



**BADMINTON**  
SCOTLAND

**POLICY FOR SAFEGUARDING, WELLBEING AND  
THE PROTECTION OF CHILDREN, YOUNG PEOPLE  
AND VULNERABLE ADULTS**

## **1. Introduction**

- 1.1 Badminton Scotland is fully committed to safeguarding the wellbeing of all children, young people and vulnerable adults playing the sport. It recognises the responsibility to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.
- 1.2 Staff and volunteers will work together to embrace difference and diversity and respect the rights of children, young people and vulnerable adults.

## **2. Key Principles**

- 2.1 These guidelines are based on the following principles:
- The wellbeing of children and vulnerable adults is the primary concern for all those involved in the sport of badminton at all levels.
  - All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
  - Child wellbeing and protection is everyone's responsibility.
  - Children and vulnerable adults have the right to express views on all matters which affect them, should they wish to do so.
  - Badminton Scotland is committed to working in partnership with all external organisations, children and parents/carers to promote the wellbeing, health and development of children and vulnerable adults.
- 2.2 Badminton Scotland will:
- Promote the health and wellbeing of children and vulnerable adults by providing opportunities for them to take part in badminton safely.
  - Respect and promote the rights, wishes and feelings of children and vulnerable adults.
  - Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
  - Recruit, train, support and supervise its staff, affiliated members and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse.
  - Require Staff, Coaches, Officials and Volunteers to adopt and abide by this Policy and these procedures.
  - Respond to any allegations of misconduct or abuse in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
  - Observe guidelines issued by local Child Protection Committees for the protection of children.
  - Regularly monitor and evaluate the implementation of this Policy and these procedures.
- 2.3 Badminton Scotland recognise that working in partnership with parents, carers and the children and young people themselves is essential for the safeguarding, protection and wellbeing of children and young people.
- 2.4 Badminton Scotland Protection of Children and Vulnerable Adults Policy and procedures are mandatory for:

1. Badminton Scotland Staff and Volunteers.
2. Regional Badminton Groups.
3. All affiliated junior clubs and clubs with Junior members.
4. Affiliated clubs competing in leagues.
5. Badminton Scotland Court Officials (BSCO)
6. Scottish Schools Badminton Union (SSBU)

2.5 Clubs are encouraged to engage with, and progress through, the Badminton Scotland Shuttle Mark Club Accreditation Scheme as this will provide best practice and support for producing policies, procedures and practices around safeguarding child wellbeing and protection.

2.6 This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or following any changes within Badminton Scotland.
- Following any issues or concerns raised about the protection of children or vulnerable adults within Badminton Scotland.
- In all other circumstances, at least every three years.

### **3. CODE OF CONDUCT FOR SAFEGUARDING CHILDREN IN SPORT**

3.1 A Code of Conduct has a number of important functions, to:

- Set out what behaviour is acceptable and unacceptable.
- Define standards of practice expected from those to whom it applies.
- Form the basis for challenging and improving practice.
- Support Staff/Volunteers by ensuring they are aware of, and adhere to agreed standards of practice.
- Set out for children and parents/carers the standards of practice which they and the organisation should expect from those who work/volunteer with children.

3.2 Badminton Scotland requires all those involved to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children. All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with Badminton Scotland Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse.

3.3 Good Practice

- Make sport fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents/carers wherever possible.
- Build balanced relationships based on mutual trust.
- Include children in the decision-making process wherever possible.
- Always work in an open environment, wherever possible. Avoid private or unobserved situations.
- Put the wellbeing of each child and vulnerable adult first before winning or achieving performance goals.

- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Avoid excessive training and competition, pushing children against their will and putting undue pressure on them.

### 3.4 Practice to be avoided

In the context of your role within Badminton Scotland, the following should be avoided:

- Appearing to have ‘favourites’ – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children and vulnerable adults away from others.
- Entering children’s bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.

### 3.5 Unacceptable Practice

In the context of your role within Badminton Scotland, the following practices are unacceptable:

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact unless it is permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child or vulnerable adults to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children and vulnerable adults to stay with you at your home.
- A Coach and/or other leader sharing a room alone with a child or vulnerable adult.

### 3.6 The Use of Social Media Sites

Badminton Scotland Coaches, Staff and Volunteers are in a position of trust and/or responsibility and should not be in contact with young people through social networking sites if they hold such a position in respect of that individual young person.

Also, the use of personal accounts is inappropriate. There may be an official club or Badminton Scotland site that could be used for sport related communication between clubs, coaches and players.

Should a young person in your session request to become a named friend on your Social

Networking Page or request that you become a named friend on the young person's Social Networking Page you should decline if any of the following apply:

- You are in a position of responsibility in respect of that young person
- You hold a position of trust and responsibility in the club or organisation
- Your contact with the child is through a Badminton Scotland activity and the parent/guardian does not give their consent to such contact.

As a member of Staff, a Coach or a Volunteer of/with Badminton Scotland you are advised to contact the Child Wellbeing Protection Officer.

- 3.7 All adults who do not observe best practice with children and vulnerable adults will be in breach of the Badminton Scotland Protection of Children and Vulnerable Adults Policy and the Codes of Conduct set out for various groups and individuals and may find that they will be investigated by Badminton Scotland for any concerns raised. Following any investigation, appropriate disciplinary action could be taken.

#### **4. Badminton Scotland duties and responsibilities**

- Raise awareness of the need to protect children and vulnerable adults and reduce risks to them.
- Ensure that staff in contact with children and vulnerable adults have the requisite knowledge, skill and qualifications to carry out their jobs safely and effectively.
- Ensure safe practice when working in partnership with other organisations, in particular that they have in place adequate safeguarding arrangements, including appropriate policies and mechanisms to provide assurance on compliance.
- Maintain an organisation that is safe for all staff, children and vulnerable adults and an environment where poor practice is challenged.
- Ensure that all staff, associates, volunteers, young people and Board members who will be working with children and vulnerable adults consent to vetting through the Disclosure and Barring Scheme where applicable (PVG).
- Ensure that when abuse is suspected or disclosed, it is clear what action must be taken.
- Ensure that the Chief Executive, members of the SMT and the Designated Safeguarding Officer are accountable for the effective implementation of this policy.
- Ensure that all staff receive a copies of safeguarding policies, are trained in their meaning and application and understand their responsibilities.

#### **5. Reporting Concerns**

- 5.1 The discovery that someone you know may be abusing a child or vulnerable adult will raise strong emotions and concerns. Although it can be difficult to report such matters, it must be remembered that:

1. The wellbeing of the child or vulnerable adult is paramount.
2. Being vigilant helps protect others.
3. Everyone has a duty of care to report any concerns they have.

- 5.2 Badminton Scotland assures all members, Staff, Volunteers and Coaches that it will fully support and protect anyone who, in good faith, reports a concern that a colleague is or maybe abusing a child or vulnerable adult.
- 5.3 All information received will be treated in confidence and only shared with those who will be able to manage and resolve the situation. It may be necessary to seek advice from statutory agencies, depending on the seriousness or the concern raised.
- 5.4 Any concerns for the welfare of a child or vulnerable adult arising from the conduct of a member of Staff/Volunteer must be reported to the Badminton Scotland Child Wellbeing Protection Officer on the day the concern arises, as soon as practically possible. Where the concern is about the line manager or the Child Wellbeing Protection Officer it must be reported to the Chief Executive.
- 5.5 Concerns must be recorded using the Significant Incident Form (Appendix 1).
- 5.6 Policies, procedures and other supporting information relating to this Policy are available on the Badminton Scotland web pages:

[www.badmintonscotland.org.uk/safeguarding&wellbeing](http://www.badmintonscotland.org.uk/safeguarding&wellbeing)



## SIGNIFICANT INCIDENT FORM

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to Badminton Scotland as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

**Complete Part A** of this form if the concerns relate to the general welfare of a child.

**Complete Parts A and B** if the concerns relate to possible child abuse.

### PART A: Where there are concerns about general welfare of a child

#### 1. Child's Details

Name:	Date of Birth:
Address:	Tel. No:
Postcode:	
Preferred Language:	Is an interpreter required?  YES / NO
Any Additional Needs?	

#### 2. Details of Person Recording Concerns

Name:	Position/Role:
Address:	Tel No:
Postcode:	

3. Details of Incident giving rise to Concerns: (including date, time, location, nature of concern, who, what, where, when, why)

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4. Details of any witnesses: (including names, addresses and telephone contacts)

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5. Details of injuries: (including all injuries sustained, location of injury and action taken)

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**PART B: Where there are concerns about possible child abuse**

6. Details of person about whom there is a concern:

Name:	Relationship to Child:
Address:	Tel No:
Postcode:	

7. Details of concerns: (including date, time, location, nature of concern, who, what, where, when, why Continue on a separate sheet if necessary)

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8. Details of any action taken

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9. Details of agencies contacted: (including date, time, name of person contacted and advice received)

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10. Have the child's parents/carers been informed? YES/NO (delete as appropriate).  
If yes, record details / If no please state why not:

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11. Child's views on situation (if expressed). Where possible, please use the child's own words.

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Signed:	Date:
Print Name:	Position: