SOMERSET
ACTIVITY AND SPORTS PARTNERSHIP
(SASP)

POLICY FOR SAFEGUARDING AND PROTECTING YOUNG PEOPLE AND VULNERABLE ADULTS IN SPORT

Reviewed December 2013
Foreword

Participation in Sport and Physical Activity can make an important and memorable contribution to children’s lives and future development.

As well as the positive health benefits of an active lifestyle, Community Sport provides children and adults with the opportunity to learn new skills, build confidence, resilience and self esteem.

Above all it gives everyone involved the opportunity to fulfil or maximise their own unique potential.

Everyone working with children, young people and vulnerable adults is first and foremost in a position of trust, influence and responsibility.

It is important that children and young people aspire to the highest standards and values we can offer and encourage, through enjoyable experiences in positive and safe sport environments.

Those of us who by virtue of our position as a volunteer or a professional should be prepared commit to always act in their best interest - and to this end I am more than happy to affirm the commitment of the Board of Directors and to endorse both this Policy and the Implementation Plan which goes with it.
INTRODUCTION

Somerset Activity and Sports Partnership is committed to providing safe, enjoyable activities and sporting opportunities for young people and vulnerable adults.

We have a moral and a legal obligation to ensure that highest possible standard of care for those children, young people and adults who use our service.

We believe that children, young people and vulnerable adults have the right to be safe, secure and free from threat.

We believe that everyone has the right to be treated with respect and to have their concerns listened to and acted upon.

To this end the following Policy Document has been compiled for guidance and to raise awareness 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, significant incidents or if requested to do so by relevant partner organisations.

The purpose of the policy is to safeguard children, young people and vulnerable adults in sport and to facilitate the best possible practice from its staff and volunteers.

Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

As part of our safeguarding policy we will:

- promote and prioritise the safety and wellbeing of children and young people
- promote and prioritise the safety and wellbeing of vulnerable adults
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents / concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment / deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

National Governing Bodies 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.

A vulnerable adult is defined in this policy as someone who is not able to care for or protect themselves for any reason. It might be because of age, mental or physical incapacity, sensory loss or learning disabilities. It might be someone who is usually able to manage but is unable to do so because of an accident or illness.
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OUR COMMITMENT:

We will endeavour to:

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

1.1 Policy Aims

This Child Protection and Vulnerable Adults 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 or vulnerable adults.

The aims are:

- To create a healthy and safe environment at all activities, sport programmes and sessions.
- To ensure children and vulnerable adults are listened to, and kept safe from harm.
- To support and encourage parents / carers to voice their opinions regarding the welfare of participants.
- To ensure staff and volunteers who administer sessions are well informed, supported and enabled to provide the best possible practice.

1.2 Objectives

The objectives are:

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

1.3 Communication

- All staff working within the Partnership will receive, on appointment, training on the Partnership Safeguarding 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 participants in any Partnership activity will be issued with, and sign a Code of Conduct (Appendix B) and receive details and contact number of the relevant Manager for airing concerns.
• Parents / carers of participants will be issued with details of the Partnership’s aims regarding Safeguarding and also the Participant’s Code of Conduct.

1.0 RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS

2.1 Recruitment and Selection of Staff / Volunteers

All successful applicants for posts and all current casual staff in regulated activity (either paid or unpaid) involving direct contact with children or vulnerable adults will be subject to a DBS check to ensure that there is no cause for concern.

For further details refer to Safer Recruitment Policies and Staff Handbook Copies available in the Office

2.2 Induction and Training

Relevant training will follow up the recruitment and selection process.

• All staff and volunteers on appointment will, as part of their induction, receive access to a copy of the Coach / Employee Handbook and updates and training on the Partnership Safeguarding policies and be required to sign a declaration to confirm they abide by it.
• All staff will be expected to undertake regular training / updates on Child Protection Awareness – (at least every 3 years).
• Staff will be made aware that child abuse and abuse of vulnerable adults can and does occur and that colleagues, who are members of staff or volunteers 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 and can be extremely, clever, manipulative and powerful.
• All staff will be made aware that children and vulnerable adults can find it very difficult to talk 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.
3. 0 PROMOTING GOOD PRACTICE

3.1 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. Where there is a formal relationship, 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 adult(s), the adult(s) have a duty to take reasonable care to ensure their safety and welfare.

This 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.

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 or vulnerable adults, 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 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”.

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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.

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

The Code of Conduct is partly a value statement but also a useful framework and tool to reduce situations where abuse may occur. The following is a broad overview of the care which should be taken when working within a sports/leisure context.

**You should:**
- Treat all children and young people and adults 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 vulnerable adults, 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 or vulnerable adult may be misinterpreted
- Recognise that special caution is required when you are discussing sensitive issues with children or young people or vulnerable adults
- 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.**

**You should not:**
- Have inappropriate physical or verbal contact with children or young people or adults
- Allow yourself to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of children, young people or adults
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child / adult 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.
### 3.3 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 participants’ needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- To treat an injury
- To prevent an injury or accident from occurring
- To meet the requirements of the sport or develop sports skills or techniques but in strict accordance with guidelines recommended by the relevant National Governing Body.

The adult should always seek to explain the nature and reason for the physical contact. Unless the situation is an emergency, the adult should ask for permission.

It is good practice for sport clubs, as part of an induction process or pack for new members, to explain, or give written guidance, to parents/carers and their children or vulnerable adults about any physical contact that will be required as part of that activity. Participants 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 or adult 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.

**If in any doubt please consult with the National Governing Body of Sport in question.** *(See Appendix B)*

#### Physical punishment

Any form of physical punishment 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.

### 3.4 Supervision of Children and Vulnerable Adults

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

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

3.5 Code of Conduct for Children and Young People

Those children participating in the Partnerships activities will be requested to sign a Code of Conduct for Participants (see Appendix C)

3.6 Staffing/Supervision Ratios

Organiser Guidelines should be available for every activity.

3.7 Working with Disabled Participants

It is recognised that some children, young people and vulnerable adults 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.

Staff working with disabled children, young people and adults will have regular updates on safe / best practice through the Disability Manager.

3.8 Guidelines for Photography

SASP is keen to promote positive images of young people and vulnerable adults 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 but appropriate written consent is required to be gained before images are taken and used. Please see Appendix D for further guidance and Appendix E for consent proforma.

3.9 Guidelines for Transporting Children and Vulnerable Adults

Car Journeys

The 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:
  • Ensuring all vehicles are correctly insured
  • Ensuring all drivers have a valid and appropriate license
  • Ensuring all safety measures are available i.e. seatbelts and booster seats
  • Ensuring an appropriate child-adult ratio
  • Ensuring all drivers have adequate breaks
• It is also important that wherever possible children and 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 / carer consent is necessary if a volunteer or member of staff is to be transporting children or a vulnerable adult.

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

• A collection policy needs to be agreed with parents / carers which will ensure a clear understanding of collection arrangements between all involved
• Always tell another member of staff that you are transporting a child / vulnerable adult, giving details of route, 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 or carer to inform them you are transporting their charge advising them of when you expect to arrive

Further details can be found in Appendix F: CPSU Briefing: Away Trips and Hosting

3.10 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 or vulnerable adult. 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).

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.

Principals of information Sharing

It will be explained to children, young people, vulnerable adult and families at the outset, openly and honestly, what and how information will, or could be shared and why. Agreement to this will be sought. The exception to this is where to do so would
put that child, young person, vulnerable adult or others at increased risk of significant harm, or if it would undermine the prevention, detection or prosecution of a serious crime, including where seeking consent might lead to interference with any potential investigation.

We will always consider the safety and welfare of a child, young person or vulnerable adult when making decisions on whether to share information about them. Where there is concern that the person in question may be suffering or is at risk of suffering significant harm, the child’s / adults safety and welfare will be the overriding consideration.

We will, where possible, respect the wishes of children, young people, vulnerable adults or families who do not consent to share confidential information. We may still share information, if in our judgement on the facts of the case; there is sufficient need to override that lack of consent.

We will seek advice if in doubt, especially where our doubt relates to a concern about possible significant harm to a child or vulnerable adult or serious harm to others.

We will ensure that the information we share is accurate and up-to-date, necessary for the purpose for which it is being shared and shared only with those people who need to see it, and shared securely.

3.11 Use of Electronic Communication and Interactive social media technology Guidelines

This area is of safeguarding is in a constant state of change and hence details of guidance is given in Appendix G which will be updated as new guidance is provided.

4.0 RESPONDING TO DISCLOSURES, SUSPICIONS OR ALLEGATIONS OF ABUSE

The Main forms of Abuse and the ways in which they may present or manifest themselves can be found in Appendix H. This appendix also covers Bullying and anti bullying policies.

4.1 What to do in responding to a child – Reporting Concerns (see Appendix Li and Lii)

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 and vulnerable adults 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 or vulnerable adult 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 or adults in their care. Therefore, in most situations it would be important to talk to parents or carers to help clarify any initial concerns.

However, there are circumstances in which a child or vulnerable adult 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**

### 4.2 Dealing with Allegations against Staff/Volunteers (see Appendix M)

Should a member of staff or volunteer become aware of an allegation (against a colleague) of an incident of 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 children or vulnerable adults 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 SASP Safeguarding Officer **within 24 hours**.
- In a case where a senior member of staff may be involved, report directly to the SASP Safeguarding 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 or vulnerable adult 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 SASP Safeguarding Officer and should be given the ‘no comment’ response.
4.3 Confidentiality

When dealing with any case / suspicion / allegation related to abuse, you must be made aware that any breaches in confidentiality can be very damaging to the child or adult involved, family and any child / adult 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 SASP Safeguarding Officer
- The parents / carer of the child or vulnerable adult (only if social services ask for this to be done).

Informing the parents / carers of a child / vulnerable adult 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 or adult 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 SASP Safeguarding Officer as to who should be told, when they should be told, and the kind of information which it is appropriate to share.

4.4 Timescales

- The incident must be completed and passed to the Manager / SASP Safeguarding Officer within 24 hours
- Concerns involving the immediate safety of a child or vulnerable adult must be referred immediately and passed to the SASP Safeguarding Officer (by telephone call) and followed up within 24 hours by a completed incident form
- The SASP Safeguarding Officer will report the incident to the relevant agency and report outcomes to the Partnership Director, within 7 days
- The SASP Safeguarding Officer will retain a copy of all completed incident forms
Appendix A:

CODE OF CONDUCT FOR STAFF, COACHES, OFFICIALS & TEAM MANAGERS

All coaches, officials, team managers and others involved in SASP activities, (professionals and volunteers) will:

<table>
<thead>
<tr>
<th>Rights and Relationships</th>
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<tbody>
<tr>
<td>Treat all participants with respect and dignity. Build balanced relationships based on mutual trust which empowers participants to share in the decision making process. Do not discriminate on the grounds of gender, race, colour, disability, sexuality, age or beliefs.</td>
</tr>
<tr>
<td>Put the welfare of each participant first and give every child the opportunity to achieve.</td>
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<tr>
<td>Be realistic, open and honest with players about individual winning and achievement of personal goals. Encourage and guide performers to accept responsibility for their behaviour and performance. Challenge and oppose unacceptable or discriminatory behaviour, and deal with any incidence of discriminatory behaviour.</td>
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<tr>
<td>Give aspirational, fair, open and constructive feedback.</td>
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<tr>
<td>Encourage participants to ask questions, speak openly and appropriately to age, setting and context.</td>
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<tr>
<td>Always respect children and vulnerable adults ‘space’ and maintain an open, safe and appropriate distance with performers. <em>(If any form of manual / physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed as it is difficult to maintain hand positions when the participant is constantly moving. Participants should always be consulted and their agreement gained. Some parents/carers are becoming increasingly sensitive about manual support and their views should always be carefully considered)</em></td>
</tr>
<tr>
<td>Recognise and strive to meet the development needs, ability and capacity of performers to succeed and be challenged, especially in performance environments.</td>
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<tr>
<td>Respond to any concerns about a child’s welfare by following procedures in the Safeguarding and Protecting Young People and Vulnerable Adults in Sport Policy, and work in partnership with other organisations in the child’s best interests.</td>
</tr>
<tr>
<td>Respond to any concerns about a vulnerable adults welfare by following procedures in the Safeguarding and Protecting Young People and Vulnerable Adults in Sport Policy, and work in partnership with other organisations in the individual’s best interests.</td>
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<tr>
<td>Involve parents / carers wherever possible. If groups have to be supervised in the changing rooms, know that as good practice, parents/teachers/coaches etc should work in pairs.</td>
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<th>Personal and Professional standards</th>
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<tr>
<td>Be an excellent role model displaying high standards of personal and professional behaviour and appearance and work in an open environment, being visible and identifiable as the coach.</td>
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<tr>
<td>Make sport fun, purposeful and enjoyable - addressing individual as well as group needs, goals and potential. Promote fair play.</td>
</tr>
<tr>
<td>Keep up to date with the technical skills, qualifications and insurance.</td>
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Ensure equipment and facilities are safe and appropriate to the age and ability of the participant.

Ensure that as part of best practice at tournaments or residential, adults will never invite players/athlete into their rooms. Also ensure that staff do not enter participants rooms, except in an emergency in which case there will be clear, open and announced protocols agreed beforehand for such circumstances.

**Medical and accident**

Secure parental / carer consent in writing to act *in loco parentis*, if the need arises, to give permission for the administration of emergency first aid and / or other medical treatment.

Ensure that you know of any medicines being taken by participants, or existing injuries.

Ensure that there is a written record of any injury that occurs, along with details of any treatment given and that parents are informed.

**Photographic**

Ensure that use of photographic and filming equipment along with mobile phones and the use of social media is appropriate, covered by guidelines which apply and that relevant permission of parents/carers has been sought for their use.

Coaches are in a position of power and trust in relation to performers. By entering into an intimate/sexual relationship with a performer for whom you have responsibility, a coach may be deemed guilty of abusing this position and, in relation to children and young people, this may also be unlawful. This also applies to sexual innuendo, flirting or inappropriate gestures and terms.

Therefore coaches must avoid sexual intimacy with performers either while coaching them or in the period of time immediately following the end of the coaching relationship.

In addition, all coaches are aware that “**Discriminatory, offensive and violent behaviour are unacceptable and complaints will be acted upon**”.

Signed

Date

*All breaches of the Code will be dealt with in accordance with the range of disciplinary procedures - including appeals - as outlined in our Policy*
Appendix B:

Physical 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. It is particularly unwise to attribute frequent touching to their teaching or coaching style or as a way of relating to participants.

Responding to distress and success

There may be occasions where a distressed participant needs comfort and reassurance which may include physical comforting such as a caring parent or colleague 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.
Appendix C:

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, age, race, ethnicity, sexual orientation and religious belief.
- I will challenge any behaviour that discriminates against others.
- I will not engage in any irresponsible or illegal behaviour
- 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………………………………………………………………………………
Appendix D:

Photography and Filming Children and Vulnerable Adults in Sport

Parents/carers and organisations often want to be able to celebrate the achievements of their participants when taking part in sporting activities through taking photographs or films. Sports organisations may also want to promote their activities to encourage increased participation. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.

What are the potential concerns?

There have been concerns about the risks posed directly and indirectly to young people and vulnerable adults through the use of images (photographs and videos) on sports websites, social networks and other publications. Images can be used as a means of identifying individuals when associated with personal information e.g. x is a member of the z sports club; y has taken part in the z organised by x assisted living centre. This information can make an individual vulnerable to people who may wish to contact and start to “groom” that child for abuse – online (e.g. through websites or social networking) or through direct contact. Information placed on the internet has also been used by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children. Secondly the content of photographs can itself be inappropriate, or be used or adapted for inappropriate use. There is evidence of inappropriate or adapted material finding its way onto sites showing child abuse images, and of inappropriate images being shared between groups of offenders.

SASP Guidelines

- Where possible do not include the name of a child whose image is being used.
- If naming a child or vulnerable adult / group of children or vulnerable adults in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.
- Avoid the inclusion of other detailed information about individuals.
- Ask the parent / carer permission to use the participant image. This ensures that they are aware of the way the image is to be used to represent the sport.
- Be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled)
- Only use images of participants in suitable dress/kit (including required or recommended safety wear such as shin pads, gum shields and so on) to reduce the risk of inappropriate use.
- Images should positively reflect participants involvement in the activity and promote the best aspects of the sport.
- With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there may be some sports activities (e.g. gymnastics or swimming) where the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity rather than on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or, if poolside, waist or shoulder up.
Guidelines for Use of Photographic Filming Equipment for Official Use at Sporting Events

- 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 children 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 which feature and clearly identify their child (e.g. close ups, small group and team photos).
- At many events, organisers and others will reasonably wish to take wide angle, more general photos of the event sites, opening and closing ceremonies, and so on. Separate to the issue of consents for „identifying” photographs/footage of individual participants (as above) parents and children should at least understand that these types of images will be taken during, or at specific points in, the event e.g. information could be included on the parental consent form. It is not reasonable, practical or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of the concerns of a small number of parents.
- Do not allow unsupervised access to children or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the event or at a child’s home.
- Children, parents and others 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 according to the SASP policy guidelines for safeguarding and protecting children and vulnerable adults.
- Other professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded.
- Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser outlining their motive for attending the event and planned use of the material.
- SASP will provide a signed photographic consent procedure at each event to include the photographers
  - name and address of the person using the camera
  - the reason or use the images are being or intended to be put to
  - signed declaration that the information provided is valid and that the images will only be used for the reasons given

Guidelines for Use of Photographic Filming Equipment by Parents / Guardians / Spectators at Sporting Events

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

- Spectators should be asked to register at an event if they wish to use photographic equipment.
- It is helpful for the event organisers to provide some indication e.g. a sticker for each registered camera, or badge to be displayed by the spectator to help others recognise those who have registered, and respond to those who do not appear to have registered.
Public information: the specific details concerning photographic/video and filming equipment registration should, wherever possible, be published prominently in event programmes and must be announced over the public address system, prior to the start of the event.

At club sessions

There is no intention to prevent club coaches and teachers using videoing as a legitimate coaching aid. However, children/young people/vulnerable adults and their parents/carers should be aware that this is part of the coaching programme and consent to it. Care should be taken in the secure storage of such materials and films.

Images of elite young athletes

As young athletes progress higher up the competitive ladder within their sport, elite level events are increasingly likely to take place in a public arena. Event organisers and sports governing bodies will quite reasonably seek publicity to positively promote their sport, and elite young athletes receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level. Organisers retain their duty of care to these athletes and a responsibility to safeguard them. In respect of some elite young athletes aspects of the more general guidance around the use of images detailed above (for example avoiding the inclusion of names and some other personal details alongside photographs) are neither practical nor desirable.

It is important that other aspects of this guidance (for example about the nature, content and use of images; and about ensuring that photography sessions are supervised) are considered and applied. It is important for the athletes, their parents and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions. Young elite athletes and their parents should be supported by the sports organisation and prepared to manage these and a range of other issues (including safeguarding concerns) that may arise as a result of their sporting success and increased public profile.
Appendix E:

Photography and filming consent form

For outside organisations
Name of organisation:
_______________________
______________________________

In accordance with our safeguarding and protecting young people and vulnerable adults in sport policy SASP will not permit photographs, video or other images of participants to be taken without the consent of the parents/carers and the participant. You agree to follow the guidance for the use of photographs, video or other images of young people or vulnerable adults, a copy of which is available from the organising member of SASP staff. You will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform SASP Safeguarding Officer on 01823 653990 immediately.

For SASP
In accordance with our safeguarding and protecting young people and vulnerable adults in sport policy SASP will not permit photographs, video or other images of participants to be taken without the consent of the parents/carers and the participant. Photographs and / or filming are sometimes taken at your sessions for publicity reasons. These images may appear on websites, posters and leaflets or in the press to positively promote sport and physical activity. SASP will take all steps to ensure that these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform SASP Safeguarding Officer on 01823 653990 immediately.

Consent Information
To be completed by parent / carer:

- I consent to SASP photographing or filming my child …………………. (child’s name)
- I can confirm that I have been made aware of SASPs photography and filming policy
- I can confirm that I have been made aware of how SASP will use these images or video

To be completed by child / vulnerable adult

- I …………………………. (participant's name) consent to SASP photographing or filming my involvement in sporting activities
- I confirm that I have been made aware of SASPs photography and filming policy.

Signature of participant
<table>
<thead>
<tr>
<th>Print name of participant</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Signature parent / carer</td>
<td></td>
</tr>
<tr>
<td>Print name of parent / carer</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
Appendix F:
Away Trips and Hosting

The following will outline a number of issues that need to be considered when travelling with children.

Communication with:

- Children – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.
- Parents – should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
- Other coaches / volunteers – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches / volunteers have an itinerary.

Transport

- Ensure the driver has an appropriate and valid driving licence.
- Allow an appropriate length of time to complete the journey.
- Consider the impact of traffic and weather conditions.
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted. Is the driver experienced in driving a mini-bus?
- Ensure leaders and passengers wear seat belts.
- Check there is appropriate insurance for the journey.
- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road worthy.
- Ensure that the driver has undertaken an AccessNI check.
- Ensure the appropriate booster seats are provided when required.

Ratio

Dependent on the sport the ratio of adult to child may vary but whatever is considered appropriate would generally need to be increased when travelling away from home.

Emergencies

- Ensure that the vehicle has breakdown and recovery cover.
- At least one of the leaders should be trained in first aid procedures and a first aid kit should be available.
- The leader should have access to a mobile phone and contact details for all the children.

For more detailed guidelines see Safe Sport Away.
APPENDIX G:

E Safety Policy

It is important that all staff, volunteers, coaches, officials/referees, board/trustee members, or anyone working on behalf of SASP are aware of this policy and agree to the following terms.

Terms:
- To protect all children and young people attending SASP organised sessions and who make use of technology (such as mobile phones, games consoles/hand held devices and the internet) whilst there.
- To provide staff and volunteers with policy and procedure information regarding e-safety.
- To ensure the sessions are operating in line with SASP values and within the law regarding how the organisation uses information technology.

E-safety checklist:
- Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.
- When engaging with digital technology/social networking companies (e.g. Facebook, Twitter or MySpace) it is important to ensure that they adhere to relevant legislation and good practice guidelines.
- Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated.

Managing the SASP website, company data and other web based interactive services:
- Matt Nolan will manage the safeguarding aspect of the SASP website, twitter account, R2C and Facebook site. All interactive content will be moderated by him.
- Adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.
- Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by SASP to carefully consider who they give access to their personal information online. All staff and volunteers should ensure a clear difference between their personal and professional profiles.
- Avoid taking personal details of children and young people over the internet.
- Report fake or impostor webpage/profiles through the SASP Safeguarding Officer.
APPENDIX H:

Ways in which abuse may manifest itself

- 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 or vulnerable adult describes what appears to be an abusive act involving him/her.
- Someone else, a child or adult, expresses concern about the welfare of another.
- 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 others of the same / similar age.
- 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.

Main Forms of Abuse

- **Physical Abuse**
  Where adults or other young people physically hurt or injure children or vulnerable adults by hitting, shaking, squeezing, burning and biting or by giving children alcohol, inappropriate drugs or poison.

- **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.
  For vulnerable adults (male and female) sexual abuse occurs when others fulfil their own sexual needs through any of the above without explicit consent from that individual.

- **Emotional Abuse**
  This may be caused by a persistent lack of love and affection, where a child or vulnerable adult 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.
• **Neglect**  
  This occurs where adults fail to meet the child’s or vulnerable adult’s basic needs such as food or warm clothing and fail or refuse to give love, affection and attention. Children might also be constantly left alone or unsupervised. Neglect could include not ensuring children or vulnerable adults are safe, exposing them to undue cold or to unnecessary risk of injury.

• **Bullying**  
  **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, shoudering, elbowing, tripping, slapping, kicking, hair pulling, unacceptable touching, including that of a sexual nature, throwing missiles, blocking – preventing passage or movement indoors or outdoors, 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 and vulnerable adults’ rights in conjunction with bullying  
All participants 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 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, disability, age, creed or sexual orientation.
- Not to be picked on or ignored by anyone within SASP.

**Anti-Bullying Policy**

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

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

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

**Responding to and supporting the victim**

When bullying does occur, a clear consistent response is essential. There are many different ways in which staff can respond to bullying.

However, the goals of any intervention should always be the same:

- To make the victim safe.
- To stop the bullying, and change the bully’s behaviour.
- To make clear to every other young person that bullying is unacceptable.
- To learn lessons from the experience that can be applied in future.

If bullying is reported, the member of staff to whom it is reported should immediately investigate so as to understand the nature of the concern. Where there is evidence they should contact the SASP Safeguarding Officer.

Bullying is complex behaviour and if it is not clear who the perpetrator is, it may be more productive to focus on the future than to spend time while each party denies it. In such cases steps could be taken to agree how they will behave in future.

**Supporting the person who is bullied**

The starting point for any intervention should be to talk to the person who has been bullied, establish what has happened, and agree a way forward:

- Make time to listen calmly, using effective listening techniques.
- Take bullying seriously and avoid telling people to ‘just ignore it’.
- Agree an action plan with his or her consent.
- Avoid humiliating the victim by taking actions which make them seem weaker, powerless or a ‘grass’.
- Help the victim become more resilient, for example by building up their self-confidence, emphasising their strengths and helping them to develop protective friendships.
- Cyberbullying can be traced and tracked to find proof of the bullying so it becomes less of a question about one person’s word over another.
- Address any prejudice exhibited with the whole group – whether within the group or outside it.

**Work with the bully**
Work with the bully to help them understand their behaviour, and its effects on others. The overall goal is to ensure the bullying stops and the bully’s behaviour changes:

- Make it clear that it is the behaviour that is ‘bad’, not the perpetrator.
- How does bullying make them feel? Why do they need to do this?
- Help people to find other ways than bullying to feel recognised and to manage their emotions.
- Consider: is there a warning moment before they ‘kick off’? What skills can be used before it all becomes ‘too much’? Are there patterns to this behaviour – for example on certain days or situations?
- Try to elicit some understanding of the feelings of the victim, and challenge any prejudice such as racism. Prejudiced views might be shared among the community in which they live or be driven by anxieties about identity and territory. People may adopt these views in order to be accepted into a group. By engaging with these concerns rather than dismissing them, it may be possible to help all the people as well as the one leading bullying.
- How can this person make amends or compensate the victim for the distress caused? Can they offer some ideas?
- Many people who bully others have been victims at some point themselves, and may still be one. These cases might be more complex and ‘bully victims’ as they are known may need professional help and counselling.
- Avoid granting the bully hero status, or marginalising them so that you have no influence. Sometimes a person who bullies will be relieved to change their behaviour because they have been uncomfortable with it. They may have been pressured by a group into behaving this way. Others may alter their behaviour because they understand the harm they have caused and wish to change.

Further information is available in the resource: Safe from Bullying in Youth Activities; Copies are available in SASP office. Please ask.

Effects of Abuse

Abuse in all its forms can affect a child or vulnerable adult at any time. 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.

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 or vulnerable adult'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.
### APPENDIX J:

#### SAMPLE FORM FOR REPORTING INCIDENT OF ABUSE

<table>
<thead>
<tr>
<th>Name of child / vulnerable adult</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Age and date of birth</td>
<td>Ethnicity</td>
</tr>
<tr>
<td>Religion</td>
<td>First Language</td>
</tr>
<tr>
<td>Disability</td>
<td>Any special factors</td>
</tr>
<tr>
<td>Home address and phone number</td>
<td></td>
</tr>
<tr>
<td>Are you reporting your own concerns or passing on those of somebody else? Give details.</td>
<td></td>
</tr>
<tr>
<td>Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents.</td>
<td></td>
</tr>
<tr>
<td>Any physical signs? Behavioural signs? Indirect signs?</td>
<td></td>
</tr>
<tr>
<td>Have you spoken to the child? If so, what was said?</td>
<td></td>
</tr>
<tr>
<td>Have you spoken to the parent(s)? If so, what was said?</td>
<td></td>
</tr>
<tr>
<td>Has anybody been alleged to be the abuser? If so, give details.</td>
<td></td>
</tr>
<tr>
<td>Have you consulted anybody else? Give details.</td>
<td></td>
</tr>
<tr>
<td>Your name and position</td>
<td></td>
</tr>
<tr>
<td>To whom reported and date of</td>
<td></td>
</tr>
<tr>
<td>Reporting and action agreed</td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Contact Details</td>
<td></td>
</tr>
</tbody>
</table>
## Participant Registration Form

<table>
<thead>
<tr>
<th>Name of young person</th>
<th>Surname:</th>
<th>Forename:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of parent/ carer if under 16?</td>
<td>Surname:</td>
<td>Forename:</td>
</tr>
</tbody>
</table>

### Address

| | Please write clearly: |
| | Postcode |

### Mobile Number & Email Address

| | Please write clearly: |
| | Postcode |

### Gender of young person?

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

### How old is the young person?

<table>
<thead>
<tr>
<th>Age:</th>
</tr>
</thead>
</table>

### D.O.B

### How often do you exercise?

In the past 4 weeks, on how many days have you done 30 minutes or more of sport or recreational physical activity? Do not count any curriculum activity at school/college. Do not include cycling or walking unless it was for sport or recreation. Gardening, DIY and housework should not be included. **Please write in the number of days between 0-28.**

### Ethnicity

<table>
<thead>
<tr>
<th>Please circle:</th>
<th>White British</th>
<th>White Other</th>
<th>Black British</th>
<th>Black Other</th>
<th>British Asian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Other</td>
<td>Mixed Race</td>
<td>Other _______</td>
<td>Prefer not to say</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Medical Conditions (Please circle)

<table>
<thead>
<tr>
<th>Does the young person have any long term illness, health problem or disability that limits your daily activities?</th>
<th>Yes</th>
<th>No</th>
<th>Prefer</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes please specify:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Emergency Contact Details

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship to you:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contact Number:</td>
<td>Allergies:</td>
</tr>
</tbody>
</table>

### Signature Parent/carer

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

---

The information you have given about the young person taking part in the activities will be used to monitor the success of the programme and help us plan for future sporting activities. Somerset Activity & Sports Partnership would like your permission to share your contact details as follows:

**Consultants working for Sport England to monitor participation may want to send you a survey.**

- Please tick here if you DO NOT want to be sent the survey by email: [ ]
- Please tick here if you DO NOT want to be sent the survey link to your mobile phone: [ ]

**Providers of sports activities may wish to notify you about other sports activities.**

- Please tick here if you DO NOT want to be notified: [ ]

**Commercial sponsors of the Olympics may wish to share information that may interest you.**

- Please tick here if you DO wish to receive this information: [ ]

**Photography/Filming** – there may be filming or photography at some sessions which may be used in the publicity/materials e.g. leaflets, newsletter, or an official websites. Sport England advises all activity providers to ensure that images are not accompanied by names or details that could identify individuals.

I **DO/DO NOT** give permission to be filmed or photographed during activities as described (please delete as appropriate). PTO
Does the young person have a disability

Please circle:  
Yes  No  Prefer not to say
If yes,  Visual  Hearing  Physical  Learning  Wheelchair User

Medical Conditions

Do you have any of the following, or been advised by your Doctor not to take part in physical activity because of:

Yes  No
Heart Condition
Chest pains
Loss of balance/dizziness/consciousness
Bone/Joint Problems (E.G. back, knee, hip)

Other please specify: i.e. long term illness, health problems?

What sporting activities do you participate in?

Please specify:

What other information would you like to receive from SASP?

Please tick all that apply:

☐ Sporting Opportunities  ☐ Volunteering opportunities
☐ Coaching/officials course details. Please state which sports ____________
Other __________________________________________________________

Social Media Address

Facebook twitter etc:

In accordance with the Data Protection Act 1998, the personal information you have provided will be treated in the strictest confidence by SASP. We will collect, store and use your personal information and use your information to keep you informed by email about further related information or services and from time to time, we may refer to your information to better understand your needs and how we can improve our products and services. Any and all uses would comply with all applicable laws.

Please tick box if you do not wish your information to be held on our database or contacted with relevant information.

Please tick box if you do not want your information shared with selected partners including National Governing Bodies, health and well-being organisations.
Appendix Li:

**Reporting Suspicions of Child / Vulnerable Adult Abuse**

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

**What has caused the concerns?**

- Something a child or vulnerable adult has said
- You have noticed physical or behavioural signs

**Is the person in need of immediate medical treatment?**

- **YES**
  - Call for a doctor or ambulance
- **NO**

**Record exactly what they have said and the signs that have aroused your suspicions (an incident report is provided for this). Include:**
- Name
- Nature of allegations or concern
- Description of any visible bruising or other injuries
- Your observations
- Action taken
- Sign and date what you have recorded

**Can you easily Inform Line Manager/person in charge or Safeguarding Officer and tell them your suspicions or action?**

- **YES**
- **NO**

**The person in charge contacts SASP Safeguarding Officer who makes the decision of informing the Social Services or if there is immediate danger of significant harm, the Police**

**Social Services and/or Police will then decide on the appropriate action appropriate action to be taken and how to involve the parents**
APPENDIX Lii (see Li- Reporting):

Responding to a Disclosure

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

Useful 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 them and stressing he/she is not to blame
- listening to what they say. 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 they say so you can pass it on to child protection or adult safeguarding professionals. Use open questions to encourage them to use their own words but do not press for detailed information. NB: The law is very strict and An abuse case can be dismissed if it appears the victim has been led or words have suggested.

Record exactly what the child or adult 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 J).

- the child or adult’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 their behaviour and physical and emotional state)
- exactly what the child / adult said and what you said.
- the child or adult’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 SASP Safeguarding 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 individual 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 abus.
APPENDIX Mi:

Flow Chart for Reporting Child Safeguarding Concerns

Staff, Coach, Volunteer has concerns about a coach/member of staff

Immediately refers concerns to SASP Safeguarding Officer

SASP Safeguarding Officer determines the appropriate course of action.

**Poor Practice**
Internal process/procedures to be followed: see Child Protection Policy, Employee Handbook re Code of Conduct; SCC and SASP Disciplinary Process

**Poor Practice / Possible Child Abuse**
Person at risk of significant harm

SASP Safeguarding Officer refers to management for immediate decision re suspension, notification to other bodies e.g. NGB

Disciplinary hearing held to determine course of action - takes into consideration LADO/Police info and any other relevant factors.

Disciplinary investigation process initiated (may need to be delayed pending the outcome of Social Care/Police investigation).

Outcomes/Decisions on Local Safeguarding Children’s Board (LSCB) file. LADO informed and given copy.

SASP Safeguarding Officer refers out to the Local Authority Designated Officer (LADO) Follow up in writing within 24 hours

LADO/Police Investigate

Outcome of Investigation (e.g., prosecution etc)
Staff, Coach, Volunteer has concerns about a coach/member of staff

Immediately refers concerns to SASP Safeguarding Officer

SASP Safeguarding Officer determines the appropriate course of action.

**Poor Practice**
Internal process/procedures to be followed: see Safeguarding and Protecting Children and Vulnerable Adults Policy, Employee Handbook and SASP Disciplinary Process

**Poor Practice / Possible Abuse**
Person at risk of significant harm

SASP Safeguarding Officer refers to management for immediate decision re suspension, notification to other bodies e.g. adult safeguarding board

SASP Safeguarding Officer refers out to the Local Adult Safeguarding Board. Follow up in writing within 24 hours

Disciplinary hearing held to determine course of action - takes into consideration Police info and any other relevant factors.

Disciplinary investigation process initiated (may need to be delayed pending the outcome of Social Care / Police investigation). Outcomes/Decisions on Adult Safeguarding Board file.

Police Investigate

Outcome of Investigation (e.g., prosecution etc)
Appendix N:

Whistle blowing (confidential reporting code)

Somerset Activity and Sports Partnership is 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 SASPs work to come forward and voice those concerns.

Employees are often the first to realise that there may be something seriously wrong within an organisation. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or their organisation. 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 SASP 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. SASP 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 SASP’s 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 SASP'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 SASP or others acting on behalf of SASP 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 SASP subscribes to; or
- is against SASPs Standing Orders, Financial Regulations and policies; or
- falls below established standards of practice; or
- amounts to improper conduct

SASP provides guidance to employees on the standards it expects from its employees through:

- Code of Conduct
- Health and Safety Policy
- Equity and Diversity Policy

and through procedures for addressing poor standards which include:

- Disciplinary Procedure
- Grievance Procedure
- Bullying and Harassment Policy

This Code does not replace SASPs 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 management team) is involved, you should approach one of the following:
You may also raise a concern confidentially with the Chair of the Board 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.