



**Safeguarding Children in Sport
Policy and Procedures**

Amended August 2020

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Important Note:

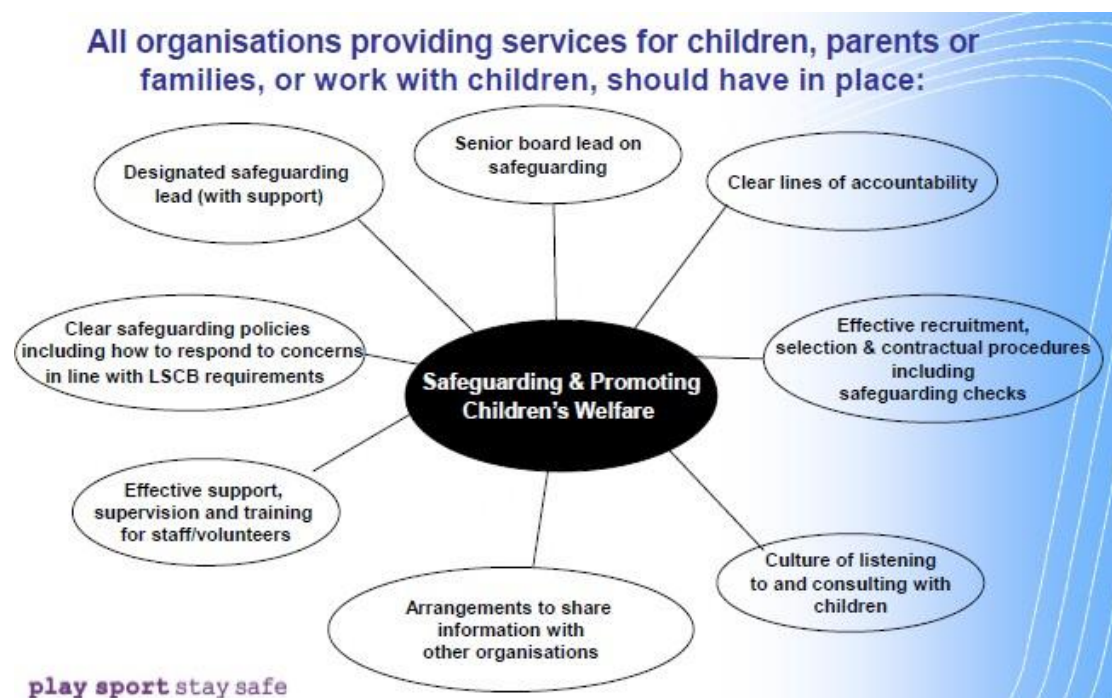
The term *parents* is used throughout this document as a generic term to represent parents, carers and guardians

The terms *children* or *young people* also refers to players with disabilities

The term *staff* or *employee* also refers to those working in a voluntary role

Acknowledgement

This guide is informed by the NSPCC Child Protection in Sport Unit (<https://thecpsu.org.uk>).



Working Together to Safeguard Children 2018

FOREWORD

Active Dorset was proud to be one of the first County Sports Partnerships (CSPs) to have achieved the Safeguarding Standards, a body of evidence set up by the NSPCC Child Protection in Sport Unit (CPSU) on behalf of Sport England. We have continued to embed safeguarding in the sporting landscape of Dorset through the Safeguarding Framework, which challenges our commitment to safeguarding, how we can assess the impact of safeguarding and our ability to influence and support our partners. Consultation with children and young people is part of our annual planning to ensure their voice is represented.

We continue to work to put the welfare of children participating in sport and physical activity at the centre of our activities, including advocacy of safeguarding and guidance for organisations and individuals in our sector. We work closely with the CPSU and increasing numbers of health and activity partners to combine to raise the awareness and understanding of safeguarding. As an Active Partnership we continue to ensure there is regular training through Safeguarding & Protecting Children (SPC) workshops, Time to Listen for Welfare Officers and bespoke engagement with the less formal physical activity sector.

Significant challenges including the steep growth of social media which while increasing communication has also continued to highlight real risks, e-safety continues to be high on our agenda. Online grooming, cyber bullying and sexting are examples of hazards that exist for children if they are not educated in responsible ways of using new technology and preventing them being exposed to harm. Clubs may also need to review their policies and procedures to ensure they are adequate. A key priority for Active Partnerships is supporting those from inactive and seldom heard from groups; the delivery workforce for this is often organised on a less formal basis than the traditional NGB club sector which brings its own challenges in terms of safeguarding.

The CPSU continues to provide invaluable support and advice they have given us in formulating policies and procedures and providing training opportunities through the Lead Officers Support Forum. Our Designated Lead Officer receives regular communication from the Pan-Dorset Safeguarding Children Partnership affording access to a large network of statutory contacts in social care, health and police throughout Dorset. With these links Active Dorset is well positioned to establish and promote high standards of practice.

Active Dorset is working to continually embed best practice throughout our organisation and with our partners. Safeguarding is a standing agenda item in our staff and Board meetings, all our programmes undertake a specific safeguarding review, with an increasing focus on engaging with the less formal activity providers in open green spaces (Parks). These are just part of our commitment to promoting the safety and welfare of children and young people engaged in sporting activities.

Martin Kimberley
Chief Executive

Section 1: Introduction

Sport can and does have a very powerful and rewarding influence on people – especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, integrity, leadership and team work.

Sport will create many positive experiences for young people and coaches and other organisers of sport are seen in a position of trust. In order for sport to continue to attract this positive imagery, coaches and volunteers need to be aware of good practice to ensure their actions are appropriate and cannot be misinterpreted. This policy, in accordance with the Children Act 1989, the Children Act 2004 and the Working Together to Safeguard Children guidelines issued in March 2018, outlines how coaches and volunteers involved in sport in Dorset will be supported by Active Dorset to enable this to happen. In particular the Working together guidance specifically mentioned sport in the updated version in 2018

Active Dorset County Sports and Physical Activity Partnership was established in 2005 to play a strategic role in the increase of participation of young people, in particular, but the community as a whole, in sport and physical activity. In 2009 Active Dorset became a Community Interest Company. Emphasis will be placed on long term athlete development (LTAD) to ensure people not only start an activity but stay to develop skills and performance and enhance their health. Good practice in safeguarding young people will run alongside LTAD. Active Dorset will work with and influence partners from National Governing Bodies (NGBs), local sporting clubs, Local Authorities (LAs), schools and other partners to implement the programme with safeguarding at the forefront. Funding will be accessed through Sport England and partners.

Partners should have their own Child Protection Policy in place and, where partners are working together, partnership and co-funding agreements will clarify issues relating to which organisation will have lead responsibility for responding to any safeguarding issues that arise (ie responsibility for reporting concerns to statutory agencies, for initiating appropriate disciplinary processes and for ensuring that other partners are informed where necessary).

Hundreds of historical accounts of abuse in sport surfaced in late 2016 but these related mainly to the 1980s and 90s and emphasise the lack of safeguarding procedures available at that time. Since the beginning of the millennium there has been a sea change in safeguarding in sport and although incidents of abuse still occur the safeguarding policies and procedures adopted by organisations ensure they are recognised and dealt with speedily and appropriately.

N.B. the safety and protection of adults at risk (also referred to as vulnerable adults) is also of primary concern but a specific Adult Safeguarding Policy has been produced because there are significant differences that are best addressed under separate policies

1.1 Review & Adoption

The Active Dorset Safeguarding Policy and associated procedures will be reviewed every three years or earlier if there are significant changes to legislation and will:

- ensure that documentation reflects the organisation's role, current legislation and government guidance
- progress is made against the targets within the Action Plan
- ensure compliance with the recruitment, induction and training processes
- carry out an examination of reported and recorded cases
- effectively communicate the policy to all partners and staff

- consult with children and young people
- The Active Dorset Safeguarding Policy in line with previous practise will be adopted by the Board after consultation with the CPSU and the Pan- Dorset Safeguarding Children's Partnership.

1.2 Policy Statement

Active Dorset is committed to ensuring the safety and welfare of all young people, coaches and volunteers taking part in sport and physical activity in Dorset.

The aim of the policy and procedures is to increase awareness and promote good working practice to everyone in sport. Active Dorset will ensure:

- that all people involved with working with young people implement good working practices to ensure a safe and healthy environment
- everyone involved is aware of safeguarding/child protection issues both in the context of organised activities and within the home and community
- standard procedures are in place to protect the child first and foremost when suspected abuse or actual abuse is reported and that everyone involved in Active Dorset understands these procedures

These procedures are mandatory for staff, paid coaches and volunteers such as coaches and officials, who are direct deliverers of Active Dorset's programmes, by:

- adopting appropriate recruitment, selection, employment and deployment procedures
- requiring that those working (paid or voluntarily) within Active Dorset programmes acquire minimum operating standards, including a DBS check and attendance on the UK Coaching Safeguarding and Protecting Children workshop
- requiring all paid personnel involved in Active Dorset to be appropriately trained in safeguarding awareness and dealing with disclosures/allegations
- raising awareness of good practice amongst parents and participants
- ensuring that all facilities used as part of the Active Dorset's work meet the stipulated minimum operating standards
- responding swiftly and appropriately to all suspicions or allegations via clearly established communication lines

1.3 Principles

The guidance given in the procedures is based on the following principles:

- the welfare of young people (defined by the Children Act 1989 as under 18 years of age) is the primary concern
- all young people regardless of their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- everyone has a responsibility to report concerns, but it is the responsibility of child protection professionals to decide whether or not abuse has taken place
- all incidents and allegations of suspicious poor practice and indications of abuse should be taken seriously and responded to swiftly and appropriately
- confidentiality should be upheld in line with the Data Protection Act 1998, the Human Rights Act 2000 and the Freedom of Information Act 2004
- all staff shall have recourse against any allegation made against them and be supported if they report a concern

1.4 Responsibilities

Active Dorset is committed to safeguarding and promoting the welfare of children and young people whilst they are engaged in any activity provided by or through Active Dorset by:

- leading on the production, implementation, monitoring and review of this safeguarding policy and the accompanying procedures
- ensuring that all staff are clear in their role in safeguarding and promoting the welfare of children, young people
- ensuring that staff are appropriately selected, trained and supervised
- ensuring that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding or partnership agreements
- providing help and guidance to partners in regard to safeguarding in sport issues

- implementing a culture of consultation with children and young people

1.5.1 Role and responsibilities of the Active Dorset Board of Management

The Board of Management, as the strategic steering body for Active Dorset, will:

- ensure that safeguarding remains a central principle of the operations and development of the organisation
- have strategic accountability for the development of policies for safeguarding and promoting the welfare of children and young people in sport
- have strategic accountability for effective implementation of organisational policies and procedures to safeguard children and young people including those related to safe recruitment
- represent the organisation's approach to safeguarding and protecting children and young people and communicate this approach to other organisations, as appropriate.

1.5.2 Role and responsibilities of the Senior Management Team

The Senior Management Team will:

- oversee arrangements to ensure the organisation fulfils its duty of care towards children and young people in line with this Policy
- contribute to the development and implementation of policies for the safeguarding and protection of vulnerable children and young people in sport
- develop, maintain and review other organisational policies and procedures which contribute to safeguarding, including those related to safer recruitment, complaints and disciplinary procedures
- work collaboratively with external agencies on cases of poor practice or abuse
- implement an organisational culture of listening to children and young people as reflected in organisational plans and practices
- ensure partner organisations have adequate safeguarding policies and procedures in respect of safeguarding
- ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
- represent the organisation's approach to safeguarding and children and young people and communicate this approach to other organisations as appropriate

1.5.3 Role and responsibilities of the Designated Safeguarding Officer

Active Dorset will maintain both a Lead and a Deputy Designated Safeguarding Officer. The DSOs will:

- lead the development and implementation of the Active Dorset approach to safeguarding vulnerable people
- lead in maintaining and embedding the CPSU Standards for Safeguarding and Protecting Children in Sport
- provide the first point of contact for and respond to any communications and/or concerns regarding safeguarding
- work with partners to maintain, develop and review policies and procedures to safeguard vulnerable people in line with national guidance
- advise staff and volunteers on implementation of Active Dorset safeguarding policies and procedures
- advise on development of and implementation of staff and volunteer training
- implement reporting procedures and maintain relevant records in line with organisational procedure, maintaining confidentiality as appropriate
- represent the organisation's approach to safeguarding and protecting vulnerable people
- advise on adequate safeguarding arrangements as a key part of all commissioning, funding and partnership agreements
- co-ordinate dissemination of policy, procedures and resources as appropriate
- provide advice and support to lead safeguarding officers within partner organisations in the county
- direct individuals to sources of support during and following an incident, allegation of abuse or complaint

1.5.4 Role and responsibilities of staff and volunteers

All staff will:

- be aware of what is meant by safeguarding children and young people
- be alert to the risks which individual abusers, or potential abusers may pose to children and young people, particularly in relation to sport
- demonstrate knowledge of Active Dorset policies and procedures and how to apply these in practice
- listen to children and young people, take any allegations/disclosures seriously and report all concerns in line with the organisation's procedures

- ensure that the inclusion of adequate safeguarding arrangements is a key element of commissioning, funding and partnership agreements, where these are relevant
- represent the organisation's approach to safeguarding and protecting children and young people and communicate this approach to partners

1.5 The Safeguarding Framework and Self-Assessment tool (SAT)

1.6.1 Action Plan

Active Dorset has achieved the Standards in Safeguarding and the New Safeguarding Framework sets out the context for maintaining and embedding safeguarding across the sporting landscape. Active Dorset will produce an annual Action Plan that meets the requirements of the Framework to ensure that safeguarding policies, procedures and plans are communicated and implemented across all parts of the Active Dorset partnership/network.

The purpose of implementing the Action Plan is to:

- disseminate the Dorset Partnership/network safeguarding message so that it reaches and influences all related sporting organisations to safeguard the welfare of young people in sport
- ensure children and young people are consulted
- measure the impact of the Policy and Procedures on an annual basis,
- remain updated with legislation related to safeguarding and child protection
- operate sound recruitment procedures for paid and voluntary staff in sport
- identify and enable the appropriate safeguarding training for staff and volunteers
- review the Action Plan annually to keep safeguarding high on the sporting agenda.

1.6.2 Self-Assessment Tool

Active Dorset staff and the Board will use the Self-Assessment Tool (SAT) to review, on an annual basis, how far safeguarding has become embedded and established in the partnership. The review will also take into account the views of young people and partners on the effectiveness of safeguarding in Dorset through periods of consultation. The SAT will review the following:

- Organisational Commitment to Safeguarding
- Strategy and Action Plan
- Accountability
- Influencing
- Procedures
- Additional Vulnerability of Some Children
- Child Friendly Safeguarding Resources
- Code of Ethics and Conduct
- Openness & Communication
- Respecting Children's Views and Contributions
- Training and Education

1.6 Abuse and Neglect and Definitions

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children. Victims of abuse frequently suffer more than one category of abuse.

1.7.1 Neglect

Neglect is 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 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 care-givers)
- ensure access to appropriate medical care or treatment.

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

Neglect in sport could include a coach not ensuring children are safe, exposing them to undue cold, heat or unnecessary risk of injury.

1.7.2 Physical Abuse

Physical abuse 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. It can also include misuse of medication or medical process and inappropriate restraint or inappropriate actions or inactions

Examples of physical abuse in sport may be when the nature or intensity of training and competition exceeds the capacity of the child's immature and growing body or where drugs are used to enhance performance or delay puberty.

1.7.3 Sexual Abuse

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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In sport, coaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over the young performer, if misused, may also lead to abusive situations developing. One of the issues in assessing whether sexual abuse has occurred is that of exploitation (see below).

1.7.4 Exploitation

Exploitation is the shift in the balance of power between the child and the other person at the time that the sexual activity first occurred. Thus, exploitation is considered to have occurred if the activity was unwanted when first began and/or involved a misuse of conventional age, authority or gender differentials (see Home Office Guidelines on Caring for Young People and the Vulnerable).

1.7.5 Emotional Abuse

Emotional abuse is 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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Examples include

- Threats of harm or abandonment
- Humiliation, shaming or ridicule
- Harassment, bullying, intimidation
- Control or coercion
- Deprivation of choice or privacy
- Deliberate social isolation

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Emotional abuse in sport may occur if children are subjected to constant criticism, name calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

1.7.6 Bullying

In some cases of abuse it may not be an adult that is the abuser. It could be that the abuser is another child or young person and this is typically seen in common cases of bullying.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

It could take the form of:

- physical assaults
- name-calling, sarcasm and racist taunts
- threats and gestures
- unwanted physical contact
- graffiti
- stealing or hiding personal items
- being ostracised or ignored
- cyberbullying

For more advice on bullying, including cyberbullying, go to

<http://www.bullying.co.uk/general-advice/>

<http://www.childline.org.uk/Explore/Bullying/>

Research shows that bullying can and does occur where there is inadequate supervision – on the way to and from activities, at sporting events and in changing rooms etc.

1.7 Indications of Potential Abuse/Bullying

Indications that a child may be being abused/bullied include the following:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club
- a drop off in performance at school or standard of play
- unexplained or suspicious injuries such as bruises, cuts or burns
- unexplained changes in behaviour (i.e. becoming very quiet, withdrawn or displaying sudden outburst of temper)
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- a child describes what appears to be an abusive act involving him/her
- a child may disappear or fail to attend an activity for no apparent reason
- variations in eating patterns
- distrust of adults, particularly those whom a close relationship would be normally be expected
- has difficulty making friends
- is prevented from socialising with other children

It should be recognised that this list is not exhaustive and the presence of one or more of these indicators is **not** proof that abuse is actually taking place.

Section 2, Procedures: Prevention

All reasonable steps must be taken to ensure that people are suitably qualified and or experienced to work with young people. The same procedures should be adopted whether they are paid staff or volunteers, full time or part time.

2.1 Pre Application Information

Any forms of advertising to recruit staff will reflect the aims and objectives of Active Dorset programme and main responsibilities of the role including level of experience or qualifications required

Information sent to interested or potential applicants will contain:

- a job description and person specification including roles and responsibilities
- an application form
- conditions of employment, provided by the employing authority including information on statutory obligations, e.g. sick pay, holiday pay, grievance and disciplinary procedures.

2.2 Staff Recruitment

Recruitment procedures for Active Dorset staff will include:

- For eligible and/or required posts, an enhanced level Disclosure and Barring Service (DBS) check. Should these not be completed before employment commences a risk assessment will be undertaken and the necessary safeguards put in place. If check carried out on the barred list no-one should start until it has been completed
- A risk assessment undertaken on any positive disclosure or reference information by a panel of members who have been on 'risk assessment in recruitment' training
- Two confidential references should be obtained, once permanent contracts are confirmed, including last employer, and at least one commenting on any previous work with children/vulnerable groups
- References MUST be taken up and confirmed through telephone contact.
- Personal identification should be requested e.g. valid passport or driving license with photo
- Recruitment adverts should state requirement for DBS checking and references, if appropriate.

Note: It is an offense for an employer to knowingly employ a person to work in regulated activity with children and/or vulnerable people who has been barred from doing so.

2.3 Pre-employment Interview

Potential employees will be required to undertake an interview carried out to acceptable protocols and recommendations of Active Dorset, including:

- A check that the application form has been completed in full. Any gaps or inconsistencies in employment history should be identified
- Qualifications should be substantiated
- The job requirements and responsibilities should be clarified to the candidate.

2.4 Induction and training

It should be clearly recognised that pre-employment checks are only a part of the process. It is important that the recruitment and selection process is followed by a needs analysis as part of the induction process and then provision of appropriate training.

All staff will undergo an induction process, part of which will familiarise them with the safeguarding policy, associated procedures and their specific responsibilities.

All staff will be provided with opportunities to learn about how to recognise and respond to safeguarding concerns. Assistance will be provided to ensure that individuals can access appropriate basic awareness courses.

Staff with designated responsibilities in relation to safeguarding will have a written job description for that role, and will be provided with relevant training to enable them to develop the necessary skills and knowledge, and to have regular opportunities to update their knowledge and understanding.

Active Dorset Designated Safeguarding Officers will attend the CPSU course Time to Listen. Any members of staff whose role specifically requires working with children or vulnerable adults should also be provided with relevant training. The SCUK course, Safeguarding and Protecting Children in Sport is a readily available basic awareness course suitable for people working with children and young people in sport.

Specific training will be provided for those responsible for dealing with complaints and disciplinary processes in relation to safeguarding and inappropriate behaviour towards children, young people and vulnerable adults.

Training and/or written guidance on safer recruitment practice will be provided for those responsible for recruiting, selecting and deploying staff and volunteers. Training should also include guidance and help for staff and volunteers to recognise additional vulnerability of some children, young people and vulnerable adults and the extra barriers they face to getting help. Barriers may include:

- Race
- Gender
- Age
- Religion
- Disability
- Sexual orientation
- Social background
- Culture
- Mental Health

2.5 Monitoring and Appraisal

All coaches and volunteers will have the opportunity to update identified training needs and set new goals at an annual review meeting. A record will be kept of relevant staff training and required DBS checks.

2.6 Complaints

Active Dorset will ensure that all people involved in its work are aware of their employing authority procedure for complaints and know how and where to access disciplinary and grievance procedures and appeals procedures.

Promoting Good Practice with Young People

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with judgements about any action to take. All suspicious cases of poor practice/abuse should be reported to the designated Safeguarding/Welfare Officer. Active Dorset has Designated Safeguarding Officers, who can offer advice or signpost to relevant contacts within Dorset's statutory organisations.

Coaches should also be aware of the relevant NGB good practice guidelines and codes of conduct, and should follow these accordingly.

2.7 Good Practice Guidelines

It is possible to promote the welfare of young people simply by reducing situations in which abuse can occur. Active Dorset advocates the following common sense examples of how to create a positive culture and climate within sport. Active Dorset also recognises additional vulnerability with some people and that extra measures may have to be put in place to support their participation

Good practice means:

- ensuring the safety of all children by careful provision, proper pre-planning of coaching sessions, using methods, equipment and facilities that are safe and appropriate to the age and ability of the child
- always putting the welfare of each young person first - before winning or achieving goals
- treating all young people with respect and dignity; encouraging them to speak openly and **listening** to what they say.

- recognising the rights, development needs and capacity of performers and not over train or exert undue influence
- building balanced relationships based on mutual trust which empowers children to share in the decision making process
- being an excellent role model ensuring that high personal and professional standards are maintained at all times
- giving enthusiastic and constructive feedback and guiding participants in accepting responsibility for their own performance and behaviour
- always working in an open environment, being visible and identifiable as the coach
- not letting any incidents/allegations of abuse go unchallenged or unrecorded
- not allowing any rough or dangerous play, bullying, use of bad language or inappropriate behaviour
- encouraging all children not to discriminate on the grounds of religious beliefs, race, gender, social class or lack of ability
- not abusing members physically, emotionally or sexually
- not engaging in a sexual relationship with a young person for whom they are responsible
- making sport fun, enjoyable and always promoting fair play
- not touching performers where possible (eg when demonstrating techniques) but adhering strictly to NGB guidelines. If there is a need to touch a young person consent must be sought.
- keeping up to date with the technical skills, qualifications and insurance in sport;
- securing parental consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- awareness of any medicines being taken by participants, or existing injuries
- keeping a written record of any accident/incident that occurs, along with details of any treatment given and informing the designated person and others where it is appropriate/relevant bearing mind the need for confidentiality around sensitive information
- ensuring that use of photographic and filming equipment is appropriate and permission of parents has been sought

Recognition of Poor Practice, Abuse and Bullying

Poor practice includes any behaviour that contravenes the Active Dorset or relevant NGB codes of good practice. Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Coaches and volunteers, whether paid or voluntary are not experts at such recognition but they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a young person by reporting their concerns in line with these procedures.

2.8 Recognised Poor Practice

Coaches and volunteers should never:

- condone or promote the use of illegal substances
- condone or promote the use of unhealthy activity, including the use or consumption of alcohol and cigarettes,
- use inappropriate language in the presence of young people
- bully;
 - physically : pushing, hitting, kicking, pinching, etc,
 - verbally : name-calling, spreading rumours, constant teasing and sarcasm,
 - emotionally : tormenting, ridiculing, humiliating and ignoring,
 - racially : taunts, graffiti and gestures,
 - sexually : unwanted physical contact or abusive
 - sending nasty or malicious messages via texts, e-mails or social medium sites
- spend time alone with children away from others
- take children alone on car journeys, however short
- take children to your home where they will be alone with you.
- engage in rough, physical or sexually provocative games,
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- fail to act on allegations made

- do things of a personal nature for young people that they can do for themselves
- invite or allow children to stay with you at your home unsupervised
- constantly shout at and / or taunt a young person to 'keep control'
- communicate electronically with participants unless parents are able to monitor and have granted permission
- have their athletes/players as 'friends' on social networking sites

NB: Coaches and volunteers are strongly advised, in their own interests, to take steps to ensure that their personal data is not accessible to anybody who does not have permission to access it. They also need to be aware that many employers and other agencies now carry out web and social network service searches to find online information about staff – background, interests, career experiences and self-presentation. All staff need to be advised to ensure that information available publicly about them is accurate and appropriate.

If any of the following incidents occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:

- if you accidentally hurt a performer
- if a performer seems distressed in any manner
- if a performer appears sexually aroused by your actions
- if a performer misunderstands or misinterprets something you have done

Be Aware

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should be carried out with the full understanding and written consent of parents and the players involved.

There is a need to be responsive to a person's reactions. If a person is fully dependent on a coach or volunteer, they should talk with him/her about what they are doing and give choices where possible. This is particularly so if it involves any dressing or undressing of outer clothing, or where there is physical contact, lifting or physically assisting a child to carry out particular activities. Anything of this nature should be done in the presence of others. Coaches and volunteers should avoid taking on the responsibility for tasks for which they are not appropriately trained.

Section 3, Procedures: Responding to Disclosure, Suspicion and Allegations (*What to do if you're worried a child is being abused*)

Concerns about possible abuse can arise through:

- a direct **disclosure** by a young person of poor practice/abuse
- an **allegation** of poor practice/abuse by a third party
- a **suspicion** that poor practice/abuse may have taken place based on other signs or indicators.

The extremely sensitive nature of issues regarding abuse should be understood by all along with the need for appropriate confidentiality. If a young person says/indicates that he/she is being abused or information is obtained which gives concern that a person is being abused, immediate action should be taken.

However, it is **not** the responsibility of anyone working under the auspices of Active Dorset in a paid or voluntary capacity, or those working in affiliated organisations to investigate, take responsibility or to decide whether or not child abuse/bullying is taking place. ***There is, though, a responsibility to respond to concerns in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.***

3.1 Responding to Allegations of Abuse or Bullying

The person receiving information concerning disclosure should respond immediately and:

- react calmly so as not to frighten the child or deter the informer
- tell the child he/she is not to blame and that he/she was right to tell
- take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and / or difference in language
- say little but give the child time to talk and listen carefully
- where appropriate, ask open questions but keep them to a minimum to ensure a clear and accurate understanding of what has been said; do not ask probing or leading questions or make the person feel that they are being interrogated.
- reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- ensure the safety of the person – if they need immediate medical treatment, call an ambulance and inform that you suspect a child or vulnerable adult protection issue.
- make a full record of what had been said, heard and/or seen as soon as possible using the incident report form (it is vital for accurate records that the child's own words are used in records)
- pass the information onto the designated officer or Police or Children's/Adult Services (if out of hours as soon as possible). There are some circumstances where a child or young person may be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). Advice should be sought from NSPCC/CPSU, Police or Children's/Adult Services

NB it may not be that all young people are able to express themselves verbally. Disability or cultural background may present communication difficulties making it hard for them to complain or be understood

It is recommended that the person receiving the information **DOES NOT**:

- panic
- allow shock or distaste to show
- probe for more information than is offered
- speculate or make assumptions
- make negative comments about the alleged abuser
- approach the alleged abuser
- make promises or agree to keep secrets

NB the person receiving the information can assure the victim that it will be dealt with confidentially

3.2 Designated Safeguarding Officer (DSO)

It is the responsibility of the Designated Safeguarding Officer to consult with or refer to Children's Services where abuse is indicated or suspected. The DSO will be responsible for following up any referral in writing within 24 hours. If the DSO is not available or the concern is about the DSO the referrer should contact the Children's Services or police directly.

3.2.1 A Designated Safeguarding Officer should be

- someone who understands the context in which coaches and young people are operating
- someone who has basic knowledge of core legislation, government guidance and roles and responsibilities of statutory agencies, along with Active Dorset's policy and procedures
- someone who has the skills, knowledge and understanding of development of young people
- someone who understands the need to safeguard and promote the welfare of young people and can recognise poor practice or abuse
- someone who has undertaken appropriate checks (eg DBS) and received the appropriate level of training

3.2.2 Responsibilities of Designated Safeguarding Officer

- to be familiar with safeguarding procedures of the partnership and national and regional policies, and maintain up to date knowledge
- ensure there are effective internal procedures to handle concerns
- ensure that systems are in place for effective record keeping
- be the link person with Children's Services or Police and consult or refer to /with Children's Services or Police on concerns that have been raised
- to attend training provided by Children's Services or other welfare agency
- to ensure information is reported (directly or via statutory agencies) to the relevant NGB or other partner (eg LA) if the allegations concern a volunteer/coach who operates in a specific sport or within another agency
- to receive, advise and act on reports or disclosures about safeguarding issues
- to offer an advice service to assist potential referrers to clarify their concerns
- update appropriate third parties (including NGB's, LA's and schools) on the results of investigations in the interests of young people
- establish and maintain a record system in line with the requirements of the Data Protection Act

Expert Advice

On occasions the DSO may be informed of situations where there is uncertainty about whether an allegation constitutes abuse or not and therefore is unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but the DSO should always be informed, and may seek advice from Children's Services, Police or NSPCC before agreeing on an appropriate course of action (see appendix 4 for contacts). This is because it may be just one of a series of other instances which together cause concern. Many sporting activities will happen out of the normal working hours but there is a pan Dorset out of hours telephone number on 01202 657279.

For anyone unsure of what to do advice can also be obtained by telephoning the NSPCC 24 hour free phone help line on 0808 800 5000

3.3 Procedures to follow

Any staff member who receives a disclosure, complaint, or concern should report to an Active Dorset Designated Safeguarding Officer (DSO) as soon as possible:

The DSO will take action to forward the details to the relevant professional body. If a DSO cannot be contacted contact should be made directly with Children's Services or where immediate risk of harm is suspected, contact the police.

The person receiving information completes the Incident Report Form. As part of this process, when appropriate, a 'Body Map' (Appendix 5) highlighting where injuries are evident should be completed

1. Contact should be made immediately with the DSO and arrangements made to pass on the completed Incident Report Form. If the DSO is unavailable the person with concerns should not delay and should contact Children's Services or police using the numbers on Appendix 4. At the earliest opportunity they should inform the DSO of their concerns and actions and pass on the completed Incident Report Form

2. The DSO will consult Children's Services or police to form a view about whether the matter will be dealt with as a poor practice incident (if concerns relate to a member of staff or volunteer) or be investigated by the statutory agencies as possible abuse.
3. The written record will be sent to the appropriate professional Children's Services by the DSO and follow up to confirm receipt
4. When an immediate referral to Children's Services is not indicated the DSO will seek professional advice in order to establish an appropriate response.
5. Where advice is given to a third party to contact statutory services, the DSO should also follow-up to confirm what action has been taken by the third party.

3.4 Records and Information

Information passed to the Children's Services or Police must be as helpful as possible. It is therefore essential to make a detailed record using the Incident Reporting Form at the time of disclosure/concern or as soon as possible thereafter.

Information should include the following,

- the nature of the allegation/ concern
- a description of any visible injuries – by use of a 'Body Map' highlighting injured areas
- the child's account, if it can be given, of what has happened, how any injury occurred
- witnesses to the incident(s)
- any times, dates, places or other relevant information
- a clear distinction between what is fact and opinion or hearsay
- contact details for all parties.

Reporting the matter should not be delayed by attempts to obtain more information or if the DSO is not available (although the DSO should be informed at the earliest opportunity). A record of the name of the member of Children's Services staff or Police Officer to whom the matter was passed, together with the date and time of the call is needed also. See Appendix 4 for contact details of Children's Services and Police in Dorset

3.5 Confidentiality and Storage of Information

Confidentiality is a key issue and whilst information should not be shared freely, it must be shared with appropriate agencies to ensure that a child is not left unprotected. Decisions on who needs to be informed should be taken after discussions with Children's Services by DSO. Information should be stored in a secure place in the Active Dorset office in line with Data Protection Laws (e.g. that information is accurate and is regularly updated), relevant and secure. Access will be limited to designated people:

- Active Dorset Designated Safeguarding Officers
- Appropriate social care
- The Police
- The parents of any child who is alleged to have been abused
- The person making the allegation
- The alleged abuser (and parents if the alleged abuser is a child)*

*Seek Children's Services advice on who should approach the alleged abuser.

3.6 Sharing Concerns with Parents

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

However, there are circumstances in which a young person or vulnerable adult might be placed at even greater risk if concerns are shared (e.g. where a parent/carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported and recorded as soon as possible to the DSO rather than parents or carers.

3.7 Action Towards the Bully (if bully is a young person):

- talk with the bully, explain the situation, try to get the bully to understand the consequences of their behaviour. Seek an apology to the victim
- inform the bully's parents
- insist on the return of 'borrowed' items
- provide support for the coach and significant others of the victim
- impose sanctions as necessary
- encourage and support the bully(ies) to change behaviour
- hold meetings with the families to report on progress
- inform other coaches and designated officer of action taken
- keep a written record of action taken.

The reporting procedures set out in section 5 should be followed where bullying is either extreme in nature, or persists despite attempts to deal with it.

3.8 Allegations against Staff or Volunteers

This includes anyone working in a paid or voluntary capacity on behalf of Active Dorset. It is important that any concerns for the welfare of the child, arising from abuse or harassment by a member of staff or volunteer, should be reported to the DSOs immediately and an incident form completed.

Any allegations regarding a member of staff must be reported immediately by the DSOs to the Active Dorset CEO. If the allegation concerns a child or young person then the DSO will also notify the Local Authority Designated Officer (LADO) within 1 working day

- Where the concern is about an individual who is a volunteer and not an Active Dorset employee, the SDO should refer to the statutory services
- The staff member may need to be suspended from work whilst the matter is investigated according to the existing disciplinary procedures operated by Active Dorset. Any action will be taken in consultation with statutory agencies. Where this is deemed necessary, consideration should be given as to whether the accused is allowed to access potentially incriminating evidence, or devices which may contain this
- Suspension will not be automatic and the decision will take into account the relevant circumstances and advice from statutory agencies
- The reinstatement or not of an individual will follow procedures operated by Active Dorset following the conclusion of any investigations (both internal and external) and an assessment of all available relevant information.

The following circumstances may lead a member of staff to suspect that a fellow member of staff or volunteer is abusing a child:

- an allegation is made by a child or adult
- an allegation is made by a staff member, against a fellow member of staff
- a member of staff notices inappropriate behaviour by another member of staff.
- concerning information comes to light through a subsequent DBS check or another agency

3.8.1 Procedures to Follow

Reporting procedures are the same as for other concerns ie contact the DSO and complete the Incident Report Form.

The flow charts (Appendices 1 - 2) illustrate the steps that need to be taken in the event of a suspicion or allegation against a staff member. Of primary concern is the welfare of the child.

3.8.2 Types of Investigation

When there is a complaint of abuse against a member of staff or volunteer, the following types of investigation may occur:

- Criminal; Police
- Child Protection; Children's Services/Police
- Internal; Active Dorset

It is also a possibility that civil proceedings could be initiated by the alleged victim, or by their family, or indeed the person who has been accused.

3.9 Whistle Blowing Policy

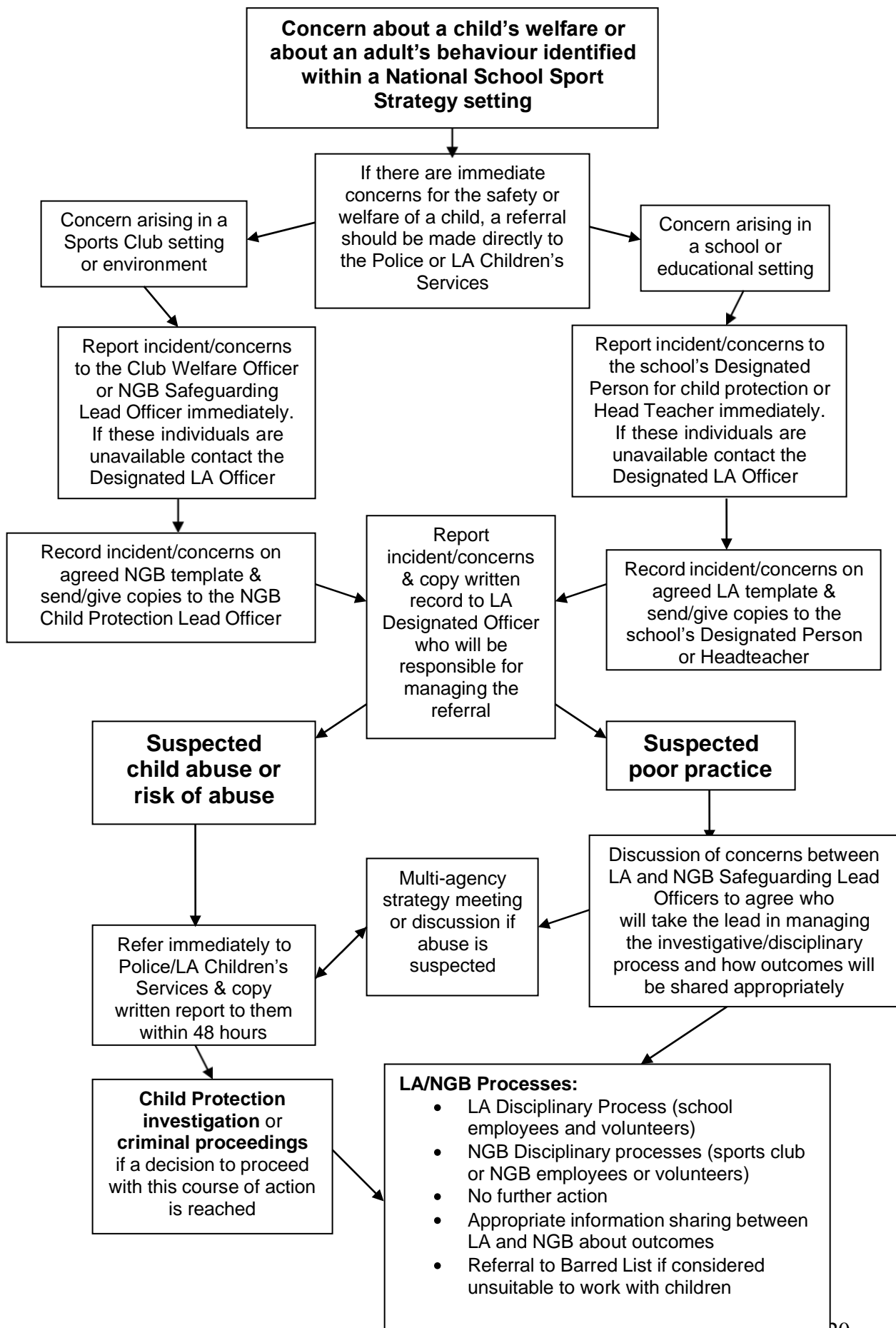
A variety of feelings and concerns may be generated by the discovery that a member of staff or a volunteer is, or may be abusing a vulnerable person and this may raise concerns amongst other staff and volunteers. Active Dorset operates a Whistle Blowing Policy which makes it clear that Active Dorset will fully support all staff and protect anyone who, in good faith and without malicious intent, reports his or her concern about a colleague's practice or the possibility that a person may be being abused without fear of victimisation, subsequent discrimination or disadvantage. Concerns should be raised with the immediate line manager or the DSO, depending on the seriousness or sensitivity of the issue.

3.10 Support to Deal with the Aftermath

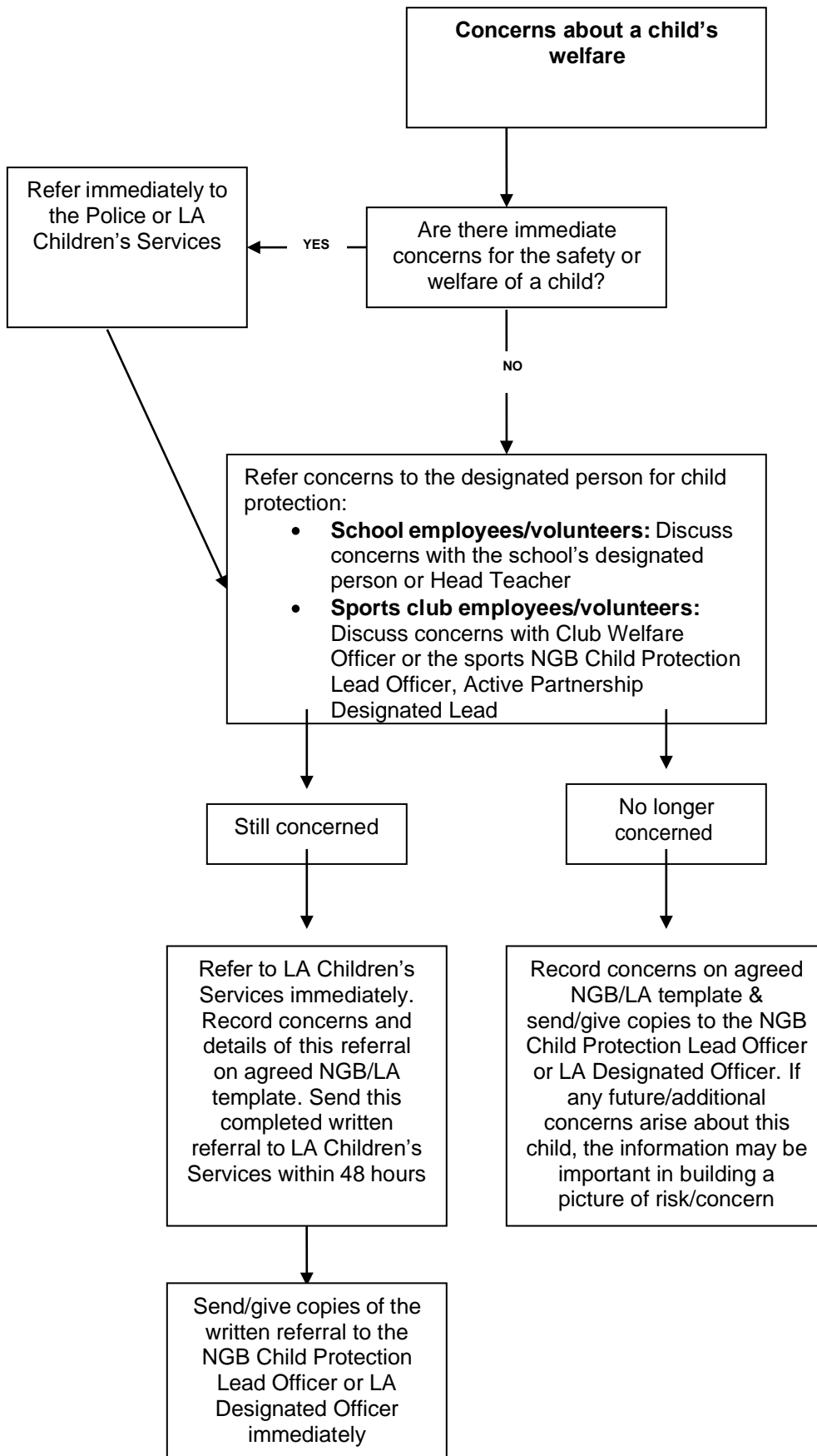
Details of disciplinary and grievance procedures are available through the Active Dorset staff handbook. Depending on the nature of the situation the following options will be considered to support children, parents, members of staff and the alleged perpetrator:

- Use of help lines
- Support groups
- Training
- Open meetings

Flowchart for Concerns about the conduct or practice of any individual involved in the delivery of the National School Sport Strategy



Flowchart for concerns about a child’s welfare outside of a National School Sport Strategy environment



Incident Reporting form

Have you;

- reassured the child
- been honest and not made promises you cannot keep
- explained why you may have to tell other people in order to stop what's happening
- avoided close questions and ask as few questions as possible to encourage the child to use their own words

Your Name:		Your Position:	
Your Address:		Your Contact no.	
Referrer's details (if known)			
Child's Name:			
Child's Address:			
Child's date of birth:			
Ethnicity:		Disability: YES / NO	
Parents/carers names:			
Parents/carers address (if different from above):			
Date, time and circumstances of suspected/alleged incident(s):			
Your observations:			
Exactly what the child said and what you said: (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)			

Action taken so far:		
Details of suspected / alleged abuser Name: Address: Contact:		
External agencies contacted:		
Police	Yes/ No	Details of advice received: Action agreed:
Name and contact number:		
Incident Report Number (if provided):		
Social Services	Yes/ No	Details of advice received: Action agreed:
Name and contact number:		
Incident Report Number (if provided):		
Sports Governing Body	Yes/ No	Details of advice received: Action agreed:
Name and contact number:		
Incident Report Number (if provided):		

Local Authority	Yes/ No	Details of advice received:
Name and contact number:		Action agreed:
Incident Report Number (if provided):		

Other Agency (eg NSPCC)	Yes/ No	Details of advice received:
Agency Name:		Action agreed:
Name and contact number:		
Incident Report Number (if provided):		

Have the parents been informed that contact is going to be made with Social Services or Police?
 Yes No

NB – Parents should always be informed except in cases where doing so could place the child at risk of further harm. If in doubt seek advice of Children’s Services/Police

Signature:

Print name:

Date:

For Active Dorset Designated Safeguarding Officer Use:

Actions Taken:

Sign:

Date:

Remember to maintain confidentiality. Do not discuss with anyone other than those that need to know.

A copy of this form should be sent to:

1. Active Dorset Child Protection Officer – Tony Jones-Pert tel. 01202 458889
2. / 07776 165296

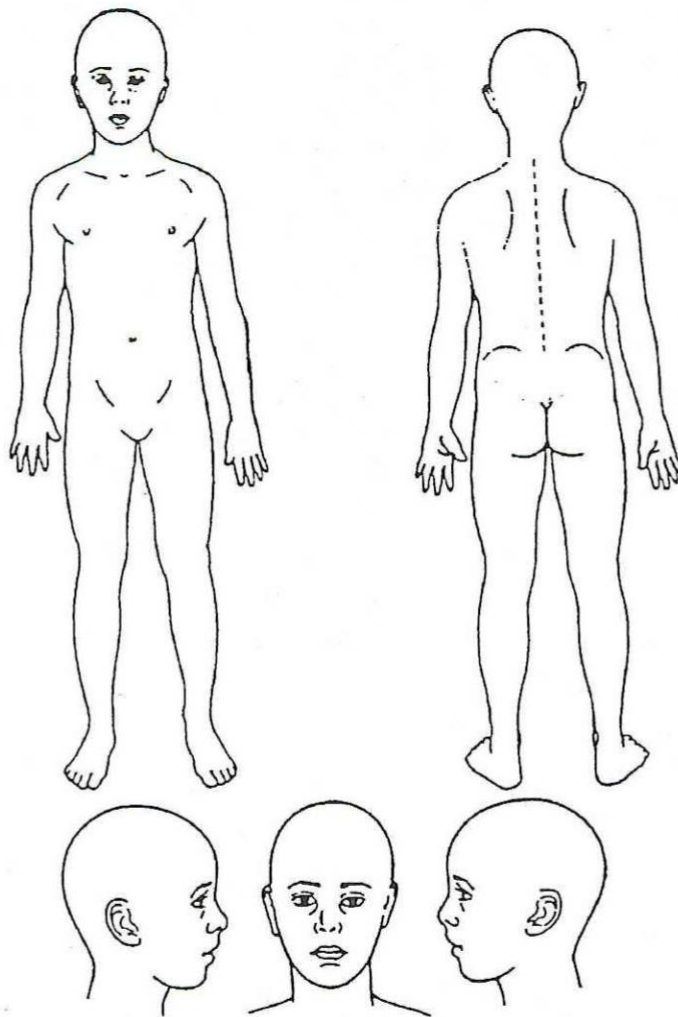
2. Children’s Services Fieldwork team dependant on area in which child resides

Children's Services Teams

Area	Address	Contact Details
Bournemouth		Tel 01202 458102 Fax 01202 458087 Minicom 01202 454975
Poole		Tel 01202 735046 x 4747 Fax 01202 715589 Minicom 01202 714783
Dorset County Council	Bridport	Tel 01308 422234
	Christchurch	Tel 01202 474106
	Dorchester	Tel 01305 251414
	Ferndown	Tel 01202 877445
	North Dorset	Tel 01258 472652
	Weymouth and Portland	Tel 01305 760139
Out of hours (applies to whole of Dorset between the hours of 5.30pm and 8.30am)		Tel 01202 657279 Fax 01202 680970 Minicom 01202 668123
Police (24hr)	Bournemouth Ferndown Poole Weymouth	01202 552099 01202 855544 01202 667766 01305 767474
The NSPCC		Helpline: 0808 800 5000
Childline UK	Freepost 1111 London N1 OBR	Telephone: 0800 1111
Active Dorset Lead Safeguarding Officer Active Dorset Deputy Safeguarding Officer	Tony Jones-Pert tjonespert@activedorset.org Clive Nelson cnelson@activedorset.org	01202 458889 07776 165296 01202 458889 07771 658846

Body map for recording areas of physical injury or alleged abusive contact

Name of child	Date of birth
	/ /

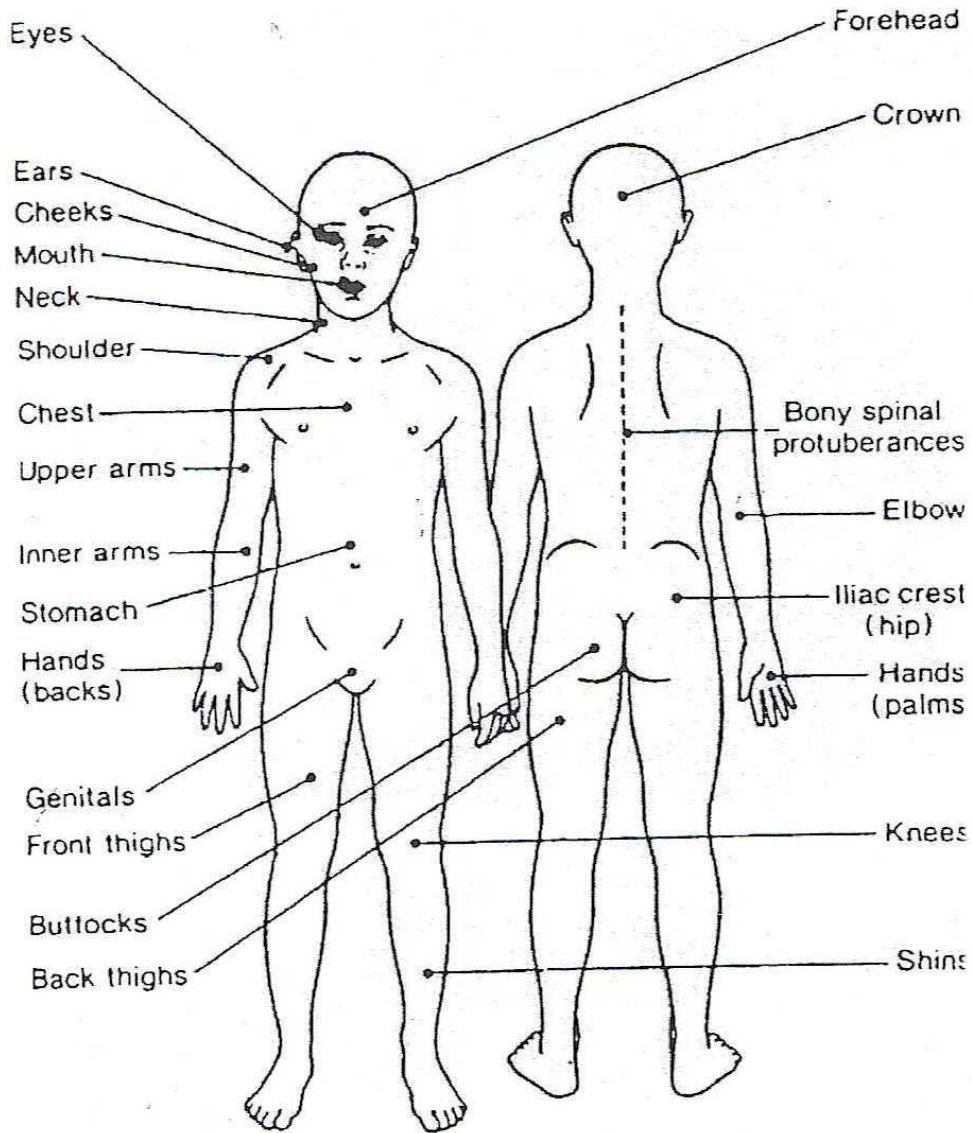


Person completing skin map <i>(please print)</i>		
Date of Completion	/ /	Time of Completion am/pm

SKIN MAP

COMMON SITES FOR
NON ACCIDENTAL INJURY

COMMON SITES
ACCIDENTAL INJURY



A 0305 (03/01) K

Sign up to the policy

ACTIVE DORSET COUNTY SPORTS PARTNERSHIP CHILD PROTECTION POLICY AND PROCEDURES

Active Dorset is committed to ensuring the safety and welfare of all young people, coaches and volunteers taking part in physical activity and sport in Dorset.

I certify that I have read and understood the Active Dorset Child Protection Policy and Procedure and agree to abide by the objectives and guidelines that are outlined:

Signed:

Date:

Print Name:

Name of Organisation/Club:

Position in Club:

Position in Active Dorset:

If not part of Active Dorset
Address:

E-mail:

Return to: Tony Jones-Pert

Designated Safeguarding Officer
SCITT Room
Bournemouth Learning Centre
Ensbury Ave
Bournemouth
BH10 4HG
E-mail tjonespert@activedorset.org
Tel 01202 458889 / 07776 165296