

HOOPS UNITED BASKETBALL

Safeguarding Policy (Children and Young People, and Adults at Risk) – aligned to Basketball England guidance

Policy owner	Club Welfare Officer (CWO)
Version	v1.0
Approved by	Club Committee
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Basketball England affiliation	Membership number pending

1. Key safeguarding contacts

- **Club Welfare Officer (CWO):** Ryan Amparo
- **Deputy Welfare Officer (recommended):** Vishal Bharadia
- **Head Coach / Basketball Operations Lead:** Daniel Espinosa
- **Basketball England Safeguarding Team:** safeguarding@basketballengland.co.uk (reporting and advice)
- **Emergency:** 999
- **Non-emergency police:** 101
- **NSPCC Helpline:** 0808 800 5000

2. Policy statement

HOOPS UNITED BASKETBALL (the “Club”) is committed to creating and maintaining a safe, positive and welcoming environment for everyone involved in our activities. We recognise our duty of care to safeguard and promote the welfare of children and young people (anyone under 18) and adults at risk who take part in basketball with us.

We align our safeguarding approach to the policies, regulations and guidance of Basketball England and relevant statutory guidance. The Club takes a zero-tolerance approach to abuse, harassment, bullying and poor practice. All concerns—no matter how small they may appear—must be acted upon and reported without delay.

3. Scope and definitions

This policy applies to all Club participants and members; all staff (paid or unpaid); coaches; officials; volunteers; team managers; committee members; parents/carers; and anyone acting on behalf of or representing the Club, including at training, matches, tournaments, trips, online activity and social events.

- **Child/young person:** anyone under the age of 18.
- **Adult at risk:** an adult who may be unable to protect themselves from harm, abuse or exploitation due to care and support needs.
- **Safeguarding:** protecting children, young people and adults at risk from harm; preventing impairment of health/development; and enabling safe and effective care.
- **Abuse:** a violation of an individual’s human and civil rights by another person or persons. Abuse can be physical, emotional/psychological, sexual, neglectful, discriminatory, financial/material, organisational, domestic abuse and online.

- **Child-on-child abuse:** abuse that occurs between children/young people; can include bullying, sexual harassment/violence, exploitation, initiation/hazing and harmful online behaviour.
- **Poor practice:** behaviour that falls below expected standards but may not be abuse (e.g., inappropriate language, favouritism, unnecessary physical contact, breaches of supervision guidance).
- **DBS:** Disclosure and Barring Service check (basic/standard/enhanced; with barred list where eligible).
- **Regulated activity:** specific work with children (e.g., teaching/coaching/supervising) carried out frequently/intensively as defined in law; may require enhanced DBS with barred list check.
- **LADO:** Local Authority Designated Officer—manages allegations against adults working with children.

4. Safeguarding principles

- The welfare of the child/young person is paramount.
- Everyone has the right to take part in basketball in a safe environment, free from abuse, harassment and discrimination.
- Safeguarding is everyone's responsibility; all concerns must be reported.
- We will listen to children and adults at risk, take them seriously, and respond proportionately.
- We will work in partnership with parents/carers (where appropriate), Basketball England and statutory agencies.
- We will adopt safer recruitment and provide training and supervision to reduce risks.
- We will record concerns accurately, keep information secure and share only on a need-to-know basis.

4.1 Equality, inclusion and respect

The Club is committed to ensuring safeguarding practice reflects equality and inclusion. We oppose all forms of discrimination and recognise that some individuals may face additional barriers to participation or be at increased risk of harm. We will take reasonable steps to ensure our activities are accessible and that everyone is treated with dignity and respect.

5. Roles and responsibilities

5.1 Club Committee

- Approve and champion this policy and ensure safeguarding is a standing agenda item at committee meetings.
- Appoint a suitably trained and vetted Club Welfare Officer (and deputy where possible).
- Ensure safer recruitment, DBS processes (where eligible) and appropriate training are in place.
- Ensure concerns and allegations are responded to promptly and in line with Basketball England/statutory guidance.
- Ensure adequate insurance, risk assessment and safe delivery arrangements for Club activities.

5.2 Club Welfare Officer (CWO)

The CWO is the Club's designated safeguarding lead and first point of contact for safeguarding concerns. The CWO will:

- Promote a safeguarding-first culture and ensure this policy is implemented across the Club.
- Receive, record and respond to safeguarding concerns and disclosures.
- Seek advice and make referrals to Basketball England Safeguarding Team and statutory agencies when required.
- Maintain confidential safeguarding records securely and in line with data protection requirements.

- Support and advise coaches/volunteers on good practice (e.g., supervision, communication, photography/filming).
- Support the safer recruitment process, including DBS verification processes where applicable.
- Ensure safeguarding training is completed and kept up to date (CWO and wider workforce).

5.3 Coaches, officials, team managers and volunteers

- Put the welfare of children and adults at risk first and create an environment where people feel safe and respected.
- Follow Basketball England and Club codes of conduct and complete required safeguarding training/DBS checks (where eligible).
- Work within agreed boundaries, maintain professional relationships and avoid being alone with a child/young person where possible.
- Report any safeguarding concerns immediately to the CWO (or directly to statutory services if a person is in immediate danger).
- Record and share information appropriately and maintain confidentiality.
- Challenge and address poor practice, bullying, harassment and discriminatory behaviour.

5.4 Parents/carers and participants

- Support the Club's safeguarding approach and follow expected behaviour standards (including at games).
- Share relevant medical, welfare or additional needs information to help us keep participants safe.
- Raise concerns with the CWO as early as possible.
- Respect guidance on photography/filming, social media and contact with young people.

6. Safer recruitment, DBS checks and safeguarding training

6.1 Safer recruitment

The Club uses safer recruitment practices for all roles that involve contact with children/young people or adults at risk. This includes, as appropriate: role descriptions, application/expressions of interest, interviews or informal discussions, references, verification of identity, appropriate DBS checks, safeguarding training, and a probation/induction period with supervision.

6.2 DBS checks

The Club follows Basketball England guidance on DBS requirements. We will assess each role to determine eligibility and the appropriate level of check. Where an individual is in regulated activity with children, the Club will require an Enhanced DBS check with children's barred list information (where eligible) before the individual starts in role.

- The CWO will oversee DBS processes and ensure checks are completed and recorded in line with Basketball England requirements (including recording details on the Basketball England membership portal where applicable).
- DBS checks will be renewed in line with Basketball England guidance (commonly within the last three years for relevant roles).
- No individual will be permitted to undertake an unsupervised role with U18s until the appropriate check and safeguarding training requirements are satisfied, unless a documented risk-managed supervision arrangement is in place.

6.3 Safeguarding training

All coaches, team staff and volunteers will complete safeguarding training appropriate to their role (including Basketball England safeguarding training where required) and will refresh this training in line with Basketball England and Club expectations. The CWO (and deputy, if appointed) must complete the required Basketball England welfare officer training and remain up to date.

7. Codes of conduct and expected behaviour

The Club expects everyone involved in our activities to behave in a way that keeps others safe and promotes positive basketball experiences. We adopt Basketball England Codes of Ethics and Conduct and require adherence at all times.

- Treat everyone with dignity and respect; challenge discriminatory language/behaviour.
- Maintain appropriate professional boundaries; avoid favouritism and do not develop inappropriate relationships with young people.
- Use appropriate language and behaviour at all times; never use humiliating, threatening or sexually suggestive language.
- Physical contact should be appropriate, necessary and explained (e.g., injury prevention/first aid) and in line with consent and good coaching practice.
- Do not share alcohol/drugs with young people or attend under-18 social events in a way that blurs boundaries.
- Follow guidance on one-to-one situations, transport, changing rooms and online communication.
- Report concerns immediately.

8. Recognising, responding to and reporting concerns

8.1 If someone is in immediate danger

If a child, young person or adult at risk is in immediate danger, requires urgent medical attention, or a serious crime may have been committed: call 999 immediately. Then inform the CWO (or a committee member) as soon as it is safe to do so.

8.2 Responding to a disclosure (what to do)

- Stay calm and listen carefully.
- Reassure the person that they have done the right thing by telling you.
- Do not promise confidentiality; explain that you must share the concern with the safeguarding lead.
- Ask only open questions if needed to clarify (who/what/where/when) and avoid leading questions.
- Record what was said and observed as soon as possible, using the person's own words where you can.
- Report the concern immediately to the CWO (or directly to statutory services if urgent).
- Do not investigate or confront the alleged person yourself.

8.3 Reporting routes

All safeguarding concerns must be reported to the CWO as soon as possible and ideally on the same day. The CWO will decide, with advice where necessary, the appropriate next steps, which may include:

- **Low-level concern/poor practice:** managed through advice, supervision, education, or the Club's disciplinary/complaints process.
- **Concern about a coach/volunteer's behaviour towards a child:** consultation/referral to the LADO in line with local procedures.
- **Possible abuse or a criminal offence:** referral to Children's Social Care and/or the Police without delay and in line with local thresholds (and usually within 24 hours).
- **Basketball England reporting:** referral and/or advice sought from the Basketball England Safeguarding Team in line with their reporting processes.

8.4 Allegations against staff/volunteers (positions of trust)

Any allegation or concern that a coach, volunteer or member of staff has harmed a child; may have committed a criminal offence against a child; behaved in a way that indicates they may pose a risk; or otherwise breached a position of trust will be treated as a priority. The Club will consult with the LADO

and/or Police/Children's Social Care as appropriate and will also liaise with Basketball England. The Club may impose temporary role restrictions or suspension without prejudice while enquiries take place, following advice from statutory agencies.

9. Confidentiality, information sharing and record keeping

Safeguarding information is sensitive. The Club will handle concerns discreetly and share information only with those who need to know in order to protect an individual and/or manage a concern appropriately. We will not promise secrecy to a person making a disclosure.

The CWO will keep a secure, confidential record of concerns, actions taken and decisions made. Records will be factual, dated and stored securely. Personal data will be handled in line with data protection law and only retained for as long as necessary for safeguarding purposes.

10. Safer working practice (how we keep basketball safe)

10.1 Supervision and staffing

The Club will plan sessions to ensure appropriate supervision, safe staffing and safe facility use. We will follow Basketball England guidance on supervision and staff ratios, taking account of participant age, needs, environment, travel and risk factors. Where possible, we will avoid one-to-one situations between adults and young people.