



England Handball Association
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ENGLAND HANDBALL ASSOCIATION: Safeguarding Policy

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Handball in School

INTRODUCTION

Safeguarding and England Handball

The welfare of children and young people is everyone's responsibility. Everyone involved in handball – officials, coaches, volunteers, players, parents/carers, friends, family and children themselves – can help. If you have any concerns about poor or abusive practice or suspect that a child may be being abused or is at risk, please contact our Lead Safeguarding Officer, in confidence.

For more information, please refer to our Safeguarding Policy, and accompanying Guidance Notes. In addition to promoting the welfare and safety of children and young people and helping to minimise the risk of child abuse, these documents provide guidance to all those involved in the sport about acceptable behavior and good practice. Best practice protects everyone involved in sport. The codes of conduct have been developed to support people by helping to make it clear to all what is expected of them and others involved in handball.

We are continually trying to improve our procedures and make our documents as “user friendly” as possible. If you have any comments, please contact our Lead Safeguarding Officer.

Background and Context

The Children Act 1989 enshrines in law the key principle that the welfare of children is paramount. Article 19 of the United Nations Convention on the Rights of the Child provides the right for all children to be safe from violence.

(The Care Act 2014 provides a statutory framework to safeguarding adults with care and support needs that may be at risk of abuse or neglect. Adults who lack mental capacity will automatically be deemed vulnerable but some adults with capacity may nonetheless be unable to take care of themselves, or unable to protect themselves from significant harm or exploitation [AB1] [JP2] [JP3].)

The framework for safeguarding children in England¹ is set out in the statutory guidance Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children HM Government. The guidance applies explicitly to sports organisations and to anyone working within these organisations, whether paid or a volunteer and states in Chapter 2 (page 72 paragraph 63);

“There are many sports clubs and organisations including voluntary and private sector providers who deliver a wide range of sporting activities to children. Some of these will be community amateur sports clubs, some will be charities. All should have the arrangements described in this chapter in place and should collaborate to work effectively with the safeguarding partners as required by any local safeguarding arrangements. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and how to make a referral to local authority children’s care or the police if necessary.”

Working Together highlights that both UK Sport and Sport England make it a condition of funding that national sports governing bodies implement standards for safeguarding children in sport, developed in partnership with the NSPCC Child Protection in Sport Unit (CPSU).



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Organisation's Essential Contacts:

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www.Englandhandball.com

England Handball Safeguarding Lead – Joy Walker
safeguarding@englandhandball.com
07442887107

England Handball Deputy Safeguarding Officer – Angie Deakin
safeguarding@englandhandball.com
07530946763

Childline
0800111 (for children and young people)
www.childline.org.uk

NSPCC
0808 8005000 (for adults concerned about a child)
www.nspcc.org.uk

CPSU
0116 2347278 (Enquires or advice on safeguarding)
www.thecpsu.org.uk

Thinkuknow
Online site with information for young people and adults
www.thinkuknow.org.uk

Local Contacts – appropriate for your club

- Club Welfare officer
- Local Authority Designated Officer
- Police
- Children's Social Care

Foreword

The England Handball Association (EHA) Chair and Board of Directors believe all young people involved in handball have a fundamental right to be protected so that they can enjoy the sport free from all forms of abuse and exploitation. It therefore seeks to help protect and promote the welfare of all young people in handball by having in place clear policies and guidance for its affiliated clubs and associations and all others involved in the sport.

The EHA Chair and Board of Directors view all those within handball as part of the sports family. This includes all clubs, associations, other organisations and individuals with any involvement at any level. The EHA believes that all members of the handball family have responsibilities to help protect young people. The EHA Board aims to ensure that all staff honour and understand the procedures in place. On that basis this Safeguarding and Child Protection policy has been developed to help ensure that this happens at all levels within the sport including the partners with whom the association works.

Promoting the safety and welfare of young people is a key element of the EHA Board and staff promise. Safeguarding underlines this intention as the term is wider than “Child Protection” in that it is used to incorporate staff understanding of good practice. Child protection is still an essential element of this policy and is about acting on the concerns of a young person or individual. The EHA will not discriminate against any persons and all groups or individuals have equal rights to be protected and safeguarded.

The EHA's Safeguarding and Child Protection Policy will be updated every two years or more frequently as required and in line with changes to legislation, government guidance and industry best practice.

We hope that the policy will assist your club/association as we all provide a safer environment for the future of our sport and the people involved in its delivery.

Acknowledgements

This document has been updated on the following dates: August 2015, July 2016, November 2017, October 2019, May 2021 and May 2023. It is based upon England Handball's previous versions of the Safeguarding and Child Protection Policy, November 2013 and "Safe Hands" (2012). This drew from the Child Protection Policy and Implementation Procedures produced by Sportscoach UK.

England Handball would also like to thank the NSPCC Child Protection in Sport Unit and the wider Safeguarding community in other sports NGBs, for their continuing support and advice.

Abbreviations

EHA – England Handball Association

CMG – England Handball Case Management Group

CWO – Club Welfare Officer

CPSU – Child Protection in Sport Unit

DBS – Disclosure and Barring Service LSCB – Local Safeguarding Children Board

LADO – Local Authority Safeguarding Officer

NGB – National Governing Body NSPCC – National Society for the Prevention of Cruelty to Children

LSO – Lead Safeguarding Officer

DSO – Deputy Safeguarding Officer

In December 2012, the Criminal Records Bureau (CRB) merged with the Independent Safeguarding Authority (ISA) to become known as the Disclosure and Barring Service (DBS).

See <https://www.gov.uk/government/organisations/disclosure-and-barring-service> In this document the term 'parent' will be used but also refers to carers or guardians. 'Staff' refers to anyone in a paid or voluntary role in handball.

Purpose of this Policy

4. The overall aim of the policy is to ensure that everyone can take part in handball without fear of harassment and abuse. To achieve this aim, everyone must understand their role and responsibility for preventing and responding to harassment and abuse concerns, including where the abuse may be occurring outside the handball environment. The policy interprets for the handball community any relevant legislation and statutory guidance for safeguarding children and adults at risk to ensure, as a minimum, that we all comply with all applicable legal responsibilities.
5. The key objectives of the policy are to:
6. Ensure everyone in handball understands that any form of non-accidental violence is unacceptable and should not be tolerated.
7. Ensure everyone knows what to do if they are concerned about someone's welfare and promote a culture where everyone feels able to raise concerns without fear of recrimination.
8. Ensure an appropriate and coordinated response to any incidents of abuse within or connected to participation in handball in line with any relevant statutory framework.
9. Ensure that everyone in handball understands their responsibility to report concerns relating to the welfare of a child that relates to an individual or environment outside handball.
10. Ensure appropriate safeguarding arrangements are in place to protect athletes and other participants when representing British Handball.
11. Implement effective measures that minimise the likelihood of incidents of harassment and abuse.

POLICY STATEMENT

This policy is mandatory for the game as a whole and provides guidelines to everyone in handball, whether working in a professional or voluntary capacity. It is recognised that child abuse is a very emotive and difficult subject; however, everyone in handball has a duty of care towards children and young people and can help to protect them from abuse.

All individuals involved in handball under the jurisdiction of the EHA including players, match officials, coaches, administrators, club officials and spectators, defined as affiliates for the purposes of this policy, agree to abide by this policy as well as all other EHA policies. All such individuals, by participating, attending or being involved in handball, are deemed to accept and agree to these policies and as such recognise and accept their responsibility to be aware of the relevant principles and accountabilities. The policies are available through the EHA website or on request from the EHA office. A copy will be sent to all clubs, together with the

accompanying Guidance documents and Templates/Forms. We recommend all clubs have a hard copy available, to ensure that anyone without Internet can access the information.

The EHA's approach to safeguarding and child protection is based on the principles recognised within the UK and International legislation and Government guidance. The following has been taken into consideration:

- Working Together to Safeguard Children 2018 (HM Government)
- The Care Act 2018
- Working Together to Safeguard Children 2013 (HM Government)
- The Protection of Freedom Act 2012
- What to do if you are worried a child is being abused 2006
- The Safeguarding Vulnerable Groups Act 2006
- The Children Act 1989 and 2004
- The Every Child Matters strategy (DfES, 2004)
- The Sexual Offences Act 2003
- No Secrets – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse - 2000
- Criminal Justice and Court Services Act 2000
- The Protection of Children Act 1999
- The Data Protection Act 1998
- The Human Rights Act 1998
- The Police Act 1997
- UN Convention for the Rights of a Child (1989)
- The Rehabilitation of Offenders Act 1974

Responsibilities

All EHA affiliates will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse; respect and promote the rights, wishes and feelings of young people.
- Recognise that some young people 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; ensure they adopt.

- best practice to safeguard and protect young people from abuse, and to reduce the likelihood of allegations being made against themselves.
- Accept and abide by the Safeguarding Policy and Procedures and the EHA Code of Ethics and Conduct as well as all other policies and procedures; respond appropriately to any complaints about poor practice or allegations of abuse.

Principles

The guidance given in this policy is based on the following principles:

The child's welfare is paramount.

- A child is recognised as being under the age of 18 years (Children Act 1989 definition); an adult has a moral and statutory duty for the care, custody and control of any person under the age of.
- All young people, regardless of any personal 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.
- 18 under their supervision; all incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All young people have a right to play the game of handball in an enjoyable and safe environment.
- Young people have a right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the game of handball; it is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns.

Working in partnership with children, their parents and other agencies is essential for safeguarding; the EHA 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 Local Safeguarding Children Board (LSCB) to ensure the welfare of children.

All those involved in the management of young players in handball have a duty to ensure they are:

- Allowed access to the game in a way that is appropriate for their age and ability.
- Coached and trained by appropriately qualified people

- Not required to play in too many games, or to attend training sessions, as to become a threat to their well-being.
- Not subjected to verbal or racial abuse from any source, especially from the bench and spectator gallery, including references to height, weight etc.
- Not subjected to bullying, threats or undue pressure from any source.
- Encouraged to achieve their full potential at all levels.
- Instructed on how to behave, both on and off the court.
- Afforded respect and value in a playing and training situation and any other handball environment.

Equality

All people have the same rights to be safeguarded from abuse but it should be recognised that some children may face additional vulnerabilities and extra barriers to getting help. This could be because of their personal characteristics such as race, gender, age, religion, disability, sexual orientation, social background or culture.

There should be awareness that these characteristics may mean that they are at greater risk of abuse because of factors such as prejudice, discrimination, reduced ability to resist or report abuse, communication barriers or myths based on stereotypes.

ROLES AND RESPONSIBILITIES

It is never easy to respond to a child who tells you that they are being abused and you may feel upset and worried yourself. Where serious concerns exist over an individual's contact with children or a Police investigation is being conducted, 'Strategy meetings' may be held. Membership of this might include the Police, Children's Social Care, a Local Authority Designated Officer (LADO), health workers and the person's employers. If the allegations of abuse involve handball or someone who could have contact with young people through handball, it is possible that the EHA would be invited to attend.

Within England Handball Membership (EHA)

Club Welfare Officer (CWO)

The Club Welfare Officer is the person appointed at club level and provides the essential point of contact for welfare within the club. A CWO should be selected for their skills and knowledge, such as being able to handle matters of a safeguarding nature in an appropriate and confidential manner. They should be approachable for any concerns regarding safeguarding to be reported and be appropriately supported by other members of the club.

Along with the club committee, the CWO should ensure that the club is adopting and implementing safeguarding. Clubs are advised to ideally have two CWOs, with at least one not holding a coaching position or being related to a coach at the club.

EHA - Lead Safeguarding Officer (LSO)

Every NGB should designate a person to promote the welfare of children within the sport. The role includes managing the DBS process, coordinating the dissemination of relevant policy, procedures & resources as well as supporting CWOs in their roles. The Lead Safeguarding Officer also provides administrative support for the Case Management Group as well as managing the administration of cases of poor practice/abuse within the sport. This includes being the central point of contact for enquiries such as from the complainants, LADO, Children's Social Care and the Police. The LSO will also submit reports to the EHA Board for each Board meeting and prepare and review the annual Safeguarding Training Strategy and Training Needs Analysis. EHA has also appointed a Deputy Safeguarding Officer (DSO)

EHA - CASE MANAGEMENT GROUP (CMG)

The purpose of the Case Management Group is to ensure all decisions relating to safeguarding children are reached following a fair, open and transparent process. The group comprises a minimum of three people, including the EHA Lead Safeguarding Officer and a senior manager with the exact membership determined by the nature of the case and availability of members. The group may call upon whatever professional input they feel is required.

EHA - Safeguarding Disciplinary/Appeals Management Groups

Separate Disciplinary and Appeals Management Groups comprise a minimum of three people, with the exact membership determined by the nature of the case and availability of members. Groups will be drawn from:

Safeguarding Disciplinary Group :

- England Handball Staff with appropriate training
- England Handball Board
- England Handball Case Management Group
- Appropriately qualified or experienced Independent Members

Any additional persons may be called upon if the Disciplinary Management Group feel their professional input is required.

Appeals group:

- England Handball Staff with appropriate training
- England Handball Board
- England Handball Case Management Group
- Appropriately qualified or experienced Independent Members

Any additional persons may be called upon if the Appeals Management Group feel their professional input is required.

Outside of England Handball Membership Statutory Agencies

Children's Social Care (previously known as the Social Services) have a duty to ensure the welfare of children and a legal responsibility to make enquiries where a child in their area is considered to be at risk of, or actually suffering from, significant harm. Where an allegation relates to a crime against a child, the Police and Children's Social Care will work together to investigate. Usually, the LADO is involved throughout to ensure information is shared with those who need to know.



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Local Authority Designated Officer (LADO)

The LADO works within Children's Services and will be involved in coordinating information sharing in cases in which it is alleged that a person who works with children (including as a volunteer) has: behaved in a way that has harmed, or may have harmed a child possibly committed a criminal offence against children, or related to a child behaved towards a child or children in a way that indicates they are unsuitable to work with children. Ideally their contact details should be recorded within the club's child protection policy and procedures to ensure they are accessible to all club members if needed. Where someone has concerns relating to anyone who holds a position of trust or responsibility with young people, these should be discussed with the LADO.

Local Safeguarding Children Boards (LSCB)

Every local authority has a LSCB that is designed to ensure all agencies involved in safeguarding children work together effectively. They provide local inter-agency guidelines for the procedures that should be followed in cases of actual or suspected child abuse. The roles and responsibilities of LSCBs and the agencies that are represented on them are set out in the government guidance Working Together to Safeguard Children (2013).

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 judgment about what action to take. 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 in order to harm them.

A teacher, coach or club volunteer may have regular contact with young people and be an important link in identifying cases where protection is needed. All concerns about poor practice or alleged abuse should be reported following the guidelines in Section 5 of this document.

When a person enters a club having been subjected to 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 behavior in order to protect young people and to protect themselves from allegations. The relevant sections of the EHA Code of Ethics and Conduct should be studied. In addition, the following are common sense examples of good practice and how to create a positive culture when working in handball:

- 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 if mixed teams are taken away, they should always be accompanied by male and female staff.
- Ensuring that at tournaments or residential events, adults should not enter a child's room or invite children into their rooms unless in an emergency. If an adult is working in a supervisory capacity, they should only enter a child's room when accompanied by another adult.

- Being an excellent role model - this includes not smoking or drinking alcohol whilst supervising children and promoting a healthy diet
- 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.

Appropriately qualified and vetted staff

England Handball Staff in a coaching capacity must have the following:

- A completed and valid enhanced Disclosure and Barring Service (DBS) check
- Completed a UK Coaching Safeguarding and Protecting Children qualification within the past 3 years.

It is essential that all people working or volunteering with children are appropriately vetted. Clubs should develop a safe recruitment process based on the EHA guidance to include procedures such as checking documents to confirm the person's identity, obtaining references and conducting an interview if possible. For all roles, which are eligible, an enhanced Disclosure and Barring Service (DBS) check (previously known as a CRB disclosure) must be completed where it is required.

It is essential that those working with children are appropriately experienced or mentored/supervised until they have gained experience. People in any role at a club, which involves working/volunteering with children, should undertake regular safeguarding training to refresh and update their knowledge. Coaches working with children should hold appropriate coaching qualifications and must be proactive in safeguarding by taking responsibility for familiarising themselves with any relevant guidance, policies or procedures.

It is mandatory for all coaches of junior teams who are eligible for a DBS check to hold a valid and satisfactory DBS check of the appropriate level and type.

Through the online DBS application system currently used by the EHA, it can be monitored when a disclosure is issued and whether it is clear of information or not. When there is

content on the disclosure, the EHA will need to see the original disclosure to conduct a risk assessment on the information and decide if the individual is suitable to take up their role. It is the individual's responsibility to send their DBS to the EHA when requested. Failure to do so within the specified period may lead to a temporary suspension with the relevant Club or Association informed of the reasons.

Please see the accompanying guidance notes covering vetting or contact the EHA Lead Safeguarding Officer for further information.

Coaching ratios

Summary

- Groups under the age of 8 = 1 coach for every 6 children
- Groups over the age of 8 = 1 coach for every 8/12 players
- Teams/groups should have a minimum of 2 staff/supervisors (1 coach + assistant/supporter) in order to deal with injuries/emergencies.
- u17s can not be counted as a staff member/supervisor.
- Parents can be used to support but must be a club member, understand their role and responsibilities.

Coaching Ratio Detail

Coaches working with young people should not work in isolation. It is important to have the correct level of supervision from a health and safety point of view so that coaches reduce the risk of injury to players and ensure adequate cover remains in case of an emergency. Good practice means at least one other adult in addition to the head coach should be present at every session to supervise. The additional adults do not need to be qualified coaches as long as the ratio of coaches: players are met. Participants aged under 17 should not be included in staffing ratios even if they have coaching qualifications.

The level of supervision should take account of:

- The ability and experience of the players.
- The age and any disabilities or special requirements of any of the young people.
- The activity being undertaken.
- The geography of the facilities being used (i.e., restricted access to sports hall or outdoor court).
- The 'risk assessment' of the activity and facility. When working with groups of children under 8 years of age government guidance states clearly that there should be one supervising adult for every 6 children (Care Standards Act 2000).

When working with young people aged over 8 years old the ideal coaching ratio is one coach for every 8-12 players. If there is an accident or an incident which may mean a member of staff, has to leave, you should ensure that there are enough people remaining to supervise the group. Therefore, there must always be at least two adults present.

A person cannot become a qualified Level 1 coach until they are 16 years old, and it is expected that the person leading the session will be ideally Level 2 qualified (for which you have to be 18 years old). Young people can become involved in coaching, but they should be assisting qualified coaches and not delivering sessions until they are appropriately qualified.

Parents as supervisors

Parents should be encouraged to accompany their children to activities, but they should not be included in supervision calculations unless they are members of the club and acting in a volunteering role or other capacity during the activity. In these circumstances, they should meet all appropriate requirements in terms of.

- Appropriate background checks.
- Clarity about their role and responsibilities.
- Who has overall responsibility for the group.
- What is acceptable practice.

Relationships of trust

“The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins.”

Caring for Young people and the Vulnerable, Guidance for preventing abuse of trust (HomeOffice, 1999).

This statement recognises that genuine relationships can occur between the different levels of participants in a group. However appropriate boundaries should be upheld, especially when one person is aged under 18 or a vulnerable adult. Those working/volunteering in a position of authority with children under 18 years of age are considered to be in a ‘position of trust’ and therefore should be careful to ensure that the appropriate boundaries remain in the relationship. The power and influence that a member of staff or volunteer such as a coach has over someone attending a group or activity cannot be under-estimated. If there is an additional competitive aspect to the activity and one person is responsible for the other’s success or failure to some extent, then the dependency will be increased. It is therefore vital for people to recognise the responsibility they must exercise in ensuring that they could not be considered to have abused their position of trust.

Although children aged over 16 years can legally consent to sexual activity, it is inappropriate and extremely poor practice for an adult to pursue a relationship with a young person with whom they are in a position of trust. In some cases, an ‘abuse of trust’ is a criminal offence (Sexual Offences Act 2003 - UK wide). Whilst the coach- player relationship exists, coaches should not enter into an intimate relationship with players aged under 18 years old, and should be aware that in some cases, such as if they have met through a school team, a relationship could be considered inappropriate or criminal by the statutory agencies. This would also be a breach of the EHA Codes of Ethics and Conduct and a basis for disciplinary action.

All those in a position of trust should be aware that sending messages or images deemed inappropriate and/or sexually provocative by text, email, webcam or other electronic media to children under 18 years of age is a breach of this policy and may be a criminal offence.

Photography

The EHA is committed to ensuring young people are protected from the inappropriate use of their images. No images should be taken at junior games, training or events without the necessary consent being obtained first including on how the images will be used, especially if this is on websites and in other publications.

There is also a need to ensure the opposition have obtained consent from parents and are then able to give consent for images to be taken.

There is no intention to prevent coaches using videoing as a legitimate coaching aid, but players and their parents should be aware that this is part of the coaching programme and informed consent should be gained in writing, with care taken in the storing of such images.

Please see the accompanying photography guidance and templates for further information.

Changing rooms

Where practical, children should be supervised at all times in the changing rooms by two members of staff. Adult staff should not change or shower at the same time using the same facility as players. Staff of the opposite gender should not be present whilst players are showering or changing. For mixed gender teams, separate facilities should be made available.

If a young person is uncomfortable changing or showering in public, no pressure should be placed on them to do so and they should be encouraged to do this at home. If the club has children with disabilities, involve them and their parents in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered but club members should avoid taking on the responsibility for tasks for which they are not appropriately trained.

All players and staff should be aware that no photographic equipment (including cameras, video cameras, and mobile phones) should be used in the changing room environment.

Late collection

Every club is advised to develop and publicise their policy on the late collection of children. Clubs should make clear that it is not their responsibility to transport children home on behalf of parents who have been delayed. Clubs are advised to follow a procedure such as:

- Promoting a staff contact number for parents to phone if there is any likelihood of late collection.
- Coaches may not be able to answer their phone during training/games, but it should be possible to leave a message.
- Asking all parents to provide an alternative contact name and number to be used if they can't be reached on their usual numbers.

In cases of late collection, staff should:

- Attempt to contact the child's parent on their contact numbers.
- Use the alternative contact name/number if possible.
- Wait with the child at the sport facility, with other staff or parents present if possible.
- Remind parents of the policy relating to late collection.

In cases of late collection, staff should not:

- Take the child home or to any other location without speaking to their parents.
- Send the child home with another person without permission from a parent.
- Leave the child on their own.
- Ask the child to wait in a vehicle or sport facility with you alone.

Elite athletes

Talented players need to be exposed to appropriate competition and training in order to achieve their potential and allow their talent to develop. This may involve young people competing against older players, including adults. The EHA currently do not permit players under 16 years old to compete in any EHA open age competitions and coaches should discuss the appropriate level of competition and training with both the player and their parents/guardians.

It is recognised that elite athletes may be additionally vulnerable due to increased time spent training and competing compared to other young people. Consideration needs to be given not only to the physical risks because of shortened recovery times, but also to the potential impact on the young person's education as well as the emotional and social impact on them and their family.

The EHA deliver a diploma in sporting excellence to run alongside their Talent Pathway for junior players. The Head of Performance has responsibility for ensuring the welfare of the young people who are selected for this programme, as well as a Performance Staff including administration support. For more information on the Diploma in sporting excellence, please refer to the performance section of the England Handball website.

16. RECOGNITION OF POOR PRACTICE AND POSSIBLE ABUSE

Staff and volunteers in handball are not expected to be experts at recognition of child abuse. However, they do have a responsibility to act if they have any concerns about the behavior 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 behavior is inappropriate and may be causing concern/harm to a child. In the application of this policy, poor practice includes any behavior bringing the game into disrepute of a child protection nature or contravening any EHA policy or guidance, infringing an individual's rights and/or is a failure to fulfil the highest standards of care.

Examples of poor practice include:

- Using excessive, physical or humiliating punishments.
- Failing to act when you witness possible abuse or bullying.
- Being unaware of or breaching any EHA 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 engaging 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 that they can do for themselves.
- Sharing a bedroom with a young person you are not related to, even with parental permission.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for young people, particularly if they are very young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved.

Staff, volunteers or other participants should avoid taking on the responsibility for tasks for which they are not appropriately trained.

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident.

This includes:

- If you accidentally hurt a player.
- If he/she seems distressed in any manner.
- If a player appears to be sexually aroused by your actions.
- If a player misunderstands or misinterprets something you have said or done.

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.

Abuse is defined as any non-accidental act or failure to act that causes harm. The categories of abuse that apply to children are set out in Working Together as follows:

- Physical abuse.
- Emotional abuse.
- Sexual abuse including sexual exploitation.
- Neglect.
- Extremism.

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.

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 them.
- Someone else (a young person or adult) expresses concern about the welfare of another.
- Unexplained changes in behavior (e.g., becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness.
- Engaging in sexually explicit behavior.
- 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.

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

Additional vulnerabilities

Deaf or disabled children have the same rights to protection as any child, but they could be more vulnerable to abuse because they may be dependent on others for practical assistance and intimate care as well as have impaired capacity to resist, avoid, understand or report abuse.

Although the great majority of carers have the child's best interests at heart, some will use their vulnerability as an opportunity to abuse. Sometimes it may be difficult to tell that a disabled child is being abused as people might think a child is behaving differently because of his or her disability - not realising that they are being abused.

Electronic communication

An adult should not contact a young person under 18 years of age through electronic media (including but not limited to social media, emails and text messages) where they know that young person through handball other than for legitimate handball participation or administration related reasons. All contact should be:

- Professional and avoid over-familiarity.
- Never contain any offensive, abusive or inappropriate language or images.
- Not sent overnight (between midnight and 6 am)

Inappropriate contact may be considered grooming which could be reported to the statutory services and possibly lead to disciplinary action including suspension.

See the further advice available on Appropriate Communication in the accompanying guidance documents.

REPORTING A INCIDENT/CONCERN

These procedures are explained in this policy, one for reporting concerns within handball and another for concerns outside of handball. If you are unsure which applies, please contact a helpline (see Essential Contacts on Page 4 of this policy) or the EHA Lead Safeguarding Officer for advice.

How to respond to a disclosure from a child

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

Think **TED**:

TELL EXPLAIN DESCRIBE

- React calmly so as not to frighten or deter the disclosure.
- Listen carefully and take what they say seriously.
- Keep any questions to the absolute minimum and for clarification only.
- Tell them they are not to blame and that they are right to tell.
- Reassure them and explain you have to share what they have said.
- Report the concerns but not decide if abuse has taken place.
- Make a record of everything said and any actions taken as soon as possible.

If you think the situation is an emergency, contact your Club Welfare Officer, EHA's Lead Safeguarding Officer or Deputy Safeguarding Officer. If they are not immediately available, then you should contact your local

Children's Social Care, LADO or Police without delay. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 24 hours of the day. Contact information for local social services and statutory agencies can be found in local phone directories, via the Local Authority or through the use of an Internet search engine.

Actions to avoid

The person receiving the disclosure **should not:**

- Panic or allow their shock to show.
- Ask questions other than to clarify that you have enough information to act.
- Speculate or make assumptions.
- Make promises or agree to keep secrets.
- Make negative comments about the alleged abuser.
- Approach the alleged abuser.
- Discuss the allegations with anyone who does not have a need to know.
- Take sole responsibility.
- Delay in reporting the concerns.

It should be noted that not all young players 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 player, 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, which is included in the accompanying Templates and Forms section.

Information, which may be required at the referral stage:

Young Person

Name/age/gender/address/ethnicity and details of any disabilities

Details of parents and any agencies already working with the family.

Accused

- Relationship between them and accused.
- Name/age/gender/address.
- Position in sport/occupation.
- Any other allegations/previous incidents.
- 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.

Details of whom the concerns were passed to should also be recorded including the name and title of the Children's Social Care member of staff or Police officer as well as 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 EHA Lead Safeguarding Officer and a copy should be retained by the Club Welfare Officer and stored in a secure place.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained with information shared on a 'need to know basis' only. This includes but is not limited to the following people:

- The Club Welfare Officer.
- The parents of the person who is alleged to have been abused (**only following advice from Children's Social Care**)
- Children's Social Care/Police.

- The EHA Lead Safeguarding Officer, Deputy Safeguarding Officer and members of the EHA Case Management Group (CMG), Safeguarding Disciplinary Group (SDG) and Safeguarding Appeals Group (SAG).
- The alleged abuser (and parents if the alleged abuser is a young person) **following advice from Children's Social Care.**

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, relevant and secure).

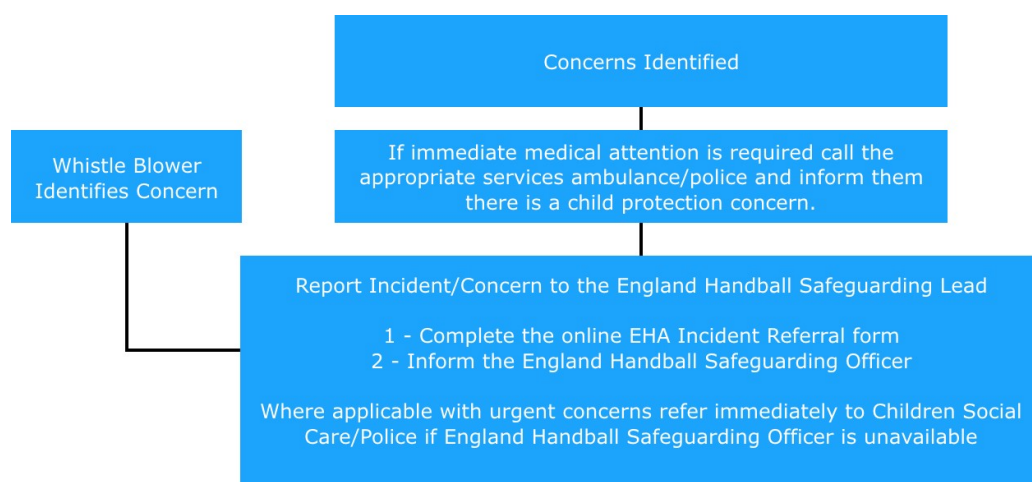
The seven golden rules of information sharing are:

- **Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
- **Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared. Seek their agreement, unless it is unsafe or inappropriate to do so.
- **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
- **Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- **Consider safety and well-being.** Base your information sharing decisions on considerations of the safety and well-being of the person, and others who may be affected by their decisions.
- **Necessary, proportionate, relevant, accurate, timely and secure.** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion and is shared securely.
- **Keep a record** of your decision and the reasons for it – whether it is to be shared or not. If you decide to share, record what you have shared, with whom and for what purpose.

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 behavior within handball and another for concerns outside of handball.

Reporting and Incident form



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. Please see the Templates/Forms for the EHA Incident referral Form template. You should be careful to report as much detail as possible but avoid hearsay or assumptions. The alleged perpetrator will need to be informed of the specific allegation to give them the opportunity to respond, but only after advice from statutory agencies.

The EHA Case Management Group (CMG) 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.

EHA - Case Management Group (CMG)

A Case Management Group (CMG) comprises a minimum of three people, with the exact membership determined by the nature of the case and availability of members. A CMG will be drawn from:

- Appropriately trained/qualified England Handball staff
- External independent representative(s) from clubs
- External Safeguarding ‘advisor /practitioner /expert’
- Any additional persons may be called upon if the CMG feel their professional input is required.

Purpose

1. To make decisions as to what level each case should be dealt with.
2. To make decisions on all reported cases relating to the welfare of children, young people and vulnerable adults. These decisions will relate to the route the case will take either internally or via the external statutory agencies.
3. Monitor and review progress on all cases and to identify any trends emerging which may require a review of current policies and procedures.

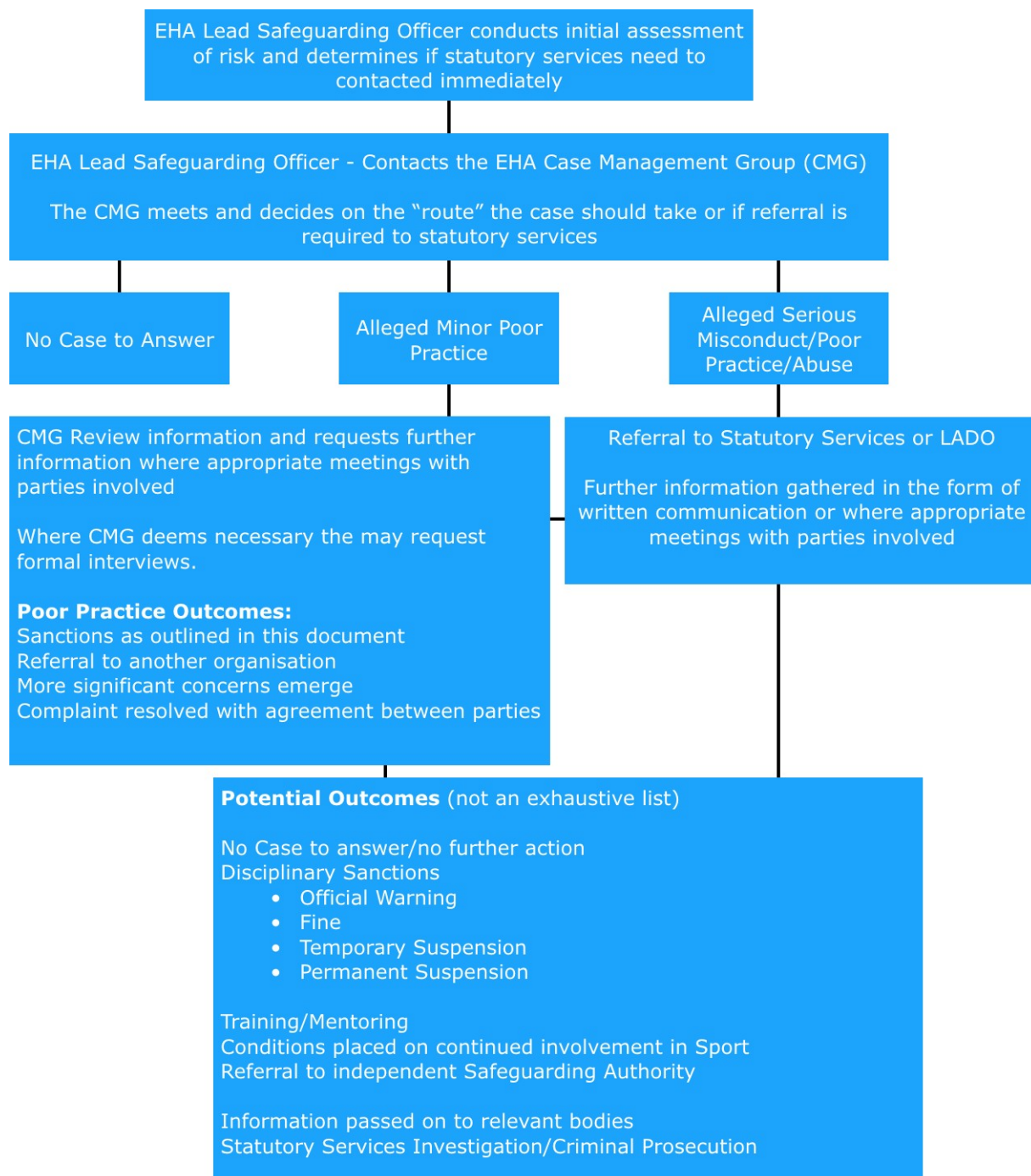
Terms of Reference

1. All referrals of potential child abuse, child welfare, poor practice / misconduct or as a result of information received through a DBS disclosure must be reported directly to the England Handball Lead Safeguarding Officer.
2. The England Handball Safeguarding Case Management Group (CMG) shall be appointed for each case by the England Handball Lead Safeguarding Officer, Deputy Safeguarding Officer or the England Handball CEO.
3. The persons appointed shall be suitably experienced and/or qualified and will familiarise themselves with the relevant legislation, policies and guidance.
4. The England Handball Lead Safeguarding Officer or the Deputy Safeguarding Officer can directly advise the Police / Children’s Social Care in the event of Safeguarding allegations deemed urgent. The England Handball CEO and CMG should then be informed.
5. The CMG will operate independently of the England Handball Board.
6. Any person appointed to the CMG shall declare immediately to the England Handball Lead Safeguarding Officer, Deputy Safeguarding Officer or CEO should they discover they are connected or have any conflict of interest in any case which would disqualify them from participation in any matters relating to that particular case.
7. All documents to be held under the management and direction of the England Handball Lead Safeguarding Officer/Deputy Safeguarding Officer.
8. The England Handball Lead Safeguarding Officer/Deputy Safeguarding officer on receipt of referral will notify members of the CMG within 48 hours. Upon receipt of the allegation the CMG must have an initial discussion within 5 working days.
9. Any case involving Police, Social Care or LSCB investigation will pend the outcome of any investigation by the statutory agencies. The CMG will decide in consultation with the statutory agencies whether or not to initiate a temporary suspension.

10. In the case of information received through DBS Disclosure the CMG will act as per 7 above and decide on the action (or no action) to be taken. An initial discussion should be held with at least 2 members of the CMG to decide if the information could be relevant to Handball. If either believe so, then:

11. Further information gathered from individual.
12. CMG meeting held.
13. Decide on if temporary suspension is necessary and subsequent investigation.
14. All Safeguarding and Welfare matters shall be regarded as highly confidential, not for disclosure outside of the CMG unless agreed by the group in the interests of safeguarding, and in line with the Data Protection Act.
15. Any member of the CMG who is accused of a criminal offence or poor practice misdemeanor shall be immediately suspended from his / her duties with the CMG, pending investigation. The England Handball CEO is the only person who can discharge any CMG member for whatever reason deemed inappropriate in any post connected to CMG appointment.
16. A member appointed to the CMG may resign in writing addressed to the England Handball CEO or Lead Safeguarding Officer/Deputy Safeguarding Officer. In the event of a resignation the knowledge, information and case details of any case pending, completed or spent shall remain confidential with a binding and permanent obligation.
17. The CMG may decide on the appropriate sanction, as outlined in the reporting procedures. They may also decide to refer the matter to the England Handball CEO, another England Handball department or process, or to another organisation.

EHA Management Process





England Handball Association
The Halliwell Jones Stadium,
Winwick Road,
Warrington WA2 7NE
Telephone: **+44 (0)1925 344 020**
Email: **office@englandhandball.com**

Suspension

In order to ensure the safety and welfare of anyone involved in handball, the Case Management Group (CMG) may decide to take the neutral act of temporarily suspending an

individual (also known as imposing a Temporary Suspension Order) for such duration and on such terms as considered to be appropriate.

The Safeguarding Disciplinary Group (SDG) who will review the information and confirm any action deemed necessary will receive recommendations.

A Temporary Suspension Order may be imposed due to:

- Receipt of serious allegations.
- Notification that an individual is subject to an investigation by the Police, Social Care or any other authority in relation to an allegation or offence.
- Receipt of information, which suggests a person may pose a risk of harm.
- Failure to comply with any aspect of England Handball's vetting procedures. This list is not intended to be exhaustive.

The EHA will not be liable to any suspended individual, club, affiliated association or any other organisation for any loss of any nature arising as a result of or in connection with a temporary suspension.

Following any statutory services (e.g. Children's Social Care or Police) investigation, the EHA will assess the available information to decide whether the individual can be reinstated to their role in handball. This may be a difficult decision; particularly where there is insufficient evidence for the statutory services to act or obtain a conviction. In such cases, the CMG or SDG will reach a decision based upon the available information, which could suggest that on a balance of probability; it is more likely than not that the person poses a risk. Anyone suspended on a permanent basis must be referred to the Disclosure and Barring Service for consideration to appear on the appropriate Barred List.

The CMG may decide that an individual should undertake certain actions such as further training or completing a new DBS disclosure, with failure to comply resulting in suspension on such terms and for such period as stipulated.

Appeals

An individual, club or affiliated association who is subject to a disciplinary sanction or final outcome made by the CMG or SDG has the right to appeal. Appeals are heard and considered by the Safeguarding Appeals Group (SAG)

Anyone wishing to appeal must do so in writing, to be received by the EHA Lead Safeguarding Officer within the specified period (usually 14 days unless stated differently) of the notification being sent. The letter of appeal should set out clearly the grounds for the appeal.

An individual may appeal in writing against their temporary suspension within the specified period (usually 14 days unless stated differently). The original terms of any temporary suspension will continue to apply during the appeal process.

All members of the SAG will not have been a member of the CMG or Safeguarding Disciplinary Group which considered the case. The SAG may ratify the original outcome, vary or dismiss it with their decision being final and binding.

Monitoring and Evaluation

During and following the conclusion of a case, members of the CMG will evaluate if changes need to be made to policies, procedures or guidance documents. All involved in a case are able to offer feedback so lessons can be learnt, and safeguarding processes can be continually improved.

Support to Deal with the Aftermath

Consideration should be given about what support may be appropriate to young people and others affected such as parents and members of staff. Use of helplines, support groups and meetings will maintain an open culture and help the healing process. Thought should be given about what support may be appropriate to the alleged perpetrator of the abuse. See the list of Essential Contacts on Page 4 of this Policy for expert organisations.

Action to take regarding allegations outside handball

If a young person informs you directly that he/she is being abused or describes abusive behavior outside the handball environment (i.e. at home or some other setting outside of handball) OR through your own observations or through a third party you become aware of possible abuse outside the handball environment you must **REACT IMMEDIATELY**.

Ensure the safety of the young person - if they need immediate medical treatment, take them to hospital or call an ambulance, inform doctors of concerns and ensure they are

aware it is a child protection issue.

if possible, contact the Club Welfare Officer or the EHA Lead Safeguarding Officer immediately who will follow the reporting procedures detailed below. If either of these individuals is unavailable or cannot be contacted, to avoid delay the person that has concerns should follow the procedures set out below.

The subject of allegations outside handball

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

Allegations of previous 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 alleged perpetrator.

Reporting Procedures

Seek advice immediately from the local Children's Social Care or Local Authority Designated Officer (LADO) who will advise on the action to be taken, including advice on discussing with parents. Expert advice can also be provided by the NSPCC Helpline on 0800 800 5000 or Childline on 0800 1111;

Make a full and factual record of events utilising the Incident Referral Form and forward a copy of the recorded information, as directed by the Children's Social Care and/or Police, and also to the EHA Lead Safeguarding Officer. If not already involved, contact the Club Welfare Officer as soon as possible.

Whistle Blowing Policy

All information received and discussed will be treated in confidence and only shared with those individuals within England Handball who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice or inform the statutory agencies.

Coaches, officials, teammates or parents may suspect that a young person's safety and welfare are under threat, but they may not express their concerns due to fear of harassment or victimisation. In these circumstances it may be easier for them to ignore the concern or hope someone else speaks out rather than report what may be a suspicion of poor practice.

England Handball is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, individuals are encouraged, if they have serious concerns about any aspect of a young person's safety and welfare, to come forward and voice those concerns. ALL those involved in activity carried out under the jurisdiction of England Handball are covered by this policy.

Purpose

To encourage individuals to feel confident and supported in raising concerns about the welfare of young people involved in Handball in accordance with England Handball's Safeguarding Policy and Code of Ethics and Conduct.

To provide a method of raising concerns directly to the Safeguarding lead officer and to receive feedback on any action taken.

To ensure that individuals receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.

To reassure individuals that they will be protected from reprisals or victimisation for whistle blowing in good faith.

Principles

This policy makes it clear that individuals can raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage. The policy is intended to encourage and enable individuals to raise serious concerns within Handball rather than overlooking a problem or having to look outside the sport.

It is in the interest of all concerned that disclosure of potential abuse, poor practice or breaches of the Code of Ethics and Conduct are dealt with appropriately. This is essential to ensure that the welfare of children is prioritised and in the interests of all involved in Handball.

England Handball is committed to good practice and high standards and wants to be supportive of everyone within the Handball community. The decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the alleged poor practice. If an individual believes what they are saying to be true, they should have nothing to fear because in reporting their concern they will be doing their duty to the young person concerned.

England Handball will not tolerate any form of harassment or victimisation and will take appropriate action to protect individuals when they raise a concern in good faith.

Confidentiality

England Handball will do its best to protect the identity of the whistle blower when they raise a concern and do not want their name to be disclosed. It must be appreciated that depending the identity of the whistle blower may be apparent or a statement by the whistle blower may be essential as part of the evidence. Any concerns about this should be discussed when the concerns are raised.

Anonymous Allegations

This policy encourages the whistle blower to put their name to their allegation, even if they do not wish this to be disclosed to other parties. It may not be possible to seek further information or provide updates if the allegations are anonymous.

Unfounded allegations

If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. However, if it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may be taken against them.

How to raise a concern

The whistle blowing policy should only be followed if the person raising the concern feels unable to follow the standard reporting procedures as set out in England Handball's Safeguarding Policy.

Individuals should raise the concern in the first instance with the England Handball Lead Safeguarding Officer. The individual should set out the background and history of the concern, giving names, dates and places where possible and the reason why they are particularly concerned about the situation. The earlier the individual expresses the concern, the easier it is for someone to take action.

Although the whistle blower is not expected to prove the truth of an allegation, they will need to be able to explain clearly why they are concerned in order for the England Handball Safeguarding Officer to determine whether there are sufficient grounds for taking further action.

How England Handball will respond

The action taken by England Handball will depend on the nature of the concern. This could include informing the statutory agencies, referral to the National League Disciplinary Officer or formation of an England Handball Safeguarding Case Management Group.

The amount of contact between the people considering the issues and the whistle blower will depend

on the nature of the matters raised, the potential difficulties involved, and the clarity of the information provided. If necessary, further information will be sought from the whistle blower as part of the investigation process.

If any meeting is arranged, the whistle blower has the right, if they so wish, to be accompanied by a friend or a person of their choice who is not involved in the matter to which the concern relates.

England Handball accepts that the whistle blower needs to be assured that the matter has been properly addressed. Subject to constraints, they will receive information about the outcomes of

any investigations, and the action that is to be taken against those whose actions caused them concern. Also, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.

How the matter can be taken further

This policy is intended to provide individuals with a way in which they can raise concerns about the safety and welfare of any young person involved in any Handball activity. England Handball hopes individuals will be satisfied that any safeguarding issue raised has been considered appropriately. If they are not satisfied, and if they feel it is right to take the matter outside of England Handball they should contact:

The Safeguarding in Sport Unit (CPSU).
Their local Children's Social Care.
Their local Police Safeguarding Team.

Handball in Schools

When delivering activities in a school or directly under the supervision/management of school staff, the school's arrangements for child protection will apply. You must inform the designated teacher or person for that school, who will follow the Local Safeguarding Children Board (LSCB) procedures. You should also ensure that you inform your Club Welfare Officer who will need to make the EHA LSO aware of the situation.