



BALLKIDS AND BALLKIDS COORDINATORS TRAINING

CONCEPTUAL NOTE



MAY 2016

BACKGROUND

In 2017, Vanuatu will host the 2017 Mini-Games and it will necessary to train ballkids and ballkids trainers.

The Vanuatu Tennis Federation wants to define a long-term program that will be sustainable and allow to cater for other Regional Tournaments that we plan to organize beyond 2017.

In January 2016, Francis Bryard attended the Australian Open Ballkids Program and following discussion with Tennis Australia's officials, ballkids trainers and coordinators, this plan has been defined.

OBJECTIVES

1. Train Ballkids trainers and establish a solid team able to train ballkids at the higher possible standard;
2. Have good teams of ballkids;
3. Establish a parallel/complementary pathway for our HOT SHOTS/JTI participants.

METHODOLOGY

The following methodology principles will guide us for the implementation:

1. Train the trainer approach: we will train the coordinators and the coordinators will then train the ballkids;
2. High level of standard: the training will follow the best practices from the Australian Open;
3. Children-oriented: the ballkids welfare will be a priority. We want the kids to learn in a friendly environment.

We plan to implement the program into 3 stages:

<u>STAGE 1</u>	<u>STAGE 2</u>	<u>STAGE 3</u>
<u>PREPARATION</u>	<u>TRAIN THE TRAINER</u>	<u>TRAIN THE BALLKIDS</u>
<ul style="list-style-type: none">➤ Call for volunteers➤ Finalization of job description for coordinator➤ Write and approve the VTF Child Protection	<ul style="list-style-type: none">➤ <u>Training 1 for the coordinators</u>: tennis rules; tennis matches; ballkids role on court; VTF Child Protection Policy... (2 hours per	<ul style="list-style-type: none">➤ <u>Ballkids training</u>. Evaluation of the ballkids trainers➤ <u>The ballkids training will have to be done in 3 stages (175 ballkids</u>

Policy ➤ Select the volunteers ➤ Establish a guide for the trainers' training	day/ 4 days) This training will introduce tennis and ballkids to volunteers with no background in tennis or sport. ➤ <u>Training 2 for the coordinators:</u> how to run activities to train ballkids; evaluation of ballkids; organization of team... This training will be specific. (2 full days)	<u>to train)</u>
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Input from Tennis Australia/Australian Open Specialists will be greatly helpful for the following activities:

Stage 1: Establish the guide for the trainers' training guideline. The Vanuatu Tennis Federation will prepare the draft and TA/AO specialists could review the draft, propose changes....

Stage 2: The second training could be ran by a TA/AO specialist

Stage 3: Evaluation Forms could be drafted by VTF and TA/AO specialists could review the draft, propose changes....

TIMEFRAME

	2016					2017				
	05	06	07	08	11	02	04	05	08	11
STAGE 1										
1. Job description written and approved by the Game Committee										
2. VTF child protection policy drafted and submitted to specialists for comments and review										
3. Call for volunteers										
4. Training guide drafted and review by TA/AO team										

5. Select the Volunteers										
STAGE 2										
1. Training 1										
2. Training 2										
3. Refreshing course/meetings										
STAGE 3										
1. Training 1										
2. Training 2										
3. Training 3										
4. Final training										

Activities 1 and 2 of Stage 1 are currently under completion. Draft Child Protection Policy, Code of Ethics for VTF Officials and TOR for Volunteers position can be found on Annexes.

BUDGET

STAGE 1	ITEMS	UNIT COST	TOTAL COST
1. Job description written and approved by the Game Committee		0	0
2. VTF child protection policy drafted and submitted to specialists for comments and review		0	0
3. Call for volunteers		0	0
4. Training guide drafted and review by TA/AO team	Cost to print the guide in 15/20 nbrs.	45.000 VT	45.000 VT
5. Select the Volunteers		0	0
STAGE 2			
1. Training 1	15 trainers – 2 hours – 4 days Refreshments	10.000 VT	10.000 VT

	Stationery Lump Sum: 10.000 VT		
2. Training 2	15 trainers – 2 hours – 4 days Refreshments Stationery Lump Sum: 10.000 VT	10.000 VT	10.000 VT
3. TA/AO Specialist coming from Melbourne for 2 days	Airfare 80.000VT Accommodation 40.000VT Meals for 2 days: 20.000 VT		140.000 VT
4. Refreshing course/meetings	2 meeting for 15 trainers Lump Sum: 10.000 VT	10.000 VT	10.000 VT
STAGE 3			
1. Training 1	1 full day 50 ballkids 15 coordinators Refreshments and meals	1.000 VT per persons: 65.000 VT	65.000 VT
2. Training 2	1 full day 50 ballkids 15 coordinators Refreshments and meals	1.000 VT per persons: 65.000 VT	65.000 VT
3. Training 3	1 full day 70 ballkids 15 coordinators Refreshments and meals	1.000VT per persons: 85.000 VT	85.000 VT
4. Final training	1 full day 175 ballkids	1.000 VT per	190.000 VT

	15 coordinators Refreshments and meals	persons: 190.000 VT	
TOTAL			620.000 VT

ANNEXES

ANNEXE 1. POSITION DESCRIPTION FOR VOLUNTEERS

VOLUNTEERS POSITION FOR TENNIS TOURNAMENTS

The Vanuatu Tennis Federation is calling for volunteers to assist in the organization of several futures events for the following position **(The positions in red are absolute priorities) and especially for the 2017 Mini-Games:**

VU16 RC 2016	VANUATU UNDER 16 REGIONAL CHAMPIONSHIPS	DECEMBER 2016
WPRC 2017	WEST-PACIFIC REGIONAL CHAMPIONSHIPS	MAY 2017
MINI-GAMES 2017	PACIFIC MINI-GAMES	DECEMBER 2017
OCEANIA 2018	OCEANIA SENIOR CHAMPIONSHIPS	TBC
VU16 RC 2018	VANUATU UNDER 16 REGIONAL CHAMPIONSHIPS	DECEMBER 2018

POSITION	EVENTS	NUMBER	AGE	POSITION DESCRIPTION	REQUIREMENTS	NOTE
SECRETARY	VU16 RC 2016	1	≥ 18	-Supervise the tournament office;	- Good knowledge of office management; - Computer literate; - English, French and Bislama	The successful candidate will have to abide by the VTF Code of Ethics.
	WPRC 2017 (TBC)	1		- Inform/guide players and officials;		
	MINI-GAMES 2017	2		- Manage the office's communication;		
	OCEANIA 2018 (TBC)	2		- Draft Press Release; - Check Entry List; - Any other duty assigned by the Director of Tournament.		
BALLKIDS TRAINERS/COORDINATORS	MINI-GAMES 2017	15	≥ 18	-Train ballkids in accordance to standard and guideline defined by	-Background in education and/or experience to work	This position is subject to a specific training.

	OCEANIA 2018 (TBC)	15		VTF; - Organize and supervise ballkids.	with kids; - Love kids and be ready to be involved for long days	Successful candidates will have to sign and respect the VTF Child Protection Policy
BALLKIDS	MINI- GAMES 2017 OCEANIA 2018 (TBC)	175 150	≥ 12 TO 15	- Pick-up balls during matches.	-Ni-Vanuatu kids enrolled in local primary school will have the priority; - Good fitness; -No knowledge of tennis necessary	This position is subject to a specific training.
COURT SUPERVISORS	VU16 RC 2016 WPRC 2017 (TBC) MINI- GAMES 2017 OCEANIA 2018 (TBC)	2 2 11 11	≥ 16	-Supervise all operations on court -Quickly inform Venue Coordinator in case of material problem -Quickly inform Referee/Tournament Director in case of tennis related issues	-Basic knowledge of tennis; -Hospitality skills a plus; -Quick to react.	This position is subject to a specific training. The successful candidate will have to abide by the VTF Code of Ethics. Successful candidates will have to sign and respect the VTF Child Protection Policy
LINE UMPIRE/OFFICIALS	VU16 RC 2016 WPRC	5 10	≥16	-Basic knowledge of tennis rules -Good eyes	- Basic knowledge of tennis; - Good fitness.	This position is subject to a specific training

	2017 (TBC) MINI- GAMES 2017 OCEANIA 2018 (TBC)	15 15		-Good level of English (oral) -Basic knowledge of French an advantage		and test. The successful candidate will have to abide by the VTF Code of Ethics.
MEDIA OFFICERS SOCIAL MEDIA	VU16 RC 2016 WPRC 2017(TBC) MINI- GAMES 2017 OCEANIA 2018 (TBC)	1 1 2 2	≥16	-Daily update of VTF Facebook, Twitter, You Tube	-Good knowledge of social media uses- Facebook, Twitter, You Tube, Instagram; -Computer literate; -Good command of English; -Preference will be given to bilingual person (English and French)	The successful candidate will have to abide by the VTF Code of Ethics. Successful candidates will have to sign and respect the VTF Child Protection Policy
MEDIA OFFICERS WEBSITE	VU16 RC 2016 WPRC 2017 (TBC) MINI- GAMES 2017 OCEANIA 2018 (TBC)	1 1 2 2	≥16	-Daily update of VTF Website	-Good knowledge of the VTF website; -Computer literate; -Good command of English; -Preference will be given to bilingual person (English and French)	This position is subject to a specific training. The successful candidate will have to abide by the VTF Code of Ethics. Successful candidates will have to sign and respect the VTF Child Protection

						Policy
MEDIA LIAISON OFFICER	VU16 RC	1	≥18	-Publish and share VTF Press Releases	-Good knowledge of the media; -Computer literate; -Good command of English; -Preference will be given to bilingual person (English and French)	The successful candidate will have to abide by the VTF Code of Ethics.
	2016 WPRC	1				
	2017(TBC) MINI-GAMES	2				
	2017 OCEANIA 2018 (TBC)	2				
RESULTS ENTRY OFFICER	VU16 RC	1	≥16	-In close cooperation with Director of Tournament/Referee, enter results into tournament software -Share results, order of play and draws	-Computer literate - Good command of English -Good knowledge of tennis rules and regulation	This position is subject to a specific training. The successful candidate will have to abide by the VTF Code of Ethics.
	2016 WPRC	1				
	2017 (TBC) MINI-GAMES	2				
	2017 OCEANIA 2018 (TBC)	2				
PHOTOGRAPHERS	VU16 RC	1	≥18	-Take pictures of tournament	No specific requirement	The successful candidate will have to abide by the VTF Code of Ethics. Successful candidates will have to sign and respect the VTF Child Protection Policy
	2016 WPRC	1				
	2017(TBC) MINI-GAMES	2				
	2017 OCEANIA	2				
	2018 (TBC)	2				

VENUE COORDINATOR	VU16 RC	1	≥18	-Oversee all maintenance aspects of the venue	-No knowledge of tennis required	This position is subject to a specific training. The successful candidate will have to abide by the VTF Code of Ethics. Successful candidates will have to sign and respect the VTF Child Protection Policy
	2016 WPRC	1		-Prepare the venue prior to the beginning of tournament/matches	-Able to work without supervision	
	2017 (TBC) MINI-GAMES	2		-Undertake when necessary light urgent repair	-Skills in maintenance	
	2017 OCEANIA	2		-Organize drying-up of courts after rain		
	2018 (TBC)	2				
LIAISON OFFICER LOGISTIC	MINI-GAMES 2017	2	≥18	-Liaise with Food and Transport Committee to: 1.Receive meals and share to Teams and players 2.Organise transport for players and officials when necessary	No specific requirement	The successful candidate will have to abide by the VTF Code of Ethics.
HOSPITALITY OFFICERS	MINI-GAMES 2017	2	≥18	-Welcome, guide and serve VIP	-Hospitality skills - Good command of English - French an advantage	The successful candidate will have to abide by the VTF Code of Ethics.

ANNEXE 2. VTF CODE OF ETHIC



VANUATU TENNIS FEDERATION CODE OF ETHICS FOR OFFICIALS AND VOLUNTEERS

The Vanuatu Tennis Federation requires a high standard of professionalism from all Officials and Volunteers working at VTF events. This include:

- Tournaments;
- Fundraising;
- Any events when officials and /or administrator represent the Federation

These standards are as follows:

1. Officials/Volunteers must be in good physical condition.
2. Officials/Volunteers must be on time for all matches/duties assigned to them.
3. Officials/Volunteers must understand the Rules of Tennis, the Duties and Procedures for Officials/Volunteers.
4. Officials/Volunteers should maintain personal hygiene and should maintain a professional appearance at all times.
5. Officials/Volunteers must not drink any alcoholic drinks before any match on the day they are to officiate, or at any time on-site while play is in progress, or while in uniform. As a guideline, Officials/Volunteers should not drink alcoholic drinks for 12 hours before officiating.
6. Officials/Volunteers must maintain complete impartiality with respect to all players at all times. An official must not officiate in any match in which he/she has a relationship with one of the players that might be considered a conflict of interest. The perception of a conflict shall render an official unsuitable for such an assignment.
7. Officials/Volunteers shall not socialize with or become intimate with players, or enter into any relationship or take any action that casts doubt on his/her impartiality as a tennis official. However, Officials/Volunteers are not prohibited from attending social functions at which players may be present.
8. Officials/Volunteers must indicate any potential conflict of interest with VTF

Administrator/Referee/Director of Tournament.

9. Officials/Volunteers must not criticize or attempt to explain calls or decisions by other Officials/Volunteers to anyone other than to those Officials/Volunteers directly, the Supervisor/Referee.
10. Officials/Volunteers must not bet anything in any manner in connection with any tennis event. Officials/Volunteers must not induce or encourage any other person to gamble or enter into any other form of financial speculation on any match or occurrence at any tennis event. Officials/Volunteers must not receive any money, benefit or other reward (whether financial or otherwise) for the provision of any information concerning the weather, the players, the courts, the status of, or the outcome of, any match or occurrence at any tennis event.
11. Officials/Volunteers shall not have conversations with the crowd, except in the ordinary course of controlling the crowd during a match.
12. Officials/Volunteers must not participate in a media interview or meeting with a journalist where his/her statements relating to tennis officiating can be printed or broadcast without the approval of the Supervisor/Referee.
 - a. Officials/Volunteers must at all times conduct themselves in a professional and ethical manner, giving due regard to the Supervisor/Referee, players, Officials/Volunteers, Tournament personnel and public.
 - b. Officials/Volunteers must make all tournament related requests to the Supervisor/Referee or Chief Umpire, rather than making requests directly to the Tournament Director or staff.
 - c. Violations of the Code for Officials/Volunteers must be reported by the Supervisor/Referee to the governing body of the tournament.
13. Officials/Volunteers must operate within the rules and spirit of tennis, promoting fair play over winning at any cost.
14. Officials/Volunteers must encourage and support opportunities for people to learn appropriate behaviours and skills.
15. Officials/Volunteers must support opportunities for participation in all aspects of the sport.
16. Officials/Volunteers must treat each person as an individual.
17. Officials/Volunteers must display control and courtesy to all involved with the sport.
18. Officials/Volunteers must respect the rights and worth of every person

regardless of their gender, ability, cultural background or religion.

19. Officials/Volunteers must respect the decisions of Officials/Volunteers, coaches and administrators in the conduct of the sport.
20. Officials/Volunteers must know the Vanuatu Tennis Federation Child Protection Policy and abide by it at any time when dealing with persons under 18 years old.
21. Officials/Volunteers must adopt appropriate and responsible behaviour in all interactions.
22. Officials/Volunteers must act with integrity and objectivity, and accept responsibility for their decisions and actions.
23. Officials/Volunteers must ensure their decisions and actions contribute to a safe environment.
24. Officials/Volunteers must ensure their decisions and actions contribute to a harassment free environment.
25. Officials/Volunteers must not tolerate harmful or abusive behaviours.
26. Officials/Volunteers must place the safety and welfare of the athletes above all else.
27. Officials/Volunteers must be consistent and impartial when making decisions.



DECLARATION

I, the undersigned, will oversee the implementation of the Vanuatu Tennis Code of Ethics for Officials/Volunteers and take all necessary steps to ensure it is adhered to.

NAME:

SURNAME:

POSITION:

DATE:



VANUATU TENNIS CHILD PROTECTION POLICY

2016

1 Child Protection Policy

1.1 Introduction

Everyone who participates in VTF event is entitled to do so in an enjoyable and safe environment. The VTF have a moral and legal obligation to ensure that, when given responsibility for young people, coaches and volunteers provide them with the highest possible standard of care.

The VTF is committed to devising and implementing policies so that everyone in sport accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of VTF and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

A child/young person is defined as a person under the age of 18 (Vanuatu Constitution)

1.1 Policy Statement

The VTF is committed to the following:

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

1.2 Monitor and review the policy and procedures

The policy should be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

2 Promoting Good Practice

2.1 Introduction

To provide children with the best possible experience and opportunities in tennis, everyone must operate within an accepted ethical framework such as The Officials/Volunteers Code of Conduct.

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

This section will help you identify what is meant by good practice and poor practice.

2.2 Good Practice

All personnel should adhere to the following principles and action:

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

2.3 Poor Practice

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

- unnecessarily spending excessive amounts of time alone with young people away from others;
- taking young people to your home where they will be alone with you;
- sharing a room with a young person;
- engaging in rough, physical or sexually provocative games, including horseplay;
- allow or engage in inappropriate touching of any form;
- allowing young people to use inappropriate language unchallenged;
- making sexually suggestive comments to a young person, even in fun;
- reducing a young person to tears as a form of control;
- allow allegations made by a young person to go unchallenged, unrecorded or not acted upon;

When a case arises where it is impractical/impossible to avoid certain situation e.g. transporting a young person on your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the young person involved.

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

3 Defining Child Abuse

3.1 Introduction

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

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

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

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

3.2 Types of Abuse

- **Physical Abuse:** where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a young person they are looking after.

In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body

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

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

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

- **Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

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

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

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

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

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

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

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

3.3 Indicators of Abuse

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

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- an injury for which an explanation seems inconsistent;
- the young person describes what appears to be an abusive act involving them;
- another young person or adult expresses concern about the welfare of a young person;
- unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper;
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- distrust of adult's, particularly those whom a close relationship would normally be expected;
- difficulty in making friends;
- being prevented from socialising with others;
- displaying variations in eating patterns including over eating or loss of appetite;
- losing weight for no apparent reason;
- becoming increasingly dirty or unkempt;

Signs of bullying include:

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

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in VTF to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

3.4 Use of Photographic/Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people. All officials/coaches/volunteers should be vigilant and any concerns should be reported to the proper designated person.

All parents and performers should be made aware when coaches use video equipment as a coaching aid.

4 Responding to Suspicions and Allegations

4.1 Introduction

It is not the responsibility of anyone working in VTF in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations/suspicions of abuse occurring within VTF and to allegations/suspicions that abuse is taking place elsewhere.

4.2 Receiving Evidence of Possible Abuse

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

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

- **stay calm** so as not to frighten the young person
- **reassure** the child that they are not to blame and that it was right to tell
- **listen** to the child, showing that you are taking them seriously
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. Only ask questions to clarify
- **inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **record** all information
- **report** the incident to the club/welfare officer

4.3 Recording Information

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

Information should include the following:

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

4.4 Reporting the Concern

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

The VTF expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

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

- Report your concerns to the Official/Coach/Administrator in charge.

4.6 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

4.7 Internal Inquiries and Suspension

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

DECLARATION

I, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed:

Name:

Position:

Date:
