

The data protection act also gives you the rights to a copy of the information held about you. This is **known as a subject access request**.

Data Collection Statement

England Netball often needs to use information about you in order to provide many of our services. In some cases this data may be so-called sensitive personal data relating to you. England Netball may process this sensitive personal data in the following ways:

- Ethnicity data - this data is collected on a voluntary basis from you, it may be used to identify and keep under review equality of opportunity at England Netball and within the game. It will also be anonymously used for statistical and reporting purposes.
- Disability data - this data is collected on a voluntary basis from you, it may be used to identify and keep under review equality of opportunity at England Netball and within the game. It will also be anonymously used for statistical and reporting purposes.

- Injury data - this may be collected by England Netball directly from you or via your club for use in your Personal Accident Claim. It may be used (anonymously) for statistical and reporting purposes and may be used in connection with any subsequent legal claims.
- Criminal records data - England Netball uses a third party to assist it in ensuring that those who take up appointments (voluntary or paid) do not pose a risk to the children in its care. EN may therefore process criminal records data disclosed by the CRB. This will be processed in accordance with the CRB's Code of Practice for Registered Persons.
- Anti-doping data - This data may be collected from you by England Netball, if you are within England Netball's National Excel Pathway. It will be used for the purpose of administering EN's anti-doping programme and may be used by England Netball (or any other organisations involved in doping control) for the purposes of any disciplinary proceedings brought against you for anti-doping rule violation. Your data (including medical data) may be passed to IFNA, WADA, UK Sport and other organisations or individuals involved in the administration of the doping control process or concerned with the results of that process.

Data Protection Policy

England Netball's data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

England Netball is committed to:

- ensuring that we comply with the eight data protection principles, as listed below
- meeting our legal obligations as laid down by the Data Protection Act 1998
- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet our operational needs or fulfil legal requirements
- taking steps to ensure that personal data is up to date and accurate
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that a senior member of staff (Company Secretary) is responsible for data protection compliance and provides a point of contact for all data protection issues
- ensuring that all staff are made aware of good practice in data protection
- providing adequate training for all staff responsible for personal data
- ensuring that everyone handling personal data knows where to find further guidance
- ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within the organisation

Data Protection Principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data

8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

Subject Access Request

Under the data protection act you have a right to a copy of the information we hold about you. Requesting this information is known as making a subject access request.

Subject access requests need to be made in writing. There is a fee of £10 payable for subject access requests which should be sent along with the request. The information in the request should include:

- Whether you are the Data Subject and if not, what is your relationship to the Data Subject and a copy of the authority to act on behalf of the Data Subject
- Applicant's name and address and Data Subject's name and address where different
- What information you are looking for, whether you are making the request in relation to a specific area or if it is a generic request covering all data held
- We will also need to check your identity before we can process your request. Please provide proof of your identity (passport, drivers licence etc) when making a request

The request will be passed to the data protection officer (Company Secretary) who will send you a copy of information we hold about you within 40 days. These subject access requests will not remain confidential to the data protection officer; they may be shared with other England Netball relevant staff and volunteers.

If you would like to discuss making a subject access request then please contact the data protection officer (Company Secretary).



Equity & Diversity Policy

This Policy for LEYLAND Excel underpins the England Netball Equality policy

1. Statement of Intent

1.1 LEYLAND Excel is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, coach, volunteer or member receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex and sexual orientation (together the 'Protected Characteristics')

1.2 LEYLAND Excel will ensure that there will be open access to all those who wish to participate in all aspects of Netball activities and that they are treated fairly. In addition, LEYLAND Excel recognises that we live in a diverse society and will endeavour to ensure that all participants are given the same opportunities regardless of their socio-economic backgrounds. LEYLAND Excel will encourage partner organisations; regions, counties, leagues and clubs, suppliers, sponsors and members to adopt and demonstrate their commitment to the principles and practice of equality as set out in this policy.

1.3 Scope of Policy – Gender

LEYLAND Excel recognises the gender imbalance of players within our sport and is positive about the contribution that England Netball makes to the participation of women and girls in sport. Netball is recognised as the leading team sport for women in England. The International Federation of Netball Associations (IFNA) rules state that only single sex competition is recognised and permitted.

Men and boys have an important role to play in Netball and England Netball's position in relation to gender is summarised below:

- England Netball encourages the involvement of men as volunteers, coaches, officials, administrators and employees.
- High 5 Netball is the recognised game for 9-11 year olds and is single sex or mixed.
- England Netball recognises mixed netball within specific education and community programmes where it is used to encourage the growth of female participation.

2. Definitions

For the purpose of clarification, this policy is working to the following definitions:

Equal Opportunities

Within the coaching and volunteering context, treating people as individuals and providing them with opportunities on the basis of their skills, talents and qualifications so that they are neither disadvantaged nor denied access on the grounds stated in section 1.1.

Equality

The state of being equal – treating individuals equally, which is not necessarily the same as treating them the same. In some cases the need for equality may require unequal effort to ensure the principle is achieved.

Equity

In its simplest sense, 'fairness' and respect for other people; the process of allocating (or re-allocating) resources and entitlements, including power, fairly and without discrimination. It includes fairness in opportunities and the upholding of individual human rights through social justice.

3. Purpose of the Policy

3.1 LEYLAND Excel recognises that individuals and / or certain groups in our society, who share one or more 'Protected Characteristics,' may not have been able to participate equally and fully in Netball in the past and that some barriers do exist.

LEYLAND Excel will take positive action to ensure that the game is accessible for everyone.

3.2 This policy has been produced to identify and eradicate barriers and tackle unlawful discrimination or other unfair treatment, whether intentional or unintentional, which may preclude some people from participating fully in Netball.

4. Actions

4.1 LEYLAND Excel will monitor equality and diversity to ensure the intent of this policy is consistently delivered.

4.2 LEYLAND Excel recognises that, in some cases, to achieve the principle of equality, unequal effort and resource is required and, if appropriate and proportionate, will consider positive action or may introduce special measures to assist any group with a Protected Characteristic which is currently underrepresented within any area of netball activity.

5. Legal Requirements

5.1 We are required by law not to discriminate against our employees and members. LEYLAND Excel recognises its legal obligations under, and will abide by the requirements of the following:

- _ Equal Pay Act 1970
- _ Rehabilitation of Offenders Act 1974
- _ Sex Discrimination Acts 1975, 1986 & 1999
- _ Race Relations Act 1976 and the Race Relations Amendment Act 2000
- _ Disability Discrimination Act 1995
- _ Human Rights Act 1998
- _ Employment Equality (Sexual Orientation) Regulations 2003
- _ Employment Equality (Religion and Belief) Regulations 2003.
- _ Safeguarding Vulnerable Groups Act 2006
- _ Equality Act 2010
- _ Any later amendments to the above Acts/regulations, or future Acts/regulations that are relevant to England Netball.

5.2 LEYLAND Excel will seek advice each time the policy is reviewed to ensure that it continues to reflect the current legal framework and good practice.

6. Discrimination, Harassment, Bullying and Victimisation

LEYLAND Excel recognises the following:

6.1 Discrimination can take the following forms:

6.1.1 *Direct Discrimination*. This means treating someone less favourably than you would treat others because of a Protected Characteristic.

6.1.2 *Indirect Discrimination*. Imposing requirements or conditions, which on the face of it, apply equally to all but which, in practice, can disadvantage individuals with a Protected Characteristic. Such requirements or conditions are lawful only if they can be objectively justified.

6.2 *Harassment is described as* engaging in unwanted conduct (intentional or unintentional) relating to a relevant Protected Characteristic or unwanted conduct of a sexual nature where the conduct has the purpose or effect of violating the recipients dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient, or any other individual affected by such conduct. LEYLAND Excel is committed to ensuring that its coaches, volunteers and members are able to conduct their activities free from harassment.

Bullying is the misuse of power or position to criticise persistently or to humiliate and undermine an individual's confidence.

6.3 *Victimisation is defined as* when someone is treated less favourably than others because he or she has taken action against LEYLAND Excel under one of the relevant Acts/regulations (as previously outlined) or provided information about discrimination, harassment or inappropriate behaviour.

6.4 LEYLAND Excel regards discrimination, harassment, bullying or victimisation, as described above, as serious misconduct and any coach, volunteer or member who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action.

7. Reasonable Adjustments

7.1 When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.

7.2 LEYLAND Excel recognises that it has a duty to make reasonable adjustments for disabled people. LEYLAND Excel will consider all requests for adjustments and, where possible, will accommodate reasonable requests and will work with disabled participants and / or disability organisations to implement any adjustments that will help disabled people to increase their participation in netball related activities.

8. Transgender Athletes

LEYLAND Excel considers that netball is a gender affected sport under the Equality Act 2010 and refers any transgender athletes to the IFNA policy relating to participation by transgender persons.

9. Responsibility, Implementation and Communication

9.1 The following responsibilities will apply:

9.1.1 The LEYLAND Excel Steering Group will endorse and be responsible for ensuring that this Equality & Diversity Policy is implemented and will deal with any actual or potential breaches. The Club Safeguarding Officers are also the 'Equality Champions' and will ensure that equality is included as an agenda item at Steering Group meetings when appropriate and that the Steering Group takes equality issues into consideration when making decisions.

9.1.2 The LEYLAND Excel Chairperson has the overall responsibility for the implementation of the Equality & Diversity Policy.

9.1.3 All coaches, volunteers and members have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy.

9.2 The new / revised policy will be implemented immediately following Steering Group agreement and will result in the following:

9.2.1 A copy of this document will be given to all coaches (both permanent and contract), and made available to members of LEYLAND Excel.

9.2.2 England Netball will take measures to ensure that its employment practices are non-discriminatory.

9.2.3 No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unlawful discrimination.

9.2.4 A planned approach will be adopted to eliminate barriers that discriminate.

9.3 This Equality & Diversity policy will be communicated in the following ways:

9.3.1 It will be part of the Policies and Procedures and reference will be made to it in all LEYLAND Excel and England Netball Codes of Conduct.

9.3.2 It will be covered in all coaches and volunteer induction training.

9.3.3 LEYLAND Excel will promote continual personal development for all coaches, volunteers and members to support equal opportunities and equity within the organisation and, where appropriate, provide specialist facilities, equipment or training.

9.3.4 All members will be made aware of the policy's existence when they join.

9.3.5 The policy will be available on the LEYLAND Excel Website and in alternative formats upon request.

9.3.6 At time of review, a mechanism will be put in place to allow all coaches, members and volunteers to be part of the review and consultation process.

10. Monitoring and Evaluation

10.1 Once approved, the policy will apply for a maximum of 3 years before a formal review takes place, unless any proposal to the Steering Group, or legislation change, requires an interim review and/or amendment.

11. Disciplinary and Grievance Procedures

11.1 To safeguard individual rights under the policy, any coach, volunteer or member who believes he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure.

11.2 An individual may raise any grievance and no coach volunteer or member will be penalised for doing so unless it is untrue and not made in good faith.

11.3 Any coach, volunteer or member who discriminates against or harasses any other person will liable to action according to the LEYLAND Excel Disciplinary procedure.



Safeguarding Young People in Netball Policy

Revised date	September 2014	Adopted by LEYLAND EXCEL	September 2016
Reviewed by	C&I	Review date	September 2017

Endorsed by

NSPCC

Registered charity Registered charity numbers
216401 and SC037717

England Netball considers the safety and wellbeing of young people as central to its values. As a governing body we accept our responsibility for providing guidance and support to all members to ensure that netball is enjoyable and safe. We require risk assessments on all people looking to take a role in providing netball to young people and take seriously all concerns regarding their wellbeing or protection from abuse.

Purpose and Scope

This Policy sets out England Netball's approach to fulfilling its commitment to creating and maintaining a safe and enjoyable environment for the young people who take part in the sport of netball. England Netball requires all members, connected participants and staff to abide by this Policy and all relating procedures and practice.

Everyone has a responsibility for safeguarding the welfare of young people and this is no less the case in netball. Specified people have identified responsibility within the Reporting a Concern process, but they can only act on the information which others provide to them. Understanding how to recognise concerns and how to respond to them, will help make all parts of the [Reporting a Concern](#) process more effective.

Some concerns may relate to a young person's general wellbeing, rather than due to them being subject to abuse. England Netball accepts its role in supporting the netball community with offering assistance to these individuals.

Where necessary, England Netball will take Disciplinary Action against any members and connected participants and staff where breach of this Policy or the Codes of Conduct and Disciplinary Regulations is alleged.

This Policy operates in conjunction with the legislation governing safeguarding and protecting young people and England Netball works with external partners to ensure best practice is implemented and adhered to, click here for further information: [Working Together to Safeguard Children](#). It is also to be read in conjunction with the Codes of Conduct, Safeguarding Disciplinary Regulations and all other relevant England Netball policies and procedures.

Definitions

- **Child Protection in Sport Unit** – The Child Protection in Sport Unit (CPSU) is a partnership between the NSPCC, Sport England, Sport Northern Ireland and Sport Wales. In Scotland there is a similar partnership between Children 1st and sportscotland. The Unit was founded in 2001 to work with UK Sports Councils, National Governing Bodies (NGBs), County Sports Partnerships (CSPs) and other organisations to help them minimise the risk of child abuse during sporting activities.
- **Disclosure and Barring Service** – the government department responsible for processing the criminal record checks to assist in making safer recruitment decisions. The Disclosure and Barring Service replaced the Criminal Records Bureau and the Independent Safeguarding Authority. When a person is banned from working with young people by England Netball, we are obliged to refer this information to the DBS and they will determine inclusion on the barred list.
- **Lead Child Protection Officer** – the person appointed by England Netball to lead on all safeguarding matters, including developing and maintaining safeguarding policies and procedures and advising the netball community on their implementation and application.
- **Local Authority Designated Officer** – person appointed by a local authority to be the point of contact for all safeguarding and child protection issues relating to individuals in a position of trust. They are usually based in the local social services child care team.
- **Local Safeguarding Children Board** – the key statutory body responsible for co-ordinating the relevant agencies' co-operation in safeguarding and promoting the welfare of young people in their local authority area. Created under the Children Act 2004, they comprise local authorities, health, police and other agencies. They provide local inter-agency guidelines for child protection.
- **National Society for the Prevention of Cruelty to Children** - The NSPCC is a charity that specialises in child protection and the prevention of cruelty to young people. It is the only UK young people's charity with statutory

powers that enables it to take action to safeguard young people at risk of abuse. The society operates throughout the UK and the Channel Islands.

- **Position of trust** – someone who has a position of power or influence over those under 18. Criminal offences of abuse use this definition.
- **Wellbeing** – a person’s state of mental and physical health and resilience
- **Young person** – is defined by England Netball as meaning a person under the age of 18 and over the age of 14. A child is a person under that age of 14. In this Policy young person will mean anyone under the age of 18, unless specified as being a child.

Please refer to the Glossary of Terms for further definitions

Legislative Framework

This Policy and the guidance which supports it, complies with legislation and will be updated to reflect any changes in the law. Statutory guidance takes precedence over England Netball Policy and we will always work within the requirements of the National Safeguarding Children Board and the police.

The relevant legislation includes:-

- The UN Convention on the Rights of the Child
- The Human Rights Act 1998
- The Children Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Acts
- Criminal Justice and Court Services Act 2000
- Data Protection Acts 1994 and 1998
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2010
- Caring for the Young and Vulnerable – Home Office 1999
- What to do if you are worried a child is being abused – Department of Health 2006
- Working Together to Safeguard Children 2013

What is abuse?

Abuse is a term used to describe the ways in which young people may be harmed by others.

It can happen inside and outside the home, but wherever it happens, everyone has a responsibility to act to protect the child from harm. Abuse results in harm to young people’s physical, mental or emotional health and/or development.

It can be committed by an adult or another child/young person, and be by way of an act or a failure to act.

Familiarising yourself with the forms of abuse, and thinking about whether what you see and hear may be a sign that there are causes for concern which fall into one or more of these categories, or that of wellbeing, will help you to an make assessment of when you need to report your concerns. Click here for information on [Recognising Signs of Abuse](#) and on how to [Report a Concern](#)

You don’t have to decide whether there has been any form of abuse, but you need to report the concern so that others can make the necessary decisions.

In the world of sport, there are numerous occasions when abuse may occur, intentionally or unintentionally. Some concerns may fall within the umbrella term “poor practice”, and this is a safeguarding concern, but not a form of abuse, and may be most appropriately dealt with at the local level, with support from the Lead Child Protection Officer.

We provide advice and procedural guidance on Recognising Abuse and Reporting a Concern

Roles and responsibilities

England Netball fulfils its safeguarding responsibilities by providing advice and guidance to all those in netball and by working in partnership with members, connected participants, staff and external agencies, including statutory authorities.

England Netball has an appointed Lead Child Protection Officer, who is responsible for formulating the organisation’s approach to safeguarding; developing the work programme to implement this Policy; providing advice, guidance and resources to the sport of netball to ensure a consistent level of awareness of safeguarding and who is the point of contact for all concerns to be raised with and to liaise with the statutory agencies and other partners.

England Netball has a Case Management Group (CMG) tasked with setting the strategic direction of the organisations’ safeguarding work; overseeing the work of the Lead Child Protection Officer; identifying trends in concerns reported and agreeing organisational responses to issues. Investigation of the more complex cases will be overseen by this group and they have a key role in the conduct of Safeguarding Disciplinary Cases.

This Group is Chaired by a Board member and has the input of an external/independent expert member.

Regional Management Boards promote and educate on safeguarding practice in their Region. Through their Regional Implementation Plans they commit to working with England Netball to provide safeguarding training throughout their Region, particularly Time to Listen and Safeguarding and Protecting Children courses.

Clubs are responsible for ensuring the environment in which young people engage in netball is a safe one which provides them with a fun experience. Clubs must appoint a Club Safeguarding Officer and provide them with the support and resources necessary to fulfil their role. They must ensure that all those who carry out regulated activity have had the necessary, current DBS checks and are cleared to work with young people.

Click [here](#) for DBS Guidance

Duty of care

England Netball accepts its duty of care for the young people in the sport of netball. This means we will take reasonable measures to ensure that their participation in activities, which they are invited or permitted to participate in, is safe and enjoyable.

Clubs have a responsibility to take all reasonable care for the safety of the young people involved with their event. The person in charge of the young people acts “*in loco parentis*” and is expected to act as a reasonably prudent parent would.

They need to consider the reasonable steps which should be taken to show you have acted to a reasonable standard of care. This should include:

- Adopting the policies and procedures of England Netball in to the club constitution;
- Ensuring that every member of the club and their parent/carer is informed who the Club Safeguarding Officer is;
- Familiarisation with the Safeguarding in Netball Policy;

- Ensuring relevant training is provided and kept up to date for Club Safeguarding Officers, coaches and the members of your club; and
- Ensuring everyone knows how to use the [Reporting a Concern](#) process

There should also be:-

- A current register of attendees;
- A current register of contact details, including emergency contacts;
- Confidentiality retained details on any medical conditions, allergies, special needs etc
- First aid provision available at all times, at the club and when off site, and a trained First Aider in attendance;
- Appropriate personnel in place, appointed in accordance with the Recruitment and Selection of Volunteers policy
- Current risk assessments for the premises and activities carried out.

Clubs should ensure that the young people in their care only take part in authorised and insured activities with suitably qualified instructors.

Coaches have a duty of care to ensure that the activities they organise are appropriate to the capabilities of each young person in their care. They should adhere to the standards set for them by the qualifications they have achieved and not seek to operate at a level which is beyond their current qualification. For example, a Level 1 coach taking a session unsupervised by a Level 2 coach.

Wellbeing

Many concerns about the welfare of young people are about their general health and happiness, their wellbeing, rather than about issues of potential abuse. The evidence our safeguarding case management process shows is that these issues are significantly more frequent than concerns about abuse. England Netball believes that sport offers many positives in the lives of its young participants and that caring about the welfare of young people is part of the safeguarding duty which we all have. People in positions of trust can be a great influence in the lives of young people and so have the potential to notice changes, be available to talk to and to offer advice.

Young people may manifest signs of behaviour which cause you concern. We recognise that not all issues will be picked up by Children's Services as they do not meet their threshold of 'significant risk of harm' and that local support may be the most effective way of helping the young person. We can assist with identifying and supporting the young person by raising levels of awareness and acting as a sign posting service to resources and organisations which provide support for parent's/carers or for the young people directly. Click here for information on [Wellbeing](#).

[Recognising and Responding to Concerns](#)

[Whistleblowing and Complaints Policy](#)

[Safeguarding Disciplinary Regulations](#)

Links to support

For victims, reporters, friend and family:-

- ▶ [ChildLine](#) – for young people to access help
- ▶ [The NSPCC](#)– for adults to access help or report a concern
- ▶ [Young Minds](#) - young people's wellbeing and mental health
- ▶ Club Safeguarding Officers (CSOs)
- ▶ [MOSAC](#): providing a safe place for parents and carers
- ▶ [Lucy Faithful Foundation](#): the only UK-wide child protection charity dedicated solely to reducing the risk of young people being sexually abused: Tel: 0808 1000 900, Email: help@stopitnow.org.uk

- ▶ [Child and Adolescent Mental Health Services](#) (CAMHS) are NHS funded services for young people in the mental health arena in the UK
- ▶ [Bullying UK](#) - bullying in Sport – support/what to do

Concerns which are not of potential abuse but are about the young person's wellbeing, should also be addressed and the Wellbeing pages of our website provide further guidance and contacts which may be helpful to you and the young person.



Transport & Trips Policy

LEYLAND Excel is committed to creating and maintaining an environment in which all young people involved in netball are safe when being transported and away on trips, and abide by the guidelines produced by England netball below.

Transport

We will always consider the options of how the players will get to where they need to be

When using transport, we will check:

- drivers
- suitability and access
- seat belts
- pick-up and drop-off points
- times
- insurance
- supervision

Planning Trips

Trips may include training, matches (home and away), day tournaments and any other trips away.

There will be situations such as training camps, residential tournaments and tours where adults will be placed in positions of trust.

We will use the following netball specific guidelines to assist us when planning/running trips and events.

Before the Trip/Event

The organisers of trips will plan and prepare a detailed programme of activities for the young people who are involved in the trip.

Organisers will obtain, in writing, parental consent to young people joining a trip. This will include completed medical, photography and dietary forms and emergency contact details in case Parents/Carers need to be contacted at any point during the trip/event.

Parents/carers will be given full information about the trip, including details of the programme of events, the activities in which the young people will be engaged and the supervision ratios.

A responsible adult leader will be nominated and parents/carers made aware of this person and their contact details.

The facilities and surroundings being used will be checked as being safe and well maintained and large enough to accommodate the number of players in attendance.

We will check that there are adequate changing and showering facilities.

We will be aware of the Standard Operating Procedure of the centre being used, including emergency facilities/telephone.

We will ensure that all young people are adequately protected from the effects of the weather.

We will ensure that we make all the parents/carers of young people aware of the appropriate kit to take for the activity in which they are involved.

Leaders in charge must be satisfied that those adults who accompany group parties are fully competent to do so. Only qualified, experienced coaches should be used, and they should have adequate civil and third party liability insurance cover.

A full risk assessment will be undertaken and made available upon request.

During the Trip

All young people will have adequate breaks for the length of the day and the intensity of the practices/games.

Young people will not be put in physical danger through inappropriate grouping.

Adults will take care when participating in games with young people.

Young people do not play more than is desirable for their age and/or ability.

All young people need to be made aware of the importance of proper procedures for the intake of liquid and food for the activity in which they are engaged.

Contact/medical information will be at hand for any young persons involved.

All young people should be adequately supervised and engaged in suitable activity at all times.

In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers will have a number of alternative activities planned. We will not expose young people to excessive extremes of weather during any session.

Young people will be supervised at all times, preferably by two or more adults.

Young people will not be left unsupervised at any venue, either indoors or out.

We will not conduct meetings with young people while they are changing.

We will not be alone in a changing room with young people while they are changing or showering. We will not be alone with individual, young people in any situation, particularly at the end of the sessions or in the dark.

We will not deal with young people's injuries without a valid first-aid certificate and without another adult present.

We will not ask young people to perform in training sessions or games whilst injured, if by doing so they could make the injury worse. Coaches should advise players to seek appropriate medical help or advice concerning injuries.

We will not offer to take young people home or allow others to take them home without the specific permission of the parents/carers.

We will not supply or encourage under-age children to purchase/consume alcohol or banned substances of any sort.

Residential Trips (in addition to all points listed so far)

All residential facilities will be adequate for the age and number of young people.

Young people and supervising adults will sleep in separate bedrooms.

Young people will be encouraged to display high standards of behaviour, individually and as a group, recognising that their behaviour sets an example for themselves, the group and the Club.

Permission to transport letter:

Please note: If you need a coach, or other Club official, to transport your child, there is a specific letter of authorisation that must be completed before the travel takes place. This will be held on file by the Club until further notice. This letter is available on the website to download.



Selection Policy

Introduction

LEYLAND Excel's approach to team selection and competitive game play endeavours to satisfy the twin aims of encouraging extensive participation and selecting competitive teams.

LEYLAND Excel's selection policy will be equitable. No player will receive less favourable treatment on the grounds of social class, colour, race, ethnic origin, creed or disability, or will be disadvantaged by conditions or requirements that cannot be shown to be relevant to performance.

LEYLAND Excel takes seriously its responsibility to develop netball players of all abilities and is proud to do so. We aim for each player to be coached by enthusiastic, able professionals who aim to stretch and develop each player no matter what her levels of interest or ability. As such, we participate in as many Leagues and tournaments as possible of varying difficulty to try to include all players. It is not always possible for every member of the Club to participate in match play every week. Where there are specific issues relating to technical ability, as well as safety, this may also limit who we play and when.

Selection of Teams

The purpose of the LEYLAND Excel selection programme is to provide the best possible competition squads to represent the Club in competition based upon performance.

Our policy regarding selection is unashamedly by ABILITY. The aim is that players of certain ability will play against similarly able teams from other clubs. This should stretch them but also give them confidence; there is nothing worse than a player being elevated to a team where she is out of her depth, where her confidence is shattered as a result of playing against a far more able player.

We have a duty to recognise elite/talented players and address the appropriate development for these players. To accommodate the appropriate level of training and/or match play a player or players may be selected to train and/or play in the squad of an older age group. This decision will be made by the coach of the age group of the player, the coach of the age group into which the player will be playing up, the player and the parent/guardian of the elite/talented player.

Previous performances in training and competition will be taken into account in making final selection decisions. The importance of team combinations, the strengths and weaknesses of the opposition and the ability of athletes to fill more than one role on court will be taken into account

At the start of each season, the players' ability is reassessed and is in fact an on-going process throughout the season. Coaches are used to players improving relative to their peers, sometimes dramatically. The door is never shut on a player's prospects, but coaches cannot please everybody. An enormous amount of consideration and time goes into selection. No matter how it may seem, the adults in the club try their best to give each player a fair chance. This decision is made, often with years of understanding and experience of hundreds of players, at each level. Factors taken into consideration include form, fitness, attitude, attendance, approach, sportsmanship and team tactics.

It is always easy to move a player up a higher team. Inevitably, though, players do have to move down at times. Though there are many players and many fixtures, the coaches endeavour to talk to a player who has been moved down. We fully appreciate that this can be a difficult and disappointing decision for a player and so the coach will explain why the decision has been made and, also, what a player can do to improve her game.

Not all players can be in 'A' teams, but it is also very important that those who are do not boast and show off, or criticise the play of those who are not. This can be very hurtful and undermining. The club does not in any way condone this kind of attitude. All LEYLAND Excel players are bound by the club's Code of Conduct for Players.

There is an obligation on players who are selected for a team to be available to play. Parents are requested to look through the fixture list and make a note of matches in which players may be required to play, including any in club matches.

When there is a clash between a club fixture and a school fixture, we understand that the school fixture may have to take precedence unless prior permission has been granted by the player's school for the player to miss the school match. Not appearing for a team when selected lets down the team and the club. This is particularly important in Greater Manchester County Netball League fixtures and Regional League fixtures and we would ask for permission, to miss school fixtures if there is a clash with either of these Leagues, to be sought at the earliest opportunity. Coaches will, of course, show understanding if a player is unable to play because of a prior engagement, having been selected at short notice because another player has withdrawn.

LEYLAND Excel's selection process is open. This means that new athletes may be invited into the squad at any time.

In the event of illness or injury a player who was previously part of a squad will, subject to performance prior to illness or Injury, be re-confirmed into the squad 'subject to fitness'.

It is not necessary to put an athlete into a squad immediately. They must demonstrate that they have suitable skill and experience to fit in with the existing squads and that they have demonstrated their commitment to training.

Local League

In local league competition where possible equal rotation of athletes will be made. However player positions must be taken into consideration and rotation will not be made if it weakens the squad purely to satisfy equal rotation, when the athletes being rotated are clearly not suitable for that playing position e.g. a GK removed from the court and replaced with a WA.

Tournaments/GMJCCNL and Regional League

In the Regional Leagues, Greater Manchester League and tournaments it is the coach's responsibility to field the strongest possible squads and athletes must appreciate that they may not get equal court time and changes may only be made to a starting 7 if the squad are under or over performing.

Parental Involvement

Team selection and management at any level is the direct responsibility of the coach running the team. Parents may, of course, speak to the coach about how a player is getting on or ask how she might make further progress. On no account must any parent try to influence team selection or override the coach's decisions.

When parents do try to influence or criticise team selection it makes the coach's job very difficult, if not impossible. It is vital that he or she is able to make selections even-handedly and independently of parental ambition, wishes, or judgment. However strongly parents feel about their daughter not being selected, if they do try to interfere it undermines the authority of the coach and this must not happen.

Parents are welcomed at any fixture. They must realise and appreciate that even as a player is fully immersed in a game, the parents' conduct sets an example to the players. Though many parents may be experienced sportsmen/women, the players are coached at LEYLAND Excel by its coaches. They will give the players the

guidance they feel appropriate. At no time must parents attempt to coach or shout advice to their child or any squad or squad member from the side line. Clearly an umpire's decision has to be respected and a player's mistakes must not be highlighted by adults on the side line. Enthusiastic encouragement, support and applause are always welcome. All parents/guardians/spectators are bound by LEYLAND Excel's Code of Conduct for Parents/Guardians.

Complaint, Grievance and Appeals Process

If there is any complaint or grievance in relation to a selection decision, the Club has a complaint and grievance policy which should be followed.

APPENDIX

Parents

Children develop differently, at different rates and react differently to the same pressures

- Don't force an unwilling child to participate in sport; she is not playing to satisfy your ambitions
- Children and young people are involved in organising sport for their enjoyment – not yours
- Encourage your children always to play by the rules
- Teach your child that effort and teamwork are as important as victory so that the result of each game is accepted without undue disappointment
- Turn defeat into victory by helping your child work towards skill improvement and a positive sporting attitude. Never ridicule or shout at your child for making a mistake or losing a competition
- Children learn best by example. Applaud good play by your team and by members of the opposing team
- Don't question, publicly, the officials' judgement and never their honesty
- Support all efforts to remove verbal and physical abuse from children's sporting activities
- Recognise the value and importance of coaches. They give their time and resources to provide guidance for your child. Set an example by being friendly to the parents of the opposition!
- Emphasise enjoyment and fun
- Praise and reinforce effort and improvement

Spectators

- Children play organised sport for their own fun. They are not there to entertain you and they are **not** miniature adults or professional sportsmen and women
- Don't harass or swear at players, coaches or officials
- Applaud good play by your own and the visiting team. Show respect for your team's opponents. Without them there would be no game
- Never ridicule or scold a child for making a mistake during a competition
- Condemn the use of violence in all forms
- Respect the officials' decisions
- Encourage players always to play by the rules
- Relax and enjoy the game whether your team wins or not
- Allow the coach to coach the Team without interference



Social Media Policy

Revised date by England Netball	15 August 2014	Adopted by LEYLAND Excel	September 2016
Reviewed by	England Netball	Review date	August 2017

1. Purpose and scope

England Netball recognise the developing the range of technologies used to interactively share, create and discuss issues and content as extremely positive and encourages individuals and communities to use social media to promote themselves, their clubs, their achievements and the sport of netball.

However, EN will challenge anyone using social media either intentionally or by association to insult, slander, create a risk to personal safety or abuse any individual, organisation or the sport of netball.

This Policy provides guidance for all members, connected participants and staff to help them understand the acceptable standards of use of social media in netball. It sets out best practice designed to assist everyone in understanding what the potential risks are in using social media and how these can be managed.

The pace of change in technology means that it is not possible to identify a definitive list of all forms of social media which this Policy applies to, hence it is to be read as applying to all forms commonly understood to be social media and used as such. This Policy is to be read in conjunction with the Codes of Conduct and you are reminded that misuse of social media can result in Disciplinary Action being taken against a member, connected participant or employee.

2. Definitions

Social media is the collective of online communications and media channels dedicated to community-based input, interaction, content-sharing and collaboration via a range of technologies such as desktop, laptop, tablets, smartphones and other internet enable devices. Websites and applications dedicated to forums, micro blogging, social networking, social bookmarking, social curation, and wikis are among the different types of social media and examples of social media platforms include, but are not limited to, Facebook, YouTube, Blackberry Messenger, Twitter, Pinterest, Google+, Wikipedia, LinkedIn and Reddit.

Young person is used to refer to any person below the age of 18.

Disciplinary Action means action taken under the Disciplinary Regulations of England Netball.

3. Usage

Whilst clubs and athletes are encouraged to use social media to positively promote their clubs, themselves and their achievements and the sport of netball, the balance between the right to free speech and the responsibility not to insult, slander, abuse or create risks to anyone's personal safety must be borne in mind. This Policy seeks to assist each person in knowing how to achieve that balance.

4. Good Practice Guidance

As a general principle it is recommended that the club, athlete or individual has a webpage/profile which is used for their netball involvement and that they keep their personal identity, pages and profile separate. This will help in distinguishing between what is part of a person's private life, and what is part of their life in netball. Whilst there will always be grey lines between the two, having separate online identities should assist in focusing the mind on what is and what is not appropriate content and usage, before anything is posted.

The internet presents a unique set of challenges for protecting personal safety as all information posted is available to the whole world, indefinitely. Generational differences in understanding the implications of what is being posted means that there are very different perceptions of risk operating. Whilst young people get great benefits from the online communities they belong to and the instant access they have to friends from across the world, they may need guidance from the people with responsibility for their safety as to what is acceptable and safe use.

The use of social media to target individuals, whether for grooming or the increasing incidences of cyber bullying, has created a set of risks to vulnerable people which is a real challenge to manage. Everyone is creating potential risk to themselves when they post personal information.

For example, if a person posts that they are going on holiday and has their address on their page, it is easy to see that there is an increased risk to their property whilst they are away. If a top athlete posts that they are tired, injured, worried about an upcoming event, they are giving their opponents information which provides them with psychological advantages that they would not have otherwise gained.

Thinking before you post will help reduce these sorts of unforeseen consequences.

Texting/e-mail

Probably the most commonly used form of social media, texting is a great way to send fast, cheap communications. Generally speaking texts are more personal and private than other forms of social media and for this reason there is more associated potential risk to young people and adults at risk.

One to one contact without a parent/carer copied in to texts between a coach and a young person is inappropriate. Clubs should seek parental consent at the start of the season for text communications, with anyone under the age of 16. If this is given, clubs should use group messaging, with the Club Safeguarding Officer and any parent who requests it, copied in. Using this method, there should be no need for any adult to have individual contact with a young person in the club in the normal course of things. If there is an emergency which means that an individual young person needs to be contacted, the Club Safeguarding Officer or the parent/carer should be copied in.

Over the age of 16, parents should still be made aware of the club's practice and this Policy.

Clubs should keep a copy of the phone numbers and e-mail addresses of their members, by text/e-mail group and ensure that these are held securely and not used for any other purpose. The messages sent should always make it clear what the purpose of the communication is and contain the name of the organisation, not just a mobile number.

There should be a minimum number of administrators with access to the group and contact details. A minimum of 2 is recommended.

[CPSU Briefing Texting and E-mail](#)

Social networks

Social networks are the communities which develop on media applications, such as Facebook and twitter.

Adults and young persons should not be "friending" or "following" each other, outside of the netball relationship. Communications for netball purposes should be through sites/identities which are public and managed by the club. This applies to adults in a position of trust as well as to the adults who come into contact with young people through netball.

For example, if a coach receives a friend request from a young person who they have met at a training session, they should decline. If the club has a page or identify which allows communication via a public forum, this would be acceptable, provided the site is secure and there are no private messages being sent or received.

It is accepted that some parents/carers are friends with their children, in order to monitor the material posted and seen by them. If the adult then accepts their child's friends, this is not something which England

Social media must not be used to insult, belittle or criticise other teams, players, officials or staff of England Netball.

Netball has any jurisdiction over. We are concerned about social media usage where the primary relationship is one gained through netball. Everyone needs to be mindful that:

Expressing your opinion is fine, being rude in the way you express it or expressing discriminatory views is not and could lead to the individual who posted the comment, anyone who forwards or positively affirms the comment, and the person with administration rights for the site used, being subject to Disciplinary Action. Anyone who has posted an offensive message or image is advised to remove the comment as soon as possible, to reduce its impact.

The speed and variety in the development of social media forums, means that posts can be generated rapidly and spread to a wider audience in a very short space of time. All members, connected participants, staff and members of the public can and should report any misuse of social media to the Appropriate Authority (the local County Association, Regional Management Board or the Compliance and Inclusion Team at England Netball), so that appropriate action can be taken to maintain the high standards of behaviour expected within the sport of netball.

Twitter

When using Twitter or similar tools, reposting other people's comments or posts can be taken as you adopting the views they have expressed and you would be accountable for the content.

Comments made should clearly be attributable to the individual and not to the club, County, Region or England Netball.

5. Setting up Club Webpages

Clubs setting up webpages, including Facebook pages, are advised to ensure that they retain ownership and administration rights over that site. No one individual should have exclusive ownership or administration rights, including the Chair. The CSO should be informed about and involved in the administration of any site(s). All these people should be aware of the law and good practice for protecting children from the potential risks of social media.

The primary purpose of the site should be for promoting the club and the sport of netball and for communicating between members of the club. Privacy settings should be set so that members of the public cannot contact individuals from the club by first establishing a link with the club, via their webpage.

Links from a young person's personal page to the club site may be made, but additional links between the pages of an adult and a young person, should not be made. Remember that privacy settings change frequently – keep them under review and update as necessary.

Photos and tagging should be used with consideration for the safety implications which these bring. A photo of the team in play, without any tagging of individuals is fine. Do not use tags as this allows people to be identified and then traced. Whenever a photo is going to be taken and used, make sure the individual knows and get parental consent

All clubs should provide their members with guidance on the use of the club site and issue their members and parents with the acceptable agreements.

6. Athletes' usage

Young Performance athletes are in a position of greater prominence than most players in the sport of netball, and this increases as they progress up the Performance Pathway and to possible National Squad membership.

As such, these athletes are the role models for acceptable standards of behaviour and this is as true for their use of social media, as it is for their everyday conduct.

Athletes are encouraged to show their personality and engage with their fans when using social media. There is a need for professional conduct at all times and the onus remains on them to promote the sport, the team and the events. They are reminded that sponsorship deals depend on the public perception of the sport and they are the public face of the sport. Deals can be lost on the basis of the behaviour of any one athlete, so it is not just your personal reputation which is important to protect and nurture. Remember the overriding factor is that the tweets or posts must not mislead.

Showing your personality and sharing your performances helps show what it takes to be a top athlete and attracts people to you. Make regular use of your pages/posts so that your fans feel you invest in them and that they have a relationship with you.

Athletes should make it clear they are posting their own views. They should not use the England Netball logo, which is owned by England Netball.

You are advised to think carefully about what you post, before you post it. Rivals can gain significant psychological advantages by reading of injury troubles or nerves about events. As a rule of thumb, avoid posting during competition time; operate a 3 hour embargo either side of a game, so that you don't post in haste and regret at leisure. Never criticise the umpires and officials.

The Lifestyle Coach can provide advice and support to athletes about their use of social media.

Remember that you too have a responsibility to report any posts which contravene the standards expected by England Netball's Code of Conduct and this Policy.

Anyone reporting a concern, or who is the subject of such a report, will be given advice on the procedures which are used to tackle these issues.

7. [Reporting Concerns](#)

Safeguarding is everyone's responsibility, as is creating and maintaining the high standards of behaviour expected of people in the sport of netball. For these reasons, everyone is encouraged to report concerns of misuse or inappropriate usage of social media to the Appropriate Authority, within the world of netball, or outside it.

The first point of contact will usually be the Club Safeguarding Officer, or the Chair of the club. As mentioned above, the Appropriate Authority within the world of netball is the body with the power to take Disciplinary Action. Which level is the most appropriate will depend on the nature of the concern, but if it relates to a potential safeguarding issue, the matter must be reported to the Lead Child Protection Officer at England Netball.

Threats of immediate harm or danger should be reported to the police and/or Children's Services or the Local Authority Designated Officer (where the concern relates to someone in a position of trust), contactable via your local authority and the Local Safeguarding Children Board and reported to the Lead Child Protection Officer at England Netball, following the [Reporting a Concern process](#).

Whilst the law does not move as fast as technology, there is legislation and government guidance which applies to social media usage, including:-

- Malicious Communications Act 1988
- Protection from Harassment Act 2003
- Defamation Act 1996
- Data Protection Act 1998

- Article 10 of the European Convention on Human Rights
- Working Together 2013.

Prosecutions may be taken for comments/content posted on line.

For example those which are offensive, insight hatred or are of an intimidating nature.

England Netball may also take Disciplinary Action against individuals using social media inappropriately.

8. Useful contacts

There are a number of organisations who can provide advice and guidance on internet safety and usage, which have been referred to in the development of this policy. They are great resources to reference for the most up to date guidance.

 [CPSU Online Safety](#)

 [CPSU](#)

 [UK Safer Internet Centre](#)

 [CEOP Safety Centre](#)

