

British
Elite
Athletes
Association

The British Elite Athletes Association Safeguarding Children and Young People Policy

Updated October 2021



Glossary of Terms

British Elite Athletes Association – BEAA

National Governing Body – NGB

National Society for the Prevention of Cruelty to Children – NSPCC

CPSU – (NSPCC) Child Protection in Sport Unit

Disclosure and Barring Service – DBS

BEAA Lead Safeguarding Officer (LSO)

Children’s Social Care – CSC

Local Authority Designated Officer – LADO

Disclosure & Barring Service – DBS

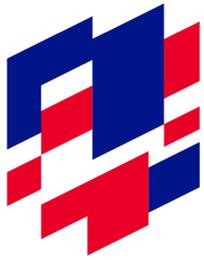
Department for Children, Schools and Families – DCSF

Department for Education – DfE

Social Services – SS

National Safeguarding Panel – NSP

National Anti-doping panel – NADP



**British
Elite
Athletes
Association**

INTRODUCTION

Every organisation that provides services for children and young people* (anyone under the age of 18) has a part to play in safeguarding and promoting their welfare. The key elements of safeguarding include:

- The prevention of children experiencing abuse and/or mistreatment;
- The promotion of practices that contribute to children's safety, health and wellbeing; and
- Ensuring a safe and effective environment for children and young people.

The core of the British Elite Athletes Association (BEAA's) work is athlete representation. To do this effectively it is recognised that it is key for the BEAA to maintain good links with athlete representatives in all sports, who are in turn well supported.

The BEAA is a membership organisation for athletes who are funded through the World Class Performance Programme

The BEAA members are eligible for all the BEAA core services (including a triage service of advice, support and guidance, the BEAA benefits and services, Athlete Representative Network and associated training programme). Anyone wishing to join the BEAA will have their elite sporting Background verified in a number of ways, either via UK Sport, their sport's NGB, or by other verification of past performance/roles. This membership body currently consists of over 1,200 individuals – a proportion of who are under 18 years old.

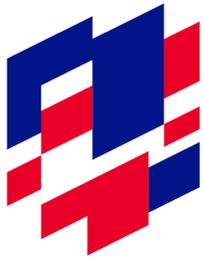
* Children/child or young people are used *interchangeably throughout the policy to describe anyone under the age of 18.*

By providing these services the BEAA aims to enhance the opportunity for the individual to reach their sporting goals and help prepare them for success in life after sport. This can only be widely achieved where children and young people are safe and protected from harm.

Although the majority of children have a fulfilling experience in sport, some young people may experience symptoms of abuse and/or poor practice linked to their participation. While experience of harm occurs at every level of sport, research shows that vulnerability to abuse and poor practice increases as young athletes make progress through the talent pathway. **1**

Whilst moving through the talent pathway offers fantastic experiences and rewards for athletes, we know that there are specific factors in elite sport that can make talented athletes more vulnerable to abuse.

These include things like:



**British
Elite
Athletes
Association**

- a win at all costs approach;
- intense coach: athlete relationships;
- a self- image which is linked closely with performance excellence, sometimes called a narrow athletic identity;
- child/junior athletes operating in an adult-focused environment;
- being away from family and support networks;

fear of losing funding or a place on a programme/team if they speak out about their concerns.

These factors can make some athletes more vulnerable to all kinds of harmful behaviours from their coach, parents or members of the entourage, and sometimes from themselves.

Like athletes at all levels of sport, elite athletes deserve to train and compete in a safe, healthy and stimulating sports environment.

It is vital that anyone involved in sports provision for children is alert to:

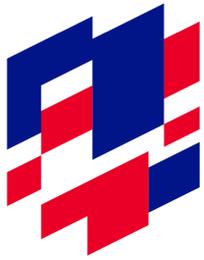
- Possible indicators of abuse and neglect;
- Risks that individual abusers or potential abusers, may pose to children; and
- Understanding what actions they should take should concerns arise.

This is particularly important considering the BEAA's unique remit providing support to athletes at the elite level.

Young people who experience, or who are at risk of experiencing, abuse are likely to choose someone they trust to raise concerns. It is therefore important that everyone who has direct involvement with children know how to respond. The BEAA recognises the important role that the BEAA Athlete Representatives can play in responding and providing support, as well as the case management team

The BEAA acknowledges that a safeguarding policy and associated procedures can help to minimise the risk of abuse and support an environment where concerns can be shared and referred to the appropriate agencies.

This policy applies to anyone undertaking roles on behalf of the BEAA including all the BEAA employees, volunteers or members.



**British
Elite
Athletes
Association**

1 The experience of children participating in organised sport in the UK (Kate Alexander, Anne Stafford, and Ruth Lewis 2011).

POLICY STATEMENT

The BEAA has a duty of care to safeguard and promote the welfare of members who are under the age of eighteen. The BEAA also acknowledges an additional responsibility towards children and young people who access services provided by the BEAA to members of our organisation.

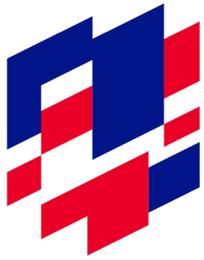
The BEAA recognises that the welfare and interests of children are paramount and aims to ensure that regardless of age, gender, religion or beliefs, race or ethnic identity, disability, sexual orientation or socio-economic background, all children have a positive experience when accessing the BEAA services.

The BEAA acknowledges that its' membership, and those accessing services include young people with disabilities, and that these young people can be additionally vulnerable, and may be targeted by those wishing to abuse. Communication difficulties, isolation, a dependency on others and other factors may contribute to increasing risks to a disabled child's safety and welfare, and impact on their ability to access help and support. Care will be taken to ensure that individual needs are recognised and assessed, and appropriate additional safeguards are put in place.

The BEAA will consider safeguarding responsibilities in respect of all services and activities provided by the organisation and will adopt and promote good practice.

As part of our safeguarding policy the BEAA will:

- Promote and prioritise the safety and well-being of children and young people;
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to symptoms of abuse, neglect and other safeguarding concerns relating to children and young people, including how to share/report any concerns;
- Appoint a Board Member to be a Safeguarding Champion with specific responsibility for safeguarding;
- Ensure that those involved in the provision of services to children and young people under the age of eighteen are appropriately recruited and managed, and are suitably skilled to provide support and advocacy on behalf of children and young people;
- Ensure appropriate action is taken in the event of incidents/symptoms of abuse and support provided to the individual/s that raise or disclose the concern;
- Work in partnership with sports' NGBs and other external agencies to ensure appropriate information is shared in the interests of safeguarding children and young people, and where



**British
Elite
Athletes
Association**

relevant, specialist services are provided to members;

- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Work in partnership with statutory agencies to share relevant information in a timely manner.

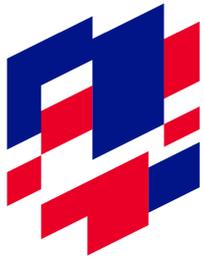
The policy will be reviewed on an annual basis by the BEAA Board and as required by the NSPCC Child Protection in Sport Unit, UK Sport and/or other relevant external agencies or following applicable changes in legislation and/or government guidance.

How does the policy statement translate into the BEAA services? The current BEAA core services are as follows:

Athlete triage service: We provide tailored end-to-end case management support to our members, a service which is confidential and independent from any NGB or sporting organisation. The BEAA supports athletes with a range of professional and welfare needs, offering advice and guidance. This important service provides a safe place for athletes to raise any concerns that they may have (including incidents of bullying or safeguarding disclosures) to a delegated BEAA representative. The BEAA reporting procedure clearly outlines what processes are in place should an athlete raise any safeguarding concerns (see Appendix 3 for reporting procedure flowchart). The triage service is currently managed by the BEAA Head of Safeguarding. The service may include referral to professional legal advice or supporting mediation between the athlete and their sports NGB. In these cases, we have professionally trained mediators in house, and where appropriate the athlete will be referred to Sports Resolutions UK (SRUK). SRUK are the independent dispute resolution service for sport in the United Kingdom; they provide sport specific arbitration and mediation services and operate the National Safeguarding Panel (NSP) (supporting NGBs in the professional management of safeguarding complaints and concerns) and the National Anti-Doping Panel (NADP).

Athlete Representation Network: As part of the new Code for Governance, UK Sport now require each sport to have a Representative within their system. The BEAA has been tasked to support this recruitment where required, alongside managing the network to create a system wide perspective of current themes and trends emerging from within the high-performance system. This important role should be able to flag concerns that exist within the system as well as highlight and celebrate good practice when it is recognised.

The Athlete Representative Network role at the BEAA facilitates and supports recruitment of athlete representatives within individual sports and subsequently collates feedback or concerns from athlete representatives across all UK Sport funded sports. This role is vital for the BEAA to understand what is happening within each sport at athlete level, and in giving athletes a voice. The network provides the Athlete Reps with an independent body to go to should they feel their concerns wouldn't be addressed internally or they would feel compromised by reporting within



**British
Elite
Athletes
Association**

their sport. The other primary role is to share best practice across the sports system to facilitate a positive working environment and culture for athletes. All athlete representatives will have a comprehensive induction through the BEAA which includes safeguarding training and equality training alongside training and guidance as to the roles and responsibilities of the Athlete Representative role.

This service may be utilised by athletes who are under the age of 18, this is more likely in sports with a young competition age such as gymnastics. The BEAA will develop protocols around how the athlete rep conducts this service with this in mind, including advice on recruitment for sports and appropriate training once in position. Guidance will be provided to representatives about minimum standards of behaviour expected of them and how they should respond if concerns arise about the welfare (e.g. bullying, poor practice or possible abuse) of young athletes.

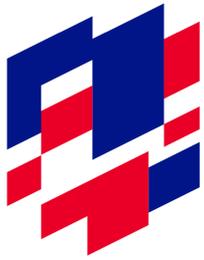
NGB Support & Advice: The BEAA will support and guide NGBs in the development of selection policies and other associated documents to ensure a fair and transparent selection process for all athletes. The BEAA may also sit on various performance advisory groups in NGBs to represent the voice of athletes and provide independent opinion and advice.

Future BEAA role and services:

The BEAA is looking to reshape its strategy and focus of support to all of its athlete members following an independent review commissioned by UK Sport (in August 2017) called 'Athlete Voice'. The review is seeking to ask the opinion of all world class funded athletes, alongside coaches and performance Directors about what they would like from an independent representative body. Responding to the 'athlete voice', the BEAA will devise its new strategy and direction of travel, as well as ensure it has the staffing structure and capability in place, in order to respond to the recognised need effectively and efficiently. It is vital that all athletes have a voice in the future direction of their independent representative body to ensure they are 'bought in' to the services that it provides as well as confident that the organisation is there and listening and responding to their needs.

Recognizing abuse and the promotion of best practice

The abuse of children does not only take place in their home environment. Abuse and mistreatment can be perpetrated in any setting by any adult known to the child. Children are most commonly abused by an adult who is well known to them, and who holds a position of trust (see Appendix 1 for definition and further information), though rarely abuse may be ~~carried out~~ perpetrated by individuals with no prior relationship with the child.



British Elite Athletes Association

The consequences for a child who is subjected to abuse can be ~~devastating~~ significant and life-long, especially if the individual has felt unable to disclose the abuse, their disclosure was ignored, or they were unable to access support.

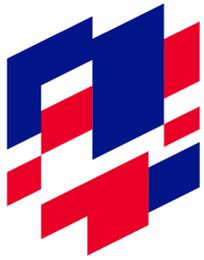
There are four main types of abuse, namely physical, sexual, emotional and neglect (see Appendix 2 for definitions.) A recent study of the experiences of children participating in organised sport in the UK highlighted that peers were the most common perpetrators of all forms of harm reported. Coaches were identified as the second most common perpetrators of harm. This increased as young athletes advanced through the competitive ranks and in the case of physical abuse, at elite level, coaches overtook peers as the main perpetrators. **1**

Anyone in regular contact with young people has the potential to play an important role in identifying cases where a child may be at risk. Although, not always easy to recognise, in some cases there may be signs ~~and symptoms~~ that children or young person has or is being abused (see Appendix 4 for information on indicators of abuse).

There are some behaviours or practices beyond these definitions of abuse that can significantly harm children. These include bullying, including cyber bullying and poor practice. There is also considerable evidence to suggest that some children may be additionally vulnerable to abuse and face extra barriers to getting help, because of their disability, race, gender, age, religion, sexual orientation, social Background or culture (see Appendix 6 for additional information).

By promoting and adopting good practice at all times, it is possible to reduce situations where abuse of children and poor practice may occur. All BEAA staff, members and volunteers are required to apply the following guidance when working with children:

- Treat everyone fairly and with respect and dignity;
- Do not discriminate against or show favouritism towards a specific child;
- Be open and transparent in working practices;
- Maintain high standards of conduct, providing a positive example for children;
- Establish and maintain clear and appropriate professional boundaries – re abuse of position of trust;
- Accurately represent professional status and do not abuse your position;
- Avoid physical contact unless it is as part of accepted professional practice or is necessary and reasonable to ensure the safety and/or wellbeing of a child;
- Comply with the BEAA safeguarding children and young people policy and the appropriate NGB policy and codes of conduct relevant to the activity;
- Ensure safeguarding concerns are reported in line with the BEAA policy;



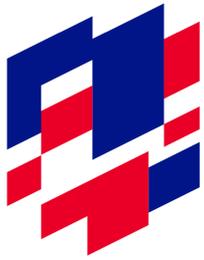
**British
Elite
Athletes
Association**

- Please see the BEAA Employee Handbook for action that may be taken with regards to termination of employment in line with safeguarding breaches.

Employees and volunteers must adopt the BEAA Standards of Conduct Policy (Appendix 7) and other specific guidance (such as the guidance that will be developed for Athlete Representatives about minimum standards of behaviour and how they should respond if concerns arise about the welfare (e.g. bullying, poor practice or possible abuse) of athletes) which are linked to the BEAA Disciplinary procedures.

The BEAA will work in partnership with sports' NGBs and other external agencies to ensure appropriate information is shared in the interests of safeguarding children and young people and where relevant, specialist services are provided to members.

1 The experience of children participating in organised sport in the UK (Kate Alexander, Anne Stafford, Ruth Lewis 2011)



**British
Elite
Athletes
Association**

RESPONDING TO CONCERNS

Safeguarding children and young people is everyone's responsibility. If anyone is worried about a child, it is important that you report your concerns - no action is not an option. See Appendix 3 for Child Protection Procedure for Reporting Concerns.

It is not the role of anyone within the BEAA to investigate reports and/or allegations of child abuse or to determine whether abuse has or has not occurred. However, it is essential that all employees, members and volunteers clearly understand their responsibility to take action in the event of:

- A disclosure of abuse from a child (see Appendix 5 for guidance on responding to a disclosure);
- A disclosure of abuse from an adult sometime after the event (non-recent or historical abuse);
- Observing abuse, neglect or poor practice;
- Observing concerning changes in a child's behaviour, appearance or relationships, or other possible indicators of abuse;
- A report from a third party or via an external organisation that raises concerns about the behaviour of an adult or young person towards children;
- A report from a third party or via an external organisation that raises concerns about the behaviour of an adult or young person towards children.

Anyone undertaking roles on behalf of the BEAA including all the BEAA employees, volunteers or members have a duty of care to respond to inappropriate behaviour, abuse or bullying.

All information will be treated in confidence and only shared with those individuals who will be able to manage and resolve the situation.

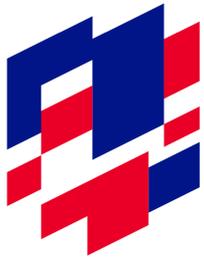
They also have a duty to report concerns about the welfare of a child or a young person that comes to the attention of the BEAA employees, volunteers or members.

As part of planning for their role in a particular location, the BEAA employees, volunteers or members are therefore expected to have established to who any concerns should be reported.

The reporting procedure (is made available to all members, directors and employees and will be available on the website.)

Reporting concerns that arise in relation to the behaviour of anyone undertaking roles on behalf of BEAA including all BEAA employees, volunteers or members.

- The British Elite Athletes Association Lead Safeguarding Officer (LSO) should be notified or if not available the CEO of the BEAA. If they are unavailable or the concern relates to the LSO,



**British
Elite
Athletes
Association**

the appropriate BEAA Director/Chair should be informed;

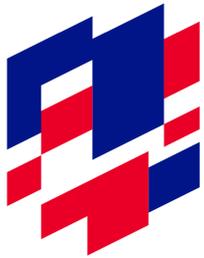
- Where concerns are urgent and/or the LSO is not available and concerns may constitute abuse, refer immediately to Children's Social Care (CSC) and/or the Police;
- The LSO will establish if the concern is currently being managed, for example by an NGB and/or by the statutory agencies (CSC/Social Services (SS) or Police);
- The LSO may, with advice from CSC/SS and/or Police, refer to other external bodies (e.g. Sport's NGB) that may 'need to know';
- Where there is a suspicion that a child has been abused by someone working in a position of trust (see Appendix 4, in England the LSO will refer to the Local Authority Designated Officer (LADO));
- Following consultation with CSC/SS and/or Police/LADO and if relevant another external organisation or NGB, the individual may be suspended from participating in any BEAA activity involving children in line with BEAA disciplinary processes pending the outcome of statutory agency and NGB enquiries/investigations;
- In the case of non-recent (historical) abuse, where an allegation is made some time after the event, disclosures must still be reported to CSC/SS and Police, as above, as the alleged or suspected perpetrator may continue to present a risk to other children and young people.

Anyone undertaking roles on behalf of the BEAA including all BEAA employees, volunteers or members are encouraged to consult with the LSO or if not available the CEO of the BEAA if they are unsure about the level of their concern about a child, or about inappropriate behaviour towards a child. In the event that there is any uncertainty as to whether a referral is appropriate, or it is not possible to contact the LSO or the CEO of the BEAA, the NSPCC 24-hour helpline: 0800 800 5000 or the local CSC/SS they will be able to offer advice on what action should be taken.

Confidentiality and information sharing

The BEAA will always seek prior consent to share confidential information with other external agencies and will only share confidential information without consent where there is a reasonable belief that failure to disclose would place a child or others at risk of significant harm and/or would impede the safeguarding role of the statutory agencies.

The decision to share information will be taken by the LSO in consultation with a senior BEAA official, providing that this will not delay the referral. Confidential information will only be passed to agencies that require access for safeguarding purposes on a 'need to know' basis. A record will be maintained of the reason for the disclosure, to whom it was shared and the details that were provided.



**British
Elite
Athletes
Association**

Although urgent referrals should not be delayed, CSC/SS or the Police should be provided with an incident report (See Appendix 8 and 10 for details of the information to include/reporting form). The contact details of the CSC Manager or police officer to whom the concerns were passed, together with the time and date of the call, and any agreed action to be taken should be recorded.

Next steps

Where a concern is reported there may be three types of investigation:

- Criminal - conducted by the police;
- Child protection - carried out by CSC and Police;
- Disciplinary - conducted by the BEAA and /or another relevant sport organisation or NGB on conclusion of statutory agency investigations.

On conclusion of the above investigations, the BEAA will review available information and accordingly agree an appropriate course of action. This could include:

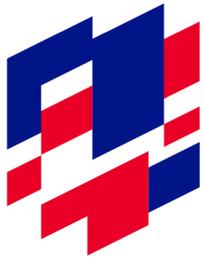
- BEAA investigation and possible disciplinary action;
- Referral to the DBS.

In cases where statutory agencies, and or the sport's NGB have been involved, the BEAA will request information on the outcome of these investigations, and any subsequent disciplinary action, to inform the BEAA disciplinary process.

The BEAA will assess and determine an appropriate sanction. Where an individual is deemed to present a risk to children and young people, the sanction will include exclusion from BEAA specific activities (e.g. Athlete representative network), and a referral to the DBS in line with the BEAA's legal duty.

The LSO will be responsible for the following to;

- Receive initial reports/concerns from BEAA athlete members;
- Receive reports/concerns from organisations accessing BEAA services e.g. NGBs;
- Be available to consult with, regarding any concerns;
- Be responsible for passing information on to the CEO or Chair of the BEAA;
- Link through to the BEAA's disciplinary process/HR and Legal;
- Any initial decision making re-route;
- Ensure the safeguarding policy is implemented;



**British
Elite
Athletes
Association**

- Disseminate information to BEAA employees, the BEAA Board, volunteers, members and relevant stakeholders as appropriate.

Support Services

Anyone who has made a disclosure of abuse, has been the subject of an allegation, or has been indirectly affected by an incident will be offered information on support services available to them, and where appropriate specialist support may also be provided by the BEAA.

Consideration should be given to the kind of support that Children, parents and members of staff may need in the aftermath of an abuse case. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: BEAA@BEAAp.co.uk, Internet: <http://www.BEAAp.co.uk>.

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator. Whilst the investigation is on-going the alleged perpetrator should be given the detail of the process to be followed and should have a point of contact within the organisation.

They can also be directed towards The British Association for Counselling Directory (details above) or The Samaritans who provide, non-religious, non-political, 24-hour confidential support line: 08457 90 9090 www.samaritans.org.uk

Whistle Blowing

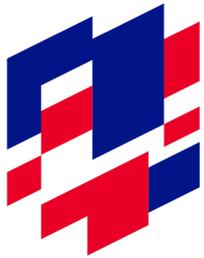
The BEAA provides an environment where staff, members and volunteers are encouraged and supported to raise safeguarding concerns (See Appendix 9). All concerns raised with the BEAA will be taken seriously and action will be taken against anyone who has harassed or victimised a whistle blower. The identity of individuals who wish to remain anonymous will not be disclosed without first taking time to explain the circumstances in which disclosure may be appropriate.

Media Interest

Child abuse and athlete welfare concerns can generate significant media interest, particularly in situations involving high profile individuals. Anyone who is approached by the media should refrain from providing any information about a case. The journalist's contact details should be taken and passed to the appropriate BEAA Director who will formulate an official BEAA response in consultation with the LSO.

SAFE RECRUITMENT AND SELECTION

The BEAA recognises the key preventative role played by robust recruitment and selection processes in safeguarding children. The following practices will be applied in respect of any paid



**British
Elite
Athletes
Association**

or voluntary position within the BEAA that involves working with children and young people. They will also be applied to roles whereby virtue of the position the incumbent would be seen by children and young people as a responsible and trustworthy individual.

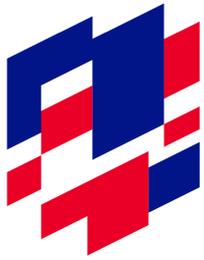
Pre-recruitment

- All positions will have a job/role description that describes the range of duties the role will involve, and a person specification that describes the required attributes;
- The requirements of the position will be assessed to determine whether it meets the DBS eligibility criteria for an enhanced disclosure, and self-declaration;
- Any advertising and information sent to potential applicants will make specific reference to safeguarding and promoting the welfare of children and young people and highlight that the post involves working with children and, where relevant will make reference to the requirement to complete an enhanced DBS disclosure;
- All applicants in appropriate roles will be required to complete an application form and self-declaration of any criminal convictions, cautions, warnings or relevant disciplinary action by other organisations;
- All applicants will be asked to provide evidence of any relevant qualifications;
- All applicants will be asked to provide proof of identity and in respect of paid positions, confirm their right to work in the UK;
- A minimum of two written references, one from their most recent role and where applicable, one from the relevant sport's NGB that specifically addresses suitability to work with children will be requested prior to the interview, unless the applicant has a justifiable reason for not seeking references in advance;
- All potential staff or volunteers will be interviewed or be asked to attend a meeting with a minimum of two representatives of the organisation prior to any position being confirmed;
- The successful candidate will, in positions that meet the DBS eligibility criteria be asked to provide an enhanced disclosure which must be assessed prior to commencing any aspect of their role that involves contact with children.

Post recruitment

All new staff and volunteers will:

- Complete an induction process that will include an introduction to the BEAA Safeguarding Policy and how it relates to the role;
- Complete a basic safeguarding awareness course within six months of taking up the position (if they have not done so in the last three years);



**British
Elite
Athletes
Association**

- Complete a probationary/trial period (usually 6 months);
- Receive regular feedback and an annual appraisal which specifically covers safeguarding practice where relevant.

Safeguarding Training

It is critical that the BEAA core members of staff engage in an appropriate level of safeguarding training to ensure they are capable of fulfilling the requirements of their role. Given the BEAA is currently a very small organisation it is deemed appropriate at this time that all staff will have at least completed basic safeguarding training as the principles of safeguarding fall into all job descriptions. These roles currently are;

- Chief Executive Officer
- Director of Operations
- Head of Safeguarding
- Athlete Support Manager

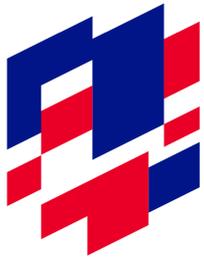
Given that the Athlete Support Manager and Director of Operations, will have significant safeguarding roles, (including Deputy Safeguarding Officer, see page 14 for more information), in the immediate future it is also deemed appropriate that they attend Designated Safeguarding (children and young people) - national level (Time to listen) training run by the NSPCC's Child Protection in Sport Unit as part of best practice.

The BEAA Board's role is to advise on the future strategy of the organisation as well to ensure all policies and processes are adhered to; this includes safeguarding. The board are required to have regular safeguarding training to ensure they understand their responsibilities in this area and can act with confidence.

Given the BEAA is going through a rapid period of change, any new roles recruited to the organisation as part of the new strategy and investment from UK Sport will be assessed and safeguarding training needs identified to ensure they are appropriately trained and equipped to support this area of their work. The BEAA has a 'live' safeguarding training plan which reviews staff, board and member training to date and will be reviewed quarterly against any actions required.

Membership termination

The BEAA has considered and agreed the circumstances in which it may need to withhold the BEAA membership or suspend and/or remove existing BEAA membership in response to safeguarding or other concerns or information coming to light. The Membership Termination Policy (Appendix 9) gives BEAA authority to remove membership if there are any safeguarding concerns about a member or if member doesn't adhere to BEAA Code of Conduct.



British Elite Athletes Association

BEAA Designated Persons with responsibility for safeguarding children

Lead Safeguarding Officer (LSO)

This is someone with a Child-focused approach who can communicate and provide advice and support at all levels. They will have influencing skills and an ability to work with conflict and with emotionally distressing matters. Knowledge of relevant legislation, government guidance, the BEAA Safeguarding Children and Young People Policy and procedures is essential as well as an ability to promote and demonstrate anti-discriminatory practice.

The LSO has overall responsibility for the development and establishment of BEAA's approach to safeguarding children and young people.

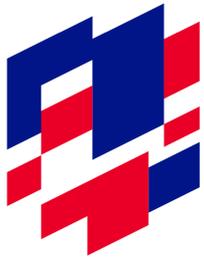
Role:

- To coordinate BEAA's action in any safeguarding case and convene a case management group as appropriate to decide on the course of action that the BEAA should take in any particular concern;
- To provide information and advice on Child protection;
- Make a decision on threshold for information sharing with external agencies (Children's Services, Police, LADO) and ensure all information is shared clearly in timely manner;
- To take a lead role in maintaining and reviewing BEAA's Welfare Plans;
- To co-ordinate the dissemination of policy, procedures and resources throughout the BEAA and with relevant stakeholders and represent the BEAA at external meetings related to safeguarding;
- To keep up to date with own knowledge and skills;
- Receive information from staff, volunteers, athlete representatives, or Parents who have Child protection concerns, and to record it;
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate;

The LSO should undergo the vetting procedure outlined in this policy

Deputy Safeguarding Officer (DSO)

A deputy safeguarding officer is in place to support and cover the lead role. The DSO will also complete Designated safeguarding (children and young people) - national level (Time to listen) training run by the NSPCC's Child Protection in Sport Unit in order to provide consistent cover in the event that the LSO is unavailable.



**British
Elite
Athletes
Association**

APPENDIX 1: POSITION OF TRUST (Extracts from NSPCC CPSU Briefing Paper on Abuse of Positions of Trust within Sport)

Sexual offences legislation already provides that any sexual activity involving children under 16 is unlawful. The primary motivation for legislation which addresses the abuse of positions of trust is the need to protect young people aged 16 and 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to sexual abuse and exploitation, in defined circumstances. This includes sexual activity and relationships with adults who hold a position of trust, responsibility or authority in relation to them and, as a result, have a considerable amount of power and influence in their lives. The law defines specific roles and settings where sexual activity between 16 and 17-year olds and those in positions of trust, responsibility or authority constitutes a criminal offence.

Examples of specific roles:

- Teachers;
- Connexions personal advisors (England only);
- Foster carers.

Examples of specific settings:

- Educational institutions;
- Residential care homes;
- Hospitals;
- Youth offender institutions.

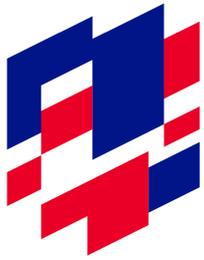
People in these roles or working in such settings may well be in positions of trust, will normally have power and authority in a young person's life, and may have a key influence on their future. They will have regular contact with the young person and may be acting in loco parentis.

The sports context

This legislation does not include sports roles (e.g. coaches, instructors or helpers) or sports organisations and settings (e.g. clubs, leisure facilities or events) within these definitions.

Thus, at present, an abuse of a position of trust within most sport contexts will not be illegal, although there may be circumstances in which the law does apply to sports coaches – for example if they are employed by and operating within a school.

NSPCC's view is that because of the vulnerability of young people and the particular circumstances of sport that the legislation should be extended to roles and settings within sports. Irrespective of this, NSPCC recommends that sports bodies work to the principles behind the legislation. They should put in place codes of ethics and conduct to which individuals are



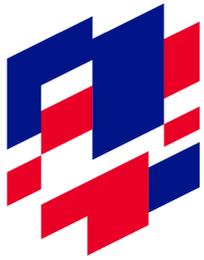
**British
Elite
Athletes
Association**

tied, which define acceptable and unacceptable behaviour, and which clearly include any abuse of positions of trust as described above. Breaches of these codes should be addressed through complaints and disciplinary procedures.

It is important also to recognise that under the Safeguarding Vulnerable Groups Act/Order there are already relevant provisions to consider. Sports settings deemed to provide regulated activity for the purposes of the legislation must refer an individual to the Disclosure and Barring Service (DBS) if they consider the individual has harmed, or to be a risk to, a young person while working in a regulated position. That individual may ultimately be barred by the DBS from working with children. Governing bodies and other sports organisations should take disciplinary action in situations where an adult in a position of authority has abused their position of trust by having sexual contact with a 16 or 17 year old.

Further information

Child Protection in Sport Unit: www.thecpsu.org.uk; cpsu@nspcc.org.uk; 0116 2347278.



**British
Elite
Athletes
Association**

APPENDIX 2: ABUSE AND NEGLECT DEFINITIONS

The generic definitions have been taken from “Working together to safeguard children.” (DCSF (now DfE): April 2015).

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse 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.

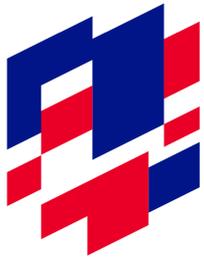
In sport an example of physical abuse could include:

- Provision of performance enhancing drugs;
- Forcing a child into a physically exhausting and painful training regime;
- Hitting or slapping a child as a form of punishment.

Emotional abuse

Emotional abuse is 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 children 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 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 the 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, 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.

Within sport examples of emotional abuse may include:



**British
Elite
Athletes
Association**

- Continually diminishing a child's efforts;
- Placing intolerable pressure on a child to train and/or win;
- Imposing developmentally inappropriate expectations on a child.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

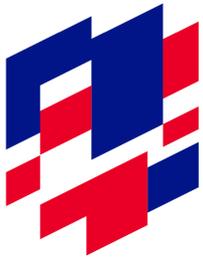
There have been a significant number of sexual abuse cases in sport, many of which have involved coaches, both male and female, who have manipulated the child and abused their position of trust.

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 child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve parent or carer failing to:

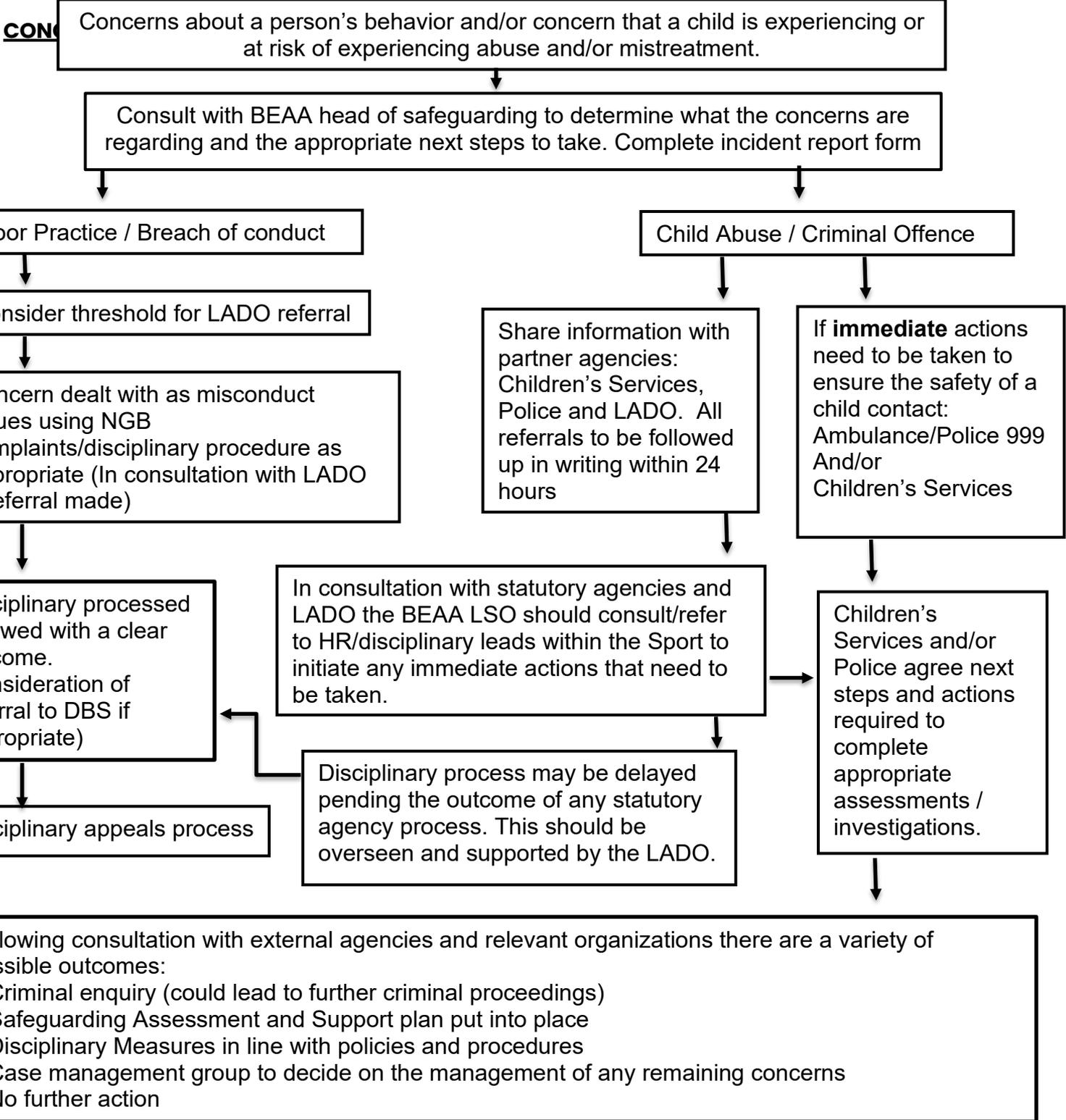
- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment;
- It may also include neglect of unresponsiveness to, a child's basic emotional needs.

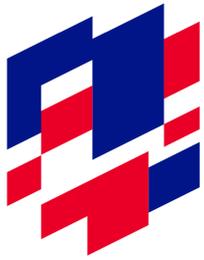
Neglect in a sport may occur if the responsible adult failed to adequately look after children in their care, leading them to be placed at risk of harm.



APPENDIX 3:

THE BRITISH ELITE ATHLETES ASSOCIATION CHILD PROTECTION PROCEDURE FOR RESPONDING TO





**British
Elite
Athletes
Association**

PLEASE NOTE: Anyone undertaking roles on behalf of the BEAA including all BEAA staff, volunteers or members are encouraged to consult with the BEAA Lead Safeguarding Officer or if not available the CEO of the BEAA if they are unsure

about the level of their concern about a child, or about inappropriate behaviour towards a child. If there is any uncertainty as to whether a referral is appropriate, or it is not possible to contact the BEAA Lead Safeguarding Officer or the CEO of the BEAA, the NSPCC 24-hour helpline: 0808 800 5000 or the local CSC/SS should be contacted as they will be able to offer advice on what action should be taken.



APPENDIX 4: INDICATORS OF ABUSE

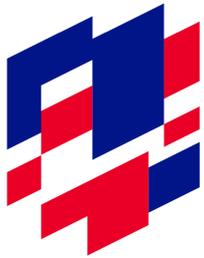
Even for professionals working with child abuse, it is not always easy to recognize when a child is experiencing, or at risk of experiencing abuse and/or mistreatment. However it is important to look out for the following signs when working with children that may indicate that they are at risk of suffering harm:

- Disclosure of a concern or description of what may be an abusive act;
- Unexplained or concerning injuries such as burns, cuts, and bruises situated in areas of the child's body which are not normally prone to injury through for example play activity;
- Physical injury where the explanation seems inconsistent;
- Unexplained changes in behaviour such as a child becoming withdrawn, quiet or aggressive/verbally violent;
- Inappropriate sexual awareness and/or behaving in a sexualised manner;
- Eating disorder e.g. a child is overeating or showing a loss of appetite;
- Excessive weight loss or weight gain;
- Unkempt physical appearance;
- The child becomes withdrawn and isolates themselves from the group or has difficulty making friends;
- The child is prevented from socialising with other children;
- Distrust of adults, particularly those whom a close relationship would normally be expected;
- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club;
- A drop in performance at school or in sport;
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing, for example, on food, cigarettes or alcohol;
- A shortage of money or frequent loss of possessions;
- A high turnover of participants.

The above list is not exhaustive and the presence of one or more of the indications should not be accepted as proof that abuse is taking place. It is NOT the responsibility of those involved in



The British Elite Athletes Association to decide that child abuse is occurring. It is everyone's responsibility to be vigilant and act on any concerns.



**British
Elite
Athletes
Association**

APPENDIX 5: RESPONDING TO A DISCLOSURE OF ABUSE

Regardless of how the concerns may have arisen, the person who received the disclosure or information must ensure they report and record the information. They must not allow personal opinions regarding the credibility of any individual or the information they have received prevent them from making the referral.

Record in writing what was said using the individual's own words as soon as possible. The following information should be included:

- Dates and times;
- Any names mentioned;
- To whom the information was given;
- Information that includes facts only, hearsay or opinion should be notes as such;
- Ensure the record is signed and dated make a record.

If an individual discloses that they or another young person is being or has been abused, or is at risk of abuse, the person receiving the information should:

- Stay calm and listen carefully, recognising any difficulties that the individual may have in explaining the incidents, especially if they are a young child and/or have communication difficulties;
- Ensure that there is not at any immediate risk to a child or children;
- Explain that it is likely the information will have to be shared with others;
- Keep questioning to a minimum, except where clarification is required to provide a clear and accurate understanding of what has been disclosed;
- Reassure the individual that they have done the right thing in revealing the information;
- Demonstrate and explain that the disclosure is being taken seriously and explain what will happen next, and with whom the information will be shared.

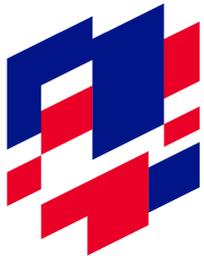
If a child makes a disclosure but indicates that he/she does not wish others to be informed about the allegations, it is important to sensitively explain why you need to share the information.

Actions to avoid;

- Dismissing the concern;
- Panicking;
- Allowing shock or distaste to show;
- Probing for more information than is offered;



- Promising to keep the disclosure secret;
- Speculating or make assumptions;
- Approaching the accused person(s) (this may put a child at further risk and/or jeopardise a criminal investigation);
- Investigation of the disclosure;
- Making negative comments about the accused person(s).



**British
Elite
Athletes
Association**

APPENDIX 6: – ADDITIONAL VULNERABILITY

There is a growing body of evidence that suggests that some children may be at more risk of abuse and face extra barriers to getting help, because of their disability, race, gender, age, religion, sexual orientation, social Background or culture.

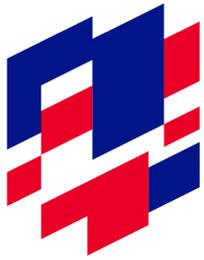
Elite athletes may also be more at risk because of several factors, see introduction (page 3 and 4) for more information.

Children and young people with disabilities

Various factors may contribute to an increased risk of abuse:

For example, if their disability means that they:

- Have had limited “life experiences” and so have not developed the social skills needed to work out what the behaviour and attitudes of others mean. This could make them less able to understand what is appropriate and inappropriate behaviour;
- Have been encouraged to comply with other people’s wishes and not to question authority figures;
- Are afraid to challenge potentially abusive situations because of the fear of the consequences. It is often easier to be compliant and pleasing rather than risk angering an authority figure and getting into trouble;
- May not be able to report abuse either because there is no-one they can report it to or because they do not have the ability to use the appropriate language;
- May not be able to recognise that abuse has taken place;
- Feel powerless because they have to depend on others for personal support;
- May not be able to physically remove themselves from abusive situations;
- Are not believed because their authority figures cannot accept that anyone would abuse a child with a disability;
- May not have anybody they can trust and confide in;
- May feel guilt or shame about the abuse which prevents them from reporting it;
- May not have a sense of ownership of their own bodies because they are so used to being examined physically by others as part of their medical and physical care;
- Have low self-esteem and a poor self-image.

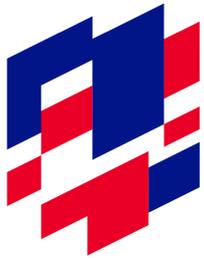


**British
Elite
Athletes
Association**

Children from minority ethnic groups

Children from a minority ethnic group (and their parents) are (more) likely to experience harassment, racial discrimination and institutional racism at some time throughout their lives. Although racism causes significant harm, it is not itself identified as a category of abuse.

However, this may be categorised as emotional abuse under this Policy. All organisations working with children (including those operating where black and minority ethnic communities are numerically small) should address institutional racism, as defined in the Macpherson Inquiry report on Stephen Lawrence as 'the collective failure by an organisation to provide appropriate and professional service on account of their race, culture and/or religion'.



**British
Elite
Athletes
Association**

Appendix 7

CODE OF CONDUCT BEAA EMPLOYEES

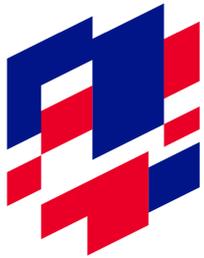
1. INTRODUCTION

1.1 The British Elite Athletes Association (BEAA) expects its staff (including temporary, agency, interim, contractor or consultant staff) to be scrupulously impartial and honest in all affairs relating to the BEAA and their job within it. All staff also bear a responsibility as employees to act as ambassadors for the Company in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities of staff working for the Company.

1.2 The duties of an employee are embodied in Common Law and built on by Statute e.g. the Equality Act 2010, The Health and Safety at work Act, The Prevention of Corruption Acts 1906 and 1916 etc.

1.3 Under Common Law the duties of an employee are as follows:

- to be ready and willing to work;
- to offer their services personally: for example must not subcontract the work for which they are employed;
- to take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the Company's property;
- to not wilfully disrupt the Company's business;
- to obey reasonable orders as to the time, place, nature and method of service;
- to work only for the Company in the Company's time;
- to disclose information to the Company relevant to the Company's business: for example that they might know or discover;
- to hold solely for the Company the benefit of any invention relevant to the business on which the Company is engaged;
- to respect the Company's trade secrets;
- in general, to be of good faith and do nothing to destroy the trust and confidence necessary for employment;
- to account for all benefits – monetary or in kind – received in the



British Elite Athletes Association

course of employment;

- to not give or receive bribes or otherwise act corruptly
- to indemnify the employer for loss caused by the employee.

1.4 United Kingdom Statute places further responsibilities on individual employees in regards to their own behaviour and their behaviour towards other employees.

2. STANDARD OF CONDUCT REQUIRED BY THE COMPANY Bribery and Other Corrupt Behaviour

2.0 The BEAA has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

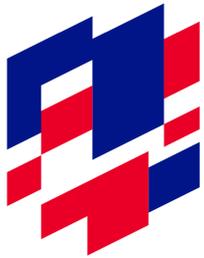
If an employee bribes (or attempts to bribe) another person, intending either to obtain or retain business for the company, or to obtain or retain an advantage in the conduct of the company's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances the employee will be subject to formal investigation under the Company's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

Gifts and Hospitality

2.1 In addition to the duties placed on employees by Civil and Statute Law. The BEAA requires its employees to ensure that gifts and hospitality offered by suppliers and potential suppliers of goods and services to the Company are declined. This applies, whether the gifts or hospitality are offered within, or outside normal working hours. The only exceptions to this are trivial gifts with a nominal value of less than £10 such as a calendar, diary, chocolates or mugs can be accepted. All other gifts must be politely refused or, if received through the post, returned to the donor with a suitably worded letter signed by the Chief Executive Officer.

Transaction of Private Business

2.2 Employees having official dealings with contractors and other suppliers of goods or services must avoid transacting any kind of private business with them by any means other than the BEAA's normal commercial channels. No favour or preferences as regards price, or otherwise, which is not generally available, should be sought or accepted.



British Elite Athletes Association

Visits to Conferences, Demonstrations etc

2.3 The BEAA intends that when it is necessary for employees to visit conferences, demonstrations and similar occasions, it should bear the travelling and subsistence expenses itself. Exceptions to this general rule will only be permitted with the approval of the Chief Executive.

Attendance at Luncheons, Receptions etc

2.4 Where it is evident that the work of the Company will be facilitated, invitations to attend receptions, luncheons may be accepted under the following rules:

- no employee may accept an invitation without first obtaining the approval of their line Manager/CEO;
- in exceptional circumstances, where it is not possible to seek prior approval, the facts should be reported immediately afterwards;
- if addressed personally, such an invitation may not be transferred to another employee, except with the consent and approval of a senior manager as above and with the concurrence of the party issuing the invitation;
- invitations involving attendance outside normal working hours may be accepted only on the authority of their line Manager/CEO;
- as a general rule, any officer who has any doubts about the wisdom of accepting any hospitality should decline the offer.

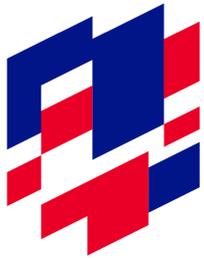
NB The important difference between, for example, attendance in an official capacity at a function organised by the Company or one of its subsidiaries and the acceptance of hospitality from a private individual or firm should be recognised.

2.5 Nothing more than a small, low value item such as a calendar, diary, blotter, chocolates or flowers can be accepted. All other gifts must be politely refused or, if received through the post, returned to the donor with a suitably worded letter signed by the Department Manager.

Confidentiality

2.7 At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations. The Chief Executive or other Senior Managers of the Company will inform employees of those authorised to receive information.

2.8 If doubt exists as to the validity of an organisation or individuals to receive



British Elite Athletes Association

information, this must be checked with a Senior Manager.

Personal Relationships

2.9 If a personal relationship between two employees develops within the working environment, the onus is on the senior employee concerned to bring this to the attention of his or her manager to confirm that there is no conflict of interest, nor will a conflict of interest arise. The Company reserves the right to move one of the employees concerned if it deems it necessary to do so.

Outside Interests and Employment

2.10 Outside interests include directorships, ownership, part ownership or material shareholdings in companies, business or consultancies likely to seek to do business with the BEAA. These should be declared to the individual's line manager as should the interests of a spouse / partner or close relative.

Political and civic activities

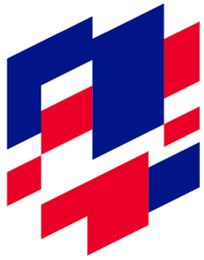
2.11 It is not the intention of the BEAA, or this policy, to dissuade employees from participating actively in public duties. It is important, however, that by doing so there is no suggestion to a third party that the employee is acting on behalf of, or with the support of, BEAA. To avoid any misunderstanding, no Company employee should permit his or her company affiliation to be noted in any outside organisation's materials or activities without the express written approval of a member of senior management.

General Conduct

2.12 Employees should at all times conduct themselves in such a way as to enhance the reputation of the Company.

The BEAA will support employees who become aware of and are willing to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the business. Employees should raise the issue internally with their manager or supervisor or in accordance with the Company's Policy on Disclosing Information ('Whistleblowing').

These standards of conduct are intended to underpin and clarify standards required by the Company of its employees and form a fundamental part of the employment contract. Staff who fail to comply with the guidance detailed in this Policy could be subject, following full investigation, to disciplinary action up to and including dismissal. If through their actions or omissions staff are found to be in contravention of either this Policy or, indeed, their legal responsibilities then



**British
Elite
Athletes
Association**

the Company reserves the right to take legal action if it deems it to be necessary to do so.

3. ETHICS UNDERPINNING THE CODE

Integrity and Honesty

3.1. You should not place yourself in situations where your honesty and integrity may be questioned. Duties should be carried out in a manner which preserves and embraces public confidence in your integrity and all the services provided by the BEAA.

Duty to uphold the law

3.2. You should uphold the law and, on all occasions, act in accordance with the trust that has been placed in you.

Respect

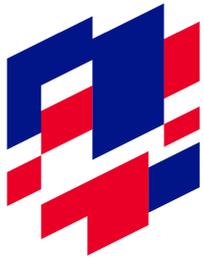
3.3. You should promote equality by not discriminating against any person, and by treating people with respect regardless of their race, age, culture, religion, gender, sexual orientation, disability or political persuasion. Discrimination; prejudice; oppressive behaviour or language in relation to any of the above is not acceptable. All colleagues and members, be they an adult or a child, have a right to be treated with dignity and respect. All employees agree to abide by the BEAA Equality Statement.

Discretion and Confidentiality

3.4 You should always exercise the utmost discretion with regards to the information and business activities which are disclosed to you. We offer a service that is impartial and confidential; a provision that relies on the trust of our membership and stakeholders.

Concerns and Complaints

3.5. Our aim is to support the journey of the athlete, but occasionally things do not go to plan. Comments or complaints should be dealt with through the Complaints Procedure, directed to the member of staff responsible for that area of service in the first instance, and then escalated to the CEO where appropriate (i.e. where the comment or complaint is about the person responsible for the area, or they are unable to resolve it).



**British
Elite
Athletes
Association**

APPENDIX 8:

INFORMATION TO BE SUPPLIED FOR STATUTORY AGENCY REFERRAL

- Personal details of the child concerned including age or date of birth, full name, gender, race, ethnic origin and address;
- Details of Parent/carer and an indication of what, if any, information has been shared;
- Nature of the allegation;
- Details of the person about whom the concern/allegation is made including full name, date of birth, address, relationship the child concerned and/or position held in the club, if any;
- Description of any visible injuries including bruising;
- Any observed changes in child's behaviour, relationships etc;
- Detailed description of the child's account of how the injuries occurred;
- Any times and dates or other relevant information;

A clear distinction between what is fact, hearsay or opinion.



APPENDIX 9:

The British Elite Athletes Association Reporting Procedures and Whistle Blowing Policy for Safeguarding Children and Young People

The British Elite Athletes Association (BEAA) is committed to the highest standards of openness and accountability. An important aspect of accountability and transparency is a mechanism to enable all athletes, the BEAA members, the BEAA Directors, the BEAA volunteers and the BEAA staff to voice concerns in a responsible and effective manner.

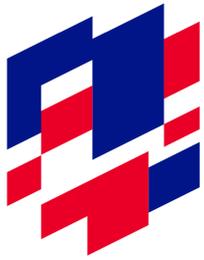
Where an individual discovers information which they believe shows serious malpractice, improper conduct or unethical behaviour or attempts to conceal these towards an athlete / member within the organisation or towards an athlete within another organisation then this information should be disclosed without fear of reprisal.

The BEAA will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

The BEAA will encourage individuals to put their name to any disclosure they make however factors such as the seriousness of the issue raised, the credibility of the concern and the ability to confirm the allegation from another source will be taken into account if a disclosure is made anonymously.

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against the individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if he/she persists with making them, disciplinary action may be taken against that individual.

Reporting Procedure



British Elite Athletes Association

The first point of contact in the BEAA for reporting child welfare concerns is the LSO. In the event it is not appropriate to discuss details with the LSO or they are not available the CEO or Chair of the BEAA will step in.

The following information will be taken initially

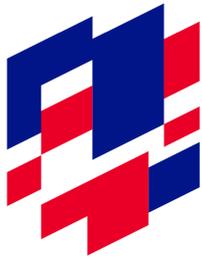
- Name, address and telephone number;
- Names of individuals and organizations involved;
- The manner of the alleged issue and any details of evidence;
- Whether they will submit the evidence;
- How they became aware of the issue.

On receipt of a complaint or concern the LSO will follow up as soon as is reasonably possible with the CEO of the BEAA or Chair of the BEAA or the BEAA Legal Provider whichever is relevant.

If there is evidence of criminal activity then the police will be informed. The BEAA will ensure that any internal investigation does not hinder a formal police investigation.

If the complaint or concern involves another organisation or the person involved is affiliated to a National Governing Body then the designated person in the relevant body will be informed and their procedures followed.

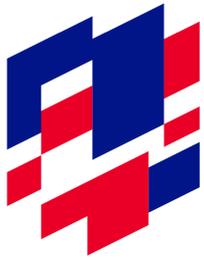
The BEAA will ensure that the relevant organisations are informed and/or the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.



APPENDIX 10

Incident Reporting Form

Your name:	Name of organisation:
Your role:	
Contact information (you):	
Address:	Postcode:
Telephone numbers:	Email address:
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers):	
Address:	Postcode:
Telephone numbers:	Email address:
Have parent's / carer's been notify of this incident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
Name:	
Position within the sport or relationship to the	
child: Telephone numbers:	Email address:
Date and times of incident:	



**British
Elite
Athletes
Association**

Child's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address: Postcode:

Telephone number: Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

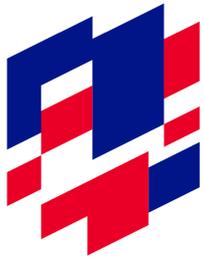
Position within the club or relationship to the child:

Date of birth (if child):

Address: Postcode:

Telephone number: Email address:

Please provide details of action taken to date:



**British
Elite
Athletes
Association**

<p>Has the incident been reported to any external agencies?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>If YES please provide further details:</p>
<p>Name of organisation / agency: Contact person:</p> <p>Telephone numbers:</p> <p>Email address:</p> <p>Agreed action or advice given:</p>

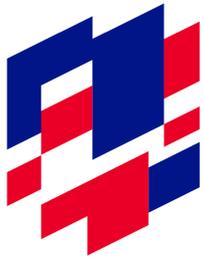
APPENDIX 11:

GUIDELINES FOR TERMINATION OF MEMBERSHIP OF THE BEAA

Introduction

The British Elite Athletes Association (BEAA) is a members' association for individuals who have represented their Home Nation or Great Britain in a sport that is recognised by the BEAA as defined in the Articles.

The majority of the athletes who are members of the BEAA are individuals who are defined as being "World Class" or "World Class Potential" in their Olympic or Paralympic Sport and are in receipt of an Athletes' Personal Allowance (APA) allocated via UK Sport (the Sports Council accountable to DCMS for the distribution of funding.) These are "automatic" members of the BEAA as defined by their status on the Talent Pathway and the relationship between their National Governing Body and UK Sport.



**British
Elite
Athletes
Association**

High Performance athletes can also join the BEAA – on meeting the eligibility criteria – if

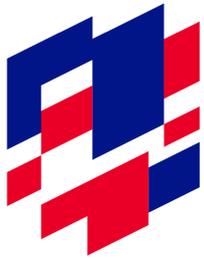
- ☒ They pay an individual voluntary membership.
- ☒ They are part of a group membership paid for by their NGB for athletes who are not necessarily funded by UKS but are in high performance e.g. “Commonwealth sports”.

Whatever category of membership – automatic, group, individual – there must be common rules to be applied regarding termination of membership and this document sets out what those rules or conditions are to ensure consistency, fairness and transparency.

General

- ☒ BEAA membership remains valid for a period of six months after an athlete’s APA funding ceases and then automatically ceases after that date unless any prior instruction has been given e.g. the athlete has elected to take out a voluntary membership so that membership remains in place.
- ☒ On notification from UK Sport (or other Sports Council if relevant) or an NGB that an athlete’s funding has ceased the BEAA will instigate a short period of communications with the member as follows:
 - On notification of cessation of funding BEAA will advise the member that their membership remains live for a further six months to offer our services of advice, support and guidance if they are needed i.e. if the athlete has a potential grievance.

BEAA will offer the athlete continued membership of the “Athlete Medical Scheme” (AMS) with the athlete paying individual voluntary premiums based on their circumstances. The option must be exercised within three months of funding ceasing and premiums backdated to the date funding ceases to ensure continuation of cover.



British Elite Athletes Association

Three months after funding has ceased BEAA will advise the athlete they no longer have the option to continue in the AMS, but their membership of the BEAA remains automatically live for a further three months with an option to purchase an individual voluntary membership.

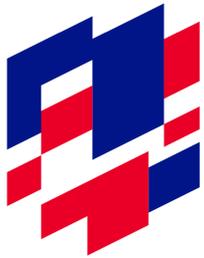
- Six months after funding has ceased BEAA will advise the athlete that they are no longer a member of the BEAA but that they can re-join at any time to have access to our services and benefits.

Individual Circumstances

There may well be circumstances when the action(s) of an individual member is/are such that they have their funding cut or they are suspended / banned from the high-performance group in their NGB. This may well be a time when the athlete needs to turn to the BEAA for advice, support and guidance and the BEAA will always treat each case on its merits and assist in resolving any dispute or grievance as appropriate.

Whilst noting that each case will be treated on its merits - and based on an understanding of the circumstances as presented to the BEAA - some general rules need to be applied. Examples of these rules are listed below but the BEAA reserves the right to change or amend these rules at any time in the light of our own Articles, appropriate and relevant legislation and / or sports guidelines and procedures (e.g. the safeguarding standards for protecting children and young people in sport or adults at risk).

- ☒ Should an athlete be found to be in breach of the terms of their APA agreement e.g. for bringing sport (or their sport) into disrepute, BEAA membership will be suspended immediately pending further investigation.
- ☒ Should an athlete be found to be in violation of the Safeguarding rules and policies of the athlete's NGB regarding children, young people and / or adults at risk, membership will be suspended pending further investigation. Should an athlete be found guilty of any crime, doping offence, or breach on conduct, membership may be terminated immediately.



**British
Elite
Athletes
Association**

RESOURCES LIST

ANN CRAFT TRUST

The Ann Craft Trust works with staff in the statutory, independent and voluntary sectors to protect people with learning disabilities who may be at risk from abuse. They also provide advice and information to parents and carers who may have concerns about someone that they are supporting www.anncrafttrust.org

0115 951 5400

ASSIST

ASSIST is a registered charity dedicated to offering confidential, emotional and practical support to individuals and families affected by trauma.

www.traumatic-stress.freeserve.co.uk

01788 560 800 (Helpline)

BRITISH ASSOCIATION FOR COUNSELLING

<http://www.BEAAp.co.uk> Tel: 01788 550899

BREAKING FREE

An organisation that provides support to female adults who have experienced childhood sexual abuse.

www.breakingfreecharity.org.uk

0845 1080055 (Helpline)

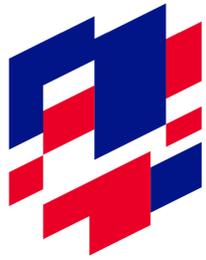
BULLY ONLINE

Bully Online is a website that contains lots of resources on all aspects of bullying and related issues.

www.bullyonline.org

CHILDLINE

Childline is a free 24-hour helpline for children www.childline.org.uk



**British
Elite
Athletes
Association**

0800 1111

CITIZENS ADVICE BUREAU

The Citizens Advice service helps people resolve their legal, money and other problems by providing free information and advice from over 3,000 locations across England, Wales and Northern Ireland. See the website for details of local offices. www.citizensadvice.co.uk

DFES BULLYING

The Department for Education and Skills has provided this web site to show pupils, their families and teachers how to tackle bullying.

www.dfes.gov.uk/bullying

FAMILY RIGHTS GROUP

Provides advice and support to families whose children are involved with social services and develops and promotes services that help secure the best possible future for children and families. www.frg.org.uk

0800 731 1696 (Helpline)

KIDSCAPE

Kidscape provides individuals and organisations with practical skills and resources necessary to keep children safe from harm. Kidscape was established to prevent bullying and child sexual abuse. www.kidscape.org.uk

08451 205 204 (Helpline for use by adults concerned about a child being bullied)

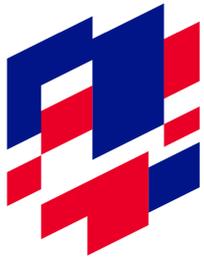
LANTERN PROJECT

This charity provides information and support services for adult victims of child sexual abuse www.victimsnolonger.org.uk

NAPAC (NATIONAL ASSOCIATION FOR PEOPLE ABUSED IN CHILDHOOD)

NAPAC is a registered charity, which provides support and information for people abused in childhood. www.napac.org.uk

0800 085 3330



**British
Elite
Athletes
Association**

NSPCC HELPLINE

The NSPCC Child Protection Helpline is a free, national, 24-hour service, which provides counselling, information and advice to anyone, including children, concerned about a child at risk.

www.nspcc.org.uk **0800 800 500**

RAPE CRISIS ENGLAND AND WALES

The website provides information for survivors of sexual violence and their friends and family to access the services they need and details of local rape crisis centres. www.rapecrisis.org.uk

SAMARITANS

Provides confidential emotional support, 24 hours a day, for people who are experiencing feelings of distress or despair, including those that may lead to suicide. www.samaritans.org.uk

08457 90 90 90

STOP IT NOW

Stop it Now! UK & Ireland is developing a public health approach to the prevention of child sexual abuse through a network of local projects and national initiatives. It provides adults with the information they need to recognise worrying behaviour in themselves or others, and with the confidence to take responsible action when they suspect that something is wrong.

www.stopitnow.org.uk

0808 1000 900

SURVIVORS

Provides information, support and counselling for men who have been raped or sexually abused.

www.survivorsuk.org

0845 122 1201

Adopted by:	Board	Adopted date:	7 November 2017
Review by:	Board	Review date:	March 2023