

VK Barnet Volleyball Club

(VE DBS Check Request Procedure –Oct 2019)

A DBS (Disclosure and Barring Service) check may be needed for certain jobs or voluntary work, e.g. working with children or in healthcare. DBS checking plays a significant role in contributing to the safe and effective recruitment of volunteers.

However, it must be stated that DBS checking is only part of an effective recruitment and selection process. It is important that clubs and associations follow the Recruitment, Selection and Retention of Persons with Access to Young People Policy (available from the Policy and Guidance section on the Volleyball England Website

<https://www.volleyballengland.org/about-us/safeguarding-club-welfare/policy-and-guidance>) prior to employment/deployment and utilise ongoing performance appraisals.

A person is eligible for an enhanced DBS check, with children's barred list check, through Volleyball England if they will be in contact in a supervisory role (i.e. as the lead coach at the session) with under 18s either:

- Once a week
- Or four times in a month
- Or for any overnight stays (e.g. training camps)

All Disclosure and Barring Service (DBS) applications completed through Volleyball England are now done through an online system.

For further information about DBS checks, including guidance on eligibility and the DBS update service, please visit the DBS government department website at

{<https://www.gov.uk/government/organisations/disclosure-and-barring-service>}.

How to apply for a DBS check

To apply for a DBS check for yourself or on behalf of your Club Members, please email info@volleyballengland.org with the following information:

- A short summary of how the DBS applicant meets the regulated activity requirement e.g. 'I coach team X once a week and there are three under 18s in the group'
- Full name of applicant
- Valid email address for applicant

After this information has been received, if the requirements are met, then the applicant will receive a unique link via email from which they can complete their application at their own discretion.

VK Barnet Volleyball Club

(Safeguarding & Protecting Young People Policy– Page 1 of 2)

Safeguarding & Protecting Young People Statement

The Volleyball England ‘Safeguarding & Protecting Young People Policy and Good Practice Guidance’ document applies to all VK Barnet Volleyball Club employees and volunteers at any event organised by, or held under the authority of, Volleyball England and/or any other affiliated body. As part of the Club’s commitment to best practice in the care of young people, it is expected that all members of the Club community will comply with the Policy and the regulations contained within it. Part of the Volleyball England Affiliation Process requires the Club Safeguarding Officer and/or Chairperson to sign up to this Policy on behalf of the affiliated club, group or organisation. For the purposes of all Safeguarding & Protecting Young People documentation, a young person is anyone who has not yet reached their eighteenth birthday.

VK Barnet Volleyball Club (“the Club”) agrees to adopt and abide by the Volleyball England Safeguarding & Protecting Young People Policy and Good Practice Guidance document which includes adoption of their “Block It Out !” Anti-Bullying Charter.

The Club Welfare Officer is Gareth Lane. His contact email is : {garethlane5@hotmail.com}

The Policy is predicated on the following principles:

- A young person’s welfare is paramount.
- 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.
- The rights, dignity and worth of a young person should always be respected.
- Deaf and disabled young people have an increased vulnerability and are up to four times more likely to be abused than other young people (Sullivan & Knutson 2000). It is essential to be additionally aware of their safeguarding needs and there may be situations where there is a need to take extra measures.
- Volleyball England promotes a culture where everyone is free to speak out regarding concerns; everyone within volleyball must report all concerns in accordance with Volleyball England’s reporting procedures.
- 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.

The Children Act 1989 (as amended by The Children Act 2004) states that anyone who is involved in the care of children should "do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child’s welfare".

The Club believes that :

- the safety and welfare of children should always be of paramount importance, whatever the circumstances;

(Safeguarding & Protecting Young People Policy – Page 2 of 2)

- every individual with a role in working with children has a role and responsibility to help ensure the safety and welfare of young people;
- every individual with a role in working with children 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.
- extra care is needed in dealing with children whose age, inexperience or physical state makes them particularly vulnerable to abuse.
- A child's welfare is the paramount consideration.
- A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from abuse.
- The rights, dignity and worth of a child should always be respected.

The Club:

- has therefore adopted this Safeguarding & Protecting Young People Policy to ensure that the welfare and safety of children in their care or custody is always the primary consideration;
- is committed to providing an environment where children can learn about, participate in and enjoy volleyball free from harassment or abuse.

The Club believes every young person has the right:

- To have fun.
- To participate in volleyball in an enjoyable and safe environment.
- To be treated with respect by all adults and players.
- To compete and train at an appropriate level for their age and ability.
- To report any problems to the Club Safeguarding Officer.
- To be considered for every match or competition. • To train and compete safely and have appropriate medical treatment if required.
- To be coached by a Volleyball England qualified coach.
- To express their opinions.

Statement Of Intent

VK Barnet Volleyball Club believes that whatever the circumstances, the safety and welfare of children should always be of paramount importance. VK Barnet Volleyball Club is committed to providing an environment where children can learn about, participate in and enjoy volleyball free from harassment or abuse. VK Barnet Volleyball Club believes that special care is needed in dealing with children, whose age, inexperience or physical state makes them particularly vulnerable to abuse.

BLOCK IT OUT! Anti-Bullying Charter

Bullying of any kind is not acceptable within volleyball and should not be tolerated.

VK Barnet Volleyball Club is committed to the following anti-bullying charter to prevent and manage bullying behaviour by aiming to 'Block It Out' altogether.

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-centred 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 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 & officials to be vigilant & 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 Volleyball England Safeguarding & Protecting Young People Policy.

VK Barnet Volleyball Club

(Club Equality Action Plan – Page 1 of 3)

VK Barnet Volleyball Club Plan for recruitment and retention of Members.

What type of club are we?	VK Barnet Volleyball Club is a volleyball club with a large junior section. We provide volleyball training for all levels of juniors from absolute beginners up to junior international players.
Barriers/issues which stop us growing as a club	Access to affordable convenient sports hall time is a key issue for the Club and this would be seen as the primary barrier for expansion.

Category		Category		Category	
Adult male		Male under 11	✓	Male under 11 Black and ethnic minority community	✓
Adult female		Female under 11	✓	Female under 11 Black and ethnic minority community	✓
Junior male (under 18)	✓	Male under 16	✓	Male under 18 Black and ethnic minority community	✓
Junior female (under 18)	✓	Female under 16	✓	Female under 18 Black and ethnic minority community	✓

Ethnic diversity	The Club does have a diverse membership and the membership appears to reasonably reflect the ethnic make up of the area it serves. Statistics from www.neighbourhood.statistics.gov.uk <table><tr><td><i>(Estimates mid-2009)</i></td><td>Barnet</td><td>England</td></tr><tr><td>White</td><td>71.3%</td><td>87.5%</td></tr><tr><td>Mixed</td><td>3.6%</td><td>1.9%</td></tr><tr><td>Asian or Asian British</td><td>13.7%</td><td>6.0%</td></tr><tr><td>Black or Black British</td><td>7.1%</td><td>2.9%</td></tr><tr><td>Chinese or Other</td><td>4.4%</td><td>1.6%</td></tr></table>	<i>(Estimates mid-2009)</i>	Barnet	England	White	71.3%	87.5%	Mixed	3.6%	1.9%	Asian or Asian British	13.7%	6.0%	Black or Black British	7.1%	2.9%	Chinese or Other	4.4%	1.6%
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VK Barnet Volleyball Club

(Club Equality Action Plan – Page 2 of 3)

Membership	Comment
Do you accommodate any disabled young people (either as a participant or volunteer)?	No. None of our current membership are classified as disabled.
Do you feel able as a club to increase the opportunities for disabled participants?	Yes, with support from the National Governing Body – Volleyball England – and the owners of our venue.
If so, what can you offer?	The most suitable version of the sport for disabled persons is Sitting Volleyball. This is an adapted version of the full sport played by 2 teams of 6 a-side, seated on the floor. It can be played (at the same time) by both disabled and non-disabled persons but the equipment required is very different and there is a cost implication. The court is a different size so new line markings would be required. The net height is different, necessitating new net posts. The physical dimensions of the actual net are different so, again, this would need to be purchased. Additional sports hall time would also be required. If the funding were available, and the venue were willing to put down the court markings and allocate the club additional suitable sports hall time, the Club would be in a better position to offer sitting volleyball as an extension of the existing Club and to advertise as such.

VK Barnet Volleyball Club

(Club Equality Action Plan – Page 3 of 3)

Equity Action Plan: VK Barnet Volleyball Club

Objective	To increase the number of Members from the whole community, particularly those from underrepresented groups in the Club.	To increase the number of junior participants
Who	Club Management Committee and Coaches.	Junior Development Officer.
What	Promote the Club to potential new Members. New Members may be found through promotion to/in : • local schools; • local religious groups; • local youth clubs; • leisure centres.	To go into local schools and promote the club – attendance at assemblies and running training sessions during and after school.
Where	Southgate School or other suitable venue	Local schools
When	Ongoing	Started September 2010; currently ongoing.
Resources	Club Management Committee	Junior Development Officer and Club coaches.
Date	TBC	Various
Comment on Completion		

VK Barnet Volleyball Club

(Club Member Feedback Form)

To help us improve the Club we welcome feedback from Club Members. We would be grateful if you could take a few moments to complete this form.

Name :

Gender Male / Female **Age** **Date**

Training session(s) attended (eg Weds. Evening School Years 7, 8 & 9):

.....

Name of coach:

How long have you been a Member of the Club?

Why did you choose to join this Club?

Were you always made welcome at the Club?

Did you develop new skills at training sessions?Yes ☐ No ☐ Not sure ☐

Did you feel that you improved as a result of training sessions?Yes ☐ No ☐ Not sure ☐

Did you enjoy training sessions?Yes ☐ No ☐

What did you like best about training?

What did you like least about training?

What do you like most about the Club?

What do you like least about the Club?

Will you join the Club again next year?

Please feel free to make any other comments that may help the Club to develop in the future

.....

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Please return to: Eric Hill (Club Secretary)]

Thank you.

VK Barnet Volleyball Club

(Coaches' Feedback Form)

To help us improve the Club we welcome feedback from coaches. We should be grateful if you could take a few moments to complete this feedback form about your sessions.

Name of coach: **Date :**

Which session(s) did you coach?

Did you feel supported by the Club?

Were the administration procedures connected with your sessions efficient?

.....

Did you experience any difficulties or problems with the venue/equipment/Club procedures?

.....

What aspects of your sessions do you feel went particularly well?

.....

What aspects of your sessions do you feel could be improved?

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What training needs could the Club help you with in the future?

.....

What improvements would you recommend for next season?

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Please feel free to make any other comments that may help the Club to develop in the future

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Please return to: Eric Hill (Club Secretary)

Thank you.

VK Barnet Volleyball Club

(Responsible Person - Parent/Carer/Guardian - Feedback Form)

To help us improve the Club we welcome feedback from parents, carers and guardians of junior Members. We should be grateful if you could take a few moments to complete this form.

Name of Responsible Person: **Date :**

Member's Name (optional): **Age** (optional).....

Training session(s) attended (eg Weds. Evening School Years 7, 8 & 9):

.....

Please circle the relevant number next to each statement:

Not at all (1) – Very much (5)

My child enjoys attending Club training sessions. 1 2 3 4 5

My child has improved his/her standard of performance. 1 2 3 4 5

The coach has a good rapport with my child. 1 2 3 4 5

I feel my child is safe at the Club. 1 2 3 4 5

The Club is well organised. 1 2 3 4 5

Club membership offers value for money. 1 2 3 4 5

Will your child be joining next year?

Is there anything that you are unhappy with at the Club?

.....

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Please feel free to make any other comments that may help the Club to develop in the future

.....

.....

Please return to: Eric Hill (Club Secretary)] .. Thank you.

VK Barnet Volleyball Club

(DDA Self Assessment Form)

DISABILITY DISCRIMINATION ACT (DDA)

SELF ASSESSMENT FORM

	YES/NO		Action required
Are all of your members aware of your Equality Policy?	Yes		(Section already included in Club Handbook)
Is your club accessible in terms of :	Facilities	Yes	
	Club Activities	Yes	
	Entry Criteria	Yes	
Are all impairment groups welcomed?	N/A (Club currently doesn't have any disabled members)		
Are your Coaches happy to welcome disabled people to your club?	Yes		
Have your personnel been suitable trained?	Committee Members	Some	Identify training needs, investigate availability of training and initiate training programme.
	Coaches	Yes	
	Club Officials	Some	Identify training needs, investigate availability of training and initiate training programme.
Have personnel had experience of working with disabled people? (If YES, please give details)	Yes		Head coach served 8 years as Assistant Coach to the GB Men's and the Invictus Games Sitting Volleyball Teams.
Does your club have a designated person responsible for disability?	No		
Do all staff/volunteers make a full effort to make disabled people feel welcome?	N/A (Club currently doesn't have any disabled members)		
Are disabled people currently involved with your club? (If YES, please give details)	No		

The responsibility of facility access for disabled people belongs with the facility operators, if a club is operating in a facility that does not cater for disabled people, the club will not be penalised for not having members who by the nature of their disabilities would be unable to access the facility. However there are a number of disabilities that do not require special access in order to participate and this should not be a reason to exclude these people from participating.

VK Barnet Volleyball Club

(Proxy Voting Form)

In accordance with Section 9 of the Club Constitution:

- All Club Members over the age of 16 shall have the right to vote at a Club Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). They also have the right to appoint a Proxy to vote on their behalf if they are unable to attend aforesaid meeting(s) in person.
- All Club Members under 16 may be represented by a Responsible Person at AGMs or EGMs and such representative shall be entitled to vote on the Member's behalf or may appoint a Proxy to vote on their behalf if they are unable to attend aforesaid meeting(s) in person.

The Member (over 16) or Member's Representative (under 16) shall direct his/her Proxy how to vote on either (i) specific issues at the meeting or (ii) allow the Proxy complete discretion in voting across all issues at the meeting.

Notice of the AGM or EGM will be given by the Club Secretary in accordance with Section 9 of the Club Constitution.

Appointment of Proxy for Club AGM or EGM	
<u>Details of Club Member.</u>	
Full Name	D.O.B.
<u>Details of Responsible Person (Parent/Carer/Guardian).</u>	
Full Name	Relationship to Member.....
Address	Home Tel. No. Work Tel. No. Mobile Tel. No.
Postcode	
E:mail	
<u>Details of nominated Proxy.</u>	
Full Name	Relationship to Member.....
<u>Details of the meeting at which the proxy will be exercised.</u>	
Type of meeting (delete as appropriate) AGM / EGM	Date of meeting :
EITHER I give my Proxy complete discretion in voting across all issues at the meeting (tick in box to agree).	☐
OR I wish my Proxy to vote on my behalf on the issues as detailed below (tick in box to agree)..	☐
Please give details below of any specific issues that you have asked your Proxy to vote on and how they should vote :	
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.....	
.....	
.....	
.....	
.....	
<u>Signatures.</u>	
Member (over 16)/	
Responsible Person (U16).....	Proxy.....