



**Duty of Care of Young People**

BNAA recognises that it has a duty of care for the young people attending its programmes, and therefore will take all reasonable steps to ensure that young people are treated fairly and with respect.



## **Code of Behaviour Policy – Young People**

### **1. Introduction**

BNAA promotes child centred principles in its endeavours, and as such has expectations of the way in which people behave when working, either as officials, staff, contractors or volunteers collectively referred to as “Staff/Volunteers”. All Staff/Volunteers, and young people should be aware of these principles and policies.

### **2. Guidance for Interaction with Young People**

- a) Avoid being alone with any young people for any length of time. Safeguard youth and personal position by meeting in public places.
- b) Do not use violent, threatening or intimidating behaviour, or abusive language.
- c) Do not use personal, political or religious views to indoctrinate, impress, or otherwise influence young people.
- d) Do not make promises or appointments with young people that cannot be kept. If a cancellation is necessary, the contractor/volunteer must inform the young people as soon as possible and apologise.
- e) Always respect the right of young people to refuse an offer of help.
- f) Never use drugs around young people or be under the influence of drugs or alcohol whilst in a working situation with young people. Do not talk about current drug use with young people.
- g) If a participant discloses to staff - listen to him/her without questioning, take notes on exactly what is said, dates, times and venue. As soon as possible contact the designated lead officer for Child Protection at the Department of Child & Family Services.

### **3. Personal Relationships with Young People**

BNAA is committed to providing a safe, supportive and intense programme for young people who are often vulnerable and who will begin to trust the adults around them. As part of this process, close relationships may develop and to ensure these relationships are not abused, the following must be strictly adhered to.

- a) Maintain appropriate boundaries. For the avoidance of doubt, no sexual or physically intimate relationships with the young people are permitted.
- b) BNAA Staff /Volunteers should exercise good judgment when extending or accepting personal invitations to or from young people to attend social functions. Any such contact or other contact with young people outside of BNAA programmes should be with the prior consent of the young person’s parent/guardian.
- c) Any breach of BNAA Code of Behaviour Policy may result in immediate provisional suspension pending investigation and could result in dismissal if found to be in breach.

- d) All unlawful behaviour will be referred to the appropriate authority (e.g. the Police).
- e) Young people may not stay overnight at Staff/Volunteers private homes, without the express written consent of parents/guardians.

This Policy applies until young people attain the age of 21 years of age.

#### **4. Transporting Youth**

Any transportation of vulnerable persons must comply with Bermuda's vehicular laws and regulations.

All drivers must follow Bermuda's driving regulations and comply with all of the following standards:

- a) Have a valid driver's license for vehicles to be driven;
- b) Have car insurance as required by Bermuda;
- c) Use a safe/ enclosed/ operating vehicle;
- d) Have seat belts for each passenger;
- e) Young people should travel in the back seat of the vehicle; where possible.



## *The Bermuda National Athletics Association*

### **Privacy and Confidentiality Policy**

#### **1. PURPOSE**

The purpose of this policy is to ensure that all private and personal information disclosed by a vulnerable person is shared with others only on a 'need to know' basis.

The policy sets out guidance for all contractors, volunteers and young people about information that they can regard as confidential and that which they cannot.

#### **2. GUIDANCE**

Records kept by the BNAA that contain personal information will be kept securely and will not be available to anyone other than BNAA administrative staff, unless consent is given or in exceptional circumstances as outlined at 3 below.

#### **3. WHEN INFORMATION MUST BE SHARED**

If anyone is concerned that a young person may be at risk of significant harm, or may be putting others at risk of harm, or has information about criminal activity by a young person or parent/carer, he/she must report this matter by bringing the concern or information to the attention of the designated child protection lead person, who will agree to a strategy for how the concern or information is to be progressed. If uncertain whether a young person is at risk or may be putting others at risk, a consultation with the designated person should be sought.

The young person should be informed that the information is to be shared, with whom and the reasons why, unless doing so would cause unnecessary delay or expose the young person or others to the risk of further/greater harm.

Contractors and volunteers must co-operate and share information with other agencies (e.g. Child & Family Services or Police). In these circumstances consent of either the young person or parent/guardian is not required, albeit good practice suggests this should be sought unless doing so would cause unnecessary delay or expose the young person to the risk of further/greater harm.



## *The Bermuda National Athletics Association*

### **Policy for Safeguarding and Promoting the Welfare of Young People**

#### **1. Introduction and Background to the Policy**

- 1.1 BNAA will guide the adults working with young people to appropriate training as - all must comply with this policy.
- 1.2 Given the potential vulnerability of young people all Staff/Volunteers must be aware of the importance of safeguarding and promoting the welfare young people.
- 1.3 All Staff/Volunteers must be given a copy of this policy and be asked to sign a statement that they have received it, read and understood it, within one week of their volunteering post beginning.

#### **2. Policy Statement**

- 2.1 BNAA is committed to safeguarding and promoting the welfare of all young people participating in its programmes and to promoting a protective culture at every level of the Association.
- 2.2 BNAA recognises that it has a duty to ensure that it carries out all its functions with regard to the need to safeguard and promote the welfare of children and young people.
- 2.3 BNAA recognises this duty in relation to all young people regardless of age, colour, race, nationality, ethnic origin, religious belief, social class, sex, or disability.

#### **3. How Safeguarding Duties will be carried out**

- 3.1 Staff/Volunteers must not investigate any allegations. If a named lead person for child and family services cannot be immediately involved in any such conversations, Staff/Volunteers must record what the child says including any questions asked and verbatim responses, using the form attached.

Any potential investigation may be compromised if Staff/Volunteers start to investigate the allegation. This must be handed to the local authority to which such responsibility lies.

- 3.2 BNAA employs safe recruitment practices with regard to:-

- Job description and publicity
- Recruitment and selection
- Interview practice
- References and verification of identity
- Criminal Background checks

- 3.3 BNAA will take seriously any allegation made by a young person. If an allegation concerns the behaviour of a member of Staff/Volunteer, the 'President/Vice President' is to be immediately notified and prompt action taken. A written notification will be given to the

‘President/Vice President’ of the allegation and actions taken, within two working days. In the event an issues arises involving the President/Vice President, a member of the BNAA Board should be immediately notified.

#### **4. Dealing with a young person who is making a disclosure**

If a young person tells that he/she, or another young person, is being harmed Staff/Volunteers **MUST NOT INVESTIGATE** and in all instances, should adhere to the following principles:-

- a) Listen and take seriously what the young person says.
- b) Do not make any promises about keeping the information secret.
- c) Be calm and reassuring.
- d) Do not express disbelief, however incredible the story appears.
- e) Obtain sufficient information from the young person to inform next steps but do not investigate by asking questions.
- f) Explain to the young person what will happen next. Tell them that the information will be passed on to someone who can help.
- g) Do not make assumptions about the young person’s feelings.
- h) Avoid condemning the alleged abuser.
- i) Reassure the young person that he/she is not responsible for what has happened despite what might have been said.
- j) Write down what has been said immediately afterwards using the young person’s own words as far as possible. Record what was said in response.

#### **5. Scope of this Policy**

This policy applies to all officers, staff and volunteers who come into contact with young people participating in programmes in whatever capacity.

### **Appendix 1 to Safeguarding Policy**

Definitions for Safeguarding the Welfare of Young People

#### **1. Identification of abuse.**

Child abuse and neglect are forms of maltreatment of a child or young person. Somebody may abuse or neglect a young person either by inflicting harm, or by failing to act to prevent harm.

##### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a young person. Children and young people are subject to injuries as part of everyday life, the challenge for workers is to differentiate accidental from non-accidental injuries. Factors to consider in deciding whether a physical injury might be accidental or inflicted include:

- a) Where on the body is the injury? Accidental injuries tend to occur on parts of the body that protrude (e.g. shins, knees, hips, elbows, forearms and chin). Injuries to the neck, trunk, genital area, face and behind the ears merit further inquiry.
- b) What shape is the injury? Be aware of linear injuries that may have been caused by an object such as a cane or belt. Some implements leave a clear outline. There may also be evidence of finger or handprints.

- c) Is the injury symmetrical? In other words is it the same on both sides of the body? This may indicate a gripping and/or shaking injury.

Other factors to consider:

- a) Can the young person offer an explanation for the injury?
- b) Does the explanation seem plausible?
- c) Does the young person seem afraid or evasive about the injury?
- d) Is the young person trying to cover up the injury with clothing, etc?

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a young person such as to cause severe and persistent adverse effects on their emotional development. This may include:-

- a) Conveying to the young person that they are worthless, unloved or inadequate.
- b) Valuing the young person only insofar as they meet the needs of another person.
- c) Imposing age or developmentally inappropriate expectations on the young person.
- d) Seeing or hearing the ill treatment of another.
- e) Serious bullying causing the young person to feel frightened or in danger.
- f) The exploitation or corruption of young people.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a young person to take part in sexual activities, whether or not he/she is aware of what is happening. This may include:-

- a) Physical contact of a penetrative kind such as rape, buggery or oral sex.
- b) Physical contact of a non-penetrative kind such as masturbation of the young person.
- c) Non-contact activities such as involving young people in looking at, or in the production of, pornographic materials. It may also involve the young person watching sexual activities.
- d) Encouraging the young person to behave in sexually inappropriate ways.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development.

This may include:-

- a) Failing to provide adequate food, clothing and shelter.
- b) Exclusion from home or abandonment.
- c) Failing to protect a young person from physical and emotional harm or danger.
- d) Failure to ensure adequate supervision (including the use of inadequate care-givers).
- e) Failure to ensure access to appropriate medical care or treatment.
- f) Neglect of, or unresponsiveness to, basic emotional needs.



## *The Bermuda National Athletics Association*

### **Appendix 2 to Safeguarding Policy**

#### **GUIDANCE NOTES FOR RECORDING CONCERNS & ALLEGATIONS**

- a) Only fill in the details provided, do not question the child
- b) Only complete if details are known.
- c) When completing details remember to remain calm and listen to the child. Staff may ask open questions to clarify a statement i.e. "How did that happen?"
- d) It is important to write down as far as possible what is remembered, the exact words that were used including questions asked, if any.
- e) Do not write up notes in presence of person disclosing. Where appropriate do be honest with the person disclosing, and inform he/she of what will happen next. Remember - **DO NOT** make promises.
- f) Do not investigate further to find this information. Only use it where it has been included in dialogue.
- g) It is important not to discuss serious concerns with anyone else other than the designated officer for child protection as this may jeopardise any investigation by the Police or Child & Family Services.
- h) Sign, time & date all documents.



## FORM FOR RECORDING

### CHILD PROTECTION CONCERNS/ALLEGATIONS

Recordings must be made as soon as possible after the event - Any additional information should be recorded on a separate sheet and attached.

1.	Child's details (name, age address, telephone no if known etc)		
2.	Child's parents/carers details (if known)		
3.	Details of person reporting concerns/allegations to you (this may be the child)		
4.	Record details of concerns and any supporting evidence you or others have observed (Use exact words where possible, record your questions where applicable)		
5.	When and where did this occur? Do not investigate – only if known through disclosure		
6.	Have any previous concerns been logged?		
7.	Record details of anyone else who may have witnessed or have relevant information. Do not discuss details with an alleged perpetrator of abuse.		
8.	Record who has been made aware of the concern. Time & date. (This must be the designated person for your section – this must be done without delay)		
9.	Signed	Time	Date
10.	Job/role title	Contact number	

Give this form to the President/Vice President or Policy Compliance Officer for child/vulnerable adult protection as soon as possible.

Executive Director Notified by	Time	Date
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*The Bermuda National Athletics Association*

**Vulnerable Persons Policy**

In compliance with the Protecting Vulnerable Persons policy regulations issued by the Registry General and Charities Commission, it is the policy of the Bermuda National Athletics Association (BNAA) to ensure the protection of vulnerable persons regardless of age, nationality, ethnic origin, religious belief, social class, sex or disability. BNAA will comply with all policies and procedures including legally mandated reporting of suspected abuse or neglect of any person of any age. This policy applies to all Directors, Staff, National and Club coaches, National and Club team Officials and volunteers (hereinafter called '*Staff*').