

# ANGLING COACHING INITIATIVE SAFEGUARDING POLICY

Updated 1<sup>st</sup> March 2025  
 Policy Owners Chris Burt Chairperson  
 Mandatory Policy Review 28<sup>th</sup> Feb 2026

Season	Chairperson	Welfare Officer	Ass Welfare Officer
2025	Chris BURT	Simon QUARTERMAINE	Kat DODOS
			Michael FOYE
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## POLICY REVIEW AMMENDMENTS

Date Approved	Changes Made	By whom	Date shared at ACI
6 <sup>th</sup> Feb 2025	Ver 001 Red Text		

Signed .....

Name Chris Burt

Chairperson

Date .....

## INTRODUCTION AND AIMS

Angling Coaching Initiative recognizes that all children, young persons, and adults at risk have a right to protection from abuse. Angling Coaching Initiative takes its responsibilities to protect and safeguard the welfare of children, young persons, and adults at risk seriously.

### **We will:**

- Appoint a Welfare Officer and three Assist Welfare Officers as part of the management structure at Angling Coaching Initiative.
- Have a system for recording any concerns about possible abuse.
- Have a system for dealing with concerns about possible abuse.
- Respond swiftly and appropriately to all suspicions or allegations of abuse.
- Maintain good links with statutory childcare authorities and the Angling Trust Safeguarding Team
- Have robust procedures to ensure that it is safe for volunteers to work with children, young persons, and adults at risk.

## THE POLICY

Angling Coaching Initiative recognizes that many children, young persons and adults at risk are the victims of abuse. Angling Coaching Initiative has adopted the policy contained in this document (hereafter "**the policy**"). This policy is a living document and will adapt and change to reflect new legislation / guidelines and best practices. It will be subject to a review

- a) at twelve-monthly intervals
- or
- b) following new legislation / guidance on safeguarding or judicial reviews / public enquiries into safeguarding failures.
- or
- c) on the directions of the chairperson.

The document is owned by the Chairperson and no changes can be made without their consent. Any amendments to the policy will be recorded including changes to the Welfare Officer and Assistant Welfare Officers.

Safeguarding is everyone's responsibility. Everyone who works with children, young persons, and adults at risk has a responsibility for keeping them safe. This policy applies to all coaches and volunteers who act on behalf of Angling Coaching Initiative and who come directly into contact with children, young persons, and adults at risk. **Safeguarding will be a standing item at each coaching Safety Briefing.**

## DISCLOSURE AND BARRING SCHEME (DBS)

Angling Coaching Initiative coaches have an Angling Trust Level 1 or Level 2 qualification and an enhanced Disclosure and Barring Scheme certificate. In addition, these coaches have First Aid training.

Angling Coaching Initiative has adopted the policy that all volunteers taking part in club angling coaching sessions will be subject to an enhanced Disclosure and Barring check. Individuals can apply for a DBS check using the following links contained in this document. The certificate is confidential and should only be seen by the Welfare Officer.

Any certificate that shows a conviction should be risk assessed against the intended role of the subject. **The DBS certificate is a confidential document and can only be viewed by the organization the individual is applying to work / volunteer for.**

**When an individual has undertaken a DBS check on behalf of Angling Coaching Initiative, they need to produce the original certificate to check their suitability (No copies or photographs).**

**In the case where a conviction is shown, Angling Coaching Initiative will need to complete a Risk Assessment. The certificate cannot be copied without the person's consent however a record of the convictions can be made.**

**While not exhaustive factors to consider may include disclosure of convictions prior to any DBS check, whether the conviction is within the last two years and the seriousness of offence. Assistance / advice can be obtained from Angling Trust.**

A DBS is only a snapshot of a person on the day of issue. Angling Coaching Initiative will re-check DBS certification on a three-year cycle. (See **Appendix C** for flow diagram process in relation to volunteers). Many individuals have DBS checks from other organizations and Angling Coaching Initiative will need to ensure that it is at an enhanced level and less than three years old. **Any individual who is deemed to be unsuitable to coach will be the subject of a Safeguarding report to Angling Trust (Appendix A)**

<http://www.gov.uk/request-copy-criminal-record>

<http://www.ucheck.co.uk>

## **CLUB WELFARE OFFICER AND ASSISTANT WELFARE OFFICERS**

### **THE ROLE**

Individuals at Angling Coaching Initiative with primary responsibility for managing and reporting concerns about children, young people, adults at risk and putting into place safeguarding procedures. Angling Coaching Initiative has made the decision to appoint an additional three Assist Welfare Officers to ensure there is a presence at most of the coaching sessions being held. These individuals will be a key link between members, staff, and the committee. They will also act as a point of contact for Angling Trust Safeguarding Team.

### **DUTIES AND RESPONSIBILITIES**

Work with others at Angling Coaching Initiative to ensure a positive welfare-centered environment.

Assist the organization in fulfilling its responsibilities to safeguard children, young persons, and adults at risk with Angling Coaching Initiative.

Assist in developing and implementing the organization's safeguarding plan within Angling Coaching Initiative.

Act as first point of contact for staff, volunteers, parents / carers, children, young persons, and adults at risk where concerns about members' welfare, poor practice or abuse are identified.

Work closely with Angling Trust Safeguarding Team to ensure safeguarding best practice.

Implement the organization's reporting and recording procedures.

Maintain contact details for local statutory bodies.

Promote best practice guidance or code of conduct.

Sit on the management committee.

Ensure adequate training is signposted for appropriate roles.

Ensure appropriate confidentiality is maintained.

Promote equality, diversity, and inclusion.

## **SAFEGUARDING YOUNG PEOPLE**

The aim of this policy is to promote good practice by ensuring that all coaches and volunteers at Angling Coaching Initiative:

Are fully aware of their responsibilities about child protection.

Safeguard and promote the interests and wellbeing of young people with whom they are working.

Respond appropriately to concerns.

Take all reasonable and practical steps to protect young people from harm, discrimination, or degrading treatment.

Respect and promote young people's rights, wishes and feelings.

Make informed and confident responses to child protection issues.

### **THIS SAFEGUARDING YOUNG PERSONS POLICY WILL:**

Offer safeguards to young people, coaches, staff, and volunteers.

Help to maintain high standards of professionalism and practice at all levels of the sport.

### **ANGLING COACHING INITIATIVE POLICY (what we'll do)**

#### **WE WILL:**

Value, listen to and respect young people.

Adopt the Angling Trust's safeguarding best practices through policies, procedures, and codes of conduct for all members and volunteers.

Ensure everyone understands their roles and responsibilities in safeguarding by appropriate learning opportunities to recognise, identify and respond to safeguarding concerns involving young people confidently and competently.

Ensure appropriate action is taken in the event of an incident or concern and provide support for the individual or individuals involved.

Ensure confidential, detailed, and accurate records are maintained and securely stored.

Prevent the employment or deployment of unsuitable persons by ensuring all necessary checks are robustly carried out.

Ensure young people and parents have easy to understand up to date information so that they can know where to go for help or support.

Review and adapt policies and procedures as required.

The term “**young people**” applies to persons who are under the age of 18 years (See Appendix B for legal definitions)

Further supporting policies, procedures and guidance can be found at [www.anglingtrust.net/safeguarding/policies](http://www.anglingtrust.net/safeguarding/policies)

## **SAFEGUARDING ADULTS AT RISK POLICY**

The aim of this policy is to promote good practice by ensuring that all coaches and volunteers at Angling Coaching Initiative:

Are fully aware of their responsibilities around safeguarding adults at risk.

Safeguard and promote the interests and wellbeing of adults at risk with whom they are working.

Respond appropriately to concerns.

Take all reasonable and practical steps to protect adults at risk from harm, discrimination, or degrading treatment.

Respect and promote the rights, wishes and feelings of adults at risk.

Make informed and confident responses to protection issues.

### **THIS SAFEGUARDING ADULTS AT RISK POLICY WILL:**

Offer safeguards to members, coaches, staff, and volunteers.

Help to maintain high standards of professionalism and practice at all levels of the sport.

### **ANGLING COACHING INITIATIVE POLICY (what we'll do)**

#### **WE WILL:**

Value, listen to and respect adults at risk.

Promote and prioritise adults at risk.

Adopt the Angling Trust's safeguarding best practices through policies, procedures, and codes of conduct for all staff and volunteers.

Ensure everyone understands their roles and responsibilities in safeguarding by appropriate learning opportunities to recognise, identify and respond to safeguarding concerns involving adults at risk confidently and competently.

Ensure appropriate action is taken in the event of an incident or concern and provide support for the individual or individuals involved.

Ensure confidential, detailed, and accurate records are maintained and securely stored.

Prevent the employment or deployment of unsuitable persons by ensuring all necessary checks are robustly carried out.

Ensure everyone has easy to understand up to date information so that they can know where to go for help or support.

Review and adapt policies and procedures as required.

The term '**adult at risk**' applies to someone who is over 18 years and is at risk of abuse or neglect because of their needs for care or support (See **Appendix B** for legal definitions)

**The policy and appropriate procedures will be widely promoted.**

Further supporting policies, procedures and guidance can be found at [www.anglingtrust.net/safeguarding/policies/](http://www.anglingtrust.net/safeguarding/policies/)

## **RESPONDING AND REPORTING A SAFEGUARDING CONCERN – PROCESS AND PROCEDURE**

**All coaches need to be aware of their responsibilities under this section.** At Angling Coaching Initiative, we want everyone to feel safe and valued when they are at club events, so safeguarding our members while they are involved with club activities is very important to us. It is vital that any concerns about the safety of children, young persons or adult at risk are reported to the club through Angling Coaching Initiative Welfare Officer / Assist Welfare Officers to ensure that steps are taken to resolve any issues. So, what do you do if you witness an incident that involves bullying, abuse, violence, or anything that you find concerning? Or if you are approached by a young person or an adult at risk who confides in you about alleged abuse?

In either instance, doing NOTHING is not an option. It is not your job to investigate the disclosure that has been made or the incident witnessed, but you do have a

responsibility to respond and report appropriately. If a young person or adult at risk has put their trust in you by making a disclosure, you need to understand how hard it was for them to tell you. They need to feel confidence that you take the matter seriously and know what to do next. Concerns raised by a third party also need to be recorded and reported.

### **TRY TO:**

Remain calm.

Listen carefully and don't interrupt.

Explain early that you can't keep the details to yourself and that others are there to help.

Allow them to continue at their own pace.

Don't ask leading questions. Tell me, Explain, Demonstrate. (TED)

Reassure them they are not to blame, and they have done nothing wrong.

Try to protect evidence, photos of injuries, clothing, etc. and take written notes. Make sure you record date, time and as much detail as you can. Keep it locked away.

Contact the Welfare or Assist Welfare Officer at the first opportunity. **Angling Trust have developed a new Case Management System in relation to Safeguarding issues / concerns / complaints which is expanded upon in Appendix A. There are two new flow charts reflecting Angling Trust's policy about how organisations should deal with safeguarding concerns about children and adults contained in this policy.**

The Lead Coach at the coaching session and the Chairperson **MUST** be informed of any incident without delay by Welfare or Assist Welfare Officer.

### **DO NOT:**

Panic, show alarm or shock.

Ask questions that lead. Just questions for clarification.

Speculate, make assumptions or judgements.

Make promises or keep secrets.

Make comments about the alleged abuser.

Share it with other people other than Welfare Officers that can know.

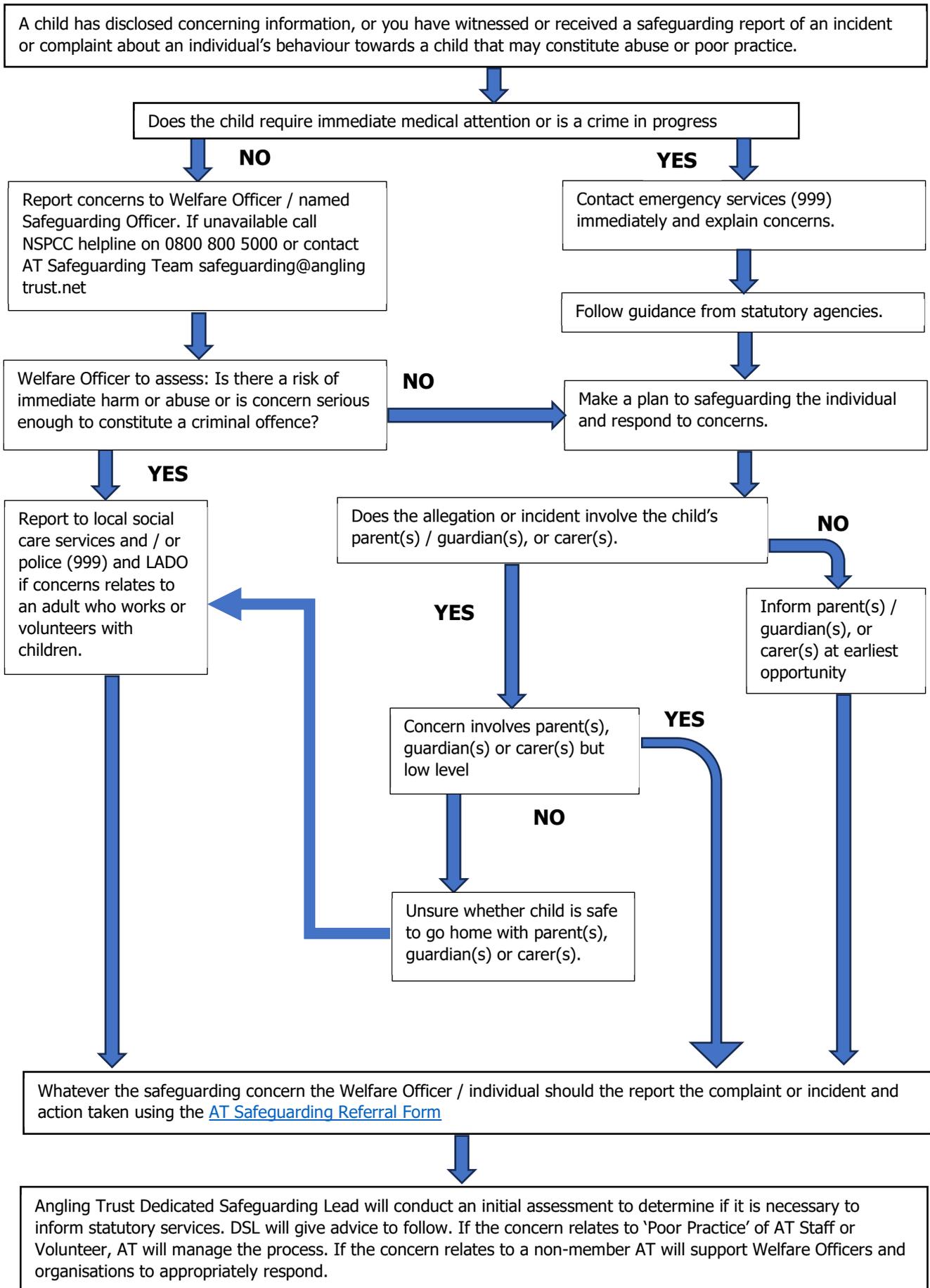
Delay in reporting it.

Keep it to yourself.

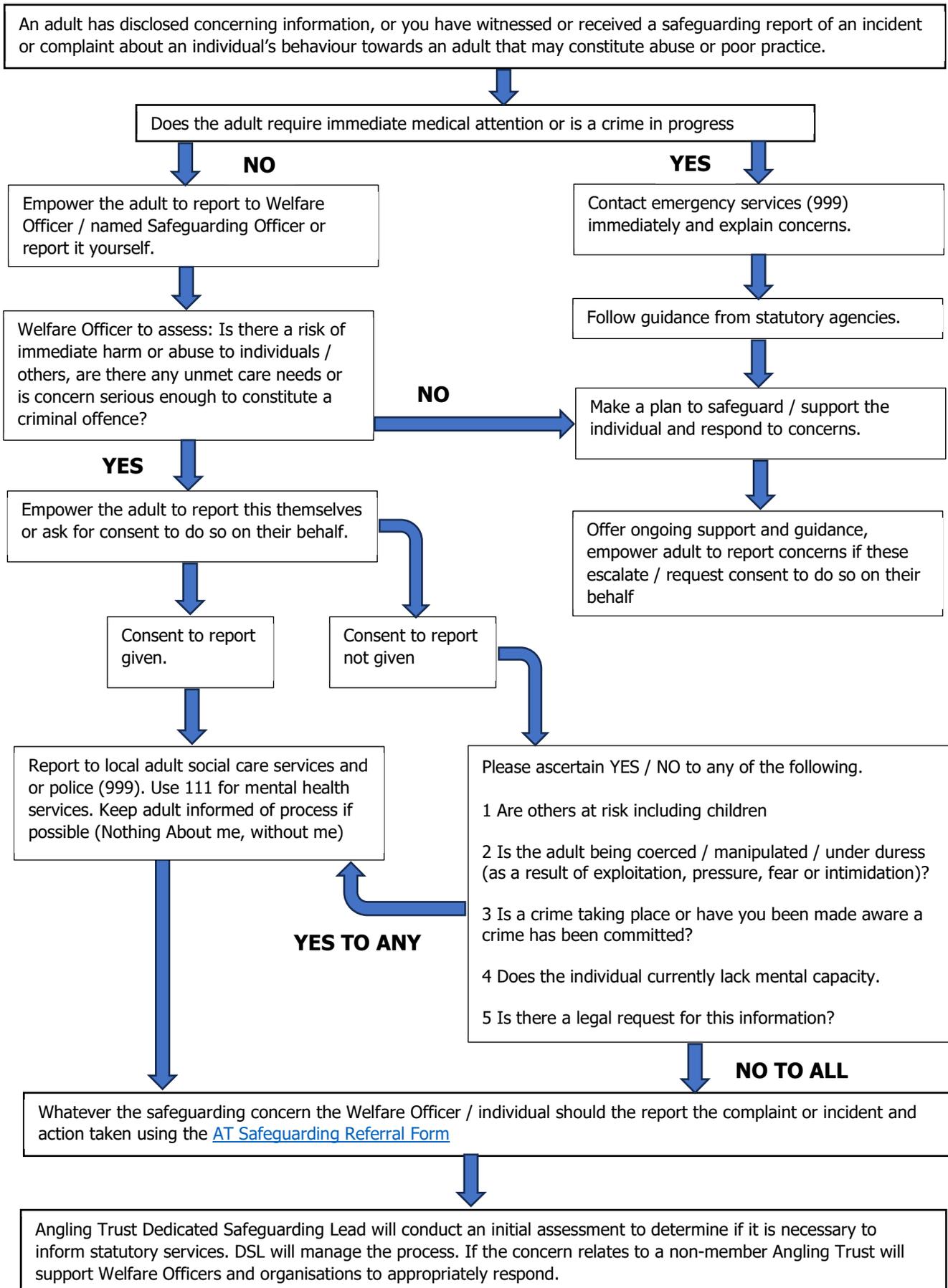
If you are unable to contact the Welfare Officer or Assistant Welfare Officers, then contact the Angling Trust Safeguarding lead (email addresses below). If you feel that the person is in immediate danger or in need of medical treatment dial 999.

**Recognise   Respond   Record   Report**

## Angling Coaching Initiative Concerns about Children-Flowchart



## Angling Coaching Initiative Concerns about Adults-Flowchart



**Useful Contacts:****Welfare Officer ACI**

Simon Quartermaine	Mobile	07792 967509
	Email	simonquartermaine@hotmail.com

**Ass. Welfare Officers ACI**

Kat Dodos	Mobile	07585 952745
	Email	katalin.dobos84@googlemail.com

Michael Foye	Mobile	07889 164882
	Email	Mfoy24@hotmail.com

Fraser Neilson	Mobile	07793 270887
	Email	fraserineilson@hotmail.com

**Angling Trust Safeguarding Officers:**

Lead Safeguarding Officer : **Dom Lattimer** [safeguarding@anglingtrust.net](mailto:safeguarding@anglingtrust.net)

Competitions Officer: [kelly.latimer@anglingtrust.net](mailto:kelly.latimer@anglingtrust.net)

**APPENDIX**

Appendix A **Incident Report Form and Case Management Link**

Appendix B Legal definitions

Appendix C Flow diagram for volunteers

## Appendix A

### **Incident Report Form & Case Management Link**

The mechanism for reporting concerns is also changing, while the Incident Report form is fine. Angling Trust have a new case management system where reports can be made directly to their system – This is the link will bring it up [AT Safeguarding Referral Form](#)

Either method can be used to report safeguarding issues. Such as poor practice, bullying, cases of emotional, physical, sexual abuse or neglect or anything that raises concerns.

Please complete as many details as possible before sending. The lack of contact information or details can slow down agency responses and hamper investigations. Also do not delay sending your concerns, until you have every piece of information.

The incident form is still fine and having a hard copy out in areas where internet won't be readily available is still a good idea.

#### **CASE MANAGEMENT LINK**

Click on this link to take you straight to the form. This method is quicker as information goes directly into Angling Trust's Case Management system.

[AT Safeguarding Referral Form.](#)

## INCIDENT REPORT FORM

<b>1. Name of organisation:</b>
Click or tap here to enter text.
<b>2. Your name:</b>
Click or tap here to enter text.
<b>3. Your position:</b>
Click or tap here to enter text.
<b>4. Your contact information:</b>
Address (including postcode of club/fishery): Click or tap here to enter text. Telephone number: Click or tap here to enter text. Email address: Click or tap here to enter text.
<b>5. Name of Person/s concern relates to:</b>
Click or tap here to enter text.
<b>6. Date of birth of person/s concern relates to:</b>
Click or tap here to enter text.
<b>7. Is the person under 18? (If no, go to question 11)</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>8. Parent/Carer's contact information:</b>
Name/s: Click or tap here to enter text. Address: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email address: Click or tap here to enter text.
<b>9. Have parents/carer been notified of this incident (this should only not happen if incident or concern involves parents/carer:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>10. If YES, please provide details of what was said:</b>
Click or tap here to enter text.

<b>11. Contact information of adult concern relates to:</b>
Name/s: Click or tap here to enter text. Address: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email address: Click or tap here to enter text.
<b>12. Person's ethnic origin:</b>
Click or tap here to enter text.
<b>13. Are you reporting your own concerns or responding to concerns raised by someone else:</b>
<input type="checkbox"/> Own concerns <input type="checkbox"/> Concerns raised by someone else
<b>14. If responding to concerns raised by someone else, please provide further information:</b>
Name: Click or tap here to enter text. Position within club/event: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email address: Click or tap here to enter text.
<b>15. Date, time and location (including Postcode if possible) of incident:</b>
Click or tap here to enter text.
<b>16. Details of incident or concern:</b> Include all relevant information, such as dates, times, description on any injuries and whether you are recording this incident as fact, opinion or here say.
Click or tap here to enter text.
<b>17. Child's account of the incident:</b> Complete if this report relates to a child
Click or tap here to enter text.
<b>18. Please provide any witnesses accounts of the incident:</b>
Click or tap here to enter text.

<b>19. Please provide details of any witnesses to the incident:</b>	
Name: Click or tap here to enter text.	
Position within club/event: Click or tap here to enter text.	
Telephone number: Click or tap here to enter text.	
Email address: Click or tap here to enter text.	
<b>20. Please provide any details of any person involved in this incident or alleged to have caused the incident/injury:</b>	
Name: Click or tap here to enter text.	
Person within the club or relationship to the child: Click or tap here to enter text.	
Date of birth: Click or tap here to enter text.	
Address: Click or tap here to enter text.	
<b>21. Please provide details of action taken to date:</b>	
Click or tap here to enter text.	
<b>22. Has the incident been reported to any external agencies?</b>	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
<b>23. If YES, please provide further details:</b>	
Name of organisation/agency: Click or tap here to enter text.	
Contact person: Click or tap here to enter text.	
Telephone numbers: Click or tap here to enter text.	
Email address: Click or tap here to enter text.	
Agreed action or advice given: Click or tap here to enter text.	

<b>Your signature:</b>	Click or tap here to enter text.	<b>Print name:</b>	Click or tap here to enter text.
<b>Date:</b>	Click or tap here to enter text.		

Contact the Angling Trust's Designated Safeguarding Officer in line with reporting procedures. [safeguarding@anglingtrust.net](mailto:safeguarding@anglingtrust.net)

## APPENDIX B

### LEGAL DEFINITIONS

#### **Position of Trust**

In 2022 an amendment to the Sexual Offences Act 2003 expanded, "POSITION OF TRUST" to include anyone who is coaching, teaching, training, supervising or instructing in a sport or religion. As coaches at Angling Coaches Initiative, we are clearly in a position of trust. The power imbalance between abusers and victim(s) is not always fully understood. These dynamics of grooming need to be factored into future safeguarding policies. **Safeguarding takes primacy in any decision to prevent and stop abuse.**

#### **Child/Young Person**

In this policy a child or young person is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

#### **Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

#### **Child Sexual Exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

#### **Controlling or Coercive Behaviour**

Also known as coercive control, the use of control and coercion in relationships is a form of domestic abuse and, since December 2015, a criminal offence. Controlling and coercive behaviour is outlined in Government guidance issued under section 77 of the Serious Crime Act 2015 as part of the Government's non-statutory definition of domestic violence and abuse.

It is described as:

**Controlling behaviour** is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour; and

**Coercive behaviour** is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim

**Coercive control** is a form of abuse that involves multiple behaviours and tactics which reinforce each other and are used to isolate, manipulate and regulate the victim. This pattern of abuse creates high levels of anxiety and fear. This has a significant impact on children and young people, both directly, as victims in their own right, and indirectly due to the impact the abuse has on the non-abusive parent. Children may also be forced to participate in controlling or coercive behaviour towards the parent who is being abused.

### **Domestic Abuse**

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

Domestic abuse continues to be a prevalent risk factor identified through children social care assessments for children in need. Domestic abuse has a significant impact on children and young people. Children may experience domestic abuse directly, as victims in their own right, or indirectly due to the impact the abuse has on others such as the non-abusive parent.

### **Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **Extremism**

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

## **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)

- protect a child from physical and emotional harm or danger

- ensure adequate supervision (including the use of inadequate caregivers)

- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Physical Abuse**

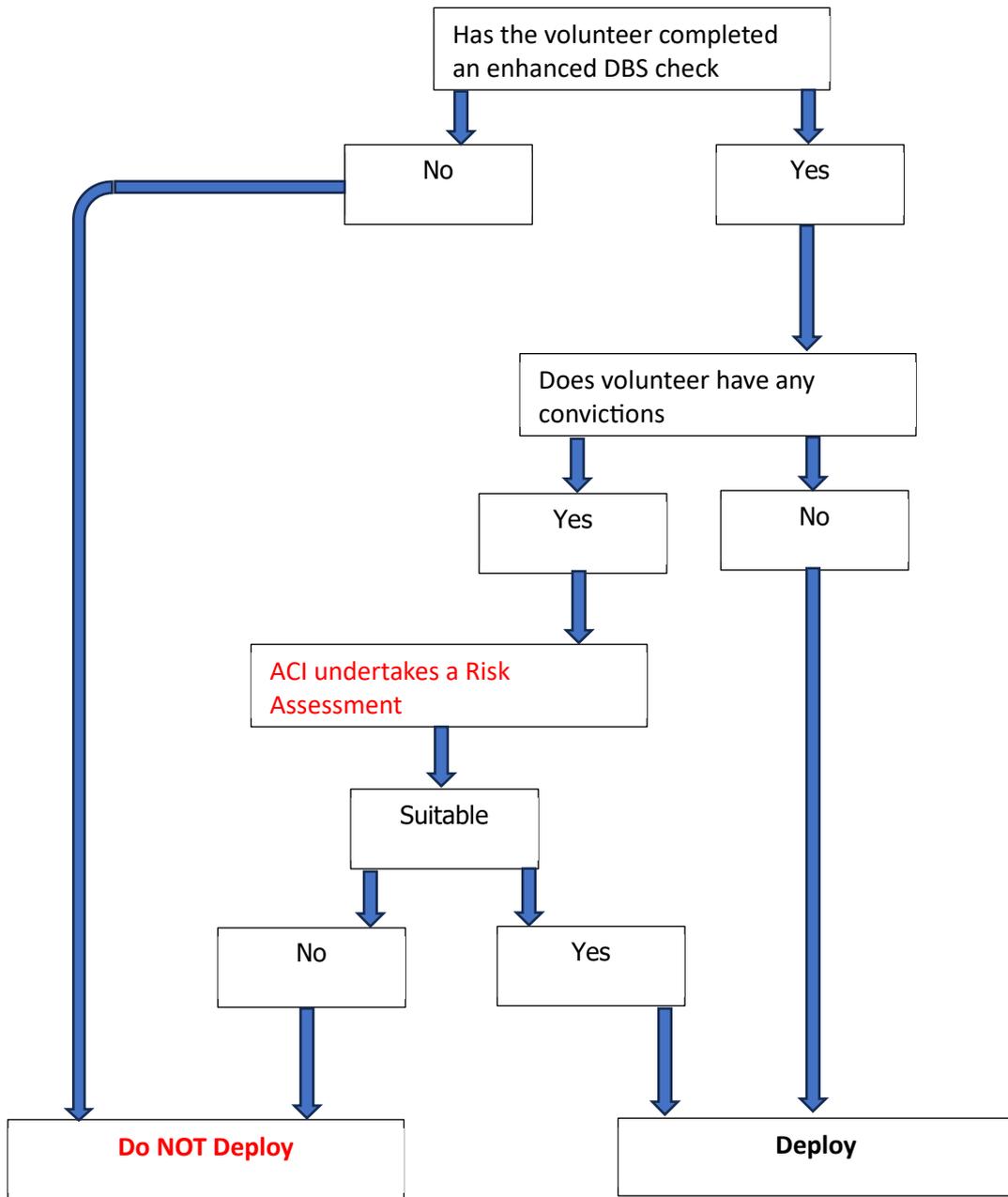
A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

## Appendix C

### DBS Checks for volunteers



## References

Department of Education  
Keeping Children Safe in Education Sept 2023

Department of Education  
Statutory Guidance-Regulated Activity (Children) Supervision of Activities with children which is regulated activity when supervised. 2013 (Reproduced in Annex E of Keeping Children Safe in Education 2023).

Department for Education  
Regulated activity in relation to children's scope. Factual note by HM Government 2007

North Yorkshire Council  
Northstead Community Pre-school Safeguarding Policies. 2023

Angling Trust Safeguarding Policies 2023

Community College Initiative  
Safeguarding Policy 2023

**Makin Report 2024**

**Angling Trust Safeguarding Policy new flowcharts in respect of concerns about children and adults. Dec 2024**