



# **SOMERSET ACTIVITY AND SPORTS PARTNERSHIP (SASP)**

## **CHILD PROTECTION POLICY**

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## DEFINITIONS

**The Partnership** – Somerset Activity and Sport Partnership (SASP)

**Partnership Welfare Officer – (PWO)**

Person appointed by the Partnership Manager to be the central point of contact for internal and external individuals and agencies. Person responsible for reporting to Social Services concerns and disclosures

**Manager**

Sports Co-ordinator responsible for all staff (paid and unpaid) working within their sport on Partnership activities.

**Person in Charge**

In multi-sport activities (i.e. Festivals and/ or Partnership Games) person designated in charge of the event.

**Staff**

All coaches, teachers, management staff and volunteers working for the Partnership whether paid or unpaid

**Participant**

Any child or young person under 18 participating in any activity organised by the Partnership

**Parent or Carer**

Person who is legally responsible for the child or young person

## **CHILD PROTECTION POLICY**

### **1.0 INTRODUCTION**

In 1999 Government figures indicated that over 31,900 children were registered as being in need of protection from abuse. Children may be abused regardless of their age, racial origin, social class, gender, culture, religious belief, disability or sexual identity. Most abuse is committed by those who are known to the child and who are trusted by the child. This can be from within or outside the family including a sports situation.

As an organisation with responsibility for children, we have a moral and a legal obligation to ensure that highest possible standard of care for those children who use our service.

Somerset Activity and Sports Partnership is committed to providing safe, enjoyable activities and sporting opportunities for young people. To this end the following Child Protection Policy Document has been compiled for all staff working for the Partnership, whether paid or unpaid

This policy will be reviewed every 3 years or earlier in light of changes in regulations or significant incidents

The purpose of the policy is to safeguard children placed to our care and to facilitate the best possible practice from its staff and volunteers.

**National Governing Bodies** will have their own Child Protection Guidelines that have been approved by the NSPCC. Their guidelines will complement this SASP Policy but in any area of doubt the SASP Policy will overrule.

### **2.0 POLICY STATEMENT**

Somerset Activity and Sports Partnership believes that all children have a right to be safe and happy in the sports activities that they, or their parents or carers choose and is committed to ensuring that children are protected and kept safe from harm whilst they are engaged in any activity associated with the partnership..

#### **We will endeavour to achieve this by:**

- Ensuring that our staff and volunteers are carefully selected, trained and supervised.
- Clear procedures are in place and understood by all staff and volunteers for implementing this policy
- Providing clear procedures for parents / carers and children to voice their concerns or lodge complaints about any issue.

#### **2.1 Policy Aims**

This Child Protection Policy is mandatory for all staff working for the partnership and is provided as part of an induction package to all those employed, whether paid or unpaid, who will have direct contact with children.

#### **The aims are:**

- To create a healthy and safe environment at all activities, sport programmes and sessions.
- To ensure children are listened to, and kept safe from harm.

- To support and encourage parents / carers to voice their opinions regarding the welfare of their children.
- To ensure staff and volunteers who administer sessions are well informed, supported and enabled to provide the best possible practice.

## **2.2 Objectives**

### **The objectives are:**

- To raise the level of awareness of staff and volunteers about child abuse and it's various forms.
- To raise the level of awareness of staff and volunteers about what children are entitled to be protected from.
- To ensure that all staff are able to recognise signs which could signify the abuse of a child
- To promote the general welfare, health and full development of children during all sessions.
- To develop effective procedures in recording and responding accidents and complaints and to alleged or suspected incidents of abuse.

## **2.3 Communication**

- All staff working within the Partnership will receive, on appointment, training on the Partnership Child Protection Policy as part of their Induction
- All staff already working for the Partnership will undergo awareness training within 3 months of the formal adoption of the policy
- All staff will be issued with a card detailing main contact numbers
- All participants in any Partnership activity will be issued with a card which will include a Code of Conduct (appendix B) and details and contact number of the relevant Manager for airing concerns
- Parents/ carers of participants will be issued with a Partnership information leaflet including details of the Partnership's aims regarding Child Protection and also the Participant's Code of Conduct

## **3.0 RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS**

### **3.1 Recruitment and Selection of Staff/Volunteers**

All successful applicants for posts (either paid or unpaid) involving direct contact with children or vulnerable adults will be subject to an enhanced CRB check to ensure that there are no irregularities in their background which may give cause for concern. This check will be undertaken by Somerset CC.

All successful applicants for posts, where they will be supervised, (either paid or unpaid) which involves working with children or vulnerable adults will be subject to the Enhanced Disclosure CRB check.

All casual staff will be asked to complete an Enhanced Disclosure Form.

In emergencies, when staff are needed to work before the result of their enhanced CRB check has been received by the Partnership – a

self disclosure form must be completed (Appendix 1) and the staff member must be supervised at all times.

**Application forms are designed to ascertain as much information as possible, such as but not limited to:**

- Past career, relevant interests, any gaps in employment and reasons for leaving, educational, National Governing Body and First Aid qualification.
- Consent for the relevant CRB check and social services checks.
- Two references are taken up, and where relevant followed by letter or telephone. References taken up will ascertain the person's suitability to work with children.
- It is made clear that all information remains confidential.
- Personal identification will be confirmed by reference to a birth certificate or national Insurance number.
- Confirmation of adequate professional indemnity and/or personal liability insurance to cover their coaching role.

**3.2 Interviews – (for coaches and those working unsupervised with children)**

Ideally at least two representatives from the interview panel should meet with all shortlisted applicants to explore information contained in their form and explore their attitudes towards working with children and their ability and commitment to meet the standards required by them. They should then highlight any focal points to be raised at interview. These should include:

**General interview**

- Areas to explore in more detail.
- Gaps in employment history.
- Vague statements or unsubstantial qualifications.
- Frequent changes of employment.

**3.3 Induction and Training**

**Relevant training will follow up the recruitment and selection process.**

- All staff and volunteers on appointment will attend a Child Protection Workshop unless they have a certificate of attendance in the previous 12 months.
- All new employees whether paid or unpaid will be provided with the Child Protection Policy, undergo a briefing as part of their induction and asked to sign the declaration, to confirm that they abide by it.
- All staff will be expected to undertake regular training / update on Child Protection Awareness – (at least every 3 years)
- Staff will be made aware that child abuse can and does occur and that colleagues, who are members of staff or volunteers within the council could perpetrate it.
- It is made clear that most abusers are not the monsters most people picture them to be, but ordinary men and women, more commonly men, and can be extremely, clever, manipulative and powerful.

- Staff are made aware that children can find it very difficult to tell about abuse. They need to be listened to, taken seriously, and have their concerns acted upon.
- Staff are made aware of what they need to do in response to concerns reaching their eyes and ears.

### 3.4 Minimum Training Requirements and Safeguarding Checks for all involved in working with Children and Young People in the Somerset Activity and Sport Partnership

<b>STAFF</b>	<b>Roles and Responsibilities</b>	<b>Safeguarding Checks</b>
All staff and volunteers in direct contact with children	Responsible for the safety of participants at all times Must be familiar with the Child Protection Policy and lines of communication for and reporting any concern or incident Report immediately any incident or concern to Manager or Person in Charge	Enhanced CRB Disclosure obtained ScUK Good Practice and Child Protection, LSCB or similar recognised accredited course
Manager / Person in Charge	Responsible to Partnership Welfare Officer Responsible for the safety of participants at all times Must be familiar with the Child Protection Policy and lines of communication for and reporting any concern or incident	Enhanced CRB Disclosure obtained ScUK Good Practice and Child Protection, LSCB or similar recognised accredited course
Partnership Welfare Officer	Appointed by the Partnership Manager with responsibility for the implementation of the welfare plan and co-ordination of welfare issues as they arise. Responsible for reporting any concerns/disclosures to Social Services and Police. Responsible for liaison with Area Child Protection Committee. Responsible for liaison with individual school Child Protection Lead person for any incidents involving school pupils on their premises. Responsible for liaising with NGBs for sport specific concerns.	Enhanced CRB Disclosure obtained ScUK Good Practice and Child Protection, LSCB or similar recognised accredited course Attend NSPCC 'Time to Listen' workshop

### 3.5 Monitoring and Appraisal

In general our staff work most effectively where there is a supervisory structure that ensures they are supported, managed and developed. Somerset Activity and Sports Partnership will ensure that Managers

are sensitive to any concerns about abuse, act on them immediately, and offer support to those who report.

**It is the responsibility of the Manager to monitor good practice; this can be done in a number of ways, for example:**

- Observation of coaching practice.
- Annual appraisals of leaders/coaches
- Provide feedback on performances against work programmes
- Feedback from participants attending activities

This will be undertaken annually as part of the County Council's Appraisal scheme

### **3.6 Complaints Procedure**

The complaint's procedure is clearly detailed in the Somerset County Council Terms and Conditions staff handbook.

## **4.0 PROMOTING GOOD PRACTICE WITH YOUNG PEOPLE**

### **4.1 Duty of Care**

Duty of care means that a sports body needs to take such measures as are *reasonable* in the circumstances to ensure that individuals will be safe to participate in an activity to which they are *invited to* or which is *permitted*

A duty of care may be imposed by common law or statute, by contract, or by acceptance by an individual. In some cases the law imposes a duty of care. For example, the duty of care the police have when they arrest someone.

There is no general duty of care upon members of the public towards the public at large. If there is a formal relationship, however, for example between a club and a club member, or a coach and an athlete, there is a duty of care.

When children and young people are involved in organised sports activities and are to any extent under the care and/or control of one or more adults, the adult(s) have a duty to take reasonable care to ensure their safety and welfare.

The duty occurs in two ways:

A **Legal** Duty of Care

A **Moral** Duty of Care

The **Legal Duty of Care** has a strict definition. The most obvious example of this is in Health and Safety procedures where clear guidance is provided about what reasonable steps should be taken to minimise the hazards related to activities, substances or situations. In many sports activities, given the health and safety considerations, it is recognised that a sports organisation or individual (e.g. coach) owes a duty of care to its members. However, it is also understood and recognised that accidents can and do happen, and that it is not possible to predict every eventuality. Liability for the legal duty of care would only arise when an incident occurs and it can be demonstrated that the risk was foreseeable but no action had been taken to remedy it.

In any subsequent legal action the courts would apply the following criteria to determining if an organisation or individual would be held responsible:

- **Reasonable foreseeability of injury**
- **Proximity**
- **Is it fair, just and reasonable to impose a duty of care?**

The claimant would have to show:

- **That they were owed a duty of care**
- **That the defendant breached this duty**
- **That the plaintiff suffered damage as a result of the breach**

It is recognised that there is a higher duty of care owed to children and young people and this is something that those working with children and young people must reflect. An example of this is the Occupier's Liability Act 1957. This requires that an occupier must be prepared for children to be less careful than adults would be in a similar situation. This consideration should be even greater if a child is known to have learning difficulties or is known to have a medical condition which may make them more vulnerable than the average child to foreseeable risk of harm.

The **Moral Duty of Care** is more correctly a *responsibility* for safety and welfare. Members of staff have a responsibility for those children and young people, and other staff, who are under their control.

To determine if a breach of the duty of care has occurred the ordinary civil law of negligence would be applied. The question is whether the accused in acting, or omitting to act, has failed to reach the standard of a *reasonable person*.

In specialist sports activities the qualified instructor has a duty of care for all those taking part irrespective of their age or position. The key point here is that the individual administering the activity, whatever their status, should be appropriately trained and authorised.

In addition to this those in charge of children have an additional charge and that is to act "*in loco parentis*".

This term is best explained as requiring the adult to act as "a reasonable parent". You will note that this is not necessarily the actual parent and what the child's parent may permit the sport may not. So that whilst a parent may say that their child can stay out until midnight, a reasonable parent might not.

Within sports organisation the duty of care would start by ensuring the activity is authorised by the sport and the relevant instructors are qualified for the task but then would go on to ensure that it is managed in a safe manner throughout.

To reduce the opportunities for abuse to happen, and the likelihood of allegations to be made, the following basic guidelines will help to safeguard staff, service users and SASP or other organisations concerned.

1. **In the Care of Children:** aims at highlighting ways of promoting children's welfare and reducing the likelihood of allegations arising while working with children.
2. **As an Organisation:** aims to protect SASP and other organisations when

arranging children's events and activities, through current policies and ways of preventing any offenders from working for them.

**All staff and volunteers working for the Partnership must sign and abide by the Code of Conduct (Appendix A)**

It IS possible to reduce situations where abuse may occur. The following are more specific examples of care which should be taken when working within a sports/leisure context with children:

**4.2 You should:**

- Treat all children and young people with respect
- Provide an example for good conduct you wish others to follow
- Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing of others
- Respect a young person's right to personal privacy and encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviours they do not like
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Be aware that even physical contact with a child or young person may be misinterpreted
- Recognise that special caution is required when you are discussing sensitive issues with children or young people
- Operate within Somerset Activity and Sports Partnership principles, guidance and procedures
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse
- The member of staff must always place the well-being and safety of the performer above the development of performance.
- Staff should build relationships which are balanced and based on mutual trust which empowers children to share in the decision-making process.

**4.3 You should not:**

- Have inappropriate physical or verbal contact with children or young people
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on your good name or that of SASP to protect you
- Believe 'it could never happen to me'
- Take a chance when common sense, policy or practice suggests another more prudent approach

You should give guidance and support to inexperienced helpers.

**4.4 Physical Contact and Young People in Sport**

There are a number of principles that should be followed when the activity involves physical contact.

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- Develop sports skills or techniques
- To treat an injury
- To prevent an injury or accident from occurring
- To meet the requirements of the sport

The adult should seek to explain the nature and reason for the physical contact to the child reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission.

It is good practice for sport clubs, as part of an induction process or pack for new members, to explain to parents/carers and their child or give written guidance about any physical contact that will be required as part of that activity. Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.

Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment. Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.

## **Specific situations**

### **Physical punishment**

Any form of physical punishment of children is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that adults understand this both to protect their own position and the overall reputation of the organisation in which they are involved.

### **Contact as part of coaching**

Some sport or physical activities are more likely to require coaches or teachers to come into physical contact with children and young people from time to time in the course of their duties. Examples include showing a pupil how to use a piece of apparatus or equipment or demonstrating a move or exercise during a coaching or teaching session in order to reduce the risk of injury due to falls or errors when performing. Adults should be aware of the limits within which such contact should properly take place, and of the possibility of such contact being misinterpreted.

A number of sport or physical activities may require physical contact between young athletes and those teaching them, for reasons of both teaching and the participant's safety. A number of sports governing bodies have developed guidance to assist coaches in this area. This guidance should be followed by those teaching these sports. Even in sports where there is a need to support or touch a child, over – handling should be avoided.

It should be recognised that physical contact between an adult and a child that may occur during legitimate teaching or coaching may be misconstrued or misunderstood by a pupil, parent or observer. Touching young participants, including well intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised. As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. It is particularly unwise to attribute frequent touching to their teaching or coaching style or as a way of relating to young participants.

### **Responding to distress and success**

There may be occasions where a distressed young person needs comfort and reassurance which may include physical comforting such as a caring parent would give. Physical contact may also be required to prevent an accident or injury and this would be wholly appropriate. A young person or coach may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. It should also be considered that what, as an adult may, be felt appropriate may not be shared by a young person.

### **Sports science and medicine**

There may be some roles within sport or physical activities where physical contact is common place and/or a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.

## **4.4a Supervision of Children**

Making arrangement for the proper supervision of children is one of the most effective ways to minimising opportunities for children to suffer harm of any kind whilst in your care.

### **Planned activities**

- The organisers of journeys / visits should plan and prepare a detailed programmes of activities for the children who are involved in the project
- Organisers are responsible for the welfare and safety of the children for the whole time they are away from home
- Young people should not usually be left to the own devices in, for example, a town for the evening or shopping expeditions unless there are clear boundaries and arrangements for meeting up
- All children should be adequately supervised and if activities re disrupted e.g. due to weather conditions, then organisers should have a number of alternative activities planned

- The use of cigarettes, alcohol or drugs by any young person must be prohibited (see appendix B)
- Organisers must obtain, in writing, parental consent for children joining an organised trip together with contact details
- Parents should be given full information about a trip, including details of the programmes of events, the activities in which the children will be engaged and the supervision ratios

### **Supervision of children**

- Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so
- Children must be supervised at all times, preferably by two or more adults
- Children must not be left unsupervised at any venue whether it be indoors or out
- Leaders in charge should at all times, know where children are and what they are doing
- Any activity using potentially dangerous equipment should have constant adult supervision
- Dangerous behaviour by children should not be allowed

Occasion may arise where a member of staff or volunteer does things of a personal nature for children, particularly if they are young or have disabilities. Their duties should only be carried out with the full understanding and written consent of parents/carers of the children involved.

### **If a child is**

- accidentally injured as a result of your actions,
- seems distressed in any manner,
- appears to be sexually aroused by your actions,
- misunderstands or misinterprets something you have done,

then such incidents should be reported as soon as possible to another colleague and a written report made. Parents and supervision/managers should be informed of all incidents.

## **4.5 Guidelines on Staffing/Supervision Ratios for Children and Young People**

It is important to ensure that, in planning and running sports activities for children and young people, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants. This will minimise any risks to participants, enhance the benefits they draw from the activity, reassure carers, and provide some protection for those responsible for providing the activity in the event of concerns or incidents arising.

Due to the number of potential variables, it is not possible to recommend “one size fits all” guidance to cover all activities involving children and young people. There are, however, a number of **key principles** that should underpin good practice that we would recommend:

- It is the responsibility of those commissioning, planning or providing sessions/activities to ensure that those running the activity

are suitable to do so. For example:

- they have undertaken an appropriate recruitment and selection process, including a recent enhanced level CRB check
- they have insurance appropriate to the activity
- they have adopted codes of conduct
- they have an appropriate qualification for the activity
- they understand their responsibility to safeguard children

- In a number of sports under 18's can receive coaching or officiating awards. This creates opportunities for these young people to develop their coaching or technical skills and sense of responsibility. However, this should not result in these young people being given full or lead responsibility for managing groups of children. Under 18 coaches or officials should only supplement those appropriate adults with responsibility for supervising the activity. The organisation's duty of care and safeguarding policy extend to all under 18s, whether they are participants, coaches or officials.
- Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (in the event of participants requiring the attention of an adult during the activity following an accident for example).
- In the planning of all activities, and regardless of any other assessments that may be required (for example of equipment or for Health and Safety purposes), a risk assessment should be undertaken which specifically informs decision-making about appropriate supervision levels.
- Key factors to assess include:
  - Age of children
  - Additional supervision/support needs of some or all participants (for example due to disability)
  - Competence/experience of participants for the specific activity
  - Nature of activity (for example climbing or swimming sessions may require higher levels of supervision than an aerobics class)
  - Nature of venue (whether closed and exclusive, or open and accessible to members of the public)

Many sports governing bodies have issued guidance on minimum supervision ratios (and a range of other factors linked to the welfare and safety of participants) – these should be adhered to as minimum standards

### **Recommended Minimum Supervision Ratios**

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity, the CPSU suggests that the following guidelines are considered as minimum requirements:

Children under 8 years old:

- One adult to eight participants (with a minimum of two adults)

- This is based on the government's guidance for the provision of out of school care for children under eight years old. (*Out of School Care: Guidance to the National Standards, OFSTED 2001*)
- Children over 8 years old:
- One adult to ten participants (with a minimum of two adults)

### **Parents and Carers**

Although the CPSU encourages parents/carers to accompany children to activities, we do not recommend those planning or providing activities include carers in supervision calculations, unless the carers/parents are acting in a formal volunteering or other capacity during the activity. In these circumstances, this should mean that those parents/carers meet all appropriate requirements in terms of:

- appropriate recruitment checks
- clarity about their role
- understanding who has overall responsibility for the group
- understanding relevant good practice guidance/codes of conduct.

CPSU Briefing Paper 02/06

## **4.6 Working with Disabled Participants**

a)

It is recognised that some children and young people with a disability may be more vulnerable than others to abuse or harm. They may find it more difficult to recognise and report abuse and to be believed. For example, if their disability means that they;

- Have *limited life experiences* and so have not developed the social skills needed to work out what the behaviour and attitude of others mean. This could make them less able to understand what appropriate and inappropriate behaviour is.
- Have been encouraged to comply with other people's wishes and not to question authority figures
- Are afraid to challenge potentially abusive situations because of fear of the consequences. It is often easier to be compliant and pleasing rather than risk angering an authority figure and getting into trouble.
- May not be able to recognise that abuse has taken place
- Feel powerless because they have to depend on others for personal support
- May not be able to physically remove themselves from abusive situations
- Are not believed because authority figures cannot accept that anyone would abuse a disabled child
- May not have anybody they can trust and confide in
- May feel guilt or shame about the abuse which prevents them from reporting it
- May not have a sense of ownership of their own bodies because they are so used to being examined physically by others as part of their medical and physical care
- Have low self-esteem and poor self image.

Staff working with disabled children and young people must request information from their parent or carer about their needs. Written consent must be obtained from the parent / carer if any intimate care needs to be provided during an activity.

#### **4.6b Training for Staff**

- All staff working with disabled children and Young People will shadow an experienced leader for a minimum of 6 weeks. All staff will undergo regular updated training (at least twice a year) on working with youngsters and young adults with additional needs in mainstream environments

#### **4.7 Code of Conduct for Children and Young People**

The Somerset Activity and Sports Partnership will set high standards for all Children and Young People. Those participating in the Partnerships activities will be requested to sign the Code of Conduct for Participants – Appendix B

#### **4.8 Guidelines for Photography (see appendix H)**

SASP is keen to promote positive images of young people participating in sport and is not banning the use of photographic or video recording equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs and/or film footage of young people.

It is not the intention of SASP to prohibit those with a genuine interest in filming or photographing young people participating in sport. The purpose of this guidance is to:

- Prevent unsuitable persons from exploiting sport to obtain images of young people.
- Prevent improper images of young people or an inappropriate portrayal of sport being produced.
- Protect the identity of young people from publication of their personal details and/or image.

These guidelines apply to all forms of technology that can be used to record images of young people, including mobile telephones.

#### **Principles:**

- The interests and welfare of young people playing sport and taking part in clubs and events is paramount.
- Parents/carers and young people have a right to decide whether their image is taken and how it may be used.
- Parents/carers and young people must provide written consent for their image to be taken and used.
- Images must convey the best principles and aspects of sport such as fairness and safety.
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation or misuse.
- Images should only be taken by authorised persons i.e. parents/carers or authorised press.
- All images of young people must be securely stored.
- In the case of images used on web-sites, particular care must be taken to ensure that no identifying details facilitate contact with a young person by a potential abuser.
- With adequate negotiation and planning it is possible to meet the welfare/protection and/or rights of young people and facilitate the making and portrayal of appropriate images for a range of purposes.

If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure they are clear about expectations of them in relation to child protection.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Inform athletes and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to athletes or one-to-one photo sessions at events
- Do not approve or allow photo sessions outside the event or at an athletes home

If parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations.

- Spectators should be asked to register at an event if they wish to use photographic equipment
- Athletes and parents should be informed that if they have concerns they can report these to the organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern

## **4.9 Guidelines for Transporting Children**

### **Car Journeys**

#### **The first key points are:**

- When parents make the travel arrangements to and from an activity without the knowledge of the organising body it is the responsibility of the parents to ensure the arrangements are both safe and appropriate.
- When an organisation makes the arrangements for travel there must be a risk assessment undertaken by members of staff and volunteers. The risk assessment will need to cover the following areas:
  - Ensure all vehicles are correctly insured
  - Ensure all drivers have a valid and appropriate license
  - Ensure all safety measures are available i.e. seatbelts and booster seats
  - Ensure an appropriate child-adult ratio
  - Ensure all drivers have adequate breaks
- It is also important that wherever possible children are in the back seat of a car. The legal requirements also state that there are seatbelts and booster seats; this is for health and safety reasons.
- Where a journey is planned, written parental consent is necessary if a volunteer or member of staff is to be transporting children.

#### **Along with safeguarding the children it is also important that any members of staff or volunteers are aware of good-practice that is required to protect them:**

- A collection policy needs to be agreed with parents which will ensure a clear understanding of collection arrangements between all involved

- Always tell another member of staff that you are transporting a child, giving details of routes, length of journey and arrival times
- Take all reasonable safety measures (seat belts, booster seats)
- Take another member of staff with you where possible
- Call the child's parents to inform them you are transporting their child advising them of when you expect to arrive

**If transporting children to an away fixture or event the following should be considered**

- Use a reputable transport company which has all the necessary insurance cover
- Drivers should be CRB checked or have completed a self disclosure form (appendix I)
- There should always be a minimum of 2 supervisors on each coach
- If the party is mixed then there must be a male and female supervisors
- Sufficient supervisors are on each coach (minimum 1 – 20)
- All passengers should have a seat with a seat – belt and ensure that the most up to date seat – belt regulations are adhered to.
- Parents / carers are issued with written detailed information of pick up and drop off points and times
- All supervisory staff are issued with all relevant information of passengers i.e.;
  - Name and contact number
  - Pick up / drop off points and time
  - Name of parent / carer to collect participant
- Participants are not left unsupervised – (i.e. dropped off and a parent / carer is not present)

**4.10 Use of Electronic Communication**

- During training or at competitions mobile phones should only be used in cases of emergency. Incoming calls should not be answered.
- Contacting children and young people by phone, text or e-mail should never be undertaken without parental knowledge or consent
- Communication relating to events, training and other information should be directed to the child or young person's parents or legal guardian.  
For further guidelines please see appendix K, CPSU Briefing Paper 03/06, 'The Use of Electronic Communication.'

**Further detailed guidelines and checklists when taking young people away for day, overnight or residential stays can be found in; *SafeSportAway (ASA and NSPCC)* and *Safe Sport Event Guide (NSPCC and Sport England)* Copies of both are held in the SASP Office**

**4.11 Sharing of Information**

SASP will share information where it reasonably believes that it is necessary to share in order to protect or safeguard a child/children. It is the responsibility of the Designated Child Protection Officer to make any decision to share information. Such decisions will be made in accordance with the "Information Sharing; Practitioners' Guide" (HM Government, 2006).

**Dealing with the Media**

Any requests for information from the media should be directed to the Designated Child Protection Officer (contact details at Appendix A), and should be given the 'no comment'

response.

All staff/volunteers should be made aware that the media are very quick to respond to hints of an allegation and will often make extreme attempts to obtain information. Therefore, it is important that all staff/volunteers are expectant and alert to any media approaches. Staff/ volunteers should also have it made clear that **any** enquiries relating to such incidents should be directed to the Designated Child Protection Officer. Under no circumstances should any other response be given.

In the case of incidents / allegations that are referred out to the Social Services Department the strategy meeting will determine what information is released to the media.

### **Six Key Points on information Sharing**

- You should explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement. The exception to this is where to do so would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime (see glossary for definition) including where seeking consent might lead to interference with any potential investigation.
- You must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.
- You should, where possible, respect the wishes of children, young people or families who do not consent to share confidential information. You may still share information, if in your judgement on the facts of the case; there is sufficient need to override that lack of consent.
- You should seek advice where you are in doubt, especially where your doubt relates to a concern about possible significant harm to a child or serious harm to others.
- You should ensure that the information you share is accurate and up-to-date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it, and shared securely.
- You should always record the reasons for your decision – whether it is to share information or not.

## 5. RECOGNITION OF POOR PRACTICE, ABUSE AND BULLYING

### 5.1 Recognition of Abuse

It is not easy to recognise a situation where abuse may occur or has already taken place even for those experienced in working with child abuse. Somerset Activity and Sports Partnership acknowledges its staff, whether in a paid or voluntary capacity, are not experts at such recognition. It is important therefore to recognise that **it is not their responsibility to decide whether or not child abuse is /or has taken place, but to report** where they have concerns or suspicions where an allegation has been made.

The concern that the child may have been abused could

- relate to something which has happened whilst the child is engaged in an activity of the scheme,
- be a disclosure made by the child to a staff member or volunteer
- be a concern about something the child has experienced outside of the activity provided by the partnership.

All would require a proactive response

There are many ways in which abuse may manifest itself, for example:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on part of the body not normally prone to such injuries;
- An injury for which the explanations seems inconsistent;
- The child describes what appears to be an abusive act involving him/her;
- Someone else, a child or adult, expresses concern about the welfare of another child;
- Unexplained changes in behaviour over time, e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper;
- Inappropriate sexual awareness;
- Engages in sexually explicit behaviour in games;
- Is distrustful of adults, particularly those with whom a close relationship will normally be expected;
- Has difficulty in making friends;
- Is prevented from socialising with other children;
- Displays variations in eating patterns including overeating or loss of appetite;
- Loses weight for no apparent reason;
- Becomes increasingly dirty or unkempt.

This list is NOT exhaustive and the presence of one or more of the above is NOT proof that abuse is actually taking place.

### 5.2. Main Forms of Abuse

#### ▪ Physical Abuse

Where adults or other young people physically hurt or injure children by hitting, shaking, squeezing, burning and biting or by giving children alcohol, inappropriate drugs or poison. **In the sporting situation physical abuse can occur when the type of training exceeds the capacity of the child's physical capability.**

- **Sexual Abuse**

This occurs when adults (male or female) abuse children or other young people, or use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, fondling and showing of pornographic material. Physical contact with children could potentially create situations where sexual abuse may go unnoticed. **The role of a coach in a sporting situation could provide the means of an abusive situation occurring.**

- **Emotional Abuse**

This may be caused by a persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted. It may also occur when there is constant overprotection (which prevent children from socialising), or there is neglect, physical or sexual abuse. **Emotional abuse in sporting activities might occur if children are subjected to excessive criticism, inappropriate personal or sexual remarks, bullying, being exposed to undue or inappropriate pressure or exposed to danger – or ignored.**

- **Neglect**

This occurs where adults fail to meet the child's basic needs such as food or warm clothing, fail or refuse to give children love, affection and attention. Children might also be constantly left alone or unsupervised. Neglect could include not ensuring children are safe, exposing them to undue cold or to unnecessary risk of injury. **Neglect could occur during organised activities if young people are exposed to the risk of injury or there is a failure to ensure their safety.**

- **Bullying – (see appendix C)**

### 5.3 Anti-Bullying Policy

SASP recognises that all Young People whatever their creed, ethnicity/race, sexual orientation or academic ability has the right to feel safe and secure. Everyone has the right to feel free from any threat of bullying or harassment. Young People should also feel safe when reporting incidents without fear or reprisals. It is necessary that we at SASP operate the anti-bullying policy proactively, fairly and consistently to all young people.

#### **Definitions of bullying:**

Bullying is any repeated words or actions, which are aimed at causing someone to feel frightened, miserable and helpless. There are many definitions of bullying, but most people consider it to be:

- Deliberately hurtful
- Repeated over a period of time
- Difficult for people to defend themselves against

**Bullying can be divided into the following areas:**

**a) Physical** – assault, pushing, shouldering, elbowing, tripping, slapping, kicking, hair pulling, unacceptable touching, including that of a sexual nature, throwing missiles, blocking – preventing passage or movement in corridors or classrooms etc, pinching, stabbing, burning or other physical activity that is used in a way that makes another person feel threatened or intimidated.

**b) Verbal** – racist, sexist, homophobic, any words used in a sexual manner designed to hurt or cause offence, comments about size, appearance, odour, clothing, academic or other abilities, weaknesses, home life, social circumstances, financial circumstances, spreading rumours or any other comments designed to be hurtful or used to intimidate. This also covers all text messages and e-mail usage.

**c) Written** – insults contained in note-passing, threatening letters, graffiti, defacing any property belonging to another individual, any text messages or e-mail usage or any other method designed to intimidate or hurt.

**d) Interference with another individual** – theft, extortion, vandalism, defacing property, ruling games, blackmail or any other activity designed to intimidate or hurt.

**e) Intentional psychological pressure** – social exclusion looks and glares, lying, slander, passing or starting rumours, name calling, reorganising, pressurising friendship groups or any other activity designed to intimidate or hurt an individual.

**f) Incitement of others to become involved in bullying.**

**Children's' rights in conjunction with bullying**

Children have the right to:

- Be able to tell someone about any incident of bullying without fear or being regarded as a tell-tale
- Know that all complaints will be treated seriously and acted upon in accordance with the practices agreed on by SASP
- Feel protected against the bully and their intentions
- Feel safe and secure
- Be able to walk around the activities site without fear of anything or any person
- Expect politeness from others
- Be respected by others whatever their race, colour, creed or sexual orientation
- Not to be picked on or ignored by anyone within SASP

SASP will act promptly whenever an incident of bullying is reported and record all incidents of bullying for a limited period of time.

Staff within SASP will ensure that they provide good role models for pupils in their everyday engagement with staff and pupils.

SASP will monitor and review the anti-bullying policy and appropriate changes to the policy will be made where necessary.

Bullying will not be accepted or condoned. All forms of bullying will be addressed. Bullying can include:

- Physical pushing, kicking, hitting, pinching etc
- Name-calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals
- Racial taunts, graffiti, gestures
- Sexual comments and/or suggestions
- Unwanted physical contact

**Children from ethnic minorities, disabled children, young people who are gay or lesbians, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted**

#### **5.4 Effects of Abuse**

Abuse in all its forms can affect a child at any time. The effects can be so damaging that, if untreated, they may follow an individual into adulthood. For example, an adult who has been abused as a child may find it difficult or impossible to maintain a stable, trusting relationship, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

There have been a number of studies that suggest children with disabilities are at increased risk of abuse through various factors such as stereotyping prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communication that abuse has occurred. Children from ethnic minorities who could also be experiencing racial discrimination may feel doubly powerless. Appropriate staff and volunteers will have access to training on anti-bullying.

Where a *child* is found to be exhibiting sexually, harmful behaviour to another *child*. It is important to report your concern to your manager immediately. This will then be dealt with by following the same procedures and involving the Local Safeguarding Children Board.

Where a child's bullying behaviour is of particularly violent or aggressive nature and the coach is unable to address the behaviour through behaviour management strategies or disciplinary measures within a reasonable time, child protection procedures will be instigated

#### **6.0 RESPONDING TO DISCLOSURE SUSPICIONS AND ALLEGATIONS**

It is not your role to take individual responsibility for deciding whether or not child abuse is actually taking place. However, there is a responsibility to protect children by referring to your manager. Managers will report all incidents to the Partnership Welfare Officer.

The Partnership Welfare Officer will take the appropriate action, informing Social Services who will take responsibility for informing the police. Where there is an immediate need to protect the child from danger the police must be advised.

There should always be 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, he/she may have experienced a family bereavement.

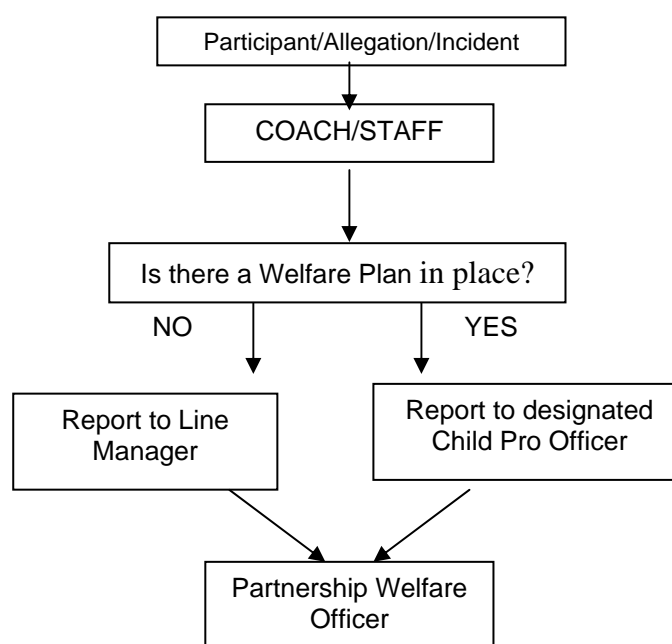
However, there are circumstances in which a child may be placed at greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In such situations, or where concerns still exist, any suspicion, allegations or incident of abuse must be reported to your Manager / person in charge as soon as possible.

Once the incident/allegation has been reported it is the responsibility of the Partnership Welfare Officer to inform the social services (see useful contacts) without delay. If the person in charge /or Partnership Welfare officer is not available, the person discovering or being informed of the abuse should immediately contact social services, if appropriate, who will decide how and when parents/carers will be informed and ultimately become responsible for what steps to take next.

## IT IS YOUR ROLE TO REPORT NOT TO JUDGE

### 6.1 Chain of Report

It is important that all staff know what to do relating to the welfare of participants and who to report to



### 6.2 What to do in responding to a child – (see Appendix D)

Children who are being abused will only tell people they trust and with whom they feel safe. By listening to, and taking seriously what a child is telling you, you will already be helping to protect them.

#### Guidelines

- Create a safe environment by
  - staying calm and not rushing into action which may be inappropriate
  - confirming you know how difficult it must have been to confide in you and that they have done the right thing

- reassuring the child and stressing he/she is not to blame
  - listening to what the child says. Show you are taking what is being said seriously
  - where possible remain in view, do not go somewhere on your own
- **Be honest and do not make promises you cannot keep.** Explain you will have to tell other people in order to stop what is happening.
  - **Ensure you** are quite clear about what the child says so you can pass it on to child protection professional. Use open questions to encourage the child to use their own words but do not press for detailed information. NB: The law is very strict and a child abuse case can be dismissed if it appears the child has been led or words have suggested.
  - **Record** exactly what the child has said to you, in a legible and accurate format, as soon as possible after the incident. As far as possible use the child's own words. Stick to the facts and do not give your opinion (an incident report form is available for this appendix F).
    - the child's name, address, date of birth
    - the nature of the allegations
    - a description of any visible bruising or other injuries
    - your observations (e.g. a description of the child's behaviour and physical and emotional state)
    - exactly what the child said and what you said. Record the child's account of what has happened and how any bruising or other injuries occurred
    - any action you took as a result of you concerns (e.g. who you spoke to and resulting action, including any contact with parents, managers or social services). Include names, addresses and telephone numbers
    - sign and date what you have recorded
    - store the information in accordance with relevant procedures
    - pass the form to the designated officer **within 24 hours**
    - all forms will be stored in a locked cabinet
  - Do not take sole responsibility – consult someone else (e.g. a senior colleague or someone you can trust) as soon as possible so you can begin to protect the child and gain some support for yourself.

**NB: in determining your actions, remember that only experienced and specifically qualified and trained professional should deal with cases or suspicions related to child abuse**

### **6.3 Dealing with Allegations against Staff/Volunteers (see Appendix E)**

Should a member of staff or volunteer become aware of an allegation (against a colleague) of an incident of child abuse taking; or have taken place, it is vital that the procedures already detailed must be adhered to and the following actions are covered

- Take the allegation seriously. It is your duty to consider any allegation to be potentially dangerous to child and therefore report it.

- Complete the incident report form (appendix F) with as many details of which you are aware.
- Report the allegations and pass the form to your Manager / Person in Charge or Partnership Welfare Officer **within 24 hours**
- In a case where a senior member of staff be may involved, report directly to the partnership Welfare Officer.
- Do not judge or investigate. As an employee or volunteer it is important not to lose focus of your role. By reporting an allegation quickly, any necessary investigations and/or judgement can then be made by trained professionals.
- Maintain **confidentiality**. It is extremely important that any allegations are not discussed (unless absolutely necessary) as any breaches could be damaging to both the child and to any investigation that may follow.
- Any requests for information from members of the public (including parents) or the media should be directed to the Partnership Welfare Officer and should be given the 'no comment' response.

## 6.4 Confidentiality

When dealing with any case/suspicion/allegation related to child abuse, you must be made aware that any breaches in confidentiality can be very damaging to the child, family and any child protection investigations which may take place.

It is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

This will mean, at the very least, informing:

- Your Manager or Partnership Welfare Officer
- The parents of the child (only if social services ask for this to be done).

Informing the parents of a child about whom you are concerned must be handled in a sensitive way and only **undertaken** in **consultation** with the local **social services**.

Depending upon the outcome of initial enquiries, staff and other agencies that have contact with either the child concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action. The statutory agency will provide advice to the PWO as to who should be told, when they should be told, and the kind of information which it is appropriate to share.

## 6.5 Off Duty Contact Between Staff/Volunteers and Children

Members of staff/volunteers must maintain a professional relationship with children during any off-duty contact, continuing to follow the guidelines and policies set out for working contact.

Staff/volunteers should be particularly careful to **limit** and, if **possible eliminate any one-to-one contact**. This should also include driving children to and from coaching/club sessions. Where an arrangement is made in an emergency, it is important to ensure there is a second adult in the vehicle.

## **6.6 . Working in Schools**

- Any concerns / disclosures regarding a pupil must be reported immediately to your school contact who will then enforce the School's Child Protection procedures. The Partnership Incident report form (appendix F) can be used for this.
- Ensure you have the contact number for your school contact in case he /she is not immediately available
- If you are concerned for the immediate safety of a child and you are unable to contact the School's Welfare officer, contact the PWO who will advise and contact social services if necessary.
- Concerns regarding another coach working in schools should follow the Partnership procedure. The Partnership Welfare Officer will then liaise with the School Lead on Child Protection.
- If you are working in school for longer than a four week block coaches must familiarise themselves with the Schools Child Protection Procedures

## **6.7. Working in Sports / Leisure Centres**

- If you are undertaking work for the Partnership, then the procedures detailed in this document must be adhered to.
- The Partnership Welfare Officer will be responsible for informing the relevant Sport / Leisure Centre Personnel

## **6.8. Concerns regarding non – Partnership staff**

- Disclosures and / or concerns regarding personnel not employed by the Partnership must be reported as detailed in this policy
- The Partnership Welfare Officer will inform the relevant National Governing Body (where appropriate)

## **6.9 . Timescales**

- The incident must be completed and passed to the Manager / PWO within 24 hours
- Concerns involving the immediate safety of a child or young person must be referred immediately passed to the PWO (by telephone call) and followed up within 24 hours by a completed incident form
- The Partnership Welfare Officer will report incident to the relevant agency and report outcomes to the Partnership Manager, Sports Manager / Coach within 7 days
- The Partnership Welfare Officer will retain a copy of all completed incident forms

## Appendix A

### Code of Conduct for Staff /Volunteers

This code of Conduct outlines the good practice expected of all Staff and volunteers working for the Somerset Activity and Sport Partnership

#### Rights

- Staff / Volunteers working on activities for the Partnership must respect the rights of children and young people, promoting their welfare and their individual needs related to participation in their sports.

#### Relationships

- Staff should promote relationships with participants, which are based on openness, honesty, trust and respect. They must not engage in behaviour with participants, which is abusive or inappropriate. They **MUST** respond to any concerns about a child's welfare, and work in partnership with other organisations in the child's best interests.

#### Responsibilities

- Staff must demonstrate proper personal / professional behaviour at all times promoting positive role models for the children and young people they are working with. Staff must ensure that the children and young people are provided with a safe environment which maximises benefits and minimises risks to them

#### Equality

- All staff must demonstrate commitment to respecting differences between staff and participants in terms of gender, race, ethnicity, disability, culture and religious belief systems

Signed.....

Print Name.....

Date.....

## Appendix B

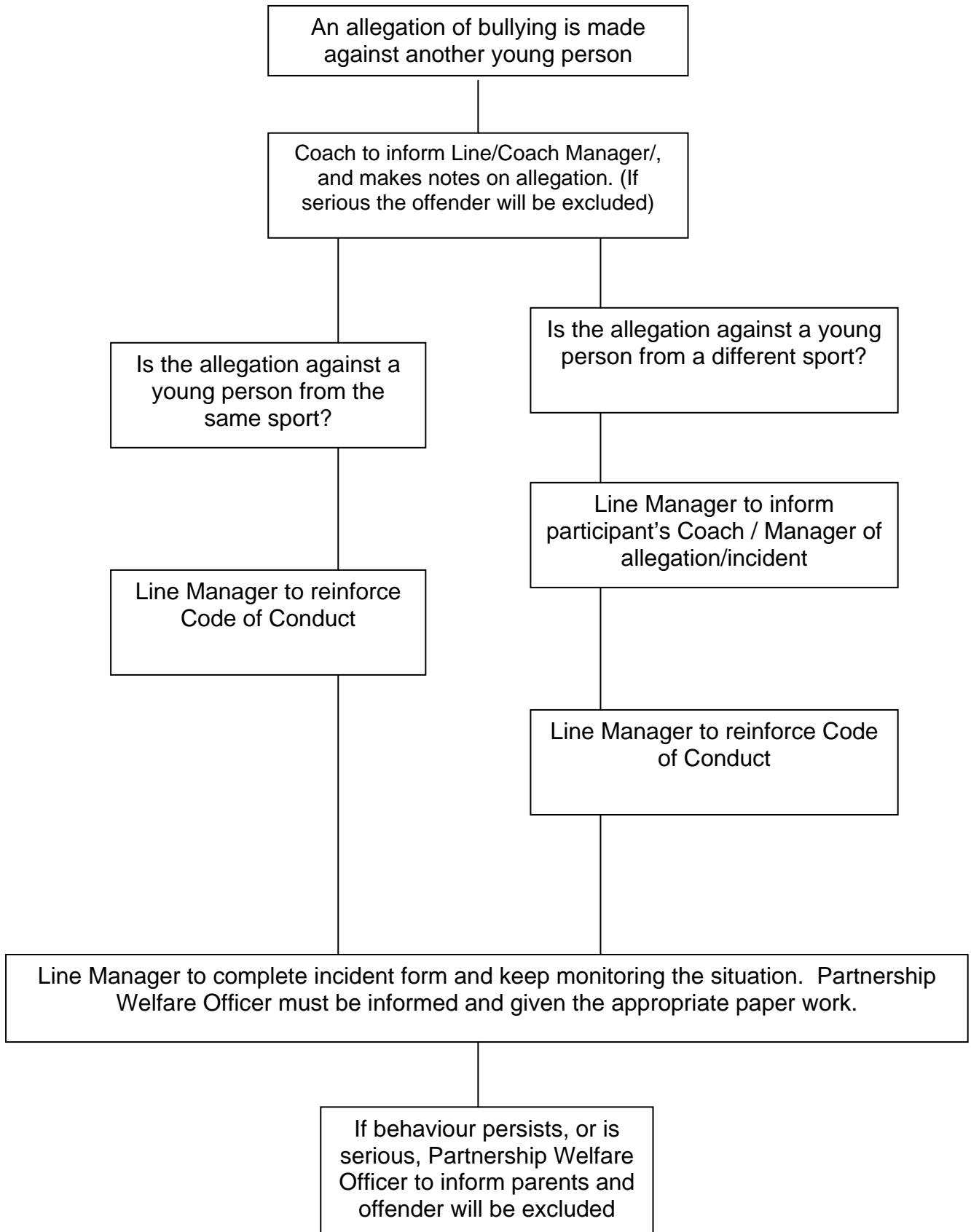
### Code of Conduct for Participants

- I will treat others with the same respect and fairness that I would like them to show to me
- I will play within the rules, and respect officials and their decisions
- I will demonstrate fair play on and off the field
- I will respect others regardless of gender, disability, race, ethnicity, and religious belief
- I will challenge any behaviour that discriminates against others
- I will not engage in any irresponsible or illegal behaviour e.g. smoking, consuming alcohol, or drugs
- I will inform my team manager if I need to leave my team/accommodation at any time
- I will speak out if I am concerned, or if I feel uncomfortable
- I will be organised and on time

Signed.....

Date.....

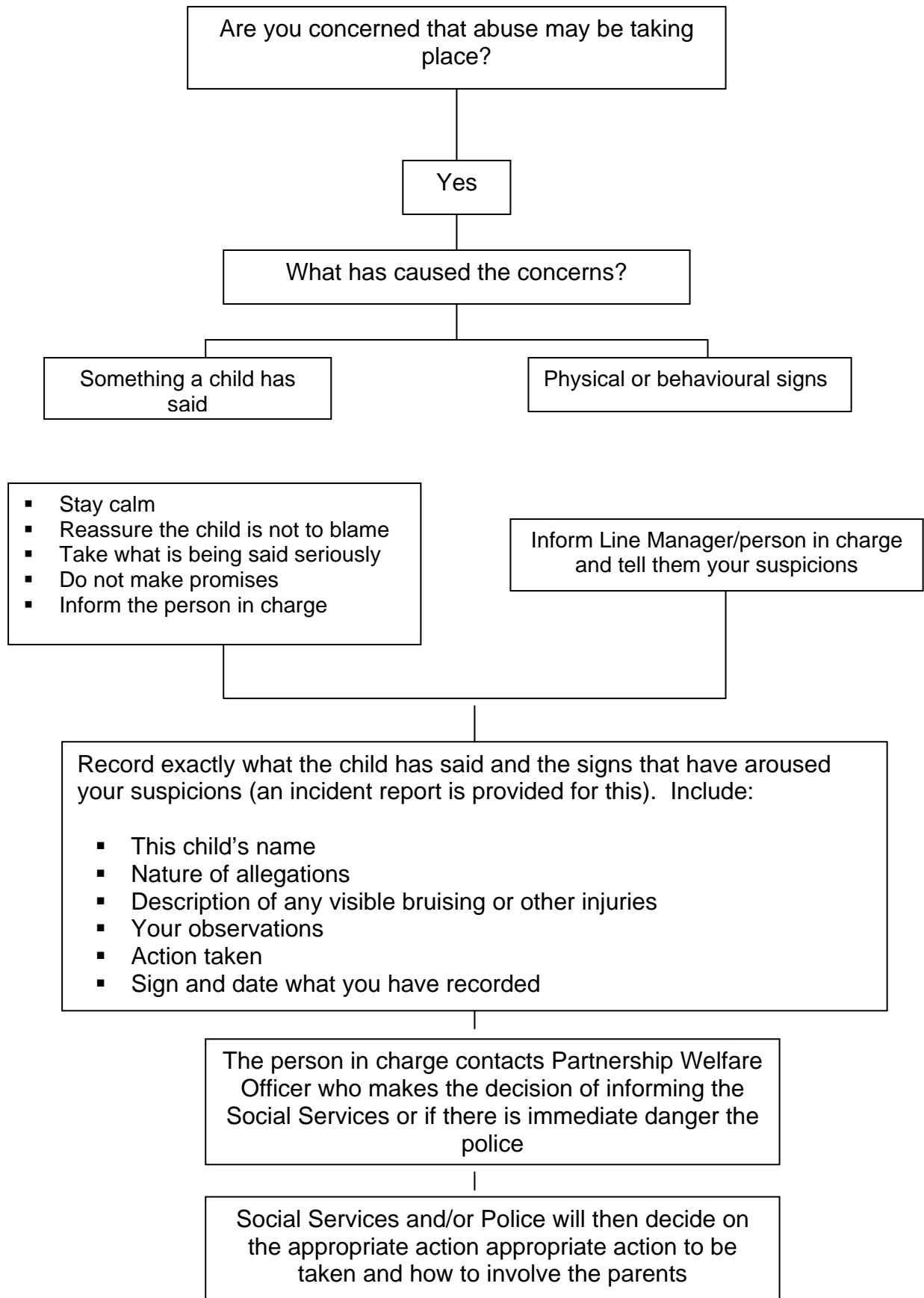
## Procedure for dealing with Bullying



## Appendix D

# Reporting Suspicions of Child Abuse

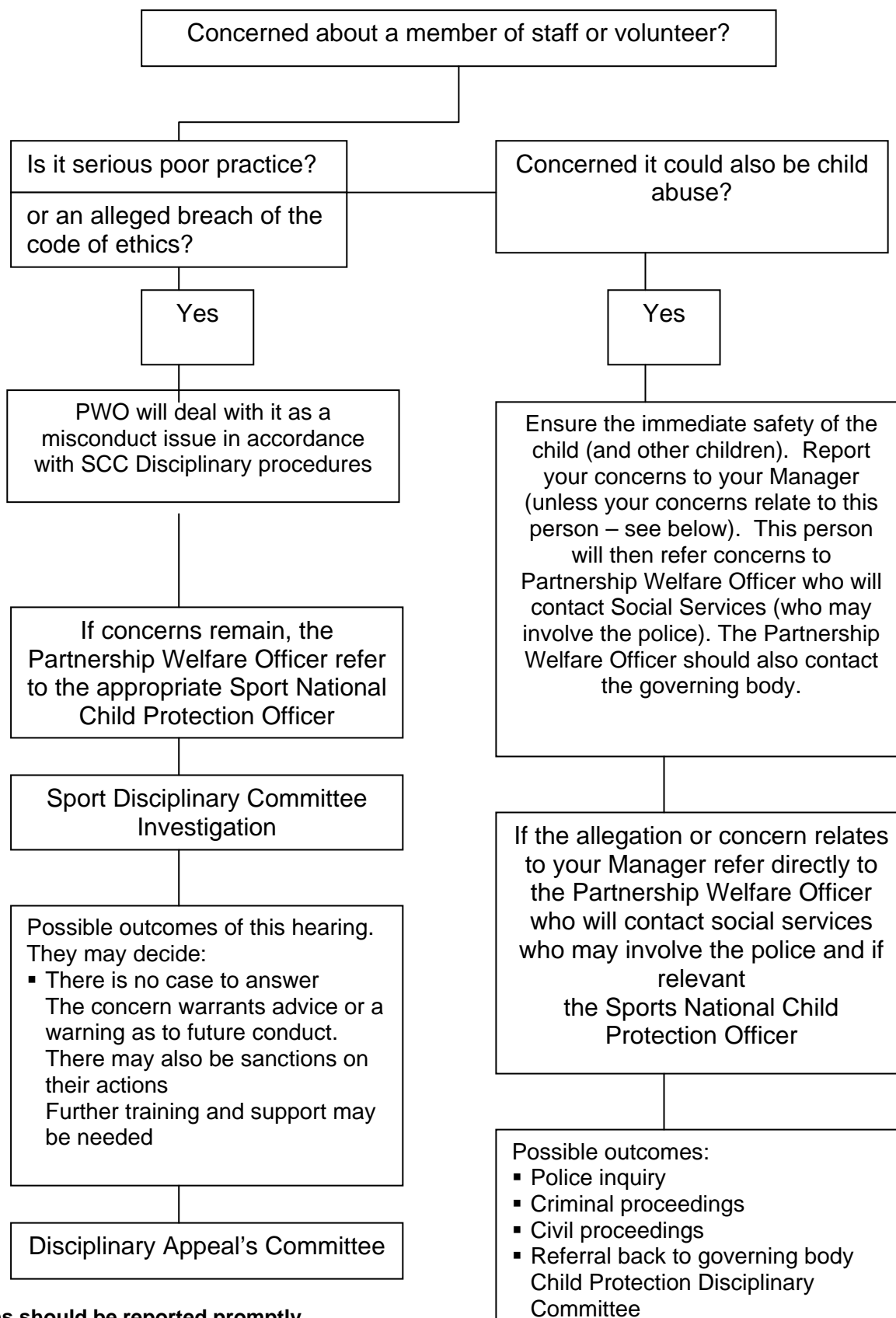
This is designed to inform the most appropriate action when concerned with abuse to a child or young person



## Appendix E

### Reporting allegations against a Member of Staff

This guide is designed to inform the most appropriate action in relation to concerns about members of staff or volunteers within sport.



**Any concerns should be reported promptly**

## **APPENDIX F**

### **SAMPLE FORM FOR REPORTING INCIDENT OF CHILD ABUSE**

Name of child	
Age and date of birth	Ethnicity
Religion	First language
Disability	Any special factors
Parent's/carer's name(s)	
Home address (and phone number)	
Are you reporting your own concerns or passing on those of somebody else? Give details	
Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents	
Any physical signs? Behavioural signs? Indirect signs?	

Have you spoken to the child? If so, what was said?	
Have you spoken to the parent(s)? If so, what was said?	
Has anybody been alleged to be the abuser? If so, give details	
Have you consulted anybody else? Give details	
Your name and position	
To whom reported and date of reporting and action agreed	
Signature  Name  Position  Contact Details	Today's date

Completed form to be passed to your Line Manager  
 Manager to pass form to Partnership Welfare Officer

(From NSPCC 'Sportscheck', 2000)

## APPENDIX G

### PARTICIPANTS' PERSONAL INFORMATION/CONSENT FORM

Please affix  
2 passport  
size photos  
here

This form has been designed to collect information on young people taking part in the (Event). The information is important for a number of reasons as it will provide:

- the Event Co-ordinators/Welfare Officers with important contact details and medical information in case of accident/illness
- useful monitoring information on the sporting background of young people involved in the (Event)
- information on the equity profile of young people taking part in the (Event).

The information will only be used for administrative purposes by the organisers of the Event, apart from the Sports Equity Monitoring section on pages 3 and 4.

**Please answer questions in BLOCK CAPITALS and please use a black pen if possible.**

#### PERSONAL DETAILS OF PARTICIPANT

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_ Mobile: \_\_\_\_\_

Age: \_\_\_\_\_

Please state your date of birth: \_\_\_\_\_  
*Day / Month / Year*

Please tick which sport you are participating in at the Event:

Athletics	<input type="checkbox"/>	Basketball	<input type="checkbox"/>
Football	<input type="checkbox"/>	Hockey	<input type="checkbox"/>
Netball	<input type="checkbox"/>	Rugby League	<input type="checkbox"/>
Rugby Union (Girls)	<input type="checkbox"/>	Swimming	<input type="checkbox"/>
Rugby Union (Boys)	<input type="checkbox"/>	Tennis	<input type="checkbox"/>

School Name and Town: \_\_\_\_\_ School Year: \_\_\_\_\_

Club Name and Town (if a member of a sports club): \_\_\_\_\_

---

Local Authority (please indicate the authority to which you pay your council tax):

---

### **EMERGENCY CONTACT DETAILS**

*In case of an emergency during the Event, please could you write down a contact name and telephone number in addition to your own.*

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

### **MEDICAL INFORMATION**

Please tick if you suffer from any of the following:

Asthma  Diabetes  Epilepsy

Are there any other medical details you feel we should know about?

---

---

---

---

Doctor's Name: \_\_\_\_\_ Doctor's Telephone No. \_\_\_\_\_

Do you have any special dietary requirements? Yes  No

Please specify:

---

---

### **RELIGIOUS NEEDS**

Do you have any specific religious requirements, e.g. Prayer Room?

Yes  No

If yes please specify:

--

## SPORTS EQUITY MONITORING

Whilst it is not compulsory that this section is completed the following paragraph explains why it is important:

Sport can and does play a major role in promoting the inclusion of all groups in society. However, inequalities have traditionally existed within sport, particularly in relation to gender, race and disability. Sport England is committed to promoting and developing sports equity which is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. By monitoring the profile of young people taking part in the (Event), organisations can identify any issues relating to under-representation of different groups and can together develop strategies to ensure that all young people have the opportunity in the future to develop and progress in sport.

Thank you for your help in carrying out this important element of the (Event) process. The more information that we get back through these profiles the more effective our monitoring and evaluation and future strategies can be. The information will be collated anonymously.

### ETHNIC GROUP/ORIGIN

#### What is your ethnic group?

Choose one from the following sections and then tick the appropriate box.

#### **W White**

W1 British

W2 Irish

W3 Any other white background (please specify)

#### **D Dual**

D1 White and Black Caribbean

D2 White and Black African

D3 White and Asian

D4 Any other mixed background (please specify)

#### **A Asian or British Asian**

A1 Indian

A2   
Pakistani

A3 Bangladeshi

A4 Any other Asian background (please specify)

#### **B Black or Black British**

B1 Caribbean

B2 African

B3 Any other Black background (please specify)

#### **C Chinese or other ethnic group**

C1 Chinese

C2 Any other (please specify)

## DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as anyone with “a physical or mental impairment which has substantial and long term adverse effects on his or her ability to carry out normal day-to-day activities”.

Do you consider yourself to have a disability?                      Yes                          No   

If yes, what is the nature of your disability?

VI	Visual impairment	<input type="checkbox"/>	HI	Hearing impairment	<input type="checkbox"/>
PD	Physical disability	<input type="checkbox"/>	LD	Learning disability	<input type="checkbox"/>
MD	Multiple disability	<input type="checkbox"/>	O	Other (please specify)	<input type="checkbox"/> _____

## GENDER

Are you?                      M    Male                          F    Female   

---

## CONSENT FROM PARENTS

My child is in good health and I consider him/her capable of taking part in the (Event). I have completed the medical details and consent that, in the event of any illness/accident, any necessary treatment can be administered to my child, which may include the use of anaesthetics. I also understand that while coaches and team personnel will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered to my child.

I am aware that photographs will be taken during the (Event) for promotional purposes, and do/do not (delete as applicable) give consent for my child to feature in such photos.

PLEASE PRINT

Parent/Guardian Name: \_\_\_\_\_

(must be person with legal parental responsibility)

Signature of Parent/Guardian: \_\_\_\_\_

Once completed please return this form to: \_\_\_\_\_

Once this form has been returned you will receive detailed information on the Event including transport, catering and accommodation arrangements.

**Appendix H**  
**Photography Consent Form**

Name of person(s) in photograph:

---

Date taken:

---

Photographer's name and details:

---

---

---

I give my consent for the photograph to be used by the Somerset Activity & Sports Partnership for publicity in all media (newspapers, leaflets, websites etc.)

I hereby waive any right that I may have to inspect and approve the finished product or copy that may be used in connection with an image that the photographer has taken of me or the use to which it may be applied.

---

(Date) (Signature)

Contact address

---

---

---

Contact Telephone number

---

**This form will be retained with the negatives, transparencies and/or contact sheets.**

## APPENDIX I

### VOLUNTARY & PROFESSIONAL EMPLOYMENT SELF DECLARATION FORM

You have a right of access to information held on you and other rights under the Data Protection Act 1998

#### PART A

Title	First Name	Surname	Any previous names by which you may have been known
Address:			
Postcode:			
Telephone Number(s):			
Email address:			

**Postcode MUST be completed**

#### DATE OF BIRTH

--	--	--	--	--	--

SEX	M		F	
-----	---	--	---	--

Current Club(s)	Position	Start Date
	Coach/Helper/Team Manager/Other*	
	Coach/Helper/Team Manager/Other*	
	Coach/Helper/Team Manager/Other*	

\*Please delete as appropriate

**(England Hockey – Mike Joyce, 2002)**

#### PART B

**Self Declaration (for completion by the individual named in Part A)**

**1. Have you ever been convicted of any criminal offences or have a pending allegation**

YES / NO\*

If YES, please supply details of any criminal convictions: / allegations

.....  
.....  
.....  
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

**2. Are you a person known to any social services department as being an actual or potential risk to children?**

YES / NO\*

If YES, please supply details:

.....  
.....  
.....

**3. Have you had a disciplinary sanction (from a sport, or other organisation's governing body) relating to child abuse?**

YES / NO\*

If YES, please supply details:

.....  
.....  
.....

\*delete as appropriate

**IMPORTANT**

**I have read and understood the information provided by the Criminal Records Bureau. I hereby consent to SASP undertaking Criminal Record Bureau checks against me.**

Signed by the above named individual:

.....

Print name .....  
Date.....

**This form should be returned DIRECT to:**

**The Partnership Welfare Officer  
SASP  
Hestercombe House  
Cheddon Fitzpaine  
Taunton  
TA2 8LQ**

**APPENDIX J**

**USEFUL CONTACTS**

**Your Manager is.....**

**Telephone No.....**

**Mobile No.....**

**Partnership Welfare Officer is.....**

**Contact Number.....**

## Appendix L

### Managing Challenging Behaviour

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must never be used by staff or volunteers.

The guidelines will also include the views and suggestions of children.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc
- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities.

### Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of session planning, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where staff/volunteers identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/ volunteers involved.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/carers and where appropriate young people. The club should seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

### **Agreeing Acceptable and Unacceptable Behaviours**

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible and working set of 'rules' with greater 'buy-in' from participants than those simply imposed by adults within the club. If and when such a code is compiled, every member of the group can be asked to sign it, as can new members as they join.

### **Managing Challenging Behaviour**

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/carers and in some cases others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

### **Physical Intervention**

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?' It is good practice to ensure that if you have to physically intervene in a situation with a child/young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted.. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Staff/volunteers should never behave in a way which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Staff/ volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/ damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force -i.e. the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.

- Staff/volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/volunteers.
- Staff/volunteers shall never use physical intervention as a form of punishment.
- Physical intervention should NOT involve inflicting pain
- Where children are identified as having additional needs or behaviours that are likely to require physical intervention this should be discussed with parents/carers and where necessary the club will seek advice from or to work in partnership with external agencies (e.g. Children's Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker/volunteer or accessing staff/volunteer training in physical intervention.

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident Report Form and passed to the Club Welfare/Child Protection Officer as soon as possible.

### **Views of the child**

It is clear from the accounts of children and young people that physical intervention provokes strong feelings. Children may be left physically or emotionally hurt. Even a child who hasn't directly been involved in the situation may be fearful that it will happen to them in future or have been upset by seeing what has happened to others.

A timely debrief for staff/volunteers, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary. Staff/volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

It is important that staff and volunteers are made aware of and understand the organisation/club's guidance about managing challenging behaviour to ensure that they are aware of ways in which they may need to intervene and are clear about the practice guidance in this area.

## **Appendix M**

### **Aims and outcomes – Every Child Matters**

Every Child Matters: Change for Children is a new approach to the well-being of children and young people from birth to age 19.

The Government's aim is for every child, whatever their background or their circumstances, to have the support they need to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

This means that the organisations involved with providing services to children - from hospitals and schools, to police and voluntary groups - will be teaming up in new ways, sharing information and working together, to protect children and young people from harm and help them achieve what they want in life. Children and young people will have far more say about issues that affect them as individuals and collectively.

Over the next few years, every local authority will be working with its partners, through children's trusts, to find out what works best for children and young people in its area and act on it. They will need to involve children and young people in this process, and when inspectors assess how local areas are doing, they will listen especially to the views of children and young people themselves.

## Appendix N

### WHISTLE BLOWING (CONFIDENTIAL REPORTING CODE)

#### Introduction

Somerset Activity and Sports Partnership are committed to the highest possible standards of openness, probity and accountability. In line with that commitment we wish to encourage employees, and others that we deal with, who have serious concerns about any aspect of the Partnerships work to come forward and voice those concerns.

Employees are often the first to realise that there may be something seriously wrong within the Partnership. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Partnership. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

This Confidential Reporting Code is intended to encourage and enable employees to raise concerns within the Partnership rather than overlooking a problem or 'blowing the whistle' outside. This Code makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. The Partnership is committed to listening to concerns, taking them seriously and ensuring that they are dealt with promptly and fairly.

The Code applies to all employees and those contractors working for the Partnership on our premises, for example agency staff, trainees on vocational/work experience, consultants, builders, and drivers. SASP employees can also use the Code to raise concerns about suppliers and those providing services under a contract with the Partnership in their own premises, for example, care homes.

The Code is based on the LGMB Model Confidential Reporting Code which has been discussed with the relevant trade unions and professional organisations and has their support.

In addition to the Partnership commitment to protect employees who raise concerns, the Public Interest Disclosure Act 1998 provides a worker with potential protection from detriment and dismissal for making a 'qualifying disclosure'. The Act encourages workers to raise matters internally with employers and where an internal whistle blowing policy exists, it steers the worker to use this. (Please note: there are legal requirements for 'qualifying disclosures' to be protected under the Act). In addition, an employee who raises a concern under this Code in good faith will be protected from any claim of defamation by the Partnership insurance policy.

#### Aims and Scope of the Code

This Code aims to:

- encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice;
- provide avenues for you to raise concerns and receive feedback on any action taken;
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied;
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

There are existing procedures in place (e.g. grievance, harassment and bullying) which make provision for you to raise a concern relating to your own employment.

This Confidential Reporting Code is intended to cover major concerns that fall outside the scope of other procedures. These include:

- conduct which is an offence or a breach of the law;
- disclosures related to miscarriages of justice;
- health and safety risks, including actions likely to cause physical danger to any person or to give rise to a risk of significant damage to property;
- damage to the environment;
- the unauthorised use of public funds;
- possible fraud and corruption;\*
- sexual or physical abuse;
- other unethical conduct.
- failure to take reasonable steps to report and rectify any situation which is likely to give rise to a significant, avoidable cost or loss of income to the Partnership or would otherwise seriously prejudice the Partnership;
- abuse of power or the use of Partnership's powers and authority for any unauthorised or ulterior purpose.

Please note that this is not a comprehensive list but is intended to illustrate the range of issues which might be raised under this Code.

Thus, serious concerns which you have about any aspect of service provision or the conduct of employees or members of the Partnership or others acting on behalf of the Partnership can be reported under the Confidential Reporting Code. This may be something that:

- makes you feel uncomfortable in terms of known standards, your experience or the standards you believe the Partnership subscribes to; or
- is against the Partnership Standing Orders, Financial Regulations and policies; or
- falls below established standards of practice; or
- amounts to improper conduct.

The Partnership provides guidance to employees on the standards it expects from its employees through the policies agreed by the Council, for example:

- Standards of Conduct
- Health and Safety Policy
- Equal Opportunities Policy

and through procedures, agreed with the relevant recognised trade unions and professional associations, for addressing poor standards which include:

- Disciplinary Procedure

- Grievance Procedure
- Bullying and Harassment Policy

This Code does not replace the Partnership's Complaints Procedure.

### **How to Raise a Concern**

As a first step, you should normally raise concerns with your immediate manager or their line manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management (a member or members of the departmental management team) is involved, you should approach one of the following:

- your Corporate Director/Head of Service; or
- the Corporate Director (Treasury); or
- the Head of HR Service; or
- the Audit Manager.

You may also raise a concern confidentially with the Chair of the Audit and Resources Scrutiny Sub-Committee who will act as a point of entry into the whistle-blowing scheme. The Chair will record the concern and refer the matter to the most appropriate nominated officer. In such circumstances, the investigating officer will report progress to the elected member as well as to the nominated officer.

**DECLARATION**

Somerset Activity and Sports Partnership are fully committed to safeguarding the well-being of children by protecting them from physical, sexual and emotional harm.

As an employee of The Partnership it is therefore important that you have taken the time to thoroughly read the Child Protection Policy. By being made aware of this policy, it is our intention to ensure that all employees are proactive in providing a safe environment for the young people in their care. Any disciplinary measures required as a result of this policy will be dealt with in accordance with normal disciplinary procedures. Copies of which are available from the Personnel section of Somerset County Council.

(Should there be a need to investigate an alleged breach of this policy occurring during an activity organised by Somerset Activity and Sports Partnership, the partnership will liaise with the relevant sports Governing Body and the Local Authority within whose boundaries the alleged incident took place.)

Name of Manager (for reporting any concerns)

.....

Telephone Number.....

Name of Partnership Welfare Officer

.....

Telephone Number.....

.....

**Employee Declaration**

I have read and fully understood the Somerset Activity and Sports Partnership Child Protection Policy, and hereby declare that I will carry out my role in line with policy statements and procedures contained therein, and abide with the Code of Conduct

Signed .....

Date .....

**COMPLETED FORM TO BE PHOTOCOPIED FOR FILES**

## **REFERENCES and RESOURCES**

**SPORTSCHECK; - a step by step guide for sports organisations to safeguard children**

**Boocock Steve; NSPCC Child Protection in Sport Unit**

**SAFE SPORTS EVENTS; - a child focused resource pack for all sport event organisers**

**Anne Tiivas and Joy Morton; NSPCC Child Protection in Sport Unit and Sport England**

**SAFESPORTAWAY a guide to good planning (ASA and NSPCC)**

**WORKING TOGETHER TO SAFEGUARD CHILDREN – A guide to inter-agency working to safeguard and promote the welfare of children**

**Department of Health**

**Home Office**

**Department for Education and Employment**