



SAFE HAVEN POLICY





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1.1 MAKING VOLLEYBALL A SAFE HAVEN FOR YOUNG PEOPLE POLICY

Responsibility of those involved in Volleyball

Saint Lucia Volleyball Association is committed to creating and maintaining a safe and positive environment for all young people involved in volleyball. It accepts a responsibility to help safeguard the welfare of young people and protect them from harm.

Every individual and organisation within the volleyball community has a role and responsibility to help ensure the safety and welfare of young people. In particular, all clubs and others providing opportunities for young people in volleyball must accept that they are required to fulfill their duty of care which means that they must do everything that can be reasonably expected of them to help safeguard and protect young people from any reasonably foreseeable harm.

Everyone within volleyball must act in accordance with:

- *The general principles set out in this Policy; and*
- *The principles set out in the particular policies below:*
 - Recruitment, Selection and Retention of Persons with Access to Young People Policy*
 - Photographic and Recorded Images Policy*
 - Electronic communication and Social Media Policy*
 - Reporting Guidelines*
 - Anti-bullying Policy*

General Principles

- 1. A young person's welfare is paramount.*
- 2. A young person, regardless of age, ability or disability, gender reassignment, race, religion or belief, sex, social status or sexual orientation has a right to be protected from abuse.*



3. *The rights, dignity and worth of a young person should always be respected.*
4. *Saint Lucia Volleyball Association (SLVA) will promote a culture where everyone is free to speak out regarding concerns; everyone within volleyball must report all concerns in accordance with SLVA*
5. *It is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone's responsibility within volleyball to report concerns.*

SLVA's role:

We will support affiliated clubs in adopting and implementing these policies and procedures through access to necessary resources.

SLVA stands committed to providing an environment where young people can learn about, participate in and enjoy volleyball free from bullying, harassment or abuse. We are committed to ensuring that concerns relating to safety and welfare of young people in volleyball are taken seriously and acted upon swiftly and appropriately.

SLVA is also committed to directly challenging conduct within volleyball that is, or may be, harmful to young people.

SLVA will take action against any person or entity within its jurisdiction whose conduct is found to have harmed a young person in volleyball or whose conduct (within or outside volleyball) poses or may pose a risk of harm to young people in volleyball.

1.2 RECRUITMENT, SELECTION AND RETENTION OF PERSONS WITH ACCESS TO YOUNG PEOPLE POLICY

General Principles

SLVA is of the firm belief that individuals selected to have access to young people in volleyball, whether in a paid or unpaid capacity must be suitable and appropriate. To this end, SLVA is requesting that all its coaches, referees, lines people undergo due diligence checks before they are allowed access to those young people.

SLVA will ensure that selection processes when recruiting to any position, whether paid or unpaid, must be open, fair and transparent.



Requirement for Coaches, Medical Staff and other individuals with close physical contact to young people:

1. Police certificate of character.
2. Two reference letters (from reputable persons).
3. Digital photograph
4. Completed application form

Requirements for all other individuals :

1. Completed Application form
2. Digital photograph



In addition to the requirements listed above the following will form part of the selection/acceptance criteria:

All individuals working, or seeking to work, with young people must undergo a thorough interview conducted by

- a) a SLVA representative. (A representative can mean any affiliated member of the organisation).. When an individual has been selected for a role or position that may involve working with young people, the responsible body must conduct an induction process which ensures that the individual:*
 - i) Is fully aware of the duties and responsibilities of the post.*
 - ii) Is aware of who their direct supervisor is and whom they are to report to.*
 - iii) Has fully read and understood the SLVA's **Safe Haven Policy** and understands their responsibilities and obligations.*

SLVA stands committed to supporting its affiliated clubs to implement policies through the provision of appropriate access to education and training and supporting documentation.

SLVA is also committed to ensuring that concerns relating to the recruitment, selection and retention of persons with access to young people in volleyball are taken seriously and acted upon swiftly and appropriately.

1.3 PHOTOGRAPHIC & RECORDED IMAGES POLICY

SLVA is committed to protecting young people from the inappropriate or uninformed use of their image in resources, media publications, on the internet and elsewhere. The improvements in digital technology require increased awareness and understanding of the need to prevent inappropriate or uninformed use.

Use of Photographic & Recording Equipment

Equipment can include; cameras, mobile phones, MP4 players, handheld consoles and other personal electronic devices.



- *No taping/filming of training sessions of minors shall be allowed unless for the sole use for training purposes by the appropriated individual or with the expressed permission of SLVA.*
- *Professional photographers/film/video operators wishing to record a SLVA event should seek permission from the event organiser by producing their professional identification for the details to be recorded.*

(Ideally they should request this at least five working days before the event.)

- *Students or amateur photographers/film/video operators wishing to record the SLVA event should seek permission from the event organiser by producing their student or club registration card and a letter from their club or educational establishment outlining their motive for attending the event.*

1.4 ELECTRONIC COMMUNICATION & SOCIAL MEDIA POLICY

SLVA embraces the use of the electronic and social media but wants this done in a manner that safe guards and protects the rights of the members of the Association.

Electronic Communication

The term electronic communication includes contact with young people via email, text message, social networking sites and instant messaging systems.

Technology

As technology develops, the internet and its range of services can be accessed through various devices including mobile phones, computers, games consoles and other devices. Although the internet has many positive uses, it also provides the possibility for misuse such as distribution of indecent images of young people, grooming young people via social networking sites, chat rooms and instant messaging systems and, furthermore, is used by young people as a means of bullying their peers.

All adults working with young people in volleyball are asked to adhere to the following good practice guidelines.



SLVA will investigate any concern raised regarding individuals who are not adhering to this policy when communicating with young people.

General Principles

- *It is inappropriate for adults to communicate on a one to-one basis with young people:*
 - *By text message*
 - *Through social networking sites*
 - *By email*
 - *By instant messaging*
- *All electronic communication by the above methods should include a copy to a third party, e.g. copy to the relevant Association's email address and/or parent.*
- *Adults should limit all electronic communication to volleyball related matters only.*
- *It is advised to send a group message rather than individual messages to one young person.*
- *Parental consent is required for communication between the adult and young person. This permission can be given as part of the club membership form at the start of the season. Example consent form:*
- *The publishing of a photograph or video on a social networking site is governed by the same requirements as any other media outlet – see SLVA's Photographic & Recorded Images Policy.*
- *All staff, volunteers, parents and members should behave responsibly and respectfully when online or texting. They should not post or discuss unfavourable comments about coaches, players, any helper or volunteer, parent or club.*
- *Electronic communication should never be used as a medium by which to abuse or criticise Saint Lucia Volleyball Association its members, or clubs and to do so would be in breach of SLVA codes of conduct and therefore subject to disciplinary action.*

Text Messages



Text messages are not the preferred method of communication between adults and young people. However, where they are used they should be group (bundled) messages and should always be copied to the Association's member and/or parent.

Emails

Emails are a positive and simple method of communication between adults and young people. Group emails are preferred, although in the case of an email to an individual young person, a copy must be sent to the relevant Association Officer and/or parent.

Social Networking

- Saint Lucia Volleyball Association members in a position of trust (see Section 2.1 for full definition) and/or responsibility should not have young people as friends/fans/followers on personal social networking sites when the primary reason for their relationship is volleyball.*
- Clubs using social networking sites must only accept members of the clubs as their friends/fans/followers or contacts on the social networking site/page/group. This must be stated on the site and must be set up for that reason. It is important the site's privacy settings are set ensuring that an outside adult may not be able to make contact with a young person by first gaining access via the club social networking site.*

NB: Clubs are encouraged to set up a 'page' rather than a 'group' so that all interaction and communication is public and one to one communication is discouraged.

- Young members should be encouraged to set their privacy settings and not accept requests either from people unknown to them or from adults within volleyball. Likewise, adults should not accept requests from young people involved in volleyball. Moreover, all social networking sites are restricted to people over 13 years of age. This restriction must be adhered to.*



Instant Messaging Services

MSN, Yahoo, Google Chat, Facebook, Blackberry Messaging, Whatsapp, Twitter, Snapchat and other instant messaging services should not be used by adults to communicate with young people under any circumstances.

Reporting

In the event of a young person showing an adult, in a position of responsibility and/or trust within volleyball, a text message, image or email that is considered to be inappropriate for a young person to have, the adult must inform the appropriate individual within his Club or the Association where the Club does not have such an individual.

1.5 REPORTING GUIDELINES:

Every affiliate is to nominate one individual who will be entrusted with the role of SAFE HAVEN REPORTING OFFICER. This individual will be responsible for sending such reports to the chairperson of the Association's Disciplinary Committee.

The chairperson who will serve as the Association's point person on such matters will upon review forward that report to the relevant governmental body.



1.6 ANTI-BULLYING POLICY

Saint Lucia Volleyball Association is committed to the prevention and effective management of bullying behaviour relating to young people in volleyball.

This Policy Aims To:

- *Provide staff, coaches, volunteers and officials with information if they are concerned about bullying.*
- *Provide young people and parents with information about what steps are being taken to safeguard against bullying.*
- *Set clear and consistent standards of behaviour.*
- *Establish an operational framework and introduce procedures of action to take if there are concerns about unacceptable behaviour.*
- *Assure all young people that they will be participating in a safe and friendly environment and that their well-being is our priority.*
- *Ensure that the rights of young people to protection from abuse and neglect are upheld.*

What is Bullying?

Bullying is any persistent behaviour by an individual or group which intimidates, threatens or has a harmful and distressing impact on another individual or group. Such behaviour can occur between young people but also from adults towards young people and is often motivated by prejudice against different groups, for example on grounds of race, religion, sex, social background or sexual orientation.

Bullying behaviour may include any of the following:

- *Verbal – name-calling or making personal comments.*
- *Social ostracised or left out of peer group activities.*
- *Material – when possessions are stolen or damaged or extortion takes place.*
- *Emotional – including pressure to conform.*



- *Physical – including any use of violence.*
- *Sexual – unwanted physical contact or sexually abusive comments.*
- *Racist – racial comments, language, graffiti or gestures.*
- *Homophobic – because of, or focusing on, the issue of sexual orientation.*
- *Virtual – action through digital or cyber technology including social media, emails or text messaging.*

Bullying is different from fighting, which is usually a one off incident with the purpose of dealing with immediate conflict. Verbal and social forms of bullying take place more often than material or physical bullying, with name-calling by far the most common.

Anti-Bullying Stance

Bullying of any kind is not acceptable within volleyball and should not be tolerated. Saint Lucia Volleyball Association is committed to the following anti-bullying charter to prevent and manage bullying behaviour by aiming to 'Stamp It Out'.

It is expected that all teams, clubs and organisations within the volleyball community will pledge the following:

We will:

- *Respond appropriately and effectively to incidents of bullying.*
- *Listen and respond to young people's concerns and take appropriate action.*
- *Take parents'/carers' concerns seriously and respond effectively.*
- *Ensure all staff and volunteers are suitably trained to deal with any incidents.*

We aim:

- *To create a positive, participative environment for young people.*
- *To encourage safe, accessible and challenging opportunities for young people.*
- *To ensure that all young people are able to participate freely in a safe, caring environment.*



To achieve this we will:

- *Ensure that a young-person-centered environment is created during activities.*
- *Emphasise the positive social values of participation, sharing, helping and encouraging.*
- *Promote justice and equality in all activities.*
- *Establish clear ground rules/boundaries for activities.*
- *Ensure that all staff, coaches, volunteers and officials are offered appropriate training on behaviour management and bullying awareness.*
- *Work towards continuously improving the quality of activities.*

We are committed to taking positive steps to eliminate bullying incidents within activities.

To achieve this we will encourage all participants to behave according to agreed codes of conduct, which will provide a framework of acceptable behaviour.

All participants agree to abide by the following:

- *We will not tolerate bullying or harassment of any kind.*
- *We will be accepting of others regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or social status*
- *We will not ignore an incident of bullying and will take all signs of bullying seriously.*
- *We will use a 'time out' if we feel angry or under pressure, or just need time to calm down.*
- *We will be kind to others, even if they are not our friends and we will make new participants in our activities feel welcome.*
- *We will not join in fights or disturbances.*
- *We will report any bullying incident to a member of staff/ official immediately.*
- *We will not judge others on the way they speak, their social behaviour, appearance or their ability.*



- *We will try to remember that everyone matters, including ourselves.*
- *We will encourage all young people to speak and share their concerns. We will encourage our staff, coaches, volunteers and officials to be vigilant and observant at all times. If incidents of bullying are witnessed, our staff, coaches, volunteers and officials will respond by following the procedures set out in the Saint Lucia Volleyball Association Safe Haven Policy for young people.*

Rules of best practice with regards safe guarding young people at play

Good Practice

Always remember that the mental and physical welfare and the safety, health and the future of any young person is the primary concern.

Where a position of trust exists and where that position is close or involves frequent contact, it is possible that either the adult or the young person will develop feelings which are not directly related to the practice of sport such

as friendship or love. Remember that young people will not have the same awareness or judgment to realise what

nature of a relationship is appropriate and what is not. An adult in a position of trust should always ensure they are

setting and maintaining the appropriate boundaries in any relationship with a young person. Remember that certain situations or friendly actions could be misinterpreted not only by the young person involved but also by third parties and could lead to allegations of misconduct or impropriety.

Adults should not encourage a physical or emotionally dependent relationship to develop between the person in a

position of trust and the young person in their care. Rather, the young person's independence should be encouraged

and fostered and all young people should be encouraged to be responsible and to accept responsibility for their own behaviour and performance.



Unacceptable behaviour

An adult in a position of trust should never:

- *Enter into a sexual relationship with any young person in their care or supervision.*
- *Use their influence or power over any young person for their own interests.*

2.2 PHYSICAL CONTACT

Good Practice

Physical contact should be generally for one or more of the following purposes and should be carried out by the

individual(s) set out below and should be clearly explained to a young person:

1. *To develop or demonstrate sport skills/techniques by a suitably and appropriately trained and qualified coach, official or team manager.*
2. *To treat an injury by a suitably and appropriately trained and qualified medical practitioner.*
3. *To give sport massage. Sport massages should only be given where necessary for physiotherapeutic, medical or physiological purposes and should only be performed by trained personnel.*
4. *For any other purpose involving the treatment, diagnosis or examination of the young person by a suitably and appropriately trained and qualified individual. Physical contact is appropriate in other circumstances, but should be led by the young person, not the adult, e.g. a young person seeking comfort when distressed. Always ensure that it is necessary and reasonable, that the reasons are clearly explained to the young person and it takes place in a culture of openness.*

Remember that interpretations of touching will be influenced by cultural differences, religious implications and by the age, sex, sexual orientation and physical status of you and the young person.



If a young person is vulnerable due to their physical state or learning or communication difficulties or requires special help, take particular care when proposing to use any kind of physical contact.

If possible, try to obtain the views of the young person and their parent/guardian beforehand.

Unacceptable Behaviour

An adult in a position of trust should never:

- *Allow or engage in any inappropriate physical or verbal contact with young people.*
- *Engage in rough, physical or sexually provocative games.*

2.3 SUPERVISION

It is important to always encourage openness, integrity, transparency, honesty and respect in all activities

involving young people and any individual taking on the responsibility of supervision should be suitable to do so.

Codes of Conduct.

- *A clear understanding of their responsibility to safeguard young people. Adults should always be publically open when working with young people and ensure that more than one adult is present or at least in sight or hearing of others.*



Good Practice

The adult/participant ratios should be based on the age and any additional needs of the young people involved. A minimum of two adults should be present at all times to ensure basic cover in the event of something impacting the availability of one of the adults and ideally, that a male and female adult are available if the activity involves both male and female young people.

Parents/carers should have the contact details of a responsible adult involved in the activity and have provided their contact details in the event of an emergency or issue regarding the young person.

Those supervising the activity are responsible for first aid provision and should do so by ensuring:

- There is a qualified first aider on site.*
- First aid boxes are accessible and up-to-date.*
- There is access to a phone to contact emergency services if required.*

Unacceptable Behaviour

An adult in a position of trust should never:

- Spend significant amounts of time alone with a young person or away from others.*
- Be present at the home or in the private room or dormitory of a young person where they are on his/her own without a parent/carer or other responsible adult being present.*
- Take a young person back to his/her own home or private room or dormitory.*
- Invite or allow young people to stay with them at their home unsupervised.*
- Share a room with a young person, or enter a young person's room without another adult present.*
- Enter the room of a young person unless at their request or unless the door is left open to allow visual access to outsiders.*



SECTION 2

POLICY AND GOOD PRACTICE GUIDANCE GOOD PRACTICE GUIDANCE

- *Conduct individual meetings with a young person in their room or in any other private space without another responsible adult present.*
- *Allow any physically rough or sexually provocative games, or inappropriate talking or touching by anyone, in any group for which they have responsibility.*

2.4 SAFETY

Any person in charge of young people involved in a sports club or activity has a duty of care and should take all reasonable care for their safety. As such, all adults in a position of trust or supervision should ensure the safety of any young person they are responsible for and should ensure that they have taken all reasonable steps to establish a safe working environment. The work done and the manner in which it is carried out, should be in keeping with regular and approved practice within volleyball.

Where any activity or event is taking place ensure, as far as possible, that the location is secure from access by unauthorised third parties. All adults should be vigilant for people who do not appear to be relatives or friends of the young people who are participating, but nevertheless, seem to spend a substantial amount of time videoing or photographing them. Such individuals should be challenged by asking who they are and why they are taking photographs/recording images without permission.

Any concerns should be reported to the Club or Association's Reporting Officer.

2.5 CHANGING

Young people aged 10 years old and under must be supervised at all times in changing rooms by two adults of

the same gender as the young people and must have access to separate male and female changing rooms. Additionally, adults working with young people, including volunteers, coaches, officials or staff, should not change



2.6 COMMUNICATION

Clear communication is required to ensure the safety and supervision of young people, as well as for their own development. However, all responsible adults should communicate with young people as deemed necessary and with the permission of the parent/ carer .

- *Parents/carers should be copied in on all communication or spoken to at the same time as the young person.*
- *Clearly state the club's policy on communication with young people.*



2.7 INTEGRITY

A supervising adult should provide a constant example of good conduct and integrity for young people to follow,

including encouraging fair play within the sport and the choice of language used. Always remember that a young person may not have the same awareness of the importance or implications of what is being said as an adult would or of what is acceptable to say about others.





For further information and assistance in handling situations of this nature, please contact:

Division of Human Services

humanservices@health.gov.lc

(758) 456-2949

Contact persons islandwide:

Castries –	Steven Edwards
	Deborah Scott
	Christiana Desir
Dennerly -	Leahfa Emmanuel
Anse la Raye/ Canaries -	Kerensa Dornelly
Soufriere -	Nyla James
Vieux Fort -	Fadia Andrew
Gros Islet -	Sister Elma



Application for individuals involved with young children

Personal Details

Employment Details

Previous Experience Working with Young People (voluntary or paid)

Position Applied For:

Any other first name, surname or maiden name known by:

First Name:

Current Occupation:

Role/Position:

Job title:

Start date:

Address:

Address:

Relevant Experience:

Nature of duties:

Postcode:

Postcode:

Gender Male/Female

Email Address:

Telephone numbers:

Date of Birth:

Daytime phone number:

National Insurance Number: