



England Inclusion Darts Association

Safeguarding Policy v.0.1

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1.00 INTRODUCTION

- a. Everyone who participates in the Sport of Darts under the jurisdiction of the England Inclusive Darts Association (EIDA) is entitled to do so in an enjoyable and safe environment. The EIDA has a moral and legal obligation to ensure that, when given responsibility for vulnerable people the officials and volunteers provide them with the highest possible standard of care.
- b. The EIDA is committed to devising and implementing policies so that everyone in the sport of darts accepts their responsibilities to safeguard vulnerable people from harm and abuse. This means to follow procedures to protect vulnerable people and report any concerns about their welfare to appropriate authorities.
- c. The aim of the policy is to promote good practice, providing vulnerable people with appropriate safety/protection whilst in the care of the EIDA and to allow staff and volunteers to make informed and confident responses to specific safeguarding issues.

1.01 Definition of Vulnerable Adult

"A person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation."

(Law Commission - Who Decides? Making decisions on behalf of mentally incapacitated adults issued by the Lord Chancellor's Department)

More information can be found in the [Safeguarding Vulnerable Groups Act 2006](#)

2.00 POLICY STATEMENT

EIDA is committed to the following:

- the welfare of the vulnerable people is paramount
- all vulnerable people, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in the sport of darts in a fun and safe environment
- taking all reasonable steps to protect vulnerable people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- all the EIDA volunteers who work with disabled players will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and safeguarding procedures
- working in partnership with carers and vulnerable people is essential for the protection of vulnerable people

3.00 PROMOTING GOOD PRACTICE

3.01 Introduction

a. To provide vulnerable people with the best possible experience and opportunities in the sport of darts everyone must operate within an accepted ethical framework.

b. It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees, volunteers or participants in the sport of darts to make judgements about whether abuse is taking place or not. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the vulnerable person, as explained in section 4.

c. Sections 3.02 and 3.03 below will help you identify what is meant by good practice and poor practice.

3.02 Good Practice

All personnel should adhere to the following principles and action:

- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- make the experience of playing darts fun and enjoyable: promote fairness, confront and deal with bullying
- treat all vulnerable people equally and with respect and dignity
- always put the welfare of the vulnerable people first, before winning
- maintain a safe and appropriate distance with vulnerable people (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a vulnerable people or to share a room with them)
- Avoid unnecessary physical contact with vulnerable people. Where any form of manual/physical support is required, it should be provided openly and with the consent of the vulnerable person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the vulnerable person's consent has been given
- Involve parents/carers wherever possible, e.g. where vulnerable people need to be supervised in changing rooms, encourage parent/carers to take responsibility for their own vulnerable person. If groups have to be supervised in changing rooms always ensure parents, volunteers/coaches etc work in pairs
- request written carer consent if club officials are required to transport vulnerable people in their cars
- gain written carer consent for any significant travel arrangements e.g. overnight stays
- ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff/volunteers
- ensure that at away events adults should not enter a vulnerable person's room or invite vulnerable people to their rooms
- be an excellent role model, this includes not smoking or drinking alcohol in the company of vulnerable people
- always give enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of the vulnerable person and do not risk or sacrifice welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will
- secure written carer consent for the club to act in 'loco parentis', to give permission for the administration of emergency first aid or other medical treatment if the need arises
- keep a written record of any injury that occurs, along with details of any treatment given

3.03 Poor Practice

The following are regarded as poor practice and should be avoided by all personnel:

- unnecessarily spending excessive amounts of time alone with a vulnerable person away from others
- taking vulnerable people alone in a car on journeys, however short
- taking vulnerable people to your home where they will be alone with you
- sharing a room with a vulnerable person
- engaging in rough, physical or sexually provocative games, including horseplay
- allow or engage in inappropriate touching of any form
- allowing vulnerable people to use inappropriate language unchallenged
- making sexually suggestive comments to a vulnerable people, even in fun
- reducing a vulnerable person to tears as a form of control
- allow allegations made by a vulnerable people person to go unchallenged, unrecorded or not acted upon
- do things of a personal nature that the vulnerable person can do for themselves

a. Where a case arises where it is impractical/impossible to avoid a certain situation e.g. transporting a vulnerable person in your car, the task should only be carried out with the full understanding and consent of the parent/carer and the vulnerable person involved.

b. If during your care you accidentally hurt a vulnerable person, the vulnerable person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the vulnerable person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents/carers should also be informed of the incident.

4.00 DEFINING ABUSE

4.01 Introduction

a. Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a vulnerable person regardless of their age, gender, race or ability.

b. There are four main types of abuse: physical abuse, sexual abuse, emotional abuse and neglect. The abuser may be a family member, someone the vulnerable person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a vulnerable person directly or may be responsible for abuse because they fail to prevent another person harming the vulnerable person.

c. Abuse in all of its forms can affect a vulnerable person at any age. The effects can be so damaging that if not treated may follow the individual through their life.

d. Vulnerable people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

4.02 Types of Abuse

1. Physical Abuse:

a. Where adults physically hurt or injure a vulnerable person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning.

b. Giving vulnerable people alcohol or inappropriate drugs would also constitute abuse.

c. This category of abuse can also include when a parent/carer reports non-existent symptoms, or illness deliberately causes ill health in a vulnerable person they are looking after. This is called Munchausen's syndrome by proxy.

d. In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the vulnerable person's capability, immature and growing body

2. Emotional Abuse:

a. The persistent emotional ill treatment of a vulnerable person, likely to cause severe and lasting adverse effects on the vulnerable person's emotional development. It may involve telling a vulnerable person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of vulnerable people that are not appropriate to their age or development. It may cause a vulnerable person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the vulnerable person frightened or withdrawn.

b. Ill treatment of vulnerable people, whatever form it takes, will always feature a degree of emotional abuse.

c. Emotional abuse in sport may occur when the vulnerable person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

3. Bullying

a. Bullying may come from another vulnerable person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

b. There are three main types of bullying. It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

c. In sport bullying may arise when a parent or coach pushes the vulnerable person too hard to succeed, or a rival competitor or official uses bullying behaviour.

4. Neglect

a. Neglect occurs when an adult fails to meet the vulnerable person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the vulnerable person's health or development. For example: failing to provide adequate food shelter and clothing, failing to protect from physical harm or danger, failing to ensure access to appropriate medical care or treatment.

b. Refusal to give love, affection and attention can also be a form of neglect.

c. Neglect in sport could occur when a coach or official does not keep the vulnerable person safe, or exposes them to undue cold/heat or unnecessary risk of injury.

5. Sexual Abuse

a. Sexual abuse occurs when adults (male and female) use vulnerable people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing vulnerable people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

b. In sport, activities which might involve physical contact with vulnerable people could potentially create situations where sexual abuse may go unnoticed. Also, the power of the coach or official over vulnerable competitors, if misused, may lead to abusive situations developing.

4.03 Indicators of Abuse

a. Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a vulnerable person is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The vulnerable person describes what appears to be an abusive act involving them
- Another vulnerable person or adult expresses concern about the welfare of a vulnerable person
- Unexplained changes in a vulnerable person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with others
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- becoming increasingly dirty or unkempt

c. Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training sessions or competitions
- An unexplained drop off in performance
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- A shortage of money or frequent loss of possessions

d. It must be recognised that the above lists are not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is NOT the responsibility of those working in the BDDA to decide that abuse is occurring. It IS their responsibility to act and report on any concerns.

5.00 USE OF PHOTOGRAPHIC/FILMING EQUIPMENT AT SPORTING EVENTS

a. There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of vulnerable people.

b. All players and carers should be made aware when coaches or officials use video equipment as a coaching aid.

c. All officials should be vigilant, and any concerns should be reported to the executive committee of EIDA via email on complaints@englandinclusiodarts.co.uk or by contacting a member of the executive committee directly.

6.00 RESPONDING TO SUSPICIONS AND ALLEGATIONS

6.01 Introduction

a. It is not the responsibility of anyone working within the EIDA in a paid or unpaid capacity to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the

vulnerable person. This applies BOTH to allegations/suspensions of abuse occurring within in our own, or other organisations, and to allegations/suspensions that abuse is taking place elsewhere.

b. This section explains how to respond to allegations/suspensions.

6.02 Receiving Evidence of Possible Abuse

a. We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 4.00 of this document, it may be reported to us by someone else or directly by the vulnerable person affected.

b. In the last of these instances, it is particularly important to respond appropriately. If a vulnerable person says or indicates that they are being abused, you should:

- Stay calm so as not to frighten the vulnerable person
- Reassure the vulnerable person that they are not to blame and that it was right to tell
- Listen to the vulnerable person, showing that you are taking them seriously
- Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. The law is very strict and vulnerable person abuse cases have been dismissed where it is felt that the vulnerable person has been led, or words and ideas have been suggested during questioning. Only ask questions to clarify
- Inform the vulnerable person that you must inform other people about what they have told you. Tell the vulnerable person this is to help stop the abuse continuing.
- Safety of the vulnerable person is paramount. If the vulnerable person needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a vulnerable person safeguarding issue
- Record all information
- Report the incident to the EIDA executive committee as well as the Club Chairman [See 5.00 (c) for details

NOTE. In all cases if you are not sure what to do you can gain help from your local Adult Social Care Department

6.03 Recording Information

a. To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- The vulnerable person 's name, age and date of birth
- The vulnerable person's home address and telephone number
- Whether or not the person making the report is expressing their concern or someone else's
- The nature of the allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The vulnerable person's account, if it can be given, of what has happened and how any bruising/injuries occurred
- Have the carers and or family been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record details
- Has anyone been alleged to be the abuser? If so, record details.

6.04 Reporting the Concern

a. All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

b. EIDA expects its members and staff and appointed officials to discuss any concerns they may have about the welfare of a vulnerable person's immediately with the person in charge and subsequently to check that appropriate action has been taken.

c. If the executive committee members are not available you should take responsibility and seek advice from your local Adult Social Care Office, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory.

d. Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- Criminal in which case the police are immediately involved
- Safeguarding in which case the social services (and possibly) the police will be involved
- Disciplinary or misconduct in which case EIDA will be involved

a. As mentioned previously in this document, members of EIDA are not safeguarding experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for vulnerable people's protection.

b. Adult Social services have a legal responsibility to investigate all safeguarding referrals by talking to the parties involved (where appropriate), gathering information from other people who know the vulnerable adult and making inquiries jointly with the police.

NOTE: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern.

c. Any suspicion that a vulnerable person has been abused by an employee, or a volunteer should be reported to the EIDA executive committee who will take appropriate steps to ensure the safety of the vulnerable person in question and any other vulnerable person who may be at risk.

This will include the following:

- EIDA will refer the matter to social services department and will deal with any media inquiries and implement any immediate disciplinary proceedings (if appropriate)
- The parent/carer of the vulnerable person will be contacted as soon as possible following advice from the social services department.
- The executive committee should also notify the relevant sport governing body.
- If a member of the executive committee is the subject of the suspicion/allegation the report must be made to the appropriate other executive committee members who will refer the matter to social services if appropriate.
- Allegations of abuse are at times made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to social services. This is because other vulnerable people in the sport or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse is automatically excluded from working with vulnerable people.

6.05 Concerns outside the immediate Sporting Environment (e.g. a parent or carer)

- Report your concerns to the EIDA executive committee member/members.

- If all of the EIDA executive committee are unavailable, the person being told or discovering the abuse should contact their local social services department or the police immediately
- Social Services and the EIDA executive committee will decide how to inform the parents/carers
- The EIDA executive committee should also report the incident to the EIDA chairman if not already done so. EIDA should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly
- Maintain confidentiality on a need-to-know basis

7.00 CONFIDENTIALITY

a. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- EIDA executive committee
- The parents/carer of the vulnerable person
- The person making the allegation
- Social Services/police
- The alleged abuser (and parents if the alleged abuser is a child)

b. Seek social services/police advice on who should approach the alleged abuser.

c. All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

8.00 INTERNAL INQUIRIES AND SUSPENSION

a. The EIDA executive committee will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries

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

9.00 RECRUITING AND SELECTING PERSONNEL TO WORK WITH Vulnerable people.

- It is important that all reasonable steps are taken to prevent unsuitable people from working with vulnerable people. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with vulnerable people the following steps should be taken when recruiting.

9.01 Controlling Access to vulnerable people.

a. All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self-disclosure about any criminal record.

b. Consent should be obtained from the applicant to seek information from the Disclosure and Barring Service.

c. Evidence of identity (passport or driving licence with photo)

9.02 Interview and Induction

a. All employees and officials will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and officials should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self-disclosures
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to the EIDA Safeguarding Policy
- Safeguarding Procedures are explained and training needs identified e.g. basic safeguarding awareness

9.03 Training

a. In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a vulnerable person
- Work safely and effectively with vulnerable people

9.04 EIDA requires:

- Some personnel within EIDA may be required to submit to a DBS [Disclosure Barring Service] check
Full details on the requirements and procedures can be found on the website:
<https://www.gov.uk/disclosure-barring-service-check/overview>
- EIDA employees, officials, coaches, welfare officers and team managers to undertake relevant safeguarding protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and safeguarding protection
- All staff and officials to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a vulnerable person
- All coaches, trainee coaches and officials should have an up to date first aid qualification

EIDA executive committee:

Neil Jones (Chairman), Thomas Callaghan (Vice Chair), Nathan Muall (Tech Administrator) Andrew Corns (Treasurer), Sean Simpson (Compliance), Robert Hefferon (Inclusio Assistant Tournament Director)

Please email: safegaurding@englandinclusiodarts.co.uk for any safeguarding concerns or directly approach the executive committee who will be able to assist.

The Chairman is also contactable via Chairman@englandinclusiodarts.co.uk

Please sign, Print Name and Date below to say you have read and agree to everything in this document.

Signed..... Print Name..... Date.....