



Child Protection and Safeguarding  
Policy (including Vulnerable Adults)  
and  
Good Practice Guide

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# Section 1

## Policy Statement

### 1.1 Introduction to Active Lincolnshire

Active Lincolnshire, the County Sports Partnership for the county of Lincolnshire, is committed to making sport and active recreation accessible to all sections of the community and promoting the safety and welfare of children engaged in sporting activities locally.

This means that we take all concerns about the safety and welfare of children and young people very seriously. This applies to all children and young people not just those we come into contact with through work. We expect all our staff and volunteers to share this commitment.

Active Lincolnshire continues to implement the practice from the national standards for safeguarding children in sport and also the safeguarding framework.

*Our vision is that by 2021 we will create a successful county that leads a healthy, active lifestyle.*

ACTIVE LINCOLNSHIRE will achieve this vision by working with company members from Local Authorities, National Governing Bodies of sport, the education sector and other organisation committed to the development of sport across Lincolnshire.

This policy is mandatory for all ACTIVE LINCOLNSHIRE paid staff and volunteers, whether full or part time on either a permanent or casual basis and from this point onwards will all be referred to as 'staff/volunteers'. ACTIVE LINCOLNSHIRE will work with all company members to ensure they either adopt this policy or develop their own, equivalent, child protection policy, as detailed in the ACTIVE LINCOLNSHIRE Implementation Plan.

ACTIVE LINCOLNSHIRE will review the Child Protection and Safeguarding Policy at least every three years, or whenever there is major change in legislation related to Child Protection or the Partnership organisational structure.

The Child Protection and safeguarding Policy and Implementation Plan were completed and approved by the ACTIVE LINCOLNSHIRE Board in April 2005. The Policy and Implementation plan were last reviewed in March 2011; the next scheduled date for review of the full policy is March 2019.

This Child Protection and Safeguarding Policy and the related Implementation plan have been written to meet the requirement of the Standards for Safeguarding and Protecting Children in Sport (CPSU 2010)

### 1.2 Policy Statement

ACTIVE LINCOLNSHIRE is committed to the belief that all children and vulnerable adults have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

ACTIVE LINCOLNSHIRE has a duty of care to safeguard from harm all children and vulnerable adults involved in any programmes and activities directly delivered by ACTIVE LINCOLNSHIRE.

ACTIVE LINCOLNSHIRE also has a responsibility to ensure that within all the programmes it funds, the delivery agencies have established policies and provide protection to children and vulnerable adults.

### **1.3 Policy Aims**

This Child (and vulnerable adults) Protection and Safeguarding Policy aims to:

- Recognise that the safety and welfare of the child and vulnerable adults is paramount, and that the child and vulnerable adults is potentially at risk when abuse is reported or suspected.
- Clarify what is required in relation to the protection of children and vulnerable adults
- Highlight the commitment of partners within the ACTIVE LINCOLNSHIRE to Child Protection and Safeguarding (and vulnerable adult) Issues

Where activities are being directly delivered by the ACTIVE LINCOLNSHIRE, this Policy aims to:

- Set and implement standard procedures to protect the child and vulnerable adults first and foremost when suspected or actual abuse is reported
- Ensure that adequate steps are taken to ensure that unsuitable people are not employed or deployed in activities or programmes
- Create a safe and positive environment for children and vulnerable adults
- Help ensure that all staff/volunteers are supported and trained to recognise and respond appropriately to abuse or poor practice concerns (e.g. to follow the guidelines laid out for reporting).
- The Partnership will ensure that all employees, tutors, volunteers and learners are aware of this policy and that it is available to download from our website [www.activelincolnshire.com](http://www.activelincolnshire.com) A synopsis of the main points of this policy will be promoted through our networks and to all that are employed by the Partnership or use their services.

### **1.4 Responsibilities**

ACTIVE LINCOLNSHIRE will accept the moral and legal responsibility to implement procedures to provide a duty of care for all young people and vulnerable adults, safeguard their well-being and protect them from abuse irrespective of age, culture, disability, gender, language, racial origin, religious belief and sexual identity. ACTIVE LINCOLNSHIRE will:

- Respect and promote the rights, wishes and feelings of children, young people and vulnerable adults
- Lead the production, monitoring and review of this Child Protection (and vulnerable adults) and Safeguarding Policy and accompanying Implementation Plan

- Recruit, train and supervise its staff/volunteers to adopt best practice to safeguard and protect all from abuse and themselves against false allegations
- Require staff/volunteers to adopt and abide by the ACTIVE LINCOLNSHIRE Code of Ethics and Conduct and the Child Protection (and vulnerable adults) and Safeguarding Policy and Procedures
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures
- Work with and support partner to implement procedures which provide a duty of care for children and vulnerable adults, safeguard their well-being and protect them from abuse.

ACTIVE LINCOLNSHIRE has a responsibility to *encourage* all organisations within the partnership to ensure that effective policies are in place. This policy document sets out procedures in line with national standards which can help to guide the policies of partners. The partner organisations themselves have a responsibility for safeguarding children when delivering sporting activities.

## 1.5 Principles

The procedures within this policy are guided by the following principles:

- The welfare of children and vulnerable adults is the primary concern, and all should be protected from harm
- All young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- Children and vulnerable adults should be allowed to enjoy sport and other activities, without being abused or exploited
- It is the responsibility of the welfare experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns
- All incidents, allegations or suspicions of poor practice and allegations should be taken seriously and responded to swiftly and appropriately
- Deaf and disabled young people have an increased vulnerability and are up to four times more likely to be abused than other young people (Sullivan & Knutson 2000)
- Confidentiality should be upheld in line with the Data Protection Act and the Human Rights Act 2000.

### **Safeguarding and promoting the welfare of children definitions**

Child Protection is a part of safeguarding and promoting welfare. It refers to the process of protecting children identified as either suffering or likely to suffer significant harm.

#### **Working Together 2013 definitions:-**

- Safeguarding children - the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into

contact with children and families has a role to play.

- Safeguarding and promoting the welfare of children is defined as:
  - protecting children from maltreatment;
  - preventing impairment of children's health or development;
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
  - taking action to enable all children to have the best life chance

**Key messages for sport:**

- Safeguarding is everyone's responsibility
- A child-centred approach is required
- Voluntary and private sector providers (including most sports organisations) need to have a range of safeguarding measures in place
- Work closely with Local Safeguarding Children's Boards (LSCB's)
- Paid and volunteer staff need to be aware of their safeguarding responsibilities and how to report concerns.
- Voluntary and private sector providers should have in place arrangements in the same way as organisations in the public sector including:-
  - A clear line of accountability for commissioning and/or providing safeguarding services for children.
  - A senior board level safeguarding lead
  - A culture of listening to children, including in the development of services

All those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children.

## **Bill of Rights for young people**

Young people and vulnerable adults participate in sport for many reasons including; to make friends, have fun and learn new skills. Whilst competing and participating in sporting activities, young people have certain rights that should allow them to get the most from their experiences. ACTIVE LINCOLNSHIRE believes every young person and vulnerable adult has the right:

- To participate in sport in an enjoyable and safe environment.
- To be treated with respect by all adults and players.
- To compete and train at an appropriate level for their age and ability.
- To report any problems to the relevant person.
- To train and compete safely and have appropriate medical treatment if required.
- To be coached by a qualified coach.
- To express their opinions.
- To have fun

### **1.6 Definition of Terms and Abbreviations**

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

The term child, children, young people or young person will be used throughout this document to mean children under 18 years of age and vulnerable adults.

The term 'vulnerable adults' is a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Throughout this document the term 'staff/volunteers' refers to all ACTIVE LINCOLNSHIRE paid staff and volunteers, whether full or part time on either a permanent or casual basis who work with or have contact with young people as part of their role.

ACTIVE LINCOLNSHIRE – Active Lincolnshire

ACTIVE LINCOLNSHIRE CWO – Active Lincolnshire Child Welfare Officer

ACTIVE LINCOLNSHIRE Deputy CWO – Active Lincolnshire Deputy Child Welfare Officer



## **Section 2**

### **Standards and Procedures**

#### **2.1 Introduction**

The standards and procedures set out in this section are mandatory for the ACTIVE LINCOLNSHIRE staff and volunteers and are in accordance with guidance and procedures laid out in the Standards for safeguarding and protecting children and vulnerable adult in sport.

#### **2.2 Designated Officer / Child Welfare Officer (CWO)**

ACTIVE LINCOLNSHIRE has a designated Child Welfare Officer (CWO) to lead and be responsible for welfare issues.

The ACTIVE LINCOLNSHIRE designated Child Welfare Officer is Lucy Blakey who can be contacted on 07766 540 733. The Deputy CWO is Lizzie Borrill who can be contacted on 01522 730 325.

Responsibilities of the CWO are to:

- Be familiar with the Child Protection and Safeguarding (and vulnerable adult) Procedures of ACTIVE LINCOLNSHIRE, which should be in line with national standards
- Ensure that systems are in place for effective record keeping
- Ensure that there are effective internal procedures to respond to concerns
- Be the link person with the individual or organisation that has raised a concern
- Be the link person with Children's Services or Police, consult with, and where appropriate refer to Children's Services or Police on concerns that have been raised
- To ensure that in the event of concerns arising about an employee or volunteer, the disciplinary processes are initiated as appropriate
- Attend appropriate training
- Report information to other relevant organisations, e.g. NGBs, if the allegations concern a volunteer/coach in that sport.

In the event of an allegation or suspicion of child abuse, it is the responsibility of the CWO to inform the Children's services and the county CDOP without delay.

#### **2.3 Recruitment, Employment and Deployment of Staff and Volunteers**

All reasonable steps will be taken to ensure that only suitable people are recruited to work with young people and vulnerable adults. The procedures, outlined in this policy document are mandatory and will be adopted by ACTIVE LINCOLNSHIRE and all staff/volunteers who work for or on behalf of ACTIVE LINCOLNSHIRE.

### **2.3.1 Pre-recruitment Procedures**

The following pre-recruitment procedures must always be followed:

#### **Advertising**

If any form of advertising is used to recruit staff/volunteers, it should reflect the:

- Aims of the ACTIVE LINCOLNSHIRE and where appropriate, the particular programme involved
- Responsibilities of the role
- Level of disclosure the post will undertake
- Level of experience or qualifications required, experience of working with children is an advantage
- ACTIVE LINCOLNSHIRE's open and positive stance on welfare.

#### **Pre-Application Information**

When an application process is used, pre-application information will be sent to interested or potential applicants and will contain:

- Job Description including roles, responsibilities and statement if the post is subject to DBS clearance
- A person specification – for example stating qualifications or experience required
- An application form
- Equal opportunities form
- Information on Rehabilitation of Offenders Act 1974
- Receive appropriate and relevant Safeguarding training as part of their induction process
- Notification that screening through the Disclosure & Barring Service (DBS) will be conducted if appropriate and will be subject to the appropriate clearance from the DBS
- Consent from the applicant for the DBS check to be made if appropriate.

#### **Disclosure & Barring Service (DBS) checking policy**

It is important that people with a history of relevant and significant offending are prevented from contact with, or having responsibility for, young people or vulnerable adults, and do not have the opportunity to influence policies or practice in relation to them. DBS checks can assist with safeguarding young people at the point of recruitment, however ACTIVE LINCOLNSHIRE acknowledge that offending can be undetected for years if checks are not maintained and information protocols not in place.

All ACTIVE LINCOLNSHIRE staff/volunteers whose role includes direct contact with young people during regulated activity must have a DBS check carried out through the ACTIVE LINCOLNSHIRE every 3 years.

*'Regulated activity' is defined by the Independent Safeguarding Authority (ISA) as any activity that is frequent (once a month or more) or intensive (takes place on three or more days in a 30-day period).*

## **Convictions**

ACTIVE LINCOLNSHIRE is committed to treating all members, staff and volunteers fairly, regardless of their ethnicity, gender, sexual orientation, age, religion, ability or disability or offending background. And will ensure that all people involved in making decisions or recommendations following a DBS check are properly trained and with full knowledge of all the relevant statutory requirements and codes of practice.

If a conviction is highlighted by the DBS check the following process will be followed;

1. The individual concerned will be asked to provide a written statement regarding the circumstances surrounding the conviction/s by the ACTIVE LINCOLNSHIRE CWO.
2. If the individual chooses to withdraw from the process, without providing a statement, ACTIVE LINCOLNSHIRE retains the right to record the decision on a case file a recruitment decision
3. A conviction will not necessarily stop a person from working with young people in sport, however the ACTIVE LINCOLNSHIRE have a responsibility for the safeguarding and protection of young people and vulnerable adults who participate in the sport and will make all decisions in good faith, taking into account;
  - i. Whether the conviction, or other matter revealed is relevant to the position
  - ii. The seriousness of any offence or other matter
  - iii. The length of time since the offence or other matter has occurred
  - iv. Whether the applicant has a pattern of offending behaviour
  - v. Whether the applicant's circumstances have changed since the offending behaviour
  - vi. The circumstances surrounding the offence and the explanation offered
4. The individual will be advised if any further actions are deemed necessary by the ACTIVE LINCOLNSHIRE CWO

## **Application Forms**

All applicants, whether for paid, voluntary, full-time or part-time positions must complete a ACTIVE LINCOLNSHIRE application form, for staff or volunteers. These forms will elicit the following information:

- Name, Address, National Insurance Number, other photo identification to confirm identity
- Relevant experience, qualifications and training undertaken
- Any criminal record
- Whether the applicants are known to any social services department as being an actual or potential risk to young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence

- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people (previous employer)
- Any former involvement or working with children or vulnerable adults.
- The applicant's consent, if appropriate, to a DBS check being undertaken
- The applicant's consent to abide by the Organisation's Child Protection and Safeguarding vulnerable adults Policy and the Code of Ethics and Conduct appropriate to the position sought (eg coach, official etc).

The form will also state that failure to disclose relevant information or any subsequent failure to conform to the Code of Ethics and Conduct (Appendix G) will result in disciplinary action and possible dismissal from ACTIVE LINCOLNSHIRE.

### **2.3.2 Checks and References**

For all staff/volunteers aged 18 and over (at the time of commencement of work for ACTIVE LINCOLNSHIRE) a minimum of two written references must be taken up and if possible, at least one should be associated with former work with young people. Written references should always be followed up and confirmed by telephone. If an applicant has no experience of working with young people, appropriate training will be provided by ACTIVE LINCOLNSHIRE.

All staff/volunteers aged 18 and over (at the time of commencement of work for ACTIVE LINCOLNSHIRE) will be subject to an enhanced DBS check if appropriate.

When it becomes known that a potential staff member/volunteer has a criminal record, the ACTIVE LINCOLNSHIRE procedure for "Recruitment and Retention of Staff and Volunteers with Criminal Records" shall be followed (see appendix J).

Volunteers under the age of 18 (at the time of commencement of work for ACTIVE LINCOLNSHIRE), will not be required to undergo a DBS check or have reference taken, but MUST be supervised at all times by a member of staff/volunteer over the age of 18, who has been DBS checked and MUST NOT be left in sole charge of children or vulnerable adults at any time.

If a member of staff/volunteer becomes 18 years old whilst working for ACTIVE LINCOLNSHIRE, a DBS check should be undertaken and references should then be sought if appropriate.

DBS check forms and information contained will be stored with the greatest of care and access will be limited to authorised personnel only.

### **2.3.3 Interview and Induction**

It may or may not be appropriate, depending upon the circumstances, to conduct a formal interview. If it is, the interview will be carried out according to acceptable protocol and recommendations.

Each member of staff/volunteer will undergo a ACTIVE LINCOLNSHIRE induction process, in which:

- Relevant qualifications will be substantiated (e.g. as a coach or official)

- They complete a competency profile to identify training needs and aspirations
- They sign up to the organisation's Code of Ethics and Conduct (Appendix G)
- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)
- They sign up to the organisations child protection and vulnerable adults policy and procedures, which will be explained fully.

### **2.3.4 Continual Professional Development (CPD)**

All agencies are responsible for ensuring that their staff have access to appropriate child protection training. The responsibilities set out within Section 11 of the Children Act 2004 places a duty to safeguard and promote the welfare of children.

Active Lincolnshire organises workshops in an annual programme of training for clubs coaches and volunteers and sports development professionals.

The organisation also ensures that core staff have attended appropriate training and that it is kept up to date (renewed every 3 years)

Training available for clubs, coaches, volunteers and staff:-

Sports Coach UK Safeguarding and Protecting Children Sports Coach UK  
Safeguarding and Protecting Children 2  
Positive Behaviour Management  
Effective communication – coaching deaf people.  
Inclusive coaching disability  
How to coach disabled people in sport

The two Welfare Officer's renews their Time to Listen training every 3 years.

The LSCB and CPSU training is also publicised.

### **2.3.5 Monitoring and Appraisal**

At regular intervals or following a planned programme, all staff/volunteers will be given the opportunity to receive feedback e.g. through an appraisal, to identify training needs and set agreed goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

### **2.3.6 Complaints Procedures**

Active Lincolnshire complaints and appeals procedures must be used to deal with any formal complaints and/or appeals.

It is the responsibility of ACTIVE LINCOLNSHIRE to ensure that all are aware of the existence of these procedures.

## **Section 3**

### **Promoting Good Practice with Young People**

#### **3.1 Introduction**

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection.

You may suspect or become aware of child abuse in a number of ways for example:

- A child may disclose that s/he is being abused at home or in a sports environment or elsewhere.
- Reports from other people. e.g. LADO, social care or police
- An individual within the organisation may become suspicious that a child is being abused.
- Behavioural indicators.
- An individual within the organisation may display inappropriate behaviour towards child/children.

All cases of poor practice should be reported to the ACTIVE LINCOLNSHIRE CWO as detailed in this policy (Section 5 and Appendices A and B).

#### **3.2 Good Practice Guidelines**

All staff/volunteers are expected to demonstrate exemplary behaviour in order to promote the interests of young people and vulnerable adults, and reduce the likelihood of allegations being made. ACTIVE LINCOLNSHIRE expects a high standard of behaviour from all staff, participants and spectators; this is set out in the codes of conduct (Appendix G). The following are common sense examples of how staff can create a positive culture and climate within sport:

Active Lincolnshire has developed specific guidelines for those individuals who are likely to work with young people including; parents, coaches, and clubs. In addition to some of the principles related to specific roles, there are a number that can be considered as general good practice and are relevant to all.

See appendix K for examples of Good practice guidelines for staff and volunteers.

##### **1. RELATIONSHIP OF TRUST**

This statement recognises that genuine relationships do occur between the different levels of volunteers and participants in a group but that no intimate relationship should begin whilst the member of staff or volunteer is in a 'position of trust' over them. The power and influence that an older member of staff/volunteer has over someone attending a group, activity or event cannot be under-estimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for all personnel to recognise

the responsibility they must exercise in ensuring that they do not abuse their positions of trust. Young people aged 16-18 can legally consent to some types of sexual activity; however, in some provisions of legislation they are classified as children. In certain circumstances the 'abuse of trust' is a Criminal Offence (Sexual Offences Act 2003 UK wide).

*Always remember that, whenever you are responsible for the care or supervision of a child or vulnerable adults, or where you are in a position of power or influence over an individual, you are in a relationship of trust. You should never do anything to abuse that trust.*

### **Good Practice**

Always remember that the mental and physical welfare and the safety, health and the future of any child or vulnerable adults is the primary concern.

Remember that particularly where a relationship of trust exists and where that relationship is close or involves frequent contact, it is possible that either you will develop feelings which are not directly related to the practice of sport such as fondness or love. Remember that young children and vulnerable adults will not have the same awareness or judgment to realise what nature of relationship is appropriate and what is not.

Always be alert to ensure you are setting and maintaining the appropriate boundaries in any relationship you have with a child or vulnerable adult.

Always remember that certain situations or friendly actions could be misinterpreted not only by the child or vulnerable adult involved but also by third parties motivated by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety.

Encourage and foster a child's independence and encourage any children for whom you are responsible to accept responsibility for their own behaviour and performance.

### **Unacceptable behaviour**

You must never:

- Enter into a sexual relationship with any child or vulnerable adult under your care or supervision
- Use your influence or power over any child or vulnerable adult for your own interests

## **2. PHYSICAL CONTACT**

### **Good Practice**

Physical contact should be generally for one or more of the following purposes and should be carried out by the individual(s) set out below:

- To develop or demonstrate sport skills/techniques by a suitably and appropriately trained and qualified coach, official or team manager.
- To treat an injury by a suitably and appropriately trained and qualified medical practitioner
- To give sport massage. Sport massages should only be given where necessary for physiotherapeutic, medical or physiological purposes and should only be performed by trained personnel.
- For any other purpose involving the treatment, diagnosis or examination of the child or vulnerable adult by a suitably and appropriately trained and qualified individual.

Physical contact is appropriate in other circumstances, such as consoling a child or vulnerable adult who is upset, or administering first aid. Always ensure that it is necessary and reasonable and takes place in a culture of openness.

Remember that interpretations of touching will be influenced by cultural differences, religious implications and by the age, sex, sexual orientation and physical status of you and the child or vulnerable adult.

If a child or vulnerable adult is vulnerable due to their physical state or learning or communication difficulties or requires special help, take particular care when proposing to use any kind of physical contact.

If possible, try to obtain the views of the child or vulnerable adult and their parent/guardian beforehand.

### **3. GENERAL SUPERVISION**

#### **Good Practice**

You must work in pairs if groups have to be supervised in the changing room.

You must ensure that male and female responsible adults always accompany mixed children's teams.

#### **Unacceptable Behaviour**

- You must not, and must not allow other adults to, spend significant amounts of time alone with a child or vulnerable adult away from others..
- You must not take a child or vulnerable adult alone on a journey, however short, without the prior consent of the parent(s)/guardian(s)/carer(s).
- You must not be present at the home or in the private room or dormitory of a child or vulnerable adult where on his/her own without the parents or guardian or other responsible adult being present.
- You must not take a child or vulnerable adult back to its own home or private room or dormitory.
- You must never share a room with a child or vulnerable adult, or enter a room without another adult present.
- You must never enter the room of a child or vulnerable adult unless request or unless the door is left open to allow visual access to outsiders.
- You must never conduct individual meetings with a child or vulnerable adult in the individuals room or in any other private space without another responsible adult present.
- Never allow any physically rough or sexually provocative games, or inappropriate talking or touching by anyone, in any group for which you have responsibility.
- Where changing or dressing rooms are used, you must not be present whilst children or vulnerable adult are showering or changing unless accompanied by another responsible adult.



## **4. SAFETY**

### **Good Practice**

Always ensure the safety of any children or vulnerable adults for whom you are responsible as far as possible.

- Ensure that you have taken all reasonable steps to establish a safe working environment. The work done and the manner in which it is done should be in keeping with regular and approved practice within that sport or area.
- Where any activity or event is taking place ensure, as far as possible, the location is secure from access by unauthorised third parties. Be vigilant for people who do not appear to be relatives or friends who are participating, but nevertheless, seem to spend a substantial amount of time videoing or photographing them.
- Ensure that any activity being undertaken should be suitable for the age, experience and ability of the participant.
- Ensure where it is necessary or appropriate that parents have been kept informed of the activity undertaken and that the parents have given their consent and that the child or vulnerable adult is made aware of his/her personal responsibilities in terms of his/her own safety.

## **5. CONFIDENTIALITY**

### **Good Practice**

Where there is a close relationship between you and a child or vulnerable adult, you must realise you may be in a position of confidence and you may gather (often very personal) information about the individual.

If it seems that, because of a child's youth or inexperience the child is not able to judge what information it is appropriate to confide, try and make the child aware of the importance and implications of the information he/she is imparting or is proposing to impart.

Where possible reach an agreement with the child or vulnerable adult as to what is regarded as confidential information.

### **Unacceptable Behaviour**

You should never:

- Encourage confidences beyond what is appropriate.
- Intrude into the private life of the child or vulnerable adult.

Remember that often it will be necessary to divulge confidential information to a responsible third party. Remember that confidentiality does not preclude the disclosure of information to persons who have a right to know or to whom they have a legal duty to disclose, in circumstances where what is involved is:

- The pursuit of disciplinary or legal action relating to alleged breaches of this Policy, or the enforcement of any applicable laws or any rules or regulations of the organisation concerned.
- The evaluation of the individuals performance in their sport.

## **6. INTEGRITY**

### **Good Practice**

Always remember that a child or vulnerable adult may not have the same awareness of the importance or implications of what is being said as an adult or of what is acceptable to say about others.

Discourage children or vulnerable adult from talking offensively about others except where the it seems to be hinting at or talking about an instance of abuse or irregularity.

Encourage children or vulnerable adults to obey the spirit of the rules and regulations of their sport and compete in good faith and treat their opponents and officials with all due respect.

Emphasise the spirit of fair play.

### **Unacceptable Behaviour**

Never advocate measures, which could be deemed to constitute seeking to gain an unfair advantage or cheating of any kind.

## **7. CO-OPERATION**

### **Good Practice**

Communicate and co-operate with other sports and allied professions if and when you feel it is in the best interests of the child or vulnerable adult. If the individuals has medical, psychological or other problems you should be prepared to communicate and co-operate with the appropriate medical practitioners in the care and management of such problems.

## **8. PERSONAL STANDARDS**

### **Good Practice**

Always display high personal standards

Always project a favourable image of Active Lincolnshire.

## **9. PERSONAL APPEARANCE**

### **Good Practice**

Always be suitably and appropriately attired and project an image of health, cleanliness and efficiency.

### **Unacceptable Behaviour**

Never smoke or drink alcohol when in the company of children.

## **10. LANGUAGE**

### **Unacceptable Behaviour**

Never use profane, insulting, harassing or otherwise offensive language. Never use any form of sexually charged verbal intimacies or sexual innuendoes.

### **3.3 Code of Ethics and Conduct**

All staff/volunteers are required to sign up to the Active Lincolnshire's Code of Ethics and Conduct (Appendix G). The Code encourages:

- The development of an open and positive climate in sport
- Poor practice to be identified
- Investigations to be carried out
- Disciplinary action to be taken if appropriate.

### **3.4 Guidelines for Use of Photographic Filming Equipment at Sporting Events**

The ACTIVE LINCOLNSHIRE does not wish to prevent parents, spectators or coaches being able to take legitimate photographs or recorded images. However, the ACTIVE LINCOLNSHIRE are committed to protecting young people from the inappropriate or uninformed use of their image in resources, media publications, on the internet and elsewhere. With the development of new technologies it is increasingly easy to publish images at the point of action, through social media, live streaming and cloud technology which requires increased awareness and understanding of the needs to prevent inappropriate or uninformed use.

#### **Use of photographic & recording equipment**

Equipment can include; cameras, mobile phones, MP4 Players, handheld consoles and other personal electronic devices.

A registration and/or accreditation process should be used for photographers when taking and using photographic and recorded images of young people or vulnerable adults, whether at an ACTIVE LINCOLNSHIRE event. This will help to deter those wishing to take photographs or recorded images for inappropriate use.

- Professional photographers / filming / video operators wishing to record a ACTIVE LINCOLNSHIRE event should seek permission from the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least 5 working days before the event.
- Students or amateur photographers/film/video operators wishing to record the ACTIVE LINCOLNSHIRE event should seek permission from the event organiser by producing their student or club registration card and a letter from their club or educational establishment outlining their motive for attending the event.
- All other spectators wishing to use photographic /film/video equipment should register with the event organiser on the day.

Registration/Accreditation procedure: a record should be made of the name, address / organisation of anyone wishing to film or photograph at a session or event involving young people or vulnerable adults. Professionals should register prior to the event and their identification records should be recorded. On registering, the event organiser will issue an identification label, which will serve to identify those who have been given permission to film or photograph. When events are held on a regular basis the identification label should be changed regularly to prevent unofficial replication.

Public information: the specific details concerning photographic/video and filming equipment registration should, where possible, be highly visible, published prominently in event programmes and must be announced over the public address system prior to the start of the event.

Recommended wording: In line with the recommendations in the ACTIVE LINCOLNSHIRE Safeguarding & Protecting Young People or vulnerable adults Policy, the event organisers request that any person wishing to engage in any video or close range photography should register their details with them at the registration desk before carrying out any such photography.

Suspected inappropriate taking of photographic or recorded images should be challenged and reported

### **Use of photographic & recorded images**

Permission to use images should be sought from the young person involved before being published. Parents and young people have a right to decide whether images are to be taken and how those images may be used. Parents and young people must provide written consent for images to be taken and used. There may be legitimate and/or legal reasons for denying consent.

Images should reflect the positive aspects of sport such as, competition, fair play and fun. While care should be taken to ensure that images are not sexual or exploitive in nature, nor open to obvious misinterpretation and misuse.

All images of young people should be securely stored to avoid inappropriate misuse and when published, particular care should be taken to ensure that no identifying details facilitate contact with a young person. When images are uploaded to social networking sites, the rights to the photograph belong to the host social media site and are in the public domain. Such photographs can then be directly linked to a young person.

There is no intention to prevent club coaches using video as a legitimate coaching aid. Participants and their parents should be aware that this is part of the coaching programme and permission granted. Furthermore, care should be taken in the storage of such footage.

### **Electronic & social media policy**

The ACTIVE LINCOLNSHIRE does not wish to prevent communication between adults and young people and understands that communication is important in a young person's development or membership to a team or club. Changes in technology have created more opportunity for interaction with young people and ACTIVE LINCOLNSHIRE is committed to keeping up to date with these technologies and advising on best practice.

#### **Electronic communication**

Advice, guidance and recommendations for coaches, volunteers, officials, staff and any other adults working with young people in Sport

The term electronic communication includes contact with young people via email, text message, social networking sites and instant messaging systems

#### **Technology**

As technology develops, the internet and its range of services can be accessed through various devices including mobile phones, computers, games consoles and MP4 players. Although the internet has many positive uses, it provides the key method for distribution of indecent images of children and young people.

Furthermore, social networking sites, chat rooms and instant messaging systems are increasingly used by online predators to sexually groom children and young people. In addition electronic communication

is being used more and more by young people as a means of bullying their peers. All adults working with young people in sport are asked to adhere to the following good practice guidelines which form part of the protecting young people or vulnerable adults.

The ACTIVE LINCOLNSHIRE will investigate any adult who is not adhering to good practice in communication with young people or vulnerable adults.

### **General good practice**

It is inappropriate for adults to communicate on a one to one basis with young people or vulnerable adult.

By text message

Through social networking sites

By email

By instant messaging

All electronic communication by the above methods should include a copy to a third party e.g. A copy to the relevant Welfare Officer and / or parent. Adults should also limit all electronic communication to sport related matters only. It is advisable to always send a group message rather than individual messages to one young person

Parental consent is required for communication between the adult and young or vulnerable person.

All staff, volunteers and parents should always behave responsibly and respectfully when online or texting. They should not post or discuss unfavourable comments about coaches, players, any helper or volunteer, parent or club.

Furthermore, electronic communication should never be used as a medium by which to abuse or criticise and to do so would be in breach of the ACTIVE LINCOLNSHIRE codes of conduct and therefore subject to disciplinary action.

### **Text messages**

Text messages are not the preferred method of communication between adults and young people or vulnerable adults. However, where they are used, they should be group (bundled) messages and should always be copied to the relevant Welfare Officer and/or parent

### **Emails**

Emails are a positive and simple method of communication and groups are easy to set up. Group emails are preferred, although in the case of an email to an individual, a copy must be sent to the relevant welfare officer and/or parent

### **Social Networking**

- ACTIVE LINCOLNSHIRE members in a position of trust and/or responsibility should not have young people as friends/fans/followers on social networking sites.
- Young members should be encouraged to set their privacy settings and not accept requests either from people unknown to them or from adults– likewise adults should not accept requests from young people involved in Sport. Moreover all social networking sites are restricted to people 13 yrs +, this restriction must be adhered to.

### **Instant Messaging Services**

MSN, Whatsapp, Facebook Messenger, Google Chat, Facebook and Blackberry Messaging and other instant messaging services should not be used by adults to communicate with young people under any circumstances

## **Reporting Guidance**

Reporting concerns in the event of a young person showing an adult, in a position of responsibility and /or trust within Sport, a text message, image or email that is considered to be inappropriate for a young person to have, the adult must inform the appropriate welfare officer.

## **Section 4**

# **Recognition of Poor Practice, Abuse and Bullying**

### **4.1 Introduction**

Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. ACTIVE LINCOLNSHIRE staff/volunteers are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a young person or vulnerable adult. ACTIVE LINCOLNSHIRE expects staff/volunteers to discuss any concern they may have about the welfare of a young person immediately with the ACTIVE LINCOLNSHIRE CWO as detailed in Appendices A and B.

It is the policy of ACTIVE LINCOLNSHIRE to provide a duty of care for children, safeguard their well-being and protect them from abuse. It is therefore essential that all members of staff/volunteers are aware of the contents of this policy to equip them with a basic understanding of the main forms of abuse, and to enable them to implement the procedures contained within this policy.

### **4.2 Poor Practice**

Poor practice includes any behaviour that contravenes the ACTIVE LINCOLNSHIRE Code of Ethics and Conduct (Appendix G), which is constituted around the following:

- Rights – for example of the player, the parent, the coach, the official etc.
- Responsibilities – for example responsibility for the welfare of the players, the sport, the profession of coaching, their own development
- Respect – for example of other players, officials and their decisions, coaches, the rules
- Not providing staff with appropriate training, guidance and support
- Failing to follow procedures

### **4.3 Abuse and Bullying**

Abuse can happen wherever there are young people, and young people and disabled adults of any age can be abused. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

There have been a number of studies, which suggest children (or adults) with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.

Children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All organisations working with children, including those operating where black and minority ethnic communities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report on Stephen Lawrence as

*'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'.*

### **4.3.1 Definition of Abuse**

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect (For more information see Appendix I). Abuse of disabled children and vulnerable adults, and instances of bullying also fall within the wider definition of abuse.

Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

Appendix I contains definitions and examples of each of these main forms of abuse, plus additional information on the abuse of disabled young people, and bullying.

Appendix I contains guidance on recognising signs of abuse. It is not the responsibility of ACTIVE LINCOLNSHIRE staff/volunteers to decide whether abuse is or has taken place, it is their responsibility to identify poor practice and possible abuse and act where they have concerns about the welfare of a young person by referring this to the ACTIVE LINCOLNSHIRE CWO (as detailed in appendices A and B)

### **4.3.2 Bullying**

The ACTIVE LINCOLNSHIRE is committed to the prevention and effective management of bullying behaviour relating to young people or vulnerable adults in sport.

This policy aims to:

- Provide staff, coaches, volunteers and officials with information if they are concerned about bullying.
- Provide participants and parents with information about what steps are being taken to safeguard against bullying.
- Set clear and consistent standards of behaviour.
- Establish an operational framework and introduce procedures of action to take if there are concerns about unacceptable behaviour.
- Assure all young people and vulnerable adults that they will be participating in a safe and friendly environment and that their well-being is our priority.
- Ensure that the rights of all to protection from abuse and neglect are upheld.

### **What is bullying?**

Bullying is any persistent behaviour by an individual or group which intimidates, threatens or has a harmful and distressing impact on another individual or group. Such behavior can occur between young people but also from adults towards young people and is often motivated by prejudice against different groups, for example on grounds of race, religion, gender, social background or sexual orientation.



Bullying behaviour may include any of the following:

- Verbal - name calling or making personal comments
- Social - ostracised or left out of peer group activities
- Material - when possessions are stolen or damaged or extortion takes place
- Emotional - including pressure to conform
- Physical – including any use of violence
- Sexual – unwanted physical contact or sexually abusive comments
- Racist – racial comments, language, graffiti or gestures
- Homophobic – because of, or focusing on the issue of sexual orientation
- Virtual – action through digital or cyber technology including social media, emails or text messaging

Bullying is different from fighting, which is usually a one off incident with the purpose of dealing with immediate conflict. Verbal and social forms of bullying take place more often than material or physical bullying, with name calling by far the most common.

### **Anti-bullying charter**

Bullying of any kind is not acceptable within sport and should not be tolerated. The ACTIVE LINCOLNSHIRE is committed to the following anti-bullying charter to prevent and manage bullying behaviour.

It is expected that all staff, volunteers, participants and parents will agree to the following:-

We will:

- Respond appropriately and effectively to incidents of bullying.
- Listen and respond to individuals concerns and take appropriate action.
- Take parents/carers' concerns seriously and respond effectively.
- Ensure all staff and volunteers are suitably trained to deal with any incidents.

We aim:

- to create a positive, participative environment for all.
- to encourage safe, accessible and challenging opportunities.
- to ensure that all are able to participate freely in a safe, caring environment

To achieve this we will:

- Ensure that a person-centered environment is created during activities.
- Emphasise the positive social values of participation, sharing, helping and encouraging.
- Promote justice and equality in all activities
- Establish clear ground rules/boundaries for activities.
- Ensure that all staff, coaches, volunteers and officials are offered appropriate training on behaviour management and bullying awareness.
- Work towards continuously improving the quality of activities.

We are committed to taking positive steps to eliminate bullying incidents within activities

To achieve this we will encourage all participants to behave according to agreed codes of conduct, which will provide a framework of acceptable behaviour.

All participants agree to abide by the following:

- We will not tolerate bullying or harassment of any kind.
- We will be accepting of others regardless of age, race, religion, culture or disabilities.
- We will not ignore an incident of bullying and will take all signs of bullying seriously

Reviewed by LB 25/04/2017

- We will use a 'time out' if we feel angry or under pressure, or just need time to calm down.
- We will be kind to others, even if they are not our friends and we will make new participants in our activities feel welcome.
- We will not join in fights or disturbances.
- We will report any bullying incident to a member of staff/official immediately.
- We will not judge others on the way they speak, their social behaviour, appearance or their ability.
- We will try to remember that everyone matters, including ourselves.
- We will encourage all young people to speak and share their concerns

We will encourage our staff, coaches, volunteers and officials to be vigilant and observant at all times  
If incidents of bullying are witnessed our staff, coaches, volunteers and officials will respond by following the procedures set out in the ACTIVE LINCOLNSHIRE Policy.

## Section 5

# Responding to Disclosure, Incidents, Suspicions and Allegations

### 5.1 Introduction

If a young person discloses that he/she is being abused, an incident occurs, you suspect abuse or poor practice or receive an allegation of poor practice or abuse, you should report this immediately to the ACTIVE LINCOLNSHIRE Child Welfare Officer (ACTIVE LINCOLNSHIRE CWO) as indicated in appendices A and B – 'Procedures for Reporting Concerns'.

If you are not able to contact the ACTIVE LINCOLNSHIRE CWO or the deputy, advice can be sought from Children's Services, the Police or the NSPCC, contact details can be found in Appendix C.

### Records and Information

Information passed to Children's Services or the Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern

Reporting the matter to the Police or Children's Services should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children's Services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. INFORMATION SHARING

There has been confusion and uncertainty on the part of many professionals and volunteers working with young people about when, how and with whom concerns about the welfare of young people may be shared. Remember the welfare of the young person is paramount

Information must be shared on a need to know basis. This includes sharing the information with the Safeguarding Officer, the police or children's services and relevant people within the National Governing Body. If the matter is one concerning an allegation of abuse, the police or children's services will take the lead in advising if others (including parents) can be informed. Remember there is a difference between information sharing and gossip. The latter should be avoided at all costs and could be unlawful according to the Data Protection Act.

There is advice on information sharing on [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

The local safeguarding children board

Local Safeguarding Children Boards (LSCBs) replaced Area Child Protection Committees (ACPCs) in April 2006 and have been set up to co-ordinate local work to safeguard and promote the welfare of young people and to ensure the effectiveness of that work.

For our purposes the key agencies involved within the LSCB are the

1. Children's Services,
2. The Local Police,
3. The Education Department and
4. The Health Services (Hospitals and GPs).

The Children's Services and Police receive referrals relating to child protection concerns, the Education Department often work in partnership with sports and the Health Services will treat children where their health has been impaired.

It is important that local clubs and safeguarding officers are familiar with the contact/referral details within their LSCB and know which local inter-agency procedures they are working to. The local authority children's services will be pleased to advise and provide contacts..

If contact cannot be made with the ACTIVE LINCOLNSHIRE CWO or deputy immediately, the referrer should contact Children's Services directly. Contact with the ACTIVE LINCOLNSHIRE CWO and completion of the incident record form should be made as soon as possible afterwards

## **5.2 Specific Advice for Responding to Disclosure from a Young Person or Vulnerable Adult**

### **Actions to Take**

The person receiving information concerning disclosure should:

- React calmly
- Tell the individual he/she is not to blame and that he/she was right to tell
- Take what the individual says seriously, recognising the difficulties inherent in interpreting what is said by an individual who has a speech disability and/or differences in language
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Reassure the individual but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Make a full record of what had been said, heard and/or seen as soon as possible.

NB Not all young people or vulnerable adults are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young person, record what has been observed in detail and follow the ACTIVE LINCOLNSHIRE procedures to report these concerns (Appendices A and B).

### **Actions to Avoid**

The person receiving the disclosure should not:

- Panic
- Allow their shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser

- Approach the alleged abuser
- Make promises or agree to keep secrets.

### **5.3 Specific Advice for Responding to Suspicions**

It is not the responsibility of anyone working for or representing the ACTIVE LINCOLNSHIRE to decide whether or not abuse has or is taking place.

However, there is a responsibility to protect children and vulnerable adults in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.

It is the responsibility of ACTIVE LINCOLNSHIRE CWO to inform Children's Services of incidents of possible child abuse in writing within 24 hours.

#### **Sharing Concerns with Parents**

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

#### **When Not to Share Concerns with Parents**

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

#### **Expert Advice**

If you are not sure what to do, ACTIVE LINCOLNSHIRE CWO may be able to provide advice or contact details for you to get expert advice. Contact details for other useful organisation can also be found in Appendix C.

### **5.4 Allegations against Staff**

Abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings (eg sport or other social activities). Recent inquiries indicate that abuse that takes place within a public setting is rarely a one-off event. It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the child, arising from abuse or harassment by staff/volunteers, should be reported immediately. Child abuse is a disciplinary issue and will be dealt with in accordance with the ACTIVE LINCOLNSHIRE disciplinary procedures.

## **Seek Advice**

The ACTIVE LINCOLNSHIRE CWO or deputy may be informed of situations where there is uncertainty about whether the concern constitutes abuse and is, therefore, unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse, the ACTIVE LINCOLNSHIRE CWO or deputy should always gain advice from Children's Services, police or the NSPCC if there is any doubt. This is because it may be one of a series of instances which together cause concern.

## **Support for the Reporter of Suspected Abuse**

It is acknowledged that feelings generated by the discovery that a member of staff/volunteer is, or may be, abusing a child, will raise concerns among other staff/volunteers. This includes the difficulties inherent in reporting such matters.

ACTIVE LINCOLNSHIRE assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports a concern about a colleague's practice or the possibility that a young person may be being abused.

## **Types of Investigation**

Where there is a complaint of abuse against a member of staff/volunteer, there may be three types of investigation:

- Criminal (led by the police)
- Child protection (led by Children's Services and/or the Police)
- Disciplinary or misconduct (led by ACTIVE LINCOLNSHIRE)

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse.

The results of any Police and Social Services investigation will inform the ACTIVE LINCOLNSHIRE disciplinary process. Even in the absence of a criminal prosecution, the ACTIVE LINCOLNSHIRE disciplinary process may still be activated and may result in sanctions being imposed upon the individual.

## **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a *need to know basis* only. This may include the following people:

- The ACTIVE LINCOLNSHIRE CWO
- The Deputy ACTIVE LINCOLNSHIRE CWO
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Children's services/police
- When relevant, Designated Officers within the relevant sports governing bodies.

The alleged abuser (and parents if the alleged abuser is a child) should only be contacted following Children's Services advice  
Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### **Internal Enquiries and Suspension**

ACTIVE LINCOLNSHIRE will make an early decision about whether an individual accused of abuse should be temporarily suspended, pending further police and Children's Services inquiries. The Chief Executive Officer, in line with the company's disciplinary procedures, will normally take this decision.

Irrespective of the findings of the Children's Services or police inquiries, ACTIVE LINCOLNSHIRE must investigate and assess each individual case under the appropriate misconduct/disciplinary procedure. In such cases, ACTIVE LINCOLNSHIRE must reach a decision based on the available information. The welfare of children should always remain paramount.

#### *Support to Deal with the Aftermath*

Consideration should be given about what support may be appropriate to children, parents and members of staff/volunteers. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource.

Consideration should be given about what support may be appropriate for the person alleged to have committed the abuse.

## **5.5 Allegations of Previous Abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff/volunteer who is still currently working with children). Where such an allegation is made, ACTIVE LINCOLNSHIRE should follow the procedures as detailed above and report the matter to the Children's Services or the Police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the Protection of Children Act 1999 and Children's Act 2004.

## **Section 6**

# **Implementation and Monitoring Procedures**

### **6.1 Objectives**

Active Lincolnshire has written a plan for the implementation of this Child Protection Policy and Good Practice. This is a separate but closely related document which has been approved by the CPSU in February 2017. The implementation plan highlights the action that needs to be taken, by whom, how and when in order to implement the Active Lincolnshire Child Protection and Vulnerable Adults Policy and Procedures.

Active Lincolnshire has assigned a Safeguarding Champion who sits on the Board of Directors and closely works with the Lead and Deputy Welfare Officers to review and update the implementation plan at least twice a year. The purpose of the Safeguarding Champion will be to support the two Welfare Officers to monitor and evaluate the success of the actions detailed within the implementation plan and report back to the Active Lincolnshire Board on bi-annual basis.

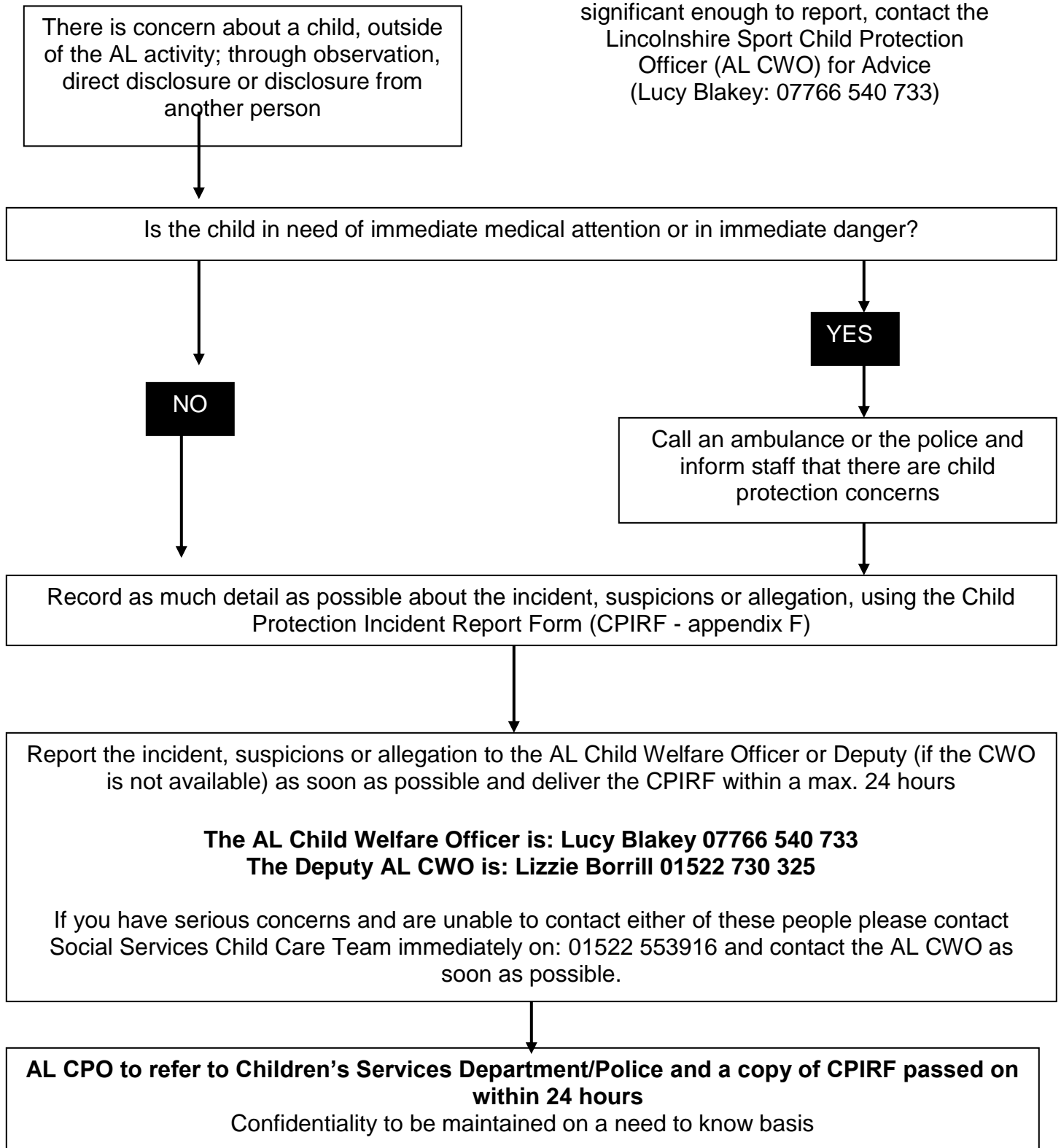
#### **The purpose for the implementation plan is to:**

- Disseminate the Active Lincolnshire Child and Vulnerable Adult Protection message so that it reaches and influences all related sporting organisations to safeguard the welfare of young people and vulnerable adults in sport.
- Operate sound procedures for the recruitment of staff.
- Identify and ensure staff receive appropriate welfare training.
- Keep up to date with updated with legislation related to welfare.
- Monitor and update the implementation plan annually to keep welfare high on the sporting agenda.
- Measure the impact of the policy and procedures on bi-annual basis.
- Use as a working document to communicate relevant Safeguarding messages to staff and the wider networks.



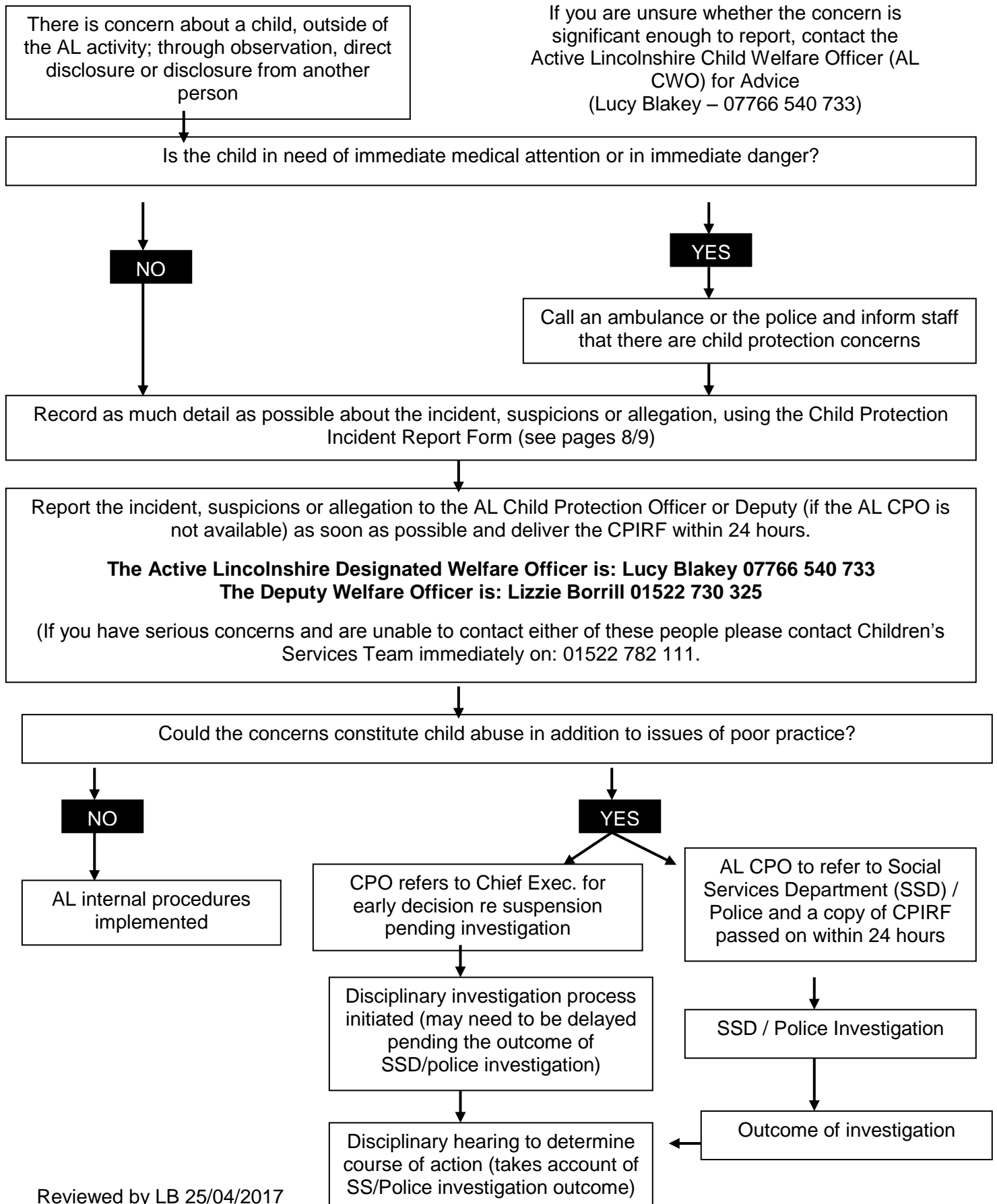
## Appendix A Procedure for Reporting Concerns about a Child Outside of Active Lincolnshire (AL) Activities

If you are unsure whether the concern is significant enough to report, contact the Lincolnshire Sport Child Protection Officer (AL CWO) for Advice (Lucy Blakey: 07766 540 733)



## Appendix B

### Procedure for Reporting Concerns about a Child in Relation to Active Lincolnshire (AL) Staff/Volunteers



## Appendix C Essential Contacts

<p>Active Lincolnshire Child Welfare Officer (ACTIVE LINCOLNSHIRE CWO) Eco One Highcliffe Farm Ingham Lincoln LN1 2YQ</p>	<p>Lucy Blakey Project Delivery Officer</p>	<p>Mobile 07766 540 733</p>
<p>Active Lincolnshire Deputy Child Welfare Officer</p>	<p>Lizzie Borrill Project Delivery Officer</p>	<p>01522 730 325</p>
<p>Local Children's Services Child Protection Officer</p> <p>Out of office hours contact</p>	<p>On duty staff</p>	<p>01522-580750/ direct - 580768</p> <p>Emergencies 01522 782 333</p>
<p>Lincolnshire Police Central Referral Unit</p> <p>In an emergency dial 999.</p>	<p>Duty Manager</p>	<p>01522 782 159</p> <p>(Out of hours answer machine)</p>
<p>The NSPCC</p>	<p><a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a></p>	<p>Helpline: 0800 800 5000</p>
<p>Childline UK</p>	<p>Freepost 1111 London N1 OBR</p>	<p>Tel: 0800 11111</p>
<p>Criminal Records Bureau Liverpool L69 2UH</p>	<p>P.O. Box 91</p>	<p>Tel: 0870 90 90 811</p>
<p>Child Protection in Sport Unit Beaumont Leys Leicester L4 1EZ</p>	<p>3 Gilmour Close Beaumont Leys Leicester LE4 1EZ</p>	<p>Tel: 0116 234 7278</p>

## Appendix D CHILD PROTECTION VOLUNTEER APPLICATION FORM

Title	First Name	Surname
Previous names by which you might have been known		
Address		
Daytime Tel Number		Evening Tel Number
Any previous addresses you have lived in the last 3 years (cont on another sheet if necessary)		
Date of Birth	Sex (tick)	Male          Female
Current occupation		

Have you any previous experience of working with children (voluntary or paid)? If yes, please give details below.

Dates	Position	Organisation	Brief description of Duties and responsibilities

Please provide details of two references with experience of your work or contact with children

Reference 1	Reference 2
Name	Name
Address	Address

If you have no previous experience of working with children, please detail any situations where regular contact has been made outside your home with children

--

Please provide details of two references

Reference 1	Reference 2
Name	Name
Address	Address

**Appendix E**  
**CONFIDENTIAL EXAMPLE - Child Protection Reference Form**

Name:  
Address:

The above candidate has applied to be a Active Lincolnshire Coach and has given your name as a referee. Working as a Active Lincolnshire Coach involves substantial access to children. As an organisation committed to the welfare and protection of children, we need to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with the relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability to act as a coach. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person? \_\_\_\_\_

2. In what capacity? \_\_\_\_\_

3. What main attributes and skills does this person have, that you believe will make them suitable in a coaching role? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Coaching involves substantial access to children. As an organisation committed to the welfare of and protection of children, we need to know if you have any reason to be concerned about this applicant being in contact with children or young people.

YES I have concerns       I have NO concerns

If you have answered YES we will contact you in confidence.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
Date: \_\_\_\_\_ Contact Tel Number: \_\_\_\_\_

Position: \_\_\_\_\_ Organisation: \_\_\_\_\_

## Appendix F Incident Record Form

Your name:	Your address:
Your position:	Contact number:
Child's name:	
Child's address:	
Parents/carers name, address and contact number:	
Child's date of birth:	
Date and time of any incident:	
Your observations (include names of any people involved in the incident or who the allegation is against):	
Exactly what the child said and what you said: (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)	
Action taken so far:	

If the ACTIVE LINCOLNSHIRE CWO was not available did you contact any of the following external agencies:	
Police      yes/no	If yes – which: Name and contact number: Details of advice received:
Social services yes/ no	If yes – which: Name and contact number: Details of advice received:
Other (eg NSPCC)	Which: Name and contact number: Details of advice received:

Signature:
Print name:
Date:

PLEASE SEND THIS INCIDENT REPORT FORM TO:

Lucy Blakey  
Lead Welfare Officer  
Active Lincolnshire  
Eco One  
Highcliffe Farm  
Ingham  
Lincoln  
LN1 2WE

(It is the responsibility of ACTIVE LINCOLNSHIRE CWO to telephone and forward this referral on to Social Services if appropriate)

If you have any queries, need an urgent response or advice please telephone:  
Lucy Blakey on 07766 540 733

Remember to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

## **Appendix G**

### **Code of Ethics and Conduct**

Sports coaching helps the development of individuals through improving their performance in one or more areas of sporting activity.

This development is achieved by:

- Identifying and meeting the coaching needs of each individuals
- Improving performance through a progressive programme of safe, guided practice, measured performance and/or competition
- Creating an environment in which individuals are motivated to maintain participation and improve performance.

Staff must comply with these principles of good ethical practice set out below and must abide by this Code of Conduct. Staff must agree to:

- 1 Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- 2 Place the well-being and safety of the participant above the development of performance.
- 3 Follow all guidelines laid down by each sport's Governing Body and have appropriate insurance cover.
- 4 Develop an appropriate working relationship with participant (especially children), based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- 5 Encourage and guide participants to accept responsibility for their own behaviour and performance.
- 6 Hold up-to-date and nationally recognised Governing Body coaching qualifications.
- 7 Ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- 8 At the outset, clarify with participants (and where appropriate with their parents) exactly what is expected of them and what participants are entitled to expect from their coach. A contract may sometimes be appropriate.
- 9 Cooperate fully with other specialists (eg other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
- 10 Always promote the positive aspects of their sport (eg fair play) and never condone rule violations or the use of prohibited substances.
- 11 Consistently display high standards of personal behaviour and appearance.
- 12 Discriminatory, offensive and violent behaviour is unacceptable and all complaints will be acted upon
- 13 Arrive in plenty of time to set up the activity and ensure that safety checks and dynamic risk assessments are carried out prior to activity commencing
- 14 Keep themselves informed about sound coaching practice and the principles of children's growth and development
- 15 Never ridicule a child for making a mistake or losing
- 16 Ensure that participants and coaches have respect for opponents, officials, opposing coaches, supporters and each other
- 17 Ensure that participants are adequately supervised at all times in accordance with the relevant NGB guidelines for the activity being delivered

As a ACTIVE LINCOLNSHIRE member of staff working with children I have read, understood and agree to abide by the above code of ethics and conduct.

Signed:..... Name (Print):.....

Organisation:.....

Date:.....



**Appendix H**  
**Photographic and Filming Consent Form**

<i>Consent Form Please read the accompanying Photography / Film Consent Form Instructions before signing this form. This form should be issued by the photographer / cameraperson and completed before any photographs or film is taken. Return promptly to the commissioning representative.</i>
<b>Section One: To be completed by the photographer / cameraperson</b>
Name: _____ _____
Company(please print): _____
Location and date of photo shoot: _____
Work-Phone: _____ Mobile/Phone: _____
<b>Please sign this statement</b>
I have fully discussed the contents of this form with the subject mentioned below.  <i>Signature:</i> _____ <i>Date:</i> ____/____/_____
<b>Section Two: To be completed by an appropriate representative of the subject in the photograph / film, if permission has been granted by the subject's parents / guardians:</b>
Name(please print): _____
Contact number / Address: _____
<b>Please sign this statement</b>
<i>I hereby grant ***** and any assignees or licensees the absolute right to use the images resulting from this photo / film shoot. This includes any reproductions or adaptations of the images for all general purposes, and at any time, in relation to the work of *****.</i>  <i>Signature:</i> _____ <i>Date:</i> ____/____/_____
<b>Section Three: To be completed by a parent / guardian of person to be photographed</b>
Name (please print): _____
Address: _____
<b>Please sign this statement</b>
I hereby grant ***** and any assignees or licensees the absolute right to use the images resulting from the above mentioned photo / film shoot. This includes any reproductions or adaptations of the images for all general purposes, and at any time, in relation to *****'s work. <i>Signature:</i> _____ <i>Date:</i> ____/____/_____

\*\*\*\*\* Insert name of organisation or club.

# Appendix I

## Types of Abuse and recognising the signs

### Main Forms of Abuse

There are five recognised forms of abuse:

#### 1. Neglect

Neglect occurs where adults fail to meet a child's basic physical and psychological needs, like the need for food or warm clothing, or where adults fail or refuse to give children love, affection and attention. Children might also be constantly left alone or unsupervised.

Neglect in sport could include a teacher or coach not ensuring participants are safe, exposing them to extremes of temperature or to unnecessary risk of injury.

#### 2. Physical Abuse

This occurs when an individual, including other young people, physically hurt or injure children, or knowingly do not prevent such injuries. This can include hitting, shaking, squeezing, burning, biting and using excessive force, or by giving children alcohol, inappropriate drugs or poison or failure to supervise their access to such substances. Attempted suffocation or drowning also comes within this category.

In a sporting situation, physical abuse might occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body or a young player is overplayed or fatigued.

#### 3. Sexual Abuse

Girls and boys can be abused by either male and female adults, or other young people. Sexual abuse may include encouraging or forcing a young person to take part in sexual activities. Such activities may involve physical contact, including penetrative and non-penetrative acts, or non-contact activities; such as looking at or producing sexual images, watching sexual activities or encouraging young people to act in sexually inappropriate ways.

In sport an adult could use the context of a training session to touch young people inappropriately. The power of the coach, team manager or official over young performers could, if misused, also lead to abusive situations developing.

#### 4. Emotional Abuse

Persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted may make the child nervous and withdrawn. Emotional abuse may also occur when there is constant overprotection (which prevents children from socialising), or bullying to perform to high expectations, or there is neglect, physical or sexual abuse.

In sport emotional abuse might occur if children are subjected to constant criticism or unrealistic pressure to perform consistently to high or unrealistic standards.

#### 1. Bullying

The use of aggression with the intention of hurting another person. Young people could be bullied by adults or other young people. Bullying results in pain and distress to the victim

Bullying can be:

Verbal - name calling, sarcasm or making personal comments

Social - ostracised or left out of peer group activities

Material - when possessions are stolen or damaged or extortion takes place

Emotional - including pressure to conform

Physical – including any use of violence

Sexual – unwanted physical contact or sexually abusive comments

Racist – racial comments, language, graffiti or gestures

Homophobic – because of, or focusing on the issue of sexual orientation

Virtual – action through digital or cyber technology including social media, emails or text messaging

In sport bullying might occur if children are deliberately excluded from activities, unreasonably forced to do things they do not want to do or negative personal comments are posted on social media sites

Any kind of abuse, harassment or criticism based on racial/ethnic origins or sexual orientation or gender bias which amounts to racial, sexual or homophobic discrimination can also amount to emotional abuse. Bullying of a young person, perpetrated either by other young people or by an adult with the care or supervision of the young person, can also amount to emotional abuse.

Abuses of any sort can be perpetrated not only by adults, but may also be caused by other young people.

### **Indications of abuse**

Abuse in all its forms can affect a young person at any age. The effects can be so damaging that if untreated, may follow an individual into adulthood.

Recognising abuse is not always easy – even for experts. The examples listed below are not a complete list and they are only intended to indicate behavioural signs in young people, which may suggest abuse. They do not in any way confirm that abuse has occurred;

- The young person says that she or he is being abused, or another person says they believe (or actually know) that abuse is occurring
- The young person has an injury for which the explanation seems inconsistent
- He or she has unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injury
- The young person's behaviour changes, either over time or quite suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive
- The young person appears not to trust adults, e.g. a parent or coach with whom she or he would be expected to have, or once had a close relationship
- He or she is prevented from socialising with other young people or does not seem able to make friends
- He or she becomes increasingly neglected looking in appearance, or loses or puts on weight for no apparent reason
- The young person shows inappropriate sexual awareness or language for his/her age and sometimes behaves in a sexually explicit way

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying, but is your responsibility to report your concerns to a Welfare Officer.

## **Appendix J**

# **RECRUITMENT AND RETENTION OF STAFF AND VOLUNTEERS AROUND THE DISCLOSURE AND BARRING SERVICE**

### **Information on disclosures**

Staff/volunteer appointments can be made if there are no convictions, cautions, reprimands, final warnings or other non-conviction information on the Enhanced DBS Disclosure.

The Enhanced DBS Disclosure will also show whether, under Schedule Four of the *Criminal Justice Courts Services Act 2000* (see *appendix A*), the person is banned from working or seeking work with young people under the age of 18. If the person is banned, you should contact the police, who will take appropriate action. It is an offence for a person banned from working with young people to apply for such work and for an employer knowingly to employ a banned person in such a capacity

### **What to do if a criminal record is revealed on a disclosure**

If there is information listed, generally the disclosure will confirm what the applicant has previously revealed, and this will be taken into account when offered employment. Where a Disclosure confirms information that has already been taken into account, offers of employment should not be rescinded without very good reason.

If, however, there are significant discrepancies between the information that the applicant has provided and the information on the Disclosure, then further consideration will be necessary. Any new matters revealed by Disclosure should be discussed with the applicant.

In some instances it may be clear that the applicant is unsuitable for the post they have applied for because of their criminal record or information related to risk. In other instances involving offences not listed in Schedule Four, however, it will not be clear whether a person is suitable until questioned further. It may be necessary to seek permission to contact relevant agencies to clarify the nature of the information. It may be that at a subsequent interview the applicant can provide the reassurance that is needed.

### **The relevance of offences**

The main focus of decision-making should be on the offences, which are relevant in terms of protecting children and vulnerable adults, the relevant categories of offences for most purposes are:

- Violence
- Sexual
- Drugs

It is however important to recognise all three categories cover a very wide range of behaviours from relatively minor e.g. a teenager having consensual sex with his underage girlfriend to the most grave e.g. indecent assault or rape.

## **Appendix K**

### **Examples of Good Practice for Staff and Volunteers**

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- Treating all young people/adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that 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 child is constantly moving. Young people and parents should always be consulted and their agreement gained.
- Keeping up to date with the technical skills, qualifications and insurance in sport.
- Involving parents wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, parents/teachers/coaches/officials will always work in pairs.
- Ensuring that if mixed teams are taken away, they will always be accompanied by a male and female member of staff.
- Ensuring that at tournaments or residential, adults will respect the privacy of young people but reserve the right to enter young people's rooms in exceptional circumstances.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given

The next scheduled date of review of this policy will be March 2018 and is dependent upon changes in legislation.

Signed: *L Blakey*

**Lucy Blakey**

**Designated Lead Welfare Officer for Active Lincolnshire**

Date: 25<sup>th</sup> April 2017