

London Warriors Basketball Club

Working Policies and Procedures

2022- 2023

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LONDON WARRIORS BASKETBALL CLUB (LWBC)

OUR VISION

The LWBC was formed in 2002 with the VISION of positively impacting young people, through the game of basketball; that success is measured by playing as part of a team, working hard together and giving their best effort and achieving the skills and experience to propel them to the level of basketball and other life goals they aspire to achieve.



OUR MISSION

Our MISSION is to create and foster an environment which provides opportunities for all student-athletes; to enrich their basketball experience by participation in athletic teams through competition in local, national and international leagues.

OUR AIMS

We AIM to do this by regularly coaching the fundamentals of basketball with the firm belief that improvements are always possible. Passion, hard work, a team supporting each other and a positive enthusiastic attitude are the cornerstones of our philosophy. This allows LWBC to build character and self-esteem in the young people and enhances their physical, social, mental, moral and multi-cultural development at an early age; and ingrains the belief that with an excellent training/work ethic you can go as far as you desire in the sport of basketball and beyond.

CONTENTS

POLICIES	PAGE
Finance	3
Conflict of Interest	5
Equal Opportunities	6
Privacy Policy	7
Health and Safety	11
Safeguarding - Children and Vulnerable Adults	14
Social Media Policy	25
Anti-Bully Charter	28
Code of conduct	30
Changing Rooms	33
Complaints	35

POLICIES

[A] FINANCE POLICY

London Warriors Basketball Club(LWBC) is a Registered Charity with the Charity Commission. In preparation for this we have adopted this Finance Policy to use and guide our practise with the club's funds.

Financial Records and Accounts

1) Financial records must be kept so that:

- The Organisation(LWBC) meets its legal and other statutory obligations, such as Charity Acts, Her Majesty's Revenue & Customs, and common law.
- The trustees have proper financial control of the Organisation.
- The Organisation meets the contractual obligations and requirements of funders.

2) The books of accounts must include:

- A cashbook analysing all the transactions appearing on the bank accounts
- A petty cash book if cash payments are being made.
- **Inland Revenue deduction cards P11 (if registered for PAYE)**

3) Accounts must be drawn up at the end of each financial year within 3 months of the financial year end and presented to the next Annual General Meeting. **The Financial year for LWBC and basketball purposes begins on 1st September and ends on 31st August.**

4) A report comparing actual income and expenditure with the budget should be presented to the trustees every three months or whenever meetings take place.

5) The Treasurer will appoint an appropriately qualified auditor/ independent examiner to audit or examine the accounts before presentation to the AGM.

Banking

1) LWBC will bank with NATWEST PLC – Feltham Branch and accounts will be held in the name of London Warriors Basketball Club (LWBC). The following accounts will be maintained:

Account Name: London Warriors Basketball Club (LWBC)

Account Number: 67505082

Sort Code: 60 08 46

2) The bank mandate (list of people who can sign cheques on the organisations behalf) will always be approved and minuted by the trustees as will any changes to it.

3) LWBC will require the bank to provide statements every month and these will be reconciled with the cash book at least every three months and the treasurer will spot check that this reconciliation has been done at least twice a year, signing the cash book accordingly.

4) LWBC will not use any other bank or financial institution or use overdraft facilities or loan without of the agreement of the trustees.

Income

1) LWBC will attempt in the first instance or whenever possible to use safe and secure online banking systems to receive fees/funding

2) All monies received will be recorded promptly in the cash analysis book and banked without delay

3) LWBC will maintain files of documentation to back this up.

Payments (expenditure)

1) The aim is to ensure that all expenditure is on LWBC's business and is properly authorised and that this can be demonstrated. The latest approved budget provides the cheque signatories with authority to spend up to the budgeted expenditure, not beyond it.

2) LWBC will attempt in the first instance or whenever possible to use safe and secure online banking systems to make payments for goods and services.

3) The Treasurer will be responsible for holding the cheque books (including unused and partly used cheque books) which should be kept under lock and key.

4) Blank cheques will NEVER be signed.

5) The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.

6) No cheques should be signed without original documentation (see below).

Payment documentation

1) Every payment out of LWBC's bank accounts will be evidenced by an original invoice (never against a supplier's statement or final demand). That original invoice will be retained by LWBC and filed. The cheque signatory should ensure that it is referenced with:

Cheque number

Date cheque drawn

Amount of cheque

2) The only exceptions to cheques not being supported by an original invoice are Items such as advanced booking fees for a future course, deposit for a venue, VAT, etc. Here a cheque requisition form will be used and a photocopy of the cheque kept.

3) Wages and Salaries. There will be a clear trail to show the authority and reason for EVERY such payment; e.g. a cheque requisition form asking for payment to an employee, HMRC etc. All employees will be paid within the PAYE and National Insurance regulations.

4) All volunteer/staff appointments/departures will be authorised by the trustees, minuting the dates and salary level. Similarly, all changes in hours and variable payments such as overtime, etc, will be authorised either by the trustees.

5) Petty cash will always be maintained whereby the is entrusted with a float as agreed by the trustees. When that is more or less expended, a cheque will be drawn for sufficient funds to bring up the float to the agreed sum, the cheque being supported by a complete set of expenditure vouchers, totalling the required amount, analysed as required.

6) Expenses / allowances. The Small Charity will, if asked, reimburse expenditure paid for personally by vounteers/staff providing:

Fares are evidenced by tickets.

Other expenditure is evidenced by original receipts.

Car mileage is based on local authority scales.

No cheque signatory signs for the payment of expenses to themselves.

Cheque Signatures

1) Each cheque will be signed by at least two people.

2) A cheque must not be signed by the person to whom it is payable

Other rules

1) LWBC does not accept liability for any financial commitment unless properly authorised by the Treasurer, Chairman or Administrator.

2) All fundraising and grant applications undertaken on behalf of the organisation will be done in the name of LWBC with the prior approval of the trustees or in urgent situations the approval of the Chairperson who will provide full details to the next trustee's meeting.

3) LWBC will adhere to good practice in relation to its finances at all times, e.g. when relevant it will set up and maintain a fixed asset register stating the date of purchase, cost, serial numbers and normal location of assets. Additionally LWBC will maintain a property record of items of significant value, with an appropriate record of their use.

[B] CONFLICT OF INTEREST POLICY

All staff and volunteers of LWBC will strive to avoid any conflict of interest between the interests of the Club on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Organisation's decision-making process, to enable stakeholders to have confidence in the organisation's integrity and to protect the integrity and reputation of volunteers and staff.

Examples of conflicts of interest include:

- A Trustee who is also a user may be faced with a decision in a committee meeting regarding whether fees for users should be increased.
- A Trustee who is related** to a member of staff and there is decision to be taken on staff pay and/or conditions at a committee meeting.
- A Trustee who is also on the committee of another organisation that is competing for the same funding.

- A Trustee who has shares in a business that may be awarded a contract to do work or provide services for the organisation or is a director, partner or employee or related to someone who is**.

Upon appointment each Trustee will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

In the course of meetings or activities, Trustees will disclose any interests in a transaction or decision where there may be a conflict between the organisations' best interests and the Trustee's best interests or a conflict between the best interests of two organisations that the Trustee is involved with. If in doubt the potential conflict must be declared anyway and clarification sought.

In the case of a conflict of interests arising for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the unconflicted Trustee may authorise such a conflict of interests where the following conditions apply:

1. The Charity Commission's permission is sought before a benefit for a trustee may be authorised that isn't otherwise authorised in the Memorandum of Articles or already authorised in writing from the Commission.
2. The Trustee who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
3. The Trustee who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting;
4. The other Trustees who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.
5. Any such disclosure and the subsequent actions taken will be noted in the minutes.

For all other potential conflicts of interest the advice of the Charity Commission will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.

This policy is meant to supplement good judgment, and staff, volunteers and Trustees should respect its spirit as well as its wording.

** A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Trustee or any person living with the Trustee as his or her partner'

EQUAL OPPORTUNITIES POLICY

LWBC is committed to ensuring that Equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sport equity:

- The club will deal with any incidence of discrimination behavior seriously, according to the club Complaints Procedure.

- All club members have a responsibility to oppose discrimination behavior and promote equality of opportunities.
- Sports equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- The club is committed to everyone having the rights to enjoy the sport of basketball in an environment free from threat of intimidation, harassment and abuse.
- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport. Regardless of age, ability, race/ethnicity religious belief, sexuality, social or economic status.

London Warriors Basketball Club Privacy Policy

This privacy policy applies between you, the User of this Website and London Warriors Basketball Club, the owner and provider of this Website. London Warriors Basketball Club takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website. Please read this privacy policy carefully.

Definitions and interpretation

1. In this privacy policy, the following definitions are used: Data collectively all information that you submit to London Warriors Basketball Club via the Website/email/social media. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws; Data Protection Laws any applicable law relating to the processing of personal Data, including but not limited to the Directive 96/46/EC (Data Protection Directive) or the GDPR, and any national implementing laws, regulations and secondary legislation, for as long as the GDPR is effective in the UK; GDPR the General Data Protection Regulation (EU) 2016/679; London Warriors Basketball Club, or us London Warriors Basketball Club of 51 Canterbury Road, Hanworth, Feltham, Middlesex, TW13 5LE; User or you any third party that accesses the Website and is not either (i) employed by London Warriors Basketball Club and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to London Warriors Basketball Club and accessing the Website in connection with the provision of such services; and Website: the website that you are currently using, www.londonwarriors.org, and any sub-domains of this site unless expressly excluded by their own terms and conditions

2. In this privacy policy, unless the context requires a different interpretation:

- a. the singular includes the plural and vice versa;
- b. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;
- c. a reference to a person includes firms, companies, government entities, trusts and partnerships;
- d. "including" is understood to mean "including without limitation";
- e. reference to any statutory provision includes any modification or amendment of it;
- f. the headings and sub-headings do not form part of this privacy policy.

Scope of this privacy policy

3. This privacy policy applies only to the actions of London Warriors Basketball Club and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

4. For purposes of the applicable Data Protection Laws, London Warriors Basketball Club is the "data controller". This means that London Warriors Basketball Club determines the purposes for which, and the manner in which, your Data is processed.

Data collected

5. We may collect the following Data, which includes personal Data, from you:

- a. name;
- b. date of birth;
- c. gender;
- d. profession;
- e. contact Information such as email addresses and telephone numbers;
- f. demographic information such as postcode, preferences and interests;
- g. in each case, in accordance with this privacy policy.

How we collect Data

6. We collect Data in the following ways:

- a. data is given to us by you; and
- b. data is collected automatically.

Data that is given to us by you

7. London Warriors Basketball Club will collect your Data in a number of ways, for example:

- a. when you contact us through the Website, by telephone, post, e-mail or through any other means;
 - b. when you register with us and set up an account to receive our products/services;
 - c. when you complete surveys that we use for research purposes (although you are not obliged to respond to them);
 - d. when you enter a competition or promotion through a social media channel;
 - e. when you make payments to us, through this Website or otherwise;
 - f. when you elect to receive marketing communications from us;
 - g. when you use our services;
- in each case, in accordance with this privacy policy.

Data that is collected automatically

8. To the extent that you access the Website, we will collect your Data automatically, for example:

- a. we automatically collect some information about your visit to the Website. This information helps us to make improvements to Website content and navigation, and includes your IP address, the date, times and frequency with which you access the Website and the way you use and interact with its content.

Our use of Data

9. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:

- a. internal record keeping;
- b. improvement of our products / services;
- c. transmission by email of marketing materials that may be of interest to you;

- d. contact for market research purposes which may be done using email, telephone, fax or mail. Such information may be used to customise or update the Website;
- e. _____; in each case, in accordance with this privacy policy.

10. We may use your Data for the above purposes if we deem it necessary to do so for our legitimate interests. If you are not satisfied with this, you have the right to object in certain circumstances (see the section headed "Your rights" below).

11. For the delivery of direct marketing to you via e-mail, we'll need your consent, whether via an opt-in or soft-opt-in:

- a. soft opt-in consent is a specific type of consent which applies when you have previously engaged with us (for example, you contact us to ask us for more details about a particular product/service, and we are marketing similar products/services). Under "soft opt-in" consent, we will take your consent as given unless you opt-out.
- b. for other types of e-marketing, we are required to obtain your explicit consent; that is, you need to take positive and affirmative action when consenting by, for example, checking a tick box that we'll provide.
- c. if you are not satisfied about our approach to marketing, you have the right to withdraw consent at any time. To find out how to withdraw your consent, see the section headed "Your rights" below.

12. When you register with us and set up an account to receive our services, the legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.

Who we share Data with

13. We may share your Data with the following groups of people for the following reasons:

- a. any of our group companies or affiliates - to ensure the proper administration of our applicants to age appropriate teams for competitive purposes and for the proper administration of our website;
- b. our employees, agents and/or professional advisors - for administrative purposes and to obtain advice from professional advisers ;
- c. third party service providers who provide services to us which require the processing of personal data - to help third party service providers in receipt of any shared data to perform functions on our behalf to help ensure the website runs smoothly;
- d. third party payment providers who process payments made over the Website - to enable third party payment providers to process user payments and refunds;
- e. relevant authorities - to facilitate the detection of crime or the collection of taxes or duties; in each case, in accordance with this privacy policy.

Keeping Data secure

14. We will use technical and organisational measures to safeguard your Data, for example:

- a. access to your account is controlled by a password and a user name that is unique to you.
- b. we store your Data on secure servers.

15. Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your Data, please let us know immediately by contacting us via this e-mail address: office@londonwarriors.org.

16. If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online

problems, please visit www.getsafeonline.org. Get Safe Online is supported by HM Government and leading businesses.

Data retention

17. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted.

18. Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

Your rights

19. You have the following rights in relation to your Data:

- a. Right to access - the right to request (i) copies of the information we hold about you at any time, or (ii) that we modify, update or delete such information. If we provide you with access to the information we hold about you, we will not charge you for this, unless your request is "manifestly unfounded or excessive." Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you the reasons why.
- b. Right to correct - the right to have your Data rectified if it is inaccurate or incomplete.
- c. Right to erase - the right to request that we delete or remove your Data from our systems.
- d. Right to restrict our use of your Data - the right to "block" us from using your Data or limit the way in which we can use it.
- e. Right to data portability - the right to request that we move, copy or transfer your Data.
- f. Right to object - the right to object to our use of your Data including where we use it for our legitimate interests.

20. To make enquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via this e-mail address: office@londonwarriors.org.

21. If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at <https://ico.org.uk/>.

22. It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.
Links to other websites

23. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

Changes of business ownership and control

24. London Warriors Basketball Club may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of London Warriors Basketball Club. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.

25. We may also disclose Data to a prospective purchaser of our business or any part of it.

26. In the above instances, we will take steps with the aim of ensuring your privacy is protected.

General

27. You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.

28. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.

29. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

30. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

Changes to this privacy policy

31. London Warriors Basketball Club reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

You may contact London Warriors Basketball Club by email at office@londonwarriors.org.

Attribution

32. This privacy policy was created using a document from Rocket Lawyer (<https://www.rocketlawyer.co.uk>).

1st April 2021

HEALTH & SAFETY POLICY

1. Purpose

London Warriors Basketball Club (LWBC) will ensure, so far as is reasonably practicable, the health, safety and welfare of all volunteers, members and members of the public as well as observers, visitors to training sessions, and any persons working with, volunteering for LWBC or being assisted by them in any way, whilst they are undertaking activities associated with LWBC. This Instruction outlines the various responsibilities of individuals in implementing LWBC Health & Safety Policy.

2. General

All members of staff and LWBC Volunteers have a legal duty to use all reasonable care at all times to ensure the safety of themselves, colleagues, players and others who may be impacted by their work. They are also required to cooperate with the Management of the Kingsley Academy School, Bolder Academy School and Spring West Academy School gyms/sports halls, LWBC Management Team

and or appointed Team Leader(s) in the performance of their duties and not to interfere intentionally or recklessly with, or misuse, anything provided in the interests of health, safety or their welfare in pursuance of any of the relevant statutory provisions. Whenever food or drink are served or consumed in the course of any LWBC planned or led activity, those preparing and serving it have a duty of care to those that consume it. Proper attention to washing, cleaning and tidiness must be given/taken.

3. Risk Assessment

3.1 All activities will be assessed for potential health and safety hazards, especially for those involving the general public or with special risks attached. The Competent Person (see number 12) will ensure that risk assessments are carried out by a responsible person - named by the Management Committee as the Volunteer Team Leader (supported by knowledgeable people as necessary) in a satisfactory manner. Any significant hazards and the methods for their elimination or control will be recorded and also notified in writing to all those likely to be affected by them. A separate document – “Risk Assessment Procedure” – contains the Template and the Guide for carrying out Risk Assessments.

3.2 Prior to each LWBC organised and led activity, the Team Leader will consult with the Management Team and/or other required local, regulatory or statutory organisations for any permissions or guidance before the activity should go ahead. A check list for this purpose will be used to document evidence of this assessment and clearance to go ahead with each planned activity. This checklist will be signed by a member of the Committee and filed by the Data Controller.

3.3 The team's safety is the responsibility of the Team Leader and he/she will constantly assess the potential dangers and make clear decisions as to whether (and when) to engage or to withdraw from particular situations/sessions. During any LWBC organised and led event, every LWBC Member/volunteer or registered visitor should be in sight of one another and any deviation from this should be reported to and permitted by the Team Leader. In an emergency this may not always be possible but due consideration must be given to the safety of the whole team. The Team Leader will ensure that the LWBC member/Visitor safety is maintained by the team and that clear instructions are given in cases of perceived danger.

4. Display Screen Equipment

Staff and volunteers using display screen equipment on a regular basis will read, understand and comply with the HSE booklet “Working with VDUs”.

5. Electrical and Gas Equipment

5.1 Unless authorised by the Competent Person, staff and volunteers must not use their own electrical equipment (e.g. for heating, lighting, cooking) for any activities, but must use the equipment owned by Management of the building hosting LWBC or provided by a responsible or contracted party.

5.2 All electrical wires/cords will run and used in a safe manner taking into consideration the safety of LWBC members and members of the public and the prevention of trips, falls or accidents.

5.3 The Competent Person will ensure that all such equipment is checked in accordance with HSE guidelines.

5.4 The Responsible person will ensure that hosting Academies/Schools/Colleges or gymnasiums are checked for Electrical Safety and an appropriate certificate issued according to Electrical Safety Standards

5.6 Unless authorised by the Competent Person, Staff and volunteers must not touch or tamper with the Gas Heating equipment for any activities, and must use the equipment as set by a responsible or contracted party.

5.7 The Competent Person will ensure that all such equipment is checked in accordance with Gas Safe guidelines.

6. Spillages and Leaks – Hosting Academies/Schools/Colleges and gymnasiums/Sports hall policy to be followed and in addition:

6.1 The area subject to spillages and leaks will be made as safe as possible by the first person to discover or cause such a spillage or leak

6.2 Safety notices of spillages must be clearly and visibly displayed to prevent accidents

6.3 All spillages and leaks must be dried up quickly and safely to avoid trips, falls, and accidents.

7. Reporting of Accidents

7.1 Staff and volunteers must report **all** injuries to the responsible person of LWBC or the hosting Academy/School/College sports hall/gymnasium immediately, or, if that is not possible, straight after treatment. If the injury is of a serious nature or if there is any doubt about treatment, the injured person must be sent to the nearest hospital.

7.2 An Accident Book will be kept by LWBC and the hosting Academies/College/sports hall/gymnasium and reports completed for all injuries incurred, however minor. Details will include: date and time of the incident, identity of injured person, the site of the incident and a description of the incident, the method and date of notification and details of any treatment. If, because of their injury, a person is incapable of making an immediate entry, then another responsible member of LWBC Leadership/Management Team or a person delegated by the said Team may make the entry. Following any accident of any severity that requires treatment, the Competent Person will take statements and retain any other documents related to the accident. Accident Books and other records of all reportable accidents and diseases will be kept for at least three years.

8. Health & Safety of Members & the Public

8.1 All LWBC Members/Volunteers and Visitors need to have a particular awareness of the health and safety of themselves and the public whilst at or on any LWBC organised/led activity; and should know when to seek assistance from one of the emergency authorities.

8.2 LWBC Members/Employees/Volunteers must avoid meetings or appointments on a one to one basis in an individual member/volunteer/visitor's home.

8.3 LWBC Members/Employees/Volunteers are expected to act in accordance with the First Aid Training and Public Safety & Personal Safety Awareness Training they have received.

9. Health and Safety during Training sessions/Tournaments

9.1 During LWBC training sessions and Tournaments Coaches and their assistants will be expected to help with safety of their team members/players, in an effort to prevent accidents/falls or injury.

9.2 The Coach and their Assistants role will be to help make the area clear and safe and to assist injured member players/visitors in a safe sitting or lying position where possible, until professional help arrives and takes over.

9.3 Equipment to contain body fluids expelled must be handled using single-use disposable gloves, contained as safely as possible and disposed of through the lavatory system. Remember to follow all additional Covid-19 related protocol.

10. **Collection & Removal of Dangerous Items**

10.1 Special care should be taken when collecting bottles and glass from points of danger where discovered and gloves and other protective equipment used to secure or remove them. Please note that broken pieces of glass or electrical wires should be handled with care or if possible not be picked up.

10.2 The handling of guns & knives together with needles and syringes as well as other drug related equipment discovered during these sessions should be brought to the immediate notice of the Team Leader, the hosting College/gymnasium/Sports Hall and notified to the nearest Police Department by calling 999.

11. **Covid-19 Protocol**

11.1 All LWBC Volunteers/members/visitors must abide by and follow strict Covid-19 protocols as required and detailed by The Government/Basketball England Local Authority and the hosting venues.

11.2 Protocols and step by step guides and procedures will be communicated via club newsletters/bulletins/website.

12. **Enquiries**

Any enquiries regarding this Policy should be referred to the “Competent Person” - Lehoma Tannis-Harriet a Management Committee member who has overall responsibility for implementing, monitoring and reviewing the LWBC Health & Safety Policy – [Tel:- 07738027674](tel:07738027674) ; E-mail:- office@londonwarriors.org

Safeguarding Policy for London Warriors Basketball Club

Every person involved in basketball has a legal and moral responsibility to protect young people from abuse and neglect. All individuals including players, match officials, coaches, administrators, club officials and spectators agree to abide by this policy as well as all other LWBC policies. All such individuals, by participating or being involved in Basketball under the jurisdiction of LWBC, are deemed to have assented to this and as such, recognise and accept their responsibility to be aware of the relevant principles and accountabilities.

RESPONSIBILITIES

LWBC will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for young people and vulnerable adults, safeguard their wellbeing and protect them from abuse and neglect.
- Respect and promote the rights, wishes and feelings of young people and vulnerable adults.
- Recognise that some young people and vulnerable adults could face additional barriers to getting help because of additional vulnerabilities which could include their ethnicity, gender, age, religion, disability, sexual orientation, social background, or culture.
- Recruit, train, support and supervise its volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
- Ensure they adopt best practice to safeguard and protect young people and vulnerable adults from abuse, and to reduce the likelihood of allegations being made against themselves.
- Accept and abide by the Safeguarding Policy and Procedures and the LWBC Code of Behaviour and Conduct as well as all other policies and procedures.
- Respond appropriately to any complaints about poor practice, neglect, or allegations of abuse.

KEY PRINCIPLES

The guidance given in the procedures is based on the following principles:

- LWBC are committed to ensuring that all children and vulnerable adults who take part in basketball activities can have fun and participate in an environment that keeps them safe from harm.
- Young people and vulnerable adults' welfare are paramount.
- All young people and vulnerable adults, regardless of any protected characteristic including their age, gender, ability, any disability they may have, culture, racial origin, religious belief, and sexual identity have the right to protection from abuse.
- A young person is recognised as being under the age of 18 years (Children's Act 1989 definition).
- A vulnerable adult is recognised as being aged 18 or over who may need community care services because of a disability (mental or other), age, or illness. A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.
- An adult has a moral and statutory duty for the care, custody, and control of any person under the age of 18 under their supervision.
- All incidents of poor practice or suspicions of poor practice and allegations of neglect or abuse will be taken seriously and responded to swiftly and appropriately.
- All young people and vulnerable adults have a right to play the game of basketball in an enjoyable and safe environment.
- Young people and vulnerable adults have a right to expect appropriate support in accordance with their personal and social development about their involvement in the game of basketball.

- It is the responsibility of the child protection experts (DSL) and agencies to determine whether abuse has taken place, but it is everyone's responsibility to report any concerns.
- Confidentiality will be always maintained appropriately, and the young person's safety and welfare must be the overriding consideration when making decisions on whether or not to share information about them.
- All safeguarding concerns reported will be conducted fairly and in accordance with principles of natural justice. Investigations and outcomes will be fair and proportionate.
- Young people and vulnerable adults should be given the opportunity to attend and contribute to meetings where appropriate. Should they not attend or not wish to attend, their wishes, thoughts and feelings should still be shared where appropriate. Working in partnership with children, their parents and other agencies is essential for safeguarding.
- LWBC recognises the statutory responsibilities of the appropriate bodies such as Children's Social Care services, the Police, the Local Authority Designated Officers (LADO) and the Safeguarding Partners (SP) to ensure the welfare of children.

PROMOTING GOOD PRACTICE

- Child abuse, particularly sexual abuse, can generate strong emotions in those having to deal with such an allegation. It is important to understand these feelings and not allow them to interfere with your judgement about what action to take. Neglect or abuse can occur within many situations including the home, school, and the sporting environment. Some individuals will actively seek employment or voluntary work with young people to harm them.
- A coach or club volunteer may have regular contact with young people and be an important link in identifying cases where protection is needed. All suspected cases of poor practice, neglect or alleged abuse should be reported following the guidelines in this document. When a person enters a club having been subjected to neglect or abuse outside the sporting environment, sport can play a crucial role in improving the person's self-esteem. In such instances the club must work with the appropriate agencies to ensure the young person receives the required support.
- All personnel should be encouraged to demonstrate exemplary behaviour to protect young people and to protect themselves from allegations. In addition, the following are common sense examples of good practice and how to create a positive culture when working in basketball:
 - always putting the welfare of each young person first, before winning or achieving goals
 - always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment with no secrets)
 - building balanced relationships based on mutual trust which empowers young people to share in the decision-making process
 - making sport fun, enjoyable and promoting fair play
 - giving enthusiastic and constructive feedback rather than negative criticism
 - treating all young people equally and with respect and dignity
 - maintaining a safe and appropriate distance both emotionally and physically (e.g. it is not appropriate for an adult to have an intimate relationship with a young person or vulnerable adult or to share a room with them)
 - keeping up to date with the technical skills, qualifications, and insurance in sport
 - ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms unless in an emergency. If an adult is working in a

supervisory capacity, they should only enter children's rooms when accompanied by another adult. A written account should be kept of the reasons for doing so

- recognising the developmental needs and capacity of children – avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- keeping a written record of any injury that occurs, along with the details of any treatment given, which is then reported to the parents at the first opportunity.

DATA PROTECTION

When we receive information that raises concerns about a child or vulnerable adult, decisions need to be made about information sharing. The Safeguarding Team at LWBC assess what information needs to be shared in accordance with the Government guidance.

Part of the decision-making process will include consideration about who to share information with. This could include:

1. Statutory organisations – the Police and/or Children's Services must be informed about child protection concerns; The Safeguarding Officer at LWBC should be consulted where there are concerns about someone in a position of trust or a concern about a child.
2. Disclosure & Barring Service – must be informed of any concerns about someone who is working with children who is suspended or expelled from the organisation.
3. Other clubs and other sports organisations – informing other organisations need to be considered according to the principles below in order that they can safeguard children in their care who may be at risk of harm.
4. Individuals within the organisation – this will be decided based on who needs to know what information to keep children safe.

RECOGNITION OF POOR PRACTICE AND POSSIBLE ABUSE

Staff and volunteers in basketball are not expected to be experts at recognition of child abuse or neglect. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or young person) towards a child and to follow the reporting procedures in this document.

POOR PRACTICE:

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and may be causing concern/harm to a child. In the application of this policy, poor practice includes any behaviour bringing the game into disrepute of a child protection nature or contravening any LWBC policy or guidance, infringing an individuals' rights and/or is a failure to fulfil the highest standards of care.

Examples of poor practice:

- Use of excessive, physical, or humiliating punishments.
- Failure to act when you witness possible abuse or bullying.
- Being unaware of or breaching any Basketball England policy such as the Code of Ethics and Conduct.

- Spending excessive amounts of time alone with young people away from others.
- Inviting or allowing young people into your home where they will be alone with you.
- Engaging in rough, physical, or sexually provocative activity, including horseplay.
- Allowing or engage in any form of inappropriate touching.
- Allowing young people to use inappropriate language unchallenged.
- Making sexually suggestive comments even in fun.
- Reducing a person to tears as a form of control.
- Allowing allegations made by a young person to go unchallenged, unrecorded, or not acted upon.
- Doing things of a personal nature for young people or vulnerable adult that they can do for themselves.
- Sharing a bedroom with a young person you are not related to, even with parental permission.
- Failing to meet the basic needs of children such as not allowing them to hydrate or not adhering to risk assessments put in place for their safety.

N.B. We would usually recommend that personal care for very young or disabled children is not undertaken by coaches or other team staff. If a child is disabled to the extent that they need assistance with personal care, this should be carried out by their parent or carer.

ABUSE

Somebody may abuse a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood.

For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution or attempt suicide.

TYPES OF ABUSE

There are four main types of abuse: Physical, Emotional, Sexual Abuse and Neglect.

In addition, there are other less common types of abuse, and issues affecting young people which are important to be aware of in the context of the sport.

Definitions of abuses have been adapted from Working Together 2018 for young people and vulnerable adults:

Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Examples of physical abuse in basketball may be when the nature and intensity of training and competition exceeds the capacity of the young person's immature and growing body or where drugs are used to enhance performance.
Emotional abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to

	<p>express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Emotional abuse in basketball may occur if young people are subjected to constant criticism, name-calling, and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.</p>
Sexual abuse	<p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. In sport, coaching techniques, which involve physical contact could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.</p>
Neglect	<p>The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ol style="list-style-type: none"> a. provides adequate food, clothing, and shelter (including exclusion from home or abandonment), b. protects a child from physical and emotional harm or danger, c. ensure adequate supervision (including the use of inadequate caregivers), d. ensure access to appropriate medical care or treatment <p>It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs. Neglect in sport could include a teacher or coach not ensuring young people were safe, exposing them to undue cold, heat or to unnecessary risk of injury.</p>
Extremism	<p>Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities based on race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as</p>

	the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.
Child sexual exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology.
Bullying and Cyberbullying	Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening, or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.
Female Genital Mutilation (FGM)	FGM is when a female's genitals are deliberately altered or removed for nonmedical reasons. It's also known as 'female circumcision' or 'cutting' but has many other names. FGM is a form of child abuse. It's dangerous and a criminal offence in the UK.
Self-Harm	Self-harm can take lots of physical forms, including cutting, burning, bruising, scratching, hair-pulling, poisoning, and overdosing. There are many reasons why children and young people try to hurt themselves. And once they start, it can become a compulsion. That's why it's so important to spot it as soon as possible and do everything you can to help. Self-harm isn't usually a suicide attempt or a cry for attention. Instead, it's often a way for young people to release overwhelming emotions. It's a way of coping. So, whatever the reason, it should be taken seriously. The NSPCC provide more guidance on this area.
Psychological Abuse	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks
Financial or Material Abuse	Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.
Neglect and Acts of Omission	Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
Discriminatory Abuse	Including racist, sexist, that based on a person's disability or other protected personal characteristic as defined in the Equality Act 2010, as well as other forms of harassment, slurs, or similar unfair treatment.

INDICATORS OF ABUSE

Indications that a young person may be being abused include 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 the explanation seems inconsistent.
- The young person describes what appears to be an abusive act involving him/her.
- Someone else (a young person or adult) expresses concern about the welfare of another.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty in making friends.
- Is prevented from socialising with other young people.
- Displays variations in eating patterns including overeating or loss of appetite.
- Sudden weight change.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is taking place. A good working relationship with parent/guardians will help to identify any concerns that a young person may be experiencing, e.g. family bereavement which could cause some of the changes listed above. However, you must be aware that in some cases, informing the person with parental responsibility may put the child at risk of harm and in many instances, referral to the club Safeguarding Officer is the most appropriate course of action.

Remember it is not the responsibility of those working in basketball to decide if child abuse is occurring but it is their responsibility to act on any concerns by reporting them.

REPORTING PROCEDURES

HOW TO RESPOND TO A CONCERN OR ALLEGATION RAISED BY A CHILD (OR VULNERABLE ADULT)

If you witness or become concerned about someone's behaviour, or someone tells you they or another person is being or has been abused you should:

- Stop and listen
- React calmly so as not to frighten or deter the child or person reporting the concern
- Listen carefully and take what they say seriously
- Keep the questioning to a minimum- you can ask clarifying open questions to gather important information that will assist you in assessing the immediate risk to a child. By using TED (Tell, Explain, Describe) questions you will not contaminate possible evidence
- Tell them they are not to blame and that they are right to tell
- Reassure them and explain you must share what they have said. Clarify what you will do next and who you will need to share this information with. This could include the police or statutory agencies, if you are concerned about their immediate safety, or the Safeguarding Officer
- It is not for you to decide if abuse has taken place but to report the concerns
- Write down everything said (in their words as far as possible) and what was done – accuracy and detail is important. Where appropriate, record on a body map the location of any bruises, cuts, or abrasions
- Be aware that that medical or criminal evidence might be required

- If someone is talking about non-recent abuse, act at all times as if you believe what they are saying is true.

Take action to immediately safeguard the child/ren. This may include seeking medical attention, contacting Children's Social Care or the Police. You must contact the Safeguarding Officer, who will provide further advice. If they are not immediately available, then you should contact your local Children's Social Care, LADO or Police without delay. If you are concerned about the immediate safety of someone, call 999. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000. You must clarify on the incident form whether the person, or a staff member or volunteer has contacted a relevant outside agency using the Incident Report Form.

It should be noted that not all young people are able to express themselves verbally. Communication difficulties may mean that it is hard for them to explain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, the welfare of the child is paramount and where there are concerns about the safety of a young person, record what has been observed in detail and follow the procedures to report these concerns.

RECORDS AND INFORMATION

Information passed to the Children's Social Care or the Police must be as helpful and comprehensive as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilising the Incident Referral Form.

Information which may be required at the referrals stage:

- Young Person/Complainant - Name/age/gender/disabilities/ethnicity/address/details of parents/agencies already working with the family/relationship between them and the person under consideration.
- Person Under Consideration - Name/Date of Birth/gender/address/position in sport and occupation etc. Any other allegations/previous incidents. If known, it is useful to advise statutory agencies about whether the person has their own children and when the person under consideration will next be at a club/event.
- Primary Evidence - Facts from the person making the allegation including dates/times/venue/witness details. Records with dates, including any documents such as emails. Has anyone else been informed or is anyone else already involved in the investigation.

Reporting the matter to the Police or Children's Social Care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to Children's Social Care should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children's Social Care member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.

A copy of this information should also be sent directly to the Safeguarding Officer, within 24 hours and a copy should be retained by the Designated Officer and stored in a secure place.

CONFIDENTIALITY

Where a child is considered to be at risk of harm, consent to share concerns with appropriate agencies is not required. It is considered good practice to discuss any actions with the parent/carer/legal guardian but should not be done when this may place the child at risk of further harm or there are suspicions of Fabricated Induced Illness. If in doubt, contact the Safeguarding

Team at LWBC. Information should be stored in a secure place with limited access to designated people. Every effort should be made to ensure that confidentiality is maintained with information shared on a 'need to know' basis only within organisations, in line with the Government guidance (Page 3).

PROCEDURES

It is acknowledged that the suggestion that a child has/is being abused can evoke strong emotions. It can be very difficult to hear suspicions or allegations, but it is important that concerns are acted on. There are different procedures set out for reporting concerns about behaviour within basketball and another for concerns outside of basketball. It is not for you to decide if abuse has taken place but to report the concerns. It is helpful if an incident referral form is completed as this sets out the sort of information which is useful. You should be careful to report as much detail as possible but avoid hearsay or assumptions. LWBC Safeguarding Team are available Monday – Friday to assist with cases at all levels. The Safeguarding Officer and Chair will decide if it is appropriate and/or possible to protect the identity of the complainant, although it should be noted that in some cases this may be apparent or necessary. If a complainant is particularly concerned about their name being disclosed this should be discussed when making the referral. Where possible, those who have provided information will be informed about the progress and conclusion of the investigation.

ALLEGATIONS OF NON-RECENT ABUSE

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a young person but felt unable to say anything at the time). Where such an allegation is made, the club must follow the reporting procedures because other children, either within or outside sport, may still be at risk from the person under consideration.

THE SUBJECT OF ALLEGATIONS OUTSIDE BASKETBALL

If a person with a role in basketball is the subject of relevant allegations outside of the basketball environment, for example through their job as a teacher, LWBC may still be informed by the statutory services even if the allegations do not directly involve basketball. This is to ensure that the welfare of young people remains the paramount concern. An individual may be suspended from their role in basketball whilst the investigation is conducted – this should be seen as a neutral act to protect all involved.

USEFUL DEFINITIONS/GUIDANCE

Child/Young Person: refers to anyone under 18 years of age.

Vulnerable Adult: this is difficult to define briefly but a person over 18 years of age who because of mental or other disability, age or illness; may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

Staff: any person acting in an official role for a club/organisation whether this is paid or voluntary.

Complainant: The person/child/young person potentially being abused.

Person under Consideration: The person who is alleged to have breached a policy/rule.

Child Abuse: Child abuse is any form of mistreatment or lack of care that leads to injury or harm of a person under 18 years of age. Abuse can happen to a child regardless of their age, gender, race, or ability. Abusers can be adults (male or female) and other young people and are usually known to and

trusted by the child and family. There are four main types of child abuse: physical, sexual, emotional and neglect.

ESSENTIAL CONTACTS

Childline:	0800 1111	www.childline.org.uk
Basketball England	0300 600 1170	www.basketballengland.co.uk safeguardingbasketball@basketballengland.co.uk
NSPCC	0808 800 5000	www.nspcc.org.uk
LWBC Safeguarding Officer		Dinnieheroe67@gmail.com
LADO	0208 5834933/3423	grace.murphy@hounslow.gov.uk or sarah.paltenghi@hounslow.gov.uk
Police	999	

LWBC Social Media Policy

The term 'social media' is used here to describe dynamic and socially-interactive, networked information and communication technologies, for example Web 2.0 sites, SMS text messaging and social networking sites. This policy refers to the term 'Friend'. This is used by social media networks and websites to describe a member of your network. For example 'Friend' on Facebook or 'Follower' on Twitter.

Purpose

The purpose of this social media policy is as follows:

- Encourage good practice
- Protect members, coaches, volunteers, players
- Promote effective use of social media as part of LWBC's activities whilst protecting the integrity of the club and maintaining a high standard of communication with users of Social Media.

1. Personal accounts

1.1.

Whilst this policy is to govern the use of the club accounts, we would ask that those with personal social media accounts are mindful of who can view their profile and act accordingly.

1.2.

If you are friends with parents, volunteers, players or prospective players, or club partners you should consider carefully before posting comments regarding the club or it's members or associates that could cause offence or be viewed as contravening confidentiality rules.

1.3.

If you identify yourself as a member of the club within your personal accounts please remember that your actions or comments could be construed as those of the club.

2. Usage policy

2.1.

The Internet and Social Media are exciting opportunities for us to engage with existing members and supporters of the club and potential new members.

2.2.

Before setting up a new URL / webpage or social media account on behalf of the club please ask the club board for permission and consider the purpose of the account and what benefits you feel it may have. For example when setting up accounts with Facebook you may choose between a 'group' and a 'page' depending on your requirements.

2.3.

In line with schools and youth organisations, LWBC coaching staff or volunteers must not be 'friends' with any active junior member unless you have a clear and transparent reason, for example; they are a relative, family friend etc.

2.4.

In the same way as we would not pass on our personal address or contact details to junior members, coaching staff, volunteers or members must not become 'friends' with junior members on their own personal social media accounts.

2.5.

This is a commonly recognised as best practice in order to promote a safe and transparent online environment that protects LWBC, the members and also your interests and reputation.

3. Intellectual Property

3.1

Social Media users are reminded that they must consider intellectual Property rights, copyright and ownership of data.

3.2

Intellectual property (IP) law is the law protecting the rights of creators and owners of intellectual creativity. IP law also regulates the creation, use and control of a protected work. The main branches of IP law are copyright, patents, trademarks, designs, passing off and the law of confidential information. For latest information please visit <http://www.ipo.gov.uk/>

4. Conduct

4.1.

We believe in free speech, however on social media accounts for example Facebook or Instagram pages we reserve the right to remove certain content that you may post on club owned and administered websites and pages. As a general rule users can post basketball or positive educational opportunities related content freely on LWBC social media accounts except when content could be considered illegal, obscene, defamatory, threatening, infringing upon intellectual property rights, invasive of privacy or otherwise injurious or objectionable.

4.2.

Users cannot use LWBC name to promote or endorse any product, opinions, cause or political party. Stating that the club endorses your personal opinion is prohibited.

4.3.

Users should understand that content posted becomes the sole responsibility of the individual who originally posted the content.

4.4

All opinions expressed by users of social media sites are expressed strictly in their individual capacity and not as a representative of LWBC.

4.5.

LWBC will not be liable, under any circumstances for any errors, omissions, loss or damages of any kind incurred as a result of use of any content posted on social media sites.

4.6.

Remember that you are required to protect confidential and proprietary information regarding the LWBC members and volunteers.

4.7.

Prospective and current members' uses -these users, along with others who have an interest in LWBC, are active in social media, e.g. setting up Facebook/Instagram/blogging.

4.8.

The LWBC Committee will monitor these sites to get further insight into the needs of its users. Possible responses to any contentious issues identified in unofficial social media sites should be referred to the LWBC Administrator/Secretary for further investigation.

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4.9.

Ex member uses –LWBC recognises the opportunity to communicate with ex members through social media to develop an on-going relationship with them. These uses are the responsibility of the club Administrator/Secretary, who has ultimate responsibility for ex members contact details.

5. Disciplinary Action

5.1.LWBC reserves the right to administer sanctions and other disciplinary measures for the breach or misuse of the club social media policy. The sanction will be determined by LWBC Committee and may include a fine, suspension, written warning, referral to the Governing Body or outside agencies including the local police authority and any other disciplinary deemed appropriate.

3. Code of Conduct for the Protection of Children and Vulnerable Adults

This code of conduct details the types of practice required by all volunteers/employees of LWBC when in contact with children or vulnerable adults. Good safeguarding is outlined in the good practice guidance and includes practice to be avoided and practice which LWBC would never sanction. Suspicions or allegations of non-compliance of the Code by a volunteer/employee will be dealt with through Responding to a Suspicion or Allegation of Abuse against an LWBC volunteer/employee (Section 4.4) and through the LWBCs' Complaints Procedure.).

3.1 Good Practice

LWBC supports and requires the following good practice by volunteers when in contact with children and vulnerable adults.

When working with children or vulnerable adults:

- Partner up with another volunteer throughout the course of the session.
- Treat all children and vulnerable adults equally, with respect and dignity.

- Be an excellent role model including not smoking or drinking alcohol in the company of children or vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower children and vulnerable adults to share in the decision-making process.

3.2 First Aid and Treatment of Injuries

If, in your capacity as an LWBC Departmental Leader/volunteer/employee, a child or vulnerable adult requires First Aid or any form of medical attention whilst in your care, then the following good practice must be followed:

- Keep a written record of any injury that is presented or occurs, along with the details of any treatment given.
- Only those who have a current recognised First Aid Certificate should respond to any injuries.
- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so.

4. Recognising and responding appropriately to an allegation or suspicion of abuse

In the context of your role within LWBC, never allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.

It is very important that LWBC volunteers/employees understand what is meant by the term 'abuse'. Some of the different forms of abuse are listed below:

- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse
- Negative Discrimination (including racism)
- Bullying (includes bullying by gangs; bullying by family volunteers; physical bullying; verbal bullying; teasing; and harassment)

The definitions for the types of abuse and signs that may suggest abuse are detailed in Appendices B & C.

4.1 Responding to a Suspicion or Allegation of abuse, inappropriate Behaviour or Misconduct

Basic procedures

In the course of your role within LWBC a child or vulnerable adult may disclose information to you about a person that leads to a suspicion or allegation of inappropriate behaviour or misconduct.

- **Concerns must be reported as soon as possible to the Leadership Team and the Child and Vulnerable Adult Officer or his/her deputy. (see Appendix E for fuller details)**
- Make a full written record of the disclosure as soon as is practical (preferably within one hour of the person talking) in the Senior LWBC's Book including if appropriate, a description of any injury, its size, and a drawing of its location and shape on the child's body.
- Sign and date the record then pass it to the Child and Vulnerable Adult Officer or his/her deputy.
- Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).

The following gives more precise details as to what action to take:

- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- All notes must be passed on to the Child and Vulnerable Adult Officer to assist them should the matter need to be referred to Adult or Children's Social Services or the police.
- Any referral to the statutory authorities should be confirmed in writing within 48 hours and you should expect an acknowledgement of your written referral within one working day of receiving it.
- Where there is a concern about a child then parents should also be informed of the incident as soon as possible unless it is not in the best interests to tell them.
- Carers may also be informed if the vulnerable adult wishes
- Name of child/vulnerable adult.
- Age, date of birth of child/vulnerable adult.
- Home address and telephone number of the child/vulnerable adult.
- The nature of the allegation in the child/vulnerable adult's own words.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.

Adoption of policy

This policy was implemented by the LWBC Management Committee on the date set out below.

Date:- Monday 12th May 2014 and reviewed/updated annually. Last review/update: August 2021

LFWBC Anti – Bullying Charter

Words are powerful and can sometimes build up, encourage or break down or discourage individuals. LWBC have zero tolerance to bullying / fighting on the club. Any such behaviour will be deemed as misconduct and sanctions will be applied to any LWBC player/coach/volunteer or spectator who fail to follow the Code of Conduct.

We will:

- Listen and respond to young people's concerns and take appropriate action
- Respond appropriately to incidents of bullying
- Take parents/carers' concerns seriously and respond effectively

We aim:

- To create a positive environment for young people
- To encourage safe, and accessible opportunities for young people
- To ensure that all young people can participate in a safe, caring environment

To achieve this, we will:

- Ensure that a young person-centred environment is created during all activities
- Emphasise the positive values of participation, sharing, helping and encouraging
- Promote equality in all basketball activities
- Establish clear ground rules/boundaries for activities
- Work towards continuously improving the quality of activities

We are committed to eliminating bullying within basketball activities:

- To achieve this, we will encourage all participants to behave according to the Basketball England Code of Ethics and Conduct, which will provide a framework of acceptable behaviour

All participants agree to abide by the following:

- We will not tolerate bullying or harassment of any kind
- We will be accepting of others regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or social status
- We will not ignore an incident of bullying and will take all signs of bullying seriously
- We will be kind to others, even if they are not our friends and we will make new participants in our activities feel welcome
- We will not join in fights or disturbances
- We will report any bullying incident to a member of staff/official immediately
- We will not judge others on the way they speak, their social behaviour, appearance, or their ability.
- We will remember that everyone matters, including ourselves
- We will encourage all young people to speak and share their concerns
- We will encourage all Club Welfare Officers to sign post how young people can contact them with a concern of bullying. We will encourage our staff, coaches, volunteers & officials to be vigilant & observant always.

If incidents of bullying are witnessed our staff, coaches, volunteers and officials will respond by following the procedures set out in the Basketball England Safeguarding Policy, Code of Conduct & Ethics and Safeguarding Regulations which are available for download on the dedicated safeguarding pages on Basketball England's website at www.basketballengland.co.uk/safeguarding

For further information please contact our Safeguarding and Compliance Manager at safeguarding@basketballengland.co.uk

LWBC CODE OF CONDUCT

PARENTS/CARERS

- Support and encourage players through positive comments
- Avoid negative criticism and shouting.
- Encourage sporting behaviour amongst players.
- Discourage dissent, unfair play, abuse, violence and obscene language.
- Always conduct yourself in a professional manner.
- Act / dress appropriately so as not to cause offence or embarrassment to others.
- Avoid wearing very short/tight fitting clothing to training sessions/games/other LWBC events
- Do not discuss issues of an adult nature amongst under 18's or talk / act inappropriately in their presence.
- Do not display/publicise material of an' adult' nature.
- Do not criticize players, coaches or LWBC officials. Seek to speak to the coach quietly.
- Abide by managers / coach decision.
- Abide by referees decision.
- Follow referees instructions.
- Abide by rules / regulations of host facility and LWBC Code of Conduct.

VOLUNTEERS

- Treat everyone equally and sensitively regardless of age, disability, gender, race, ethnic origin, cultural background, sexual orientation, religious belief or political affiliation
- Not use foul, sexist or racist language.
- Use your official position to take action against any club member or spectator who harasses, abuses or uses foul, sexist or racist language.
- Accept the responsibilities of the role that you have to set a good example of behavior (including appropriate attire) and conduct at all times and promote ethical principles.
- Ensure your club is aware of and follows best practice guidelines to safeguard young people and vulnerable adults.
- Ensure that proper supervision is provided by suitably qualified coaches and officials who are capable of promoting good sporting behavior and good technical skills.

- Ensure all equipment and facilities meet safety standards in line with Health & Safety Policy of Gym and LWBC
- Resist all illegal or unsporting influences, including smoking, drinking alcoholic beverages, banned substances and techniques.
- Encourage all players and coaches to abide by the rules and spirit of the game and do not manipulate the rules in order to benefit yourself personally or your club.
- Show respect to match officials, coaches, players spectators and others involved in the game.
- Do not endeavor to influence the result of a game by any actions that are not strictly within the rules.
- Remember sport is enjoyed for its own sake - play down the importance of awards.
- Always have regard to the best interests of basketball, including where publicly expressing an opinion of the game, others involved and any particular aspect of it.
- Avoid words or actions, which may mislead a Match Official and accept their decisions.

COACHES

- Consider the safety and well-being of all individuals in their charge.
- Ensure their behavior is not misconstrued or open to allegations of favoritism, misconduct or impropriety.
- Follow guidance on good practice when working with young people / vulnerable adults and report any concerns for their well-being to the relevant authority or body.
- Coaching behaviour must also not be construed as bullying.
- Uphold the appropriate boundaries in the working relationship between coach and player – especially when one person is aged less than 18 years of age or a vulnerable adult. While the coach-player relationship exists, the coach should not only refrain from initiating a relationship, but should also discourage any attempt by a player to initiate an intimate relationship, explaining the ethical basis of the refusal.
- Ensure that all training and playing demands are not detrimental to the well-being of the players and are reasonable dependent upon the age, maturity, experience and ability of the players.
- Ensure their competence and ability is sufficient so that the safety of players is not compromised.
- Encourage players to accept responsibility for their own behavior and performance.
- Be appropriately qualified as per the requirements of the Basketball England Coach Education Program and regularly seek opportunities for continued professional development.
- Respect the rights of players to choose to decline to participate within coaching or playing situations.

- Ensure they hold Basketball England recognized qualifications and declare any affiliation, sponsorship or accreditation in a truthful and accurate manner.
- Be receptive to employing systems of evaluation that include self-evaluation and also external evaluation in an effort to assess the effectiveness of your work.
- Abide by all rules and policies of Basketball England.
- Promote prevention and education regarding the misuse of performance enhancing drugs and illegal substances.
- Declare to the appropriate body, any criminal convictions.
- Whilst working under the jurisdiction of Basketball England will only coach individuals that are registered affiliated to Basketball England.
- Not attempt to exert undue influences and pressures in order to obtain personal benefit or reward.
- Must be able to recognize and accept when to refer or recommend players to other coaches or structures.
- Agree what information will be treated confidentially (this does not preclude disclosure of information to persons who can be judged to have a right to know such as in matters of discipline, legal and medical requirements or where an individual's health, safety or well-being may be at risk).
- Communicate and co-ordinate with medical practitioners in the diagnosis, treatment and management of a players' medical / psychological problems.
- Be a positive role model.
- Project a good personal appearance of cleanliness, appropriate attire and never smoke in the coaching environment, or coach whilst under the influence of alcohol or any other intoxicating substance.
- Never use foul, sexist or racist language or act in a violent / abusive manner.
- Refrain from undue public criticism of other coaches, match officials, players or spectators a Match Official and accept their decisions.
- If a player is being disruptive, uncooperative or demonstrating silent behaviour, we recommend the coach or volunteer to "sigh" i.e., take a deep breath in and release it out slowly. Follow the slow "sigh" with a clear and discretionary decision to either speak to the player, to exclude illness or feeling unwell; and/or sit them out of the session until they are able to train/play as part of the concerted effort of the team, or until the session ends. This behaviour must be documented on the attendance register and reported to the Head Coach who will inform the Board and the player's parent/guardian.

PLAYERS

- Will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship. I will not use foul or abusive language in or of the court.

- Will attend two practice sessions a week and all National League games that I can, and will notify my coach if I cannot at least three days before.
- Will be on time for practice and games. If I am going to be late I will inform my coach but if I arrive more than five minutes late I will given an appropriate penalty by coach.
- Will do my best to listen and learn from my coaches.
- Will address my coaches as 'Coach', men older than me as 'Sir' and women older than me as 'Miss'.
- Will treat my coaches, other players, officials and spectators with respect regardless of race, sex, creed, or abilities, and I will expect to be treated accordingly.
- Deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- Will encourage parents to be involved with my team in some capacity because it is important to me.
- Players can choose not to follow the coaches instruction or attend training sessions or games if they are ill / injured / or must attend an England Talent Programme/Borough Sports or Youth games. Evidence may be required.

SANCTIONS for failing to follow the Code of Conduct:

1. A verbal Warning with referral to an anti-bullying training session that must show evidence of attendance.
2. A written Warning and training ban and a meeting with the LWBC Board and Coach.
3. Training/Game ban at the discretion of the LWBC Board/Coach.
4. Cancellation of Club membership.

CHANGING ROOM POLICY

- The LWBC Management Committee has agreed that a Changing Policy applying to adults and young people under the age of 16 MUST be in place.
 - This policy applies to all HOME and AWAY matches
1. Adults should not change or shower at the same time using the same facility as young people
 2. Adults should try to change at separate times to young people
 3. If adults and young people need to share a changing facility, the Club must have consent from the parents/guardians/carers that their child/children can share a changing room with adults in the club
 4. If young people need to share changing facilities with adults, their parents/guardians/carers should be allowed to supervise them whilst they are changing
 5. If young people are uncomfortable changing or showering with adults, no pressure should be

placed on them to do so. In this situation the young person should be encouraged to do this at home.

COMPLAINTS POLICY

1. Purpose

It is hoped that volunteering with LWBC will be an enriching and mutually satisfying experience. However, it is recognised that this might not always be the case for all Volunteers/Players. Whilst the relationship between LWBC and its Volunteers/Players is not based on mutual obligation and there are no legal duties towards departmental volunteers (not including Players/Employees), it is important that problems or complaints are dealt with fairly, openly and consistently. Any differences should initially be resolved through discussions but if volunteering or employment no longer appears to be a mutually rewarding experience, Volunteers/Players/Employees should cease to serve/play/work and pursue other more satisfying opportunities. Except in an emergency, or where the Management acting in its reasonable discretion needs to take such action as it sees fit to protect the integrity of LWBC, Players/Volunteers/Employees should not normally be asked to cease serving until the procedure set out in this Policy have been followed:

2. If a Player/Volunteer/Employee has a Complaint

2.1 *Step 1- Informal discussions*

Many problems arise as a result of miscommunication and misunderstanding and can be sorted out quickly though informal discussions with each other. Every effort should be made to try and resolve problems in this way.

2.2 *Step 2 – Meeting with the Coach\Leader*

If after seeking to address the problem through informal discussions the problem remains unresolved, the matter should be raised in a meeting with the Coach and at least two (2) members of the Management Committee. The Complainant has the right to be accompanied at the meeting by his/her parent or fellow volunteer /colleague.

2.3 *Step 3 – Consulting the LWBC Management Committee*

If the issue is still not resolved, the school/individual/organisation who provided the volunteer/employee's /recommendation/reference may be consulted at this stage and his/her input may be sought.

2.4 *Step 4 – Terminating The Volunteer's services*

If the differences cannot be resolved to everyone's mutual satisfaction, the volunteer/employee's services should end. The Management will prepare a note summarising the reasons for the cessation of their team membership/volunteering or employment services.

3. If There Is A Problem With The Volunteer's Behaviour

3.1 *Step 1 - Informal discussion*

Again, many 'problems' are simply due to training needs, a lack of support or misunderstandings and the Team Coach/Leader should always try to resolve problems through informal discussions.

3.2 *Step 2- Meeting with Coach/Team Leader*

Where informal discussions are not enough, the Coach/Team Leader will raise the issue in a formal meeting with the Player/Volunteer/Employee and at least two (2) members of the Management Committee, ensuring that everything is fully explained and understood. The Player/Volunteer/Employee will be entitled to submit their case and have the right to be accompanied at the meeting by a volunteering colleague or a friend.

3.3 *Step 3 – Consulting the Recommender or Referee*

If the issue is still not resolved to everyone's mutual satisfaction, the school/individual/organisation who provided the Volunteer recommendation/reference may be consulted at this stage and his/her input may be sought.

3.4 *Step 4 – Formal written warning*

The Management Committee may see fit to issue a formal written warning, with the understanding that if there is no sustained improvement within a reasonable period of time, the volunteer will be asked to leave their position.

3.5 *Step 5 – Termination of services*

4. If the volunteer is suspected of behaving inappropriately towards a child or a vulnerable adult, the procedures set out in the LWBC Safeguarding Policy for Children and Vulnerable Adults will be followed.

5. Gross Misconduct

If the volunteer is believed to have behaved in a manner that has or could have seriously affected the organisation or brought LWBC into disrepute – for example theft, forgery, bullying, anti-social behaviour or affray – they may be immediately suspended while the matter is investigated by at least two (2) members of the Management Team. They will be able to submit their case, and a decision will be made within 14 days. If the complaint against them is upheld, they will be excluded from playing/volunteering/employment for a period of 1 year. This will be reviewed 6 monthly and resumption of position/office will be dependent on the severity of misconduct and the

player's/volunteer's/employee's willingness to comply and/or change.

6. Enquiries

Any enquiries regarding this Instruction should be referred to the

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51 Canterbury Road
Hanworth
Feltham
Middlesex
TW13 5LE

Tel: 07738027674

Email: office@londonwarriors.org