Child Protection and Safeguarding Policy
(Including Vulnerable Adults)
and
Good Practice Guide
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Section 1
Policy Statement

1.1 Introduction to Lincolnshire Sport

Lincolnshire Sports Partnership Ltd (LINCOLNSHIRE SPORT) is an independent not for profit charity limited by guarantee.

*Our vision is that by 2020 we will create a successful county that leads a healthy, sporting lifestyle.*

LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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’. LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT Implementation Plan.

LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT Board in April 2005. The Policy and Implementation plan were last reviewed in March 2016; 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

LINCOLNSHIRE SPORT 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.

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

LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT to Child Protection and Safeguarding (and vulnerable adult) Issues

Where activities are being directly delivered by the LINCOLNSHIRE SPORT, 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.lincolnshiresport.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

LINCOLNSHIRE SPORT 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. LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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.

LINCOLNSHIRE SPORT 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.

Legislation used in creating this policy.

• The Children’s Act 2010 (which built upon the Children’s Act 1989) states that anyone who is involved in the care of young people should "do what is reasonable, in the circumstances, for the purpose of safeguarding or promoting the child’s welfare". This legal obligation is underpinned by the HM Government guidance ‘Working Together to Safeguard Children (2010) which sets out how organisations and individuals should work together.

• Safeguarding Vulnerable Groups Act 2006 – Vetting and Barring Scheme, Bichard Inquiry into Soham murders.

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. LINCOLNSHIRE SPORT believes every young person and vulnerable adult has the right:

• To participate in sport in an enjoyable and safe environment.

Reviewed by JI 25/04/2016
• 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 LINCOLNSHIRE SPORT 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.

LINCOLNSHIRE SPORT – Lincolnshire Sports Partnership

LINCOLNSHIRE SPORT CWO – Lincolnshire Sports Partnership Child Welfare Officer

LINCOLNSHIRE SPORT Deputy CWO – Lincolnshire Sports Partnership Deputy Child Welfare Officer

CPSG – Child Protection Steering Group
Section 2 Standards and Procedures

2.1 Introduction

The standards and procedures set out in this section are mandatory for the LINCOLNSHIRE SPORT 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)

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

The LINCOLNSHIRE SPORT designated Child Welfare Officer is the Chief Executive Officer, Janet Inman and can be contacted on 07766 540 735. The Deputy CWO is Lucy Blakey and can be contacted on 07766 540 733.

Responsibilities of the CWO are to:

- Be familiar with the Child Protection and Safeguarding (and vulnerable adult) Procedures of LINCOLNSHIRE SPORT, 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 LINCOLNSHIRE SPORT and all staff/volunteers who work for or on behalf of LINCOLNSHIRE SPORT.

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 LINCOLNSHIRE SPORT 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
- LINCOLNSHIRE SPORT’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 CRB clearance
- A person specification – for example stating qualifications or experience required
- An application form
- Equal opportunities form
- Information on Rehabilitation of Offenders Act 1974
- 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 LINCOLNSHIRE SPORT acknowledge that offending can be undetected for years if checks are not maintained and information protocols not in place.

All LINCOLNSHIRE SPORT staff/volunteers whose role includes direct contact with young people during regulated activity must have a DBS check carried out though the LINCOLNSHIRE SPORT 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**
LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT CWO.
2. If the individual chooses to withdraw from the process, without providing a statement, LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT CWO

**Application Forms**
All applicants, whether for paid, voluntary, full-time or part-time positions must complete a LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT.

2.3.2 Checks and References

For all staff/volunteers aged 18 and over (at the time of commencement of work for LINCOLNSHIRE SPORT) 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 LINCOLNSHIRE SPORT.

All staff/volunteers aged 18 and over (at the time of commencement of work for LINCOLNSHIRE SPORT) 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 LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT), 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 LINCOLNSHIRE SPORT, 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 LINCOLNSHIRE SPORT 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)

Checks are only part of the process to protect children and vulnerable adults from possible abuse. LINCOLNSHIRE SPORT is committed to providing appropriate training to individuals and to highlight their responsibilities with regards to their own good practice and reporting of poor practice / concerns of abuse.

LINCOLNSHIRE SPORT will undertake to train all staff/volunteers working with young people and vulnerable adults, in the following areas as a priority within the first 6 months of employment:

• Child protection awareness (e.g. Sports Coach UK Safeguarding and Protecting Children in Sport workshop levels 1 and 2).

• First aid (e.g. NCF/BRC Emergency First Aid for Sport, St John or St Andrew’s Ambulance First Aid qualifications) unless they as permanently and solely based at a venue where, these services are properly provided externally to LINCOLNSHIRE SPORT.

And the following areas within the first year of employment:

• Disability (e.g. Sports Coach UK ‘Coaching Disabled Performers’ workshop)
• Equity (e.g. Sports Coach UK ‘Equity in your Coaching’ workshop)

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

Lincolnshire Sports Partnership complaints and appeals procedures must be used to deal with any formal complaints and/or appeals.
It is the responsibility of LINCOLNSHIRE SPORT 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. All cases of poor practice should be reported to the LINCOLNSHIRE SPORT 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. LINCOLNSHIRE SPORT 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:

Lincolnshire Sports Partnership 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.

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 manage.
- 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 Lincolnshire Sports Partnership.

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 Lincolnshire Sports Partnerships 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 LINCOLNSHIRE SPORT does not wish to prevent parents, spectators or coaches being able to take legitimate photographs or recorded images. However, the LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT codes of conduct and therefore subject to disciplinary action.

**Text messages**
Text messages are not the preferred method of communication between adult s 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**
- LINCOLNSHIRE SPORT 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, Yahoo, 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. LINCOLNSHIRE SPORT 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. LINCOLNSHIRE SPORT expects staff/volunteers to discuss any concern they may have about the welfare of a young person immediately with the LINCOLNSHIRE SPORT CW as detailed in Appendices A and B.

It is the policy of LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT CWO (as detailed in appendices A and B)

4.3.3 Bullying

The LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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.
- 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 LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT Child Welfare Officer (LINCOLNSHIRE SPORT CW O) as indicated in appendices A and B – ‘Procedures for Reporting Concerns’.

If you are not able to contact the LINCOLNSHIRE SPORT CW O 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

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 LINCOLNSHIRE SPORT CWO or deputy immediately, the referrer should contact Children’s Services directly. Contact with the LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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 Advise for Responding to Suspicions

It is not the responsibility of anyone working for or representing the LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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, LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT disciplinary procedures.

Seek Advice
The LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT 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.

LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT)

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 LINCOLNSHIRE SPORT disciplinary process. Even in the absence of a criminal prosecution, the LINCOLNSHIRE SPORT 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 includes the following people:

- The LINCOLNSHIRE SPORT CWO
- The Deputy LINCOLNSHIRE SPORT 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**
LINCOLNSHIRE SPORT 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, LINCOLNSHIRE SPORT must investigate and assess each individual case under the appropriate misconduct/disciplinary procedure. In such cases, LINCOLNSHIRE SPORT 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, LINCOLNSHIRE SPORT 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.
6.0 Implementation and Monitoring Procedures

6.1 Objectives

LINCOLNSHIRE SPORT 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 LINCOLNSHIRE SPORT board in April 2005. The implementation plan highlights the action that needs to be taken, by whom, how and when in order to implement the LINCOLNSHIRE SPORT Child Protection and Vulnerable Adults Policy and Procedures.

LINCOLNSHIRE SPORT will set up a Child Protection Steering (CPSG) Group who will be responsible for reviewing and updating the implementation plan at least every twelve months. This group will also be responsible for monitoring and evaluating the success of the actions detailed within the implementation plan and reporting back to the LINCOLNSHIRE SPORT Board on an annual basis.

The purpose for the implementation plan is to:
- Disseminate the LINCOLNSHIRE SPORT 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 an annual basis.
Appendix A
Procedure for Reporting Concerns about a Child Outside of Lincolnshire Sport Activities

There is concern about a child, outside of the LS activity; through observation, direct disclosure or disclosure from another person

Is the child in need of immediate medical attention or in immediate danger?

NO

Record as much detail as possible about the incident, suspicions or allegation, using the Child Protection Incident Report Form (CPIRF - appendix F)

YES

Call an ambulance or the police and inform staff that there are child protection concerns

Report the incident, suspicions or allegation to the LS Child Protection Officer or Deputy (if the LSP CPO is not available) as soon as possible and deliver the CPIRF within a max. 24 hours

The LS Child Protection Officer is: Janet Inman 07766 540 735
The Deputy LS CPO is: Lucy Blakey 07766 540 733

If you have serious concerns and are unable to contact either of these people please contact Social Services Child Care Team immediately on: 01522 553916 and contact the LS CWO as soon as possible.

LS CPO to refer to Children’s Services Department/Police and a copy of CPIRF passed on within 24 hours
Confidentiality to be maintained on a need to know basis
Appendix B
Procedure for Reporting Concerns About a Child in Relation to Lincolnshire Sport Staff/Volunteers

There is concern about a child, outside of the LS activity; through observation, direct disclosure or disclosure from another person

Is the child in need of immediate medical attention or in immediate danger?

NO

Record as much detail as possible about the incident, suspicions or allegation, using the Child Protection Incident Report Form (CPIRF - appendix D)

Report the incident, suspicions or allegation to the LS Child Protection Officer or Deputy (if the LSP CWO is not available) as soon as possible and deliver the CPIRF within a max. 24 hours

The Lincolnshire Sport Designated Officer is: Janet Inman 07766 540 735
The Deputy LSPDO is: Lucy Blakey 07766 540 733

Could the concerns constitute child abuse in addition to issues of poor practice?

NO

LS internal procedures implemented

YES

LSPDO refers to Chief Exec. for early decision re suspension pending investigation

Disciplinary investigation process initiated (may need to be delayed pending the outcome of SSD/police investigation)

Disciplinary hearing to determine course of action (takes account of SS/Police investigation outcome)

LS CPO to refer to Social Services Department (SSD) / Police and a copy of CPIRF passed on within 24 hours

SSD / Police Investigation

Outcome of investigation

Reviewed by JI 25/04/2016
## Appendix C
### Essential Contacts

<table>
<thead>
<tr>
<th>Lincolnshire Sport Child Welfare Officer (LINCOLNSHIRE SPORT CWO) Eco One Highcliffe Farm Ingham Lincoln LN1 2YQ</th>
<th><strong>Janet Inman</strong> Chief Executive Officer Lincolnshire Sport</th>
<th>Mobile 07766 540 735</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lincolnshire Sport Deputy Child Welfare Officer</td>
<td><strong>Lucy Blakey</strong> Children &amp; Young People Officer Lincolnshire Sport</td>
<td>Mobile 07766 540 733</td>
</tr>
<tr>
<td>Local Children’s Services Child Protection Officer Out of office hours contact</td>
<td>On duty staff</td>
<td>01522-580750/ direct - 580768</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Emergencies 01522 782 333</td>
</tr>
<tr>
<td>Lincolnshire Police Central Referral Unit In an emergency dial <strong>999</strong>.</td>
<td>Duty Manager</td>
<td>01522 782 159</td>
</tr>
<tr>
<td>The NSPCC</td>
<td><a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a></td>
<td>Helpline: 0800 800 5000</td>
</tr>
<tr>
<td>Childline UK</td>
<td>Freepost 1111 London N1 OBR</td>
<td>Tel: 0800 11111</td>
</tr>
<tr>
<td>Criminal Records Bureau Liverpool L69 2UH</td>
<td>P.O. Box 91</td>
<td>Tel: 0870 90 90 811</td>
</tr>
<tr>
<td>Child Protection in Sport Unit Beaumont Leys Leicester L4 1EZ</td>
<td>3 Gilmour Close Beaumont Leys Leicester LE4 1EZ</td>
<td>Tel: 0116 234 7278</td>
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</table>
FORM CP1  CONFIDENTIAL  EXAMPLE OF AN APPLICATION FORM FOR VOLUNTEERS

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Surname</th>
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Previous names by which you might have been known

Address

<table>
<thead>
<tr>
<th>Daytime Tel Number</th>
<th>Evening Tel Number</th>
</tr>
</thead>
</table>

Any previous addresses you have lived in the last 3 years (cont on another sheet if necessary)

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Sex (tick)</th>
<th>Male</th>
<th>Female</th>
</tr>
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</table>

Current occupation

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Position</th>
<th>Organisation</th>
<th>Brief description of Duties and responsibilities</th>
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<table>
<thead>
<tr>
<th>Reference 1</th>
<th>Reference 2</th>
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<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
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</table>

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

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

<table>
<thead>
<tr>
<th>Reference 1</th>
<th>Reference 2</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Address</td>
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</table>
Appendix E
CONFIDENTIAL EXAMPLE - Child Protection Reference Form

Name: 
Address: 

The above candidate has applied to be a Lincolnshire Sport Coach and has given your name as a referee. Working as a Lincolnshire Sport 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: _______________________

Reviewed by JI 25/04/2016 33
### Appendix F
Child Protection Incident Record Form

<table>
<thead>
<tr>
<th>Your name:</th>
<th>Your address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your position:</th>
<th>Contact number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child’s name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child’s address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parents/carers name, address and contact number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child’s date of birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date and time of any incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your observations (include names of any people involved in the incident or who the allegation is against):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Exactly what the child said and what you said: |
| (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary) |
|                                               |

<table>
<thead>
<tr>
<th>Action taken so far:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
If the LINCOLNSHIRE SPORT CWO was not available did you contact any of the following external agencies:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Yes/No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>yes/no</td>
<td>If yes – which:&lt;br&gt;Name and contact number:&lt;br&gt;Details of advice received:</td>
</tr>
<tr>
<td>Social services</td>
<td>yes/ no</td>
<td>If yes – which:&lt;br&gt;Name and contact number:&lt;br&gt;Details of advice received:</td>
</tr>
<tr>
<td>Other (eg NSPCC)</td>
<td>Which:</td>
<td>Name and contact number:&lt;br&gt;Details of advice received:</td>
</tr>
</tbody>
</table>

Signature: ____________________________
Print name: ____________________________
Date: ____________________________

PLEASE SEND THIS INCIDENT REPORT FORM TO:
Janet Inman
Lincolnshire Sport Child Welfare Officer
Eco One
Highcliffe Farm
Ingham
Lincoln
LN1 2YQ

(It is the responsibility of LINCOLNSHIRE SPORT 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:
Janet Inman on 07766 540 735

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 individual
- 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 sports 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.
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 LINCOLNSHIRE SPORT 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

Photograph / Film Footage Consent Form

**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.

<table>
<thead>
<tr>
<th>Section One: To be completed by the photographer / cameraperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ______________________________________________________</td>
</tr>
<tr>
<td>Company (please print): ____________________________________</td>
</tr>
<tr>
<td>Location and date of photo shoot: ____________________________</td>
</tr>
<tr>
<td>Work-Phone: __________________ Mobile/Phone: ________________</td>
</tr>
</tbody>
</table>

Please sign this statement
I have fully discussed the contents of this form with the subject mentioned below.

Signature: _________________________________ Date: ____/___/______

<table>
<thead>
<tr>
<th>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:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (please print): ______________________________________</td>
</tr>
<tr>
<td>Contact number / Address: ________________________________</td>
</tr>
</tbody>
</table>

Please sign this statement
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 *************.

Signature: _________________________________ Date: ____/___/______

<table>
<thead>
<tr>
<th>Section Three: To be completed by a parent / guardian of person to be photographed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (please print): ______________________________________</td>
</tr>
<tr>
<td>Address: ________________________________________________</td>
</tr>
</tbody>
</table>

Please sign this statement
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.

Signature: _________________________________ Date: ____/___/______

********** Insert name of organisation or club.
Appendix I
Types of Abuse

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

RECRUTIMENT AND RETENTION OF STAFF AND VOLUNTEERS WITH 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.
**Risk assessment**

Recruitment and selection is never risk-free. Sound decisions depend on careful analysis of factual information against well-prepared job and person specifications that are bias free. Addressing issues related to criminal convictions needs an objective common sense approach which takes into account the employer’s duties in law, the nature of the crime, when it happened, the circumstances involved, the sentence, patterns of offending, efforts to avoid re-offending, job requirements and safeguards against offending at work. This will help you to decide whether the risk of employing a person can be taken and what precautions and safeguards would be needed to manage and minimise that risk.

Assessing the risk of employing a person with a criminal record means comparing an applicant's skills, experience and conviction circumstances against risk criteria you have identified for the job. For example some violence offences would be relevant to positions involving unsupervised contact with the public. Fraud should be considered in relation to posts involving the handling of significant amounts of money and theft in relation to posts involving the handling of stock. Sexual or child pornography offences would almost certainly disqualify any person required to work with children. It should be remembered that no two offences are exactly alike. For example, a premeditated burglary that involves extensive damage to property and the physical intimidation of the occupants is different from someone convicted of reaching in through an open window and stealing a purse on a whim.

Make sure best use is made of the interview to discuss the nature of their convictions with applicants short-listed as meeting the requirements of the job and person specification if they have disclosed a criminal record. This information is essential to any risk assessment. **Look at both the job and the person and weigh up the pros and cons against possible safeguards and precautions.**

**Assessing the job for risk**

Take into account issues such as:

<table>
<thead>
<tr>
<th>Exemption status under the Rehabilitation of Offenders Act, 1974, duties under the Police and Children's Acts regarding one-to-one contact with children, vulnerable adults, or the elderly.</th>
<th>It is illegal to employ certain offenders in some occupations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To what extent are you bound by other legal constraints?</td>
<td>For example, those with motoring convictions employed as drivers.</td>
</tr>
<tr>
<td>Does the post involve any direct responsibility for finance or items of value?</td>
<td>What could happen and how serious would that be? What factors would increase or decrease the perceived risk? For example, nature of offence and impact of rehabilitation since then. Consider whether the offence would create unacceptable risks for other employees, customers, suppliers, clients, service users, etc. In particular whether any one-to-one contact is likely (or relevant).</td>
</tr>
<tr>
<td>Does the post involve direct contact with members of the public?</td>
<td></td>
</tr>
<tr>
<td>Will the nature of the job present any realistic opportunities for the post holder to re-offend in the place of work?</td>
<td></td>
</tr>
</tbody>
</table>
Assessing the ex-offender and the offences

Keep an open mind. Some ex-offenders will have had access to rehabilitation programmes that might also offer advice and guidance to potential employers and assist with transfers into employment. There are organisations that already successfully employ ex-offenders and may be willing to offer you guidance. Sometimes it can be directly relevant to consider employing a reformed person with a conviction. For example, it could bring important insight or knowledge to the job. In some cases, the relationship between the offence and the post will be clear enough for you to assess the risks. In other cases, the decision may not be so clear-cut. You should consider:

- The availability of assessments and reports from those agencies involved in the applicant's process of rehabilitation. For example, Probation Service, Specialists working in prison, other Agencies.
- The seriousness of the offence and its relevance to the safety of other employees, customers, clients and property. Generally speaking, the longer the sentence the more seriously the Courts viewed the offence at the time. Custodial sentences are usually more serious than non-custodial sentences.
- The length of time since the offence occurred. (How effective has rehabilitation been?)
- Any relevant information offered by the applicant about the circumstances that led to the offence being committed, for example the influence of domestic or financial difficulties.
- Was the offence a one-off, or part of a history of offending. (Is the offence likely to re-occur?)
- Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely (e.g. improved personal circumstances, drug addiction therapy, etc.).
- The country in which the offence was committed; for example, some activities are offences in Scotland and not in England and/or Wales, and visa versa.
- Whether the offence has since been decriminalised by Parliament.
- The degree of remorse, or otherwise, expressed by the applicant and their motivation to change.

Implementing safeguards

You might need to check that your insurance policies do not exclude employment of some ex-offenders in specific occupations. Most don't, but fidelity bond insurance is available if required. You will also need to take account of other legislative requirements, such as on human rights, discrimination, data protection, etc.

<table>
<thead>
<tr>
<th>Assess:</th>
<th>The level and closeness of supervision.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The practicality of regular progress reviews with those involved, including the applicant. Whether any training or briefing would be useful to enable the supervisor to manage the post-holder in the work context.</td>
</tr>
<tr>
<td>What precautions are there or could you put in place?</td>
<td>Consider supervision (direct or indirect), progress reviews involving the ex-offender, etc.</td>
</tr>
</tbody>
</table>
Managing sensitive information

Organisations should ensure that:

- Information regarding offences is kept confidential. Applicants need to feel confident that information about their convictions will not be disclosed to anyone unless there is a specific reason for doing so.
- Only the personnel office, or the people directly responsible for recruitment, should be informed of an employee's criminal record.
- The successful applicant should be informed who in the organisation knows of the conviction and the reasons why the information has been disclosed. The individual's line manager should only be informed if the offence is directly connected with the job.
- Offence information should be kept securely in lockable filing cabinets. Access to keys should be restricted to individuals responsible for recruitment and personnel.
Flow chart for dealing with disclosures

Offer of employment subject to Disclosure

Employer receives Disclosure

Disclosure confirms information already provided

Confirm Appointment

Disclosure reveals new information about criminal record

Discuss with applicant

Applicant confirms information is correct but record is too serious and/or applicant is not able to provide reassurance

Withdraw offer of employment

Applicant confirms information is correct but discrepancies not serious or applicant is able to provide reassurance

Confirm Appointment

Applicant disputes the information on Disclosure but the new information does not cause concern

Confirm Appointment

Applicant disputes the information on Disclosure

Place appointment on hold to allow information to be rechecked

The information, which is of a serious nature, is confirmed as correct and the applicant is unable to provide reassurance

Withdraw offer of employment

The information is incorrect; the applicant had given correct information

Confirm Appointment
Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000 - People banned from working with children

The next scheduled date for review of this policy will be March 2019 and is dependent upon changes in legislation.

Signed:

Janet Inman – Chief Executive Officer

25 MARCH 2016