



SAFEGUARDING CHILDREN POLICY

A policy for safeguarding children and young people in sport in Sussex

**This policy was agreed by the Active Sussex Board of Trustees on
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Referenced documents

- [Working Together to Safeguard Children \(HM Government, 2018\)](#)
- *Defining 'Supervision' and Regulated Activity Sport and Recreation Sector Guidance (SRA & CPSU, March 2013)*
- *Active Sussex Trust Handbook #*
- *Child Protection in Sport Unit (CPSU) resources*
- *Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers (Published by the Department for Education, July 2018)*

Terms and Abbreviations

Child or young person - Anyone under the age of 18, including those with a disability

Parents - generic term to represent parents, guardians and carers

CPSU – Child Protection in Sport unit

SCP - Safeguarding Children Partnerships

CPO - Child Protection Officer

LSO/DSO – Lead Safeguarding Officer/Deputy Safeguarding Officer

NGB - National Governing Body

AP – Active Partnership

Foreword

Active Sussex recognises the importance that sport and physical activity can have in enriching a person's quality of life, and we want to ensure safe, quality, sport and physical activity provision is customary practice across the county, and the welfare and safety of participants is recognised as the responsibility of everyone involved. ***It's up to all of us!***

By fulfilling our Business priorities (Appendix A) we hope to drive our aims for more safe, quality sports and physical activity opportunities in Sussex, to achieve our vision of creating a more physically active county by 2017.

Active Sussex is committed to working in partnership with all agencies to ensure that the information and training opportunities are made available for all staff, coaches and volunteers to guide them in best practice when working with children and young people. Adopting best practice will help to safeguard children and young people from potential abuse as well as protecting staff, volunteers and other adults in positions of responsibility from potential false allegations of abuse.

We acknowledge that partners such as Local Authorities (LA), National Governing Bodies of Sport (NGBs), Sports Club, educational institutions and other private or third sector organisations, will have their own policy to adhere to when they organise activities.

However, it will be a requirement that all organisations carrying out activities on behalf of Active Sussex or receiving funding from Active Sussex to deliver, will declare they have appropriate safeguarding policy and procedures in place, and meet the required minimum standards. A statement to that effect is placed within Service Level Agreements.

Active Sussex recognises it has a strategic focus and is an influencing body for many key partner organisations, with little direct responsibility for delivery. The only exceptions are very occasional events such as the School Games. In these events, Active Sussex has the responsibility for organising the core event services whilst other organisations (such as schools, LA, NGBs) are directly responsible for the children and young people in their care. The roles, responsibilities and procedures related to specific events are set out in event safety manuals along with specific Welfare and Safeguarding Manuals.

While this policy and its procedures are specifically focused on safeguarding of children and young people in sport, the principles of best practice should apply to all participants (including vulnerable adults) who should equally be assured of a safe and enjoyable experience. The Sport and Recreation Alliance has also produced a resource pack with UK Sport and The Ann Craft Trust to help governing bodies and other sport and recreation organisations safeguard adults in their sport, which we will use in the current absence of an Active Sussex Vulnerable Adults Safeguarding Policy and procedures document.

Policy Statement

Active Sussex is committed to promoting the safety and welfare of children and young people engaged in sporting activities locally. It aims to contribute to safeguarding by:

- Committing to the Child Protection in Sport Unit's Safeguarding Framework.
- Implementing and demonstrating best safeguarding practice when, core staff, delivery staff, helpers or volunteers, are providing services, activities and programmes.
- Working with partners to establish and implement agreed, consistent minimum safeguarding standards for sports activities locally.
- Requiring those individuals or organisations that are funded or commissioned to provide any services to effectively address safeguarding requirements.
- Maximising its influence to promote safeguarding practice and principles within its wider partnership roles and relationships.

Safeguarding compliance is monitored by the Chief Executive and reported via the HR & Nominations Committee which includes the lead Trustee for safeguarding, to the Full Board of Trustees on a quarterly basis. The Board of Trustees endorses these aims, and supports Active Sussex in this work and the development of an implementation plan.

Active Sussex fully recognise our moral and legal responsibilities under The Children Act 2004 and are committed to working collaboratively in line with *Working Together to Safeguard Children (HM Government, 2018)* guidance to provide a duty of care for children and young people, to safeguard their welfare and to protect them from abuse.

Active Sussex will work in partnership to ensure that children and young people irrespective of age, gender, disability, race, ethnic origin, nationality, colour, parental status, religious belief, class or social background, sexual preference or political belief, are able to take part in sport (as a participant or volunteer) in a fun, safe environment and are protected from harm or abuse.

Active Sussex will ensure that all incidents of suspicious poor practice and allegations of abuse should be taken seriously and responded to swiftly and appropriately in accordance with disciplinary procedures or, where necessary, through referral to statutory agencies. It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns

Confidentiality should be upheld in line with the Data Protection Act 1998 and Human Rights Act 1998.

Policy objectives

Corporate responsibilities

- Ensure that there is strong organisational commitment to safeguarding across all core staff and trustees, which is clearly reflected in the culture, policies, working practices, attitudes and behaviours
- Ensure all core staff are given the opportunity to input into the Implementation plan from their respective work areas
- Promote a culture that ensures children and young people are listened to and respected as individuals
- Include a requirement to address safeguarding minimum standards within partnership funding and commissioning criteria and contractual arrangements (Appendix B)
- Ensure an equitable sports programme is delivered that offers equal access to all within the Active Sussex area
- Ensure updates and outcomes of the implementation plan are included in all necessary reporting

Recruitment and selection

- Take all reasonable steps to assess the suitability of all staff (paid and volunteer) to work with children and young people using safeguarding checks as required by legislation. Active Sussex will refer to the *Defining 'Supervision' and Regulated Activity Sport and Recreation Sector Guidance (March 2013)* to determine if a DBS check is required
- Require all new staff and trustees to complete a self-declaration form (Appendix C) as a pre-employment/appointment check
- Require staff and volunteers to adopt best practice to safeguard and protect children and young people from abuse, and themselves against false allegations and abide by the Active Sussex Codes of Conduct within the *Active Sussex Trust Handbook* and Safeguarding Policies and Procedures
- 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 or make complaints
- Ensure all staff clearly understand the Active Sussex Grievance and Disciplinary Procedures as set out in the *Active Sussex Trust Handbook* and are able to raise concerns in a confidential way
- Formal complaints made against any Active Sussex staff and volunteers, will also be dealt with using the Active Sussex Grievance and Disciplinary Procedures in the *Active Sussex Trust Handbook*

Training

- Provide a comprehensive induction for all staff (paid and volunteer), which includes familiarisation with the Safeguarding Policy and associated procedures and the Active Sussex disciplinary/appeals procedures
- Where necessary, appropriate training will be identified and implemented to enable individuals to recognise their responsibilities with regard to their own good practice, recognising poor practice and reporting suspected concerns of possible abuse.
- Ensure staff (paid and volunteer) with designated responsibilities in relation to safeguarding children and young people, are provided with training to enable them to develop the necessary skills and knowledge and have regular opportunities to update their knowledge and understanding
- Delivery staff must have the appropriate, up to date qualifications or training, in line with the minimum standards of each NGB, if working with children and young people.
- Training will be organised by Active Sussex to raise awareness of safeguarding issues. Delivery staff are encouraged to attend the following;
 - 'Safeguarding and Protecting Children' – UK Coaching workshop;
 - First Aid (recognised by Health and Safety Executive e.g. 'An Appointed Persons First Aid', St John's Ambulance First Aid qualifications);
 - 'How to Coach Disabled People in Sport' – UK Coaching workshop

Operational procedures

- Ensure there are designated members of staff with clearly defined roles and responsibilities in relation to safeguarding (Appendix B)
- Ensure there are clear and unambiguous procedures in place in respect of safeguarding, which provide step-by-step guidance on what action to take if there are concerns about a child's safety or welfare (Appendix C and D)
- Establish robust processes for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation (Appendix E)
- Develop clear processes for dealing with complaints about unacceptable and/or abusive behaviour towards young people and vulnerable adults, with clear timescales for managing and resolving these complaints
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures
- Ensure that where there is direct responsibility for running/providing activities or services, operating standards are set out to ensure the highest possible standard of care
- Implement good practice protocols in relation to the use of photography/video equipment and use of electronic communication and social media (Appendix F, G H & I)
- All staff and volunteers should be given the opportunity to provide feedback on any events and work carried out and the provision made to safeguard children and young people, and the practice of all those involved
- As far as is reasonably practicable, Active Sussex has a duty of care to ensure that all volunteers work in a safe and supportive environment, and are appropriately matched to volunteer opportunities
- Respect and promote the rights, wishes and feelings of children and young people

Advocacy and communication

- Be a champion of safeguarding in the county for sport
- Actively promote the Partnership's commitment to safeguarding children and young people to all.
- Make contact details for Active Sussex designated Safeguarding lead officers, statutory agencies, CPSU and the NSPCC Child Protection Helpline readily available for dealing with concerns of children, young People and Vulnerable Adults (Appendix B)
- Ensure that safeguarding procedures are available to all and actively promoted
- Provide children, young people and their parents/carers with information on where to go for help and advice in relation to abuse, harassment and bullying
- Provide access to specialist advice, information and resources, ensuring designated CPO or Welfare leads are aware of this support
- Assist individuals involved both during and following an incident or allegation of abuse, or a complaint to access professional support
- Make arrangements for supervision and support to be provided to staff and volunteers during and following an incident or allegation
- Raise awareness of different types of abuse and promote best safeguarding practices and principles
- Ensure children and young people are aware of their right to be safe from abuse
- Publicise the complaints process to all those involved with the organisation

Information sharing

Confidentiality is vital when dealing with sensitive issues such as child abuse. At an early stage it protects the interests of the child or young person as well as the alleged abuser.

Confidentiality is upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998. Personal information about children, young people and their families will usually be confidential and should not be disclosed to a third party without explicit consent. However, the law allows for the disclosure of confidential information where this is necessary to safeguard the welfare of a child or young person.

All staff (paid and volunteer) are actively encouraged to pass on any concerns about poor practice or possible abuse to designated lead Safeguarding/Child Protection Officers or statutory agencies in line with reporting procedures highlighted in Appendix D.

Active Sussex will use an information sharing flowchart developed in line with good practice guidance by The Department for Children, Schools and Families (DCSF) as the basis for decision-making regarding information sharing (Appendix J)

Decisions to share information will be made using case-by-case judgements. In all cases, the safety and welfare of a child or young person will be the overriding consideration.

Disclosure of confidential information must be justifiable in each case, according to the particular facts. Active Sussex will clearly record the reasons why a decision to share or not to share information was made.

Active Sussex will also adhere to the Disclosure and Barring Service (DBS) Code of Practice as stated in the *Active Sussex Trust Handbook*.

All data collected in regard to a safeguarding concern will be held in line with the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

Implementation, Monitoring and Review

Active Sussex is committed to the CPSU Safeguarding Framework, and as such has created a Safeguarding Implementation plan, which underpins practical delivery of outlined policy aims and objectives.

The purpose for the implementation plan is to;

- Disseminate Active Sussex's Safeguarding message so that it reaches and influences all related sporting organisations to safeguard people in sport
- Operate sound recruitment procedures for paid and voluntary staff in sport
- Identify and enable the appropriate safeguarding training for Active Sussex core staff, delivery staff and volunteers within the county
- Remain updated with legislation related to safeguarding
- Monitor and update the implementation plan annually to keep Safeguarding high on the sporting agenda
- Measure the impact of the policy and procedures on an annual basis

The Implementation plan will be formally updated twice a year by working with relevant core staff responsible for actions named in the plan to supply updates, and finalised by the Safeguarding subgroup. Mechanisms will be put in place to enable partners and other stakeholders to be part of the policy review process when necessary.

This group consisting of the lead safeguarding officer, deputy safeguarding officer, Chief Executive and lead Trustee for safeguarding, will formally assess the Implementation plan prior for review by the CPSU as part of Sport England's formal performance review process. The plan highlights the action that needs to be taken, by whom, how and when in order to implement Safeguarding Policy and Procedures.

General safeguarding progress will be reported throughout the year in team meetings by the Safeguarding Lead Officer and quarterly to the Board of Trustees via the lead Trustee for Safeguarding.

This safeguarding policy will be reviewed at least every 2 years. Where there are legislation changes, or a significant incident occurs then the policy will be reviewed more often. The review will be carried out by the above group. The policy will then be taken to The Board of Trustees for approval.

All staff will be given a briefing and a copy of the updated policy.

Appendix A: Minimum standards for Safeguarding

Being physically active can help people to manage stress and anxiety, retain focus and attention, and generally feel better and more connected, as well as improving their general health.

It is important to keep in mind everyone has the right to be safe and enjoy the sports activities that they take part in; and where applicable parents and others, including staff and volunteers, have a right to believe that organisations provide a safe environment.

This is just as important for online provision as it is face to face.

This checklist covers the usual 'offline' criteria but will also help you to think through what the potential risks of an 'online' offer might be, consider what you already have in place that will help you and your members, and what additional safeguards you might need to build in.

This checklist is designed to be a *working tool* to enable you to keep revising and improving your provision, based on observations, feedback, latest guidance, examples of good practice that we will endeavour to share, and resources available on our website.

We ask clubs and organisations to think about what you can realistically achieve when you complete this checklist, and how you can continue to reassess and address any gaps over time. Use the 'actions' sections to record your decision making, and please share with us any changes that you make.

[E] – an *essential element that should already be in place*

[P] – an *element that should be planned or being developed and continually revised*

[G] – an *element that is good practice*

***Delete as appropriate (if only referring to children or adults)**

Organisation:	Project:
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Criteria			
1. Safeguarding Policy	Points to note	Yes/No	Comment/action
[E] There is a *child protection/safeguarding policy and/or a Safeguarding Adults policy that all involved in the activity are required to adhere to	Your existing policies are vital and should be a point of reference when making decisions. Make them available, accessible and communicate them to everyone.		
[E] The policy meets the requirements of the activity			
[P] The policy is publicised, promoted and available to all stakeholders, including *children, young people and/or adult participants, parents and carers			
[G] The policy has been endorsed by a local external safeguarding agency e.g. Safeguarding Children Partnerships, Children's Social Care, Local Safeguarding Adult Board, Adult Social Care			

2. Procedures	Points to note	Yes/No	Comment
[E] There are clear procedures for recording, reporting and sharing concerns, including clear instructions on what to do in the event of concerns about the welfare of a child or adult arising outside the sport/activity	Some children may be exposed to risk due to or despite isolation, and may still turn to trusted adults for support. Know what to do if concerns are raised.		
[E] There are clear procedures for raising and dealing with allegations against staff or poor practice against those involved with delivery of the activity	Expectations of behaviour should remain as high as always. Everyone should know what these are, how to raise concerns, and the consequences of non-adherence.		

[E] In all instances, there are clear guidelines for recording concerns about the welfare or safeguarding needs of a <u>*child or adult</u> and the organisation's response and reasons through the organisation's management structure			
[P] There are clear guidelines for when and how to report concerns to external agencies (such as Children's Social Services or Adult Social Care or Police) and partner agencies	See our reporting concerns page to check you have listed the right local contacts		
[P] There are complaints and disciplinary procedures to manage concerns about the behaviour of staff, coaches, volunteers, etc.			
[P] Online safety policy, social media policy and acceptable use statement	If you don't have them in place already, this should be a priority. Existing policies should be revisited and reissued to staff, volunteers, members and parents.		
[G] There is information about how support can be accessed following an incident, including arrangements to support whistleblowers			

3. Prevention	Points to note	Yes/ No	Comment
[E] There is an identified Lead Officer or identified staff within each partner organisation , with designated responsibility for safeguarding and protecting <u>*children or adults</u> , and who will be informed if a concern arises	This should be communicated within existing policies. Make alternative arrangements should a key person become unavailable.		

<p>[E] There are procedures for safe recruitment of staff and volunteers including DBS checks where appropriate</p>	<p>Existing processes to ensure that coaches have been recruited appropriately will be reassuring to parents. Difficulties with interviews, observations and DBS checks mean that safe recruitment of new coaches is not easily achievable at this time.</p>		
<p>[E] There are operating procedures in relation to the organisation's duty of care to <u>*children or adults</u></p>			
<p>[E] The activity provider has valid public liability insurance</p>	<p>Check with your governing body and/or insurance provider for guidance on cover for any new provision or activities.</p>		
<p>[P] There are robust health & safety arrangements in place, including First Aid</p>	<p>Online sessions should be carefully planned to minimise risk of injury. Communicate to participants and parents what their responsibilities are. See more guidance here.</p>		
<p>[P] Risk assessments are undertaken that are specific to the activity and audience (age and ability), and consider the specific environments in which people will be participating (including facilities and equipment), plus staffing ratios</p>	<p>Risk assessments should still be undertaken, with the usual considerations and any additional risks being addressed. How can any potential risks be minimised? How will incidents be managed? Guidance can be found here</p>		
<p>[P] Self-employment status of coaches has been verified, where applicable</p>			

[P] There are codes of conduct and ethics for staff, coaches, volunteers and participants	Existing codes of conduct are still relevant and should be reiterated to all staff, volunteers, participants and parents, or updated to reflect new ways of working.		
[G] Young people are involved in developing codes of conduct	This is a great opportunity to tap into young people's knowledge of online and social platforms, to help put a code together to keep everyone safe during online sessions.		
4. Communication	Points to note	Yes/ No	Comment
[G] All stakeholders, including participants, have been informed about the policy and procedures			

5. Education and Training	Points to note	Yes/ No	Comment
[E] All staff, coaches and volunteers appropriately skilled, qualified and insured to undertake their role in providing the activity	Check with your governing body for guidance on coaches delivering face to face and online sessions. See our Active at Home Workforce and Safeguarding pages for tips and resources to help you deliver successful online sessions.		
[P] All staff and volunteers receive an adequate induction which addresses facilities, health & safety, supervision and accountability, including basic information on how to record and report safeguarding concerns	Ensure that the usual processes for recording and reporting concerns are still feasible, and if not, what changes can be made? Communicate this to everyone.		

[G] All staff and volunteers have access to training about safeguarding	Use this period to ensure all staff have refreshed their safeguarding training. Whilst attending workshops may not be possible, online training is available .		
6. Equality and Diversity	Points to note	Yes/No	Comment
[P] All members should have access to the sessions to avoid anyone feeling excluded from the group	Consider how communication between the coach, the children and their parents is managed. Is this in line with your existing safeguarding procedures?		
[P] Staff are supported to recognise and respond to additional needs of some children	Online sessions should be carefully planned to meet the abilities of participants as closely as possible. Consider how individual needs can be met.		

7. Review and Monitoring		Yes/No	Comment
[E] The policy is monitored and reviewed (Policy date for review)			
[P] There are processes for seeking, holding and sharing information (following Data protection regulations), including participant registration, disability, medical and photography consent where applicable	Parental involvement is critical to ensure you have consent for participation in any new offer, particularly if it involves sharing images or recordings of the child. Consider the privacy, security and confidentiality of any online platform that is being used, and ensure coaches are not putting themselves at risk.		
[P] There are strategies for addressing any difficulties or disagreements within the partnership arrangement			

<p>[P] There are clear procedures for parents, children, staff and volunteers to voice their concerns or lodge complaints if they feel unsure or unhappy about anything</p>	<p>This could be an existing complaints policy but should be publicised to participants and parents.</p>		
<p>[G] There are plans in place to capture and use participant and parent feedback</p>	<p>This is the best way to ensure your new offer is meeting the needs of your members and their parents, and to improve on anything that isn't working as well.</p>		

<p>Organisational sign off</p>	<p>Date of next review:</p>	
<p>Contact responsible for checklist:</p>	<p>Signed:</p>	<p>Date:</p>
<p>Safeguarding lead:</p>	<p>Signed:</p>	<p>Date:</p>

Appendix B: Contact details

Contacts for Specialist Advice

If you would like any independent or specialist advice or need to report a suspicion out of hours, you can telephone the local Children's Services department and speak to the duty worker. You can also seek expert specialist advice such as the NSPCC 24-hour free phone Helpline, or the Police have specially trained child protection teams who will give guidance and support and deal with enquiries.

*N.B. 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 or concern (**Appendix E**). A copy of this information should be sent to Active Sussex's Lead Safeguarding Officer.*

Sussex Police

Child Protection Team: 0845 6070999

Sussex Police: 101 (Dial 999 only in an emergency)

National Safeguarding Contacts

NSPCC – 0808 800 5000

Child Protection in Sport Unit – 01163 665 580

Childline – 0800 1111

Kidscape - 020 7730 3300

Active Sussex Safeguarding contacts

Nick Chellel – Lead Safeguarding Officer (LSO) for Children & Young People

nchellel@activesussex.org / 07766 894494

Gemma Finlay-Gray – Deputy Safeguarding Officer (DSO) for Children & Young People / Lead Adult Safeguarding Officer

gfinlay-gray@activesussex.org / 07760 164001

Safeguarding Children in Sussex

Pan Sussex Child Protection and Safeguarding Procedures website <http://sussexchildprotection.procedures.org.uk/#>

All local contacts can be found on the [here](#), but for quick reference please see below.

Brighton & Hove Safeguarding Children Partnership

If you are concerned about a child in Brighton & Hove contact;

- **Multi Agency Safeguarding Hub (MASH)/ Front Door for Families:**
FrontDoorForFamilies@brighton-hove.gcsx.gov.uk / 01273 290400
- **Local Authority Designated Officer:** darrel.clews@brighton-hove.gov.uk / 01273 295643
- **Emergency Duty Service:** 01273 335905/06

East Sussex Safeguarding Children Partnership

If you have concerns for a child within East Sussex call one of the following teams dependent on your location;

- **Single Point of Advice (SPoA)** Mon-Thurs 8.30am-5pm and Fri 8.30am-4.30pm:
0-19.SPOA@eastsussex.gov.uk / 01323 464222
- **Out of Hours Social Care Service - Children's services:** 01273 335905/6
- **Local Authority Designated Officer Referral:** <https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/lado/referrals/form-lado-referral/>

West Sussex Safeguarding Children Partnership

Concerns about the welfare of a child in West Sussex contact;

- **Multi Agency Safeguarding Hub (MASH)** Monday to Friday between 9am-5pm -MASH@westsussex.gov.uk / 01403 229900
- **Emergency team** - all other times, including nights, weekends and bank holidays:
0330 222 6664

Safeguarding Adults at risk in Sussex

Sussex Multi-Agency Policy and Procedures for Safeguarding Adults at Risk website <http://pansussexadultsafeguarding.proceduresonline.com/index.htm>

Brighton & Hove City Council Adult Social Care – 01273 295555

West Sussex County Council Adult services – 01243 642121

East Sussex County Council Adult social care & health – 0345 60 80 191

Appendix C: Dealing with concerns/allegations about the welfare of a young person

Dealing with concerns and allegations about the welfare of a young person

It is the responsibility of the child protection experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns. The reporting of such concerns should never be delayed and allegations made by children or young people must never be dismissed.

The supporting flow diagram provides a clear illustration of the steps to be followed if you have a concern about poor practice or abuse. Where necessary, you should always ensure the immediate safety of the child involved (and other children) before clarifying concerns.

Concerns about poor practice and possible abuse within a sport setting

Recent enquiries indicate that abuse that occurs 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 treated seriously and appropriate actions taken. Allegations may also relate to poor practice where an adult or peer's behaviour is inappropriate and may be causing concern to a young person.

If a young person says or indicates that he or she is being abused (by an adult or another child) or information is obtained which gives concern that a young person is being abused, immediate action should always be taken. As part of your role within Active Sussex, it is your responsibility to act upon any concerns that you may have, reporting such matters should never be delayed. It is, however, important to note that ***it is not your responsibility to determine whether or not abuse has or is taking place.***

Types and indicators of abuse

It is important that people working with children are aware of the indicators of abuse and have the confidence to respond to any indication that a child may have been abused. Some indicators of child abuse are:

- bruising, particularly in the face, head or neck region
- multiple bruising or injuries - for example, burns, scalds, sprains, dislocations or fractures
- injury left untreated
- differing versions of how an injury occurred
- child/relative advising of abuse
- a child, referring to someone else being abused, may mean him/herself
- sexual behaviour that is inappropriate for the age of the child
- nightmares/bedwetting/going to bed fully-clothed
- a high level of distrust of other people
- an inability to relate well with adults and/or children
- extreme attention-seeking behaviour, disruptive or aggressive behaviour and bullying
- seeking indiscriminate or inappropriate adult affection.

The presence of one indicator does not necessarily suggest that a child is the subject of abuse. People working with children need to consider the context in which the indicators are observed and use common sense. If you feel any doubt, contact your state or territory's child protection agency.

How to respond to a safeguarding concern

If a child or young person is in immediate danger contact Emergency services – dial 999 or 101 and ask for the Child Protection Team.

If you have serious concerns for the welfare or safety a child or young person but they aren't in immediate danger this should be reported directly to Children's Services via the [Pan Sussex Child Protection and Safeguarding Procedures website](#) (details Appendix B).

Concerns should be reported immediately, or at the earliest opportunity, to one of the designated Active Sussex Safeguarding Officers, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

- The designated person will refer the allegation to Children's Services (out-of-hours services are available) who may involve the Police, or go directly to the Police;
- The parents or carers of the child will be contacted as soon as possible following advice from the Children's Services department;
- Active Sussex's will follow their internal media protocols document to deal with any media enquiries;
- It is essential to ensure the safety of the young person (if present) – if the young person needs immediate medical treatment, call a doctor or an ambulance, inform doctors of concerns or suspicions of abuse to ensure that they are aware that it is a child protection issue;
- Make a full record of what has been said, heard or seen as soon as possible (**Appendix E**);
- Continue to follow the step-by-step process shown diagrammatically in **Appendix D**

While all staff and volunteers working for Active Sussex will have received training on issues of child protection, they are not experts, and it is not their responsibility to determine whether or not abuse has taken place. If there is any doubt about whether or not the alleged behaviour constitutes abuse, the concern must be shared with professional agencies that will be responsible for subsequent action.

Records and confidentiality

Confidentiality should be maintained at all times.

Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The designated person in charge;
- The parents of the person who is alleged to have been abused;
- The person making the allegation;
- Social services and police;
- Designated officers within the governing body of sport e.g. Legal Adviser, Lead Child Protection Officer;
- The alleged abuser;
- Parents of the abuser, (if the alleged abuser is a child) - Seek Children's Services advice on who should approach the alleged abuser

Appendix D: Reporting process

Report the concern

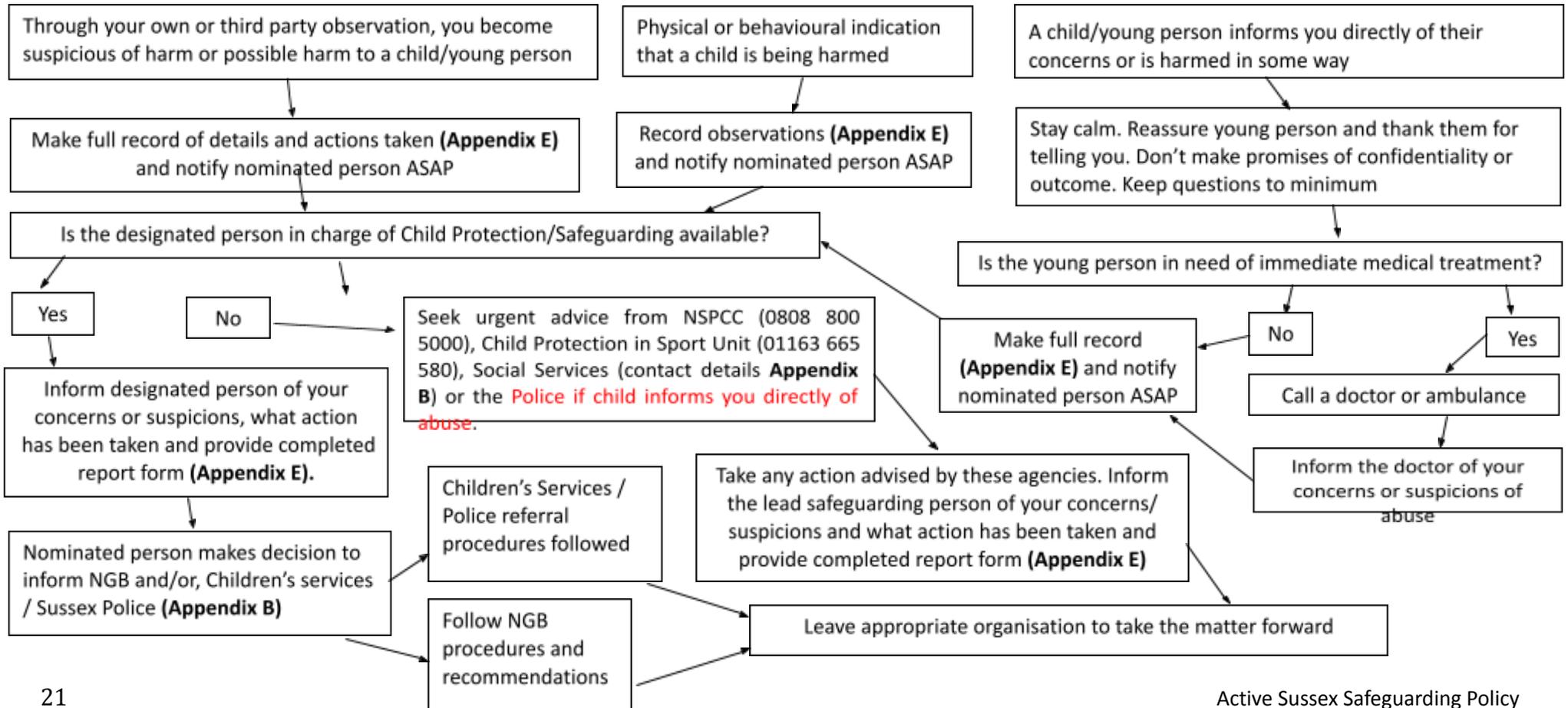
If a child or young person is in immediate danger or you have serious concerns about their welfare or safety then this should be reported directly to Children's Services or the Emergency services

If you are affiliated to a national governing body you can also refer to their safeguarding procedures about who to report the concerns to

If your club or activity isn't affiliated to a governing body contact Active Sussex or your local Children's Social Care (Social Services)

If no one else is available to help and you are concerned for the child welfare, then contact the police

Procedures for responding to disclosure, allegations and suspicions



Appendix E: Incident Report Form

Information passed to the Children's Services department or the Police must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record.

The report should contain as much of the following information as possible:

- The young person's name, address and date of birth, ethnicity and disability (if appropriate);
- The nature of the allegation;
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred;
- A description of any visible bruising or other injuries;
- Any observations that have been made by you or to you;
- Any times, locations, dates or other relevant information;
- A clear distinction between what is fact, opinion or hearsay;
- Your knowledge of and relationship to the young person;
- Information and details of the abuser, where possible;
- Referrals to Children's Services should be confirmed in writing within 24 hours;
- Keep a record of the name and designations of the Children's Services member of staff or Police Officer to whom concerns were passed and record the time and date of call, in case any follow-up is needed

To record an incident, please use the following form.

INCIDENT REPORT FORM (To be used for any Welfare Incidents, accidents or injuries)	
Date: _____ Time of incident: _____	Location of Accident/Incident: _____
Individual involved in incident Male Female Other Name: _____ DOB: _____ Any known disability: Ethnic Background: (if Discrimination Incident)	Name of all individuals(s) who dealt with the Incident:
Individuals Address and Contact Telephone Number:	
Nature of incident (welfare incident /accident/injury):	
Child's Disclosure (in their own words where possible) <i>Continue on a separate sheet if necessary.</i>	
Coach / Staff observations (injury / bad practice) <i>Continue on a separate sheet if necessary.</i>	
If you are passing on someone else's concerns, record their name, address, position and contact number below:	
Please detail names and contact numbers of those who have been contacted (External agencies contacted, parent etc.):	
Has the incident been resolved? Y/N If NO what will happen next?	
First Aid Treatment given if necessary:	
Main witness details: I acknowledge that the details described above are accurate and will remain strictly confidential between myself, the Active Sussex designated Safeguarding Officer(s) and statutory services.	Name: Position: Organisation: Contact Number: Signature: _____ Date: _____
Child/Young person Signed: Print Name: _____ Date: _____	First Aider (if applicable) Signed: Print Name: _____ Date: _____

Appendix F: Photography policy and guidance

There is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of young and disabled sports people in vulnerable positions. All clubs should be vigilant about this possibility. Any concerns during an event should be reported to a club official or other responsible person.

Active Sussex has developed relevant procedures to minimise this risk, via the use of cameras at events and have produced consent forms (see appendix I), for those wishing to take photographic or video footage, as well as consent forms for parents/guardians to allow their child to be photographed and/or videoed.

The below states the procedures that the AP follows, as well as guidance and considerations for other organisations.

Professional photography

If a professional photographer is commissioned or the press are invited to an event, it is important that they understand your expectations of them in relation to child protection. The AP will:

- Provide a clear brief about what is considered appropriate in terms of their behaviour and the content of the photography;
- Issue them with identification which they must display at all times;
- Inform athletes and parents that a photographer will be present at the event and ensure they consent to filming and photography and to its publication;
- Will not allow photographers unsupervised access to child athletes or one-to-one photo sessions during the event;
- Will not approve photo sessions outside the events or at a participant's home
- Will ensure that they are aware of how to identify anyone without consent

If parents or other spectators are intending to photograph or video at an event they will also be made aware of the AP's expectations:

- Spectators will be asked to register at an event if they wish to use photographic equipment;
- They will be issued with identification which they must display at all times;
- Athletes and parents will be informed that if they have concerns, they can report these to the organiser;
- Concerns regarding inappropriate or intrusive photography should be reported to the organiser and recorded in a child protection manner

Seeking permission

Parental permission will be sought from parents to take and use images of individual or smaller groups of participants in which their child would easily be recognisable. The child's permission will also be sought to use their image. The AP will:

- let parents know how, where and in what context an image may be used (within the consent form or verbally relayed)
- make parents aware of your policy on using children's images, and of the way these represent the organisation or activity

What to do when parental consent is not given

Organisers have a responsibility to put in place arrangements to ensure that any official or professional photographers can identify (or be informed about) which children should not be subject to close-up photography.

This could involve providing some type of recognisable badge, sticker or wrist band, and/or a system for photographers to check with the activity organiser and/or team manager to ensure its clear which groups or individuals should not feature in images.

General images of events

At many events more general images will be taken of the event, the site, opening and closing ceremonies, and so on.

It's usually not reasonable, practical or proportionate to secure consent for every participating child in order to take such images, or to preclude such photography on the basis of the concerns of a small number of parents. In these circumstances, organisers should make clear to all participants and parents that these kinds of images will be taken, and for what purposes.

The consent stated in the form used by the AP relates to 'identifying' photographs/footage and therefore parents/carers and children should be aware that wide angled and more general photos of the event sites, opening and closing ceremonies, and so on will be taken during, or at specific points during the event, and it has been deemed unreasonable, practical or proportionate to require parental consent for non 'identifying' photographs/footage.

Secure storage of images

Images or video recordings of children must be kept securely:

- hard copies of images should be kept in a locked drawer
- electronic images should be in a protected folder with restricted access
- images should not be stored on unencrypted portable equipment such as laptops, memory sticks or mobile phones

Avoid using any personal equipment to take photos and recordings of children – use only cameras or devices belonging to your organisation.

If you're storing and using photographs to identify children and adults for official purposes – such as identity cards – ensure you comply with the legal requirements for handling personal information. For guidance on the Data Protection Act and other privacy regulations, visit the [Information commissioner's office \(ICO\)](#) website.

Photography in changing rooms and showers

A growing number of incidents involving inappropriate or illegal photography of children in changing and shower areas of many sports and leisure facilities are being reported.

Some incidents clearly involve an individual with bad intent deliberately targeting a vulnerable child to take and misuse images. These images may be uploaded to social media or shared with other likeminded individuals or groups motivated by sexual interest.

Occasionally, these images are also used to threaten and force the child into unwanted, illegal sexual activity.

Taking and sharing images like this may form part of wider bullying of the targeted young person by other young people, motivated more by a wish to cause humiliation and embarrassment.

Even in the context of a shared joke among friends, without abusive intent, a young person taking and sharing inappropriate images may be committing a serious offence and risk criminal prosecution.

Many facility operators have put in place policies and procedures to reduce the likelihood of such incidents taking place. These almost always include imposing a ban on photography of any form in these areas of the facility (regardless of rules that apply in other areas). Such bans cover participants, spectators, all staff and volunteers.

It can be difficult to be sure whether someone using a mobile phone is actually taking photos or videoing their environment. In order to further deter photography in changing and shower areas, some operators have banned the use of mobiles and other equipment capable of taking images altogether from these areas.

It's important that all users, staff and volunteers within the facility understand the operator's stance on photography. For instance, policies can be communicated through clear signage and posters.

Responding to concerns

Everyone should be made aware of what they should do if they have concerns about the behaviour of any other person in this context.

If anyone is suspected of taking images of children (or adults) in a state of undress, the facility manager or safeguarding lead should be informed immediately, and the police consulted.

Appendix G: Photography consent forms

PHOTOGRAPHER / CAMERA OPERATOR CONSENT FORM	
NB: Individuals should be registered even if they are sharing a camera	
Name: Home address: Postcode Contact number:	ID Presented? Yes No Type of ID seen: Sticker number ID:
PARENT / GUARDIAN / PHOTOGRAPHER – please complete and sign this statement	
I am taking photographs / video footage for the purpose of (please tick all that apply): <ul style="list-style-type: none"> <input type="radio"/> Personal use, for close friends and family only (images not accessible to the general public) <input type="radio"/> School use (images not accessible to the general public) <input type="radio"/> Media use (for websites, newsletters, publicity material etc.) <p>I hereby agree that all details are correct on this form and will abide by the event rules on photography.</p> Signature: _____ Date: _____	
MEDIA ONLY – please sign this statement	
I understand that Active Sussex may contact me via the details above to request use of the images resulting from this photo / film shoot. This may include reproductions or adaptations of the images for all general purposes, and at any time, in relation to Active Sussex’s work. Young people identified by a sticker should not be photographed.	
Organisation: Name:	Signature: Date:

PARENTAL / CARER AND YOUNG PERSON PHOTO /VIDEO CONSENT FORM

NB: Separate forms need to be completed for each young person

This form is to be signed by the Legal Guardian of a young person under the age of 18, together with the young person. It provides permission for images of the young person to be used. Please note that if you have more than one child under the age of 18 you will need to complete a separate form for each young person.

This consent relates to 'identifying' photographs/footage and therefore parents/carers and children should be aware that wide angled and more general photos of the event sites, opening and closing ceremonies, and so on will be taken during, or at specific points during the event, and it has been deemed unreasonable, practical or proportionate to require parental consent for non 'identifying' photographs/footage.

Active Sussex recognises the need to ensure the welfare and safety of all young people in sports and physical activity. As part of our commitment to ensure the safety of young people we will not permit photographs, video images or other images of young people to be taken or used without the consent of the parents/carers and the young person.

Active Sussex follows the guidance for the use of images of young people, as detailed within the Active Sussex Child Protection Policy.

Active Sussex will take steps to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of sports and physical activity in Sussex.

If you become aware that these images are being used inappropriately, you should inform the Active Sussex Lead Safeguarding Officer. Contact details can be found here:

<http://www.activesussex.org/deliver-sport/safeguarding>

If at any time either the parent/carer or the young person wishes the data to be removed from any of our social media platforms, please contact the Active Sussex Lead Safeguarding Officer after which the data will be removed.

TO BE COMPLETED BY PARENT / GUARDIAN *Delete as appropriate

TO BE COMPLETED BY YOUNG PERSON * Delete as appropriate

Parent/Carer full name:

***Does/does not, consent to Active Sussex photographing or videoing of (Name of young person) _____ under the stated rules and conditions above, and I confirm I have legal parental responsibility for this child and am entitled to give this consent. I also confirm that there are no restrictions related to taking photos of this young person.**

Signature:

Date:

Contact number:

Name of young person:

***Does/does not, consent to Active Sussex photographing or videoing my involvement in sports and physical activity under the stated rules and conditions.**

Signature:

Date:

Appendix H: Electronic communication protocols

There are growing concerns about what is and what is not permissible in the area of communication between adults and children and young people in sport. Understandably, with use of mobile phones, text messaging, e-mail and other forms of electronic communication becoming commonplace, these methods of communicating have become a feature of the sporting landscape.

There is evidence of the use of mobile phones and other electronic communication for grooming or other purposes by coaches and others in positions of trust in relation to children throughout sport. There have also been incidents of young athletes becoming very distressed as a result of bullying by coaches or others who have contacted them without parental knowledge on their mobile phones.

The use of text messaging to communicate with individual young participants increases the vulnerability of both the young person and (typically) the coach/volunteer/officer. However, there may be exceptional circumstances in which it is justified, subject to appropriate safeguarding considerations. For example the coach of an elite athlete who is not part of a group of participants may need to pass on information about practical training arrangements or feedback on competition results.

Therefore Active Sussex has established a policy guiding the use of electronic communication, which reflects Child Protection in Sport Unit (CPSU) good practice. We acknowledge the potential risks and additional vulnerability of children and young people, and advise against the use of mobile phones and other forms of electronic communication for the purposes outlined below.

Guidelines for the Use of Electronic Communication

Active Sussex recognises that mobile phones have a valuable role to play in ensuring the safety and welfare of coaches and participants, particularly when an emergency occurs. However, the use of mobile phones by coaches during practical delivery, for the general purposes of either making or receiving calls, is considered to be unsafe and inappropriate conduct. The primary responsibility of the coach must be the supervision and safety of the children and young people that they coach and the provision of a structured, quality coaching experience.

Some sports and many Local Authorities have strict regulations about the use of mobile phones in sports centers and use of such devices which have integrated photographic/video cameras are not permitted based on concerns that have been identified about their potential misuse. It should be recognised that coaches using mobile phones may be breaching guidance, and undermining the ability of a facility to enforce their restrictions.

Active Sussex encourages clubs to use disclosed lists for sending club information via electronic communications through a designated and suitably trained adult (because of their position this person should also have been subject to appropriate selection and vetting processes).

Active Sussex also advises that group emails should give individuals the opportunity to have their contact details removed from the list by including a statement such as: "If you wish to be removed from this e-mail list please contact the administrator" or having an "unsubscribe" link.

Appendix I: Social Media Guidance

Guidelines on use of Social Media

Interactive social media technology has revolutionised the way that people connect and interact.

Facebook, Twitter, blogs, instant messaging and photo and video exchange sites are increasingly popular, and provide an opportunity for the sporting world to connect with children and young people.

However the use of social networking sites also introduces a range of potential safeguarding risks to children and young people. The NSPCC Child Protection in Sport Unit has been commissioned by Sport England to provide safeguarding guidelines for Active Partnerships, National Governing Bodies and other sports organisations which Active Sussex recommend clubs and local partners utilise when considering use of social media within their organisation.

Potential risks to children and young people using social networking and other interactive services

Most children and young people use the internet positively but sometimes behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world, and vice versa. Potential risks can include, but are not limited to:

- bullying by peers and people they consider 'friends'
- posting personal information that can identify and locate a child offline
- sexual grooming, luring, exploitation and abuse contact with strangers
- exposure to inappropriate and/or content
- involvement in making or distributing illegal or inappropriate content
- theft of personal information
- exposure to information and interaction with others who encourage self harm
- exposure to racist or hate material
- encouragement of violent behaviour, such as 'happy slapping'
- glorifying activities such as drug taking or excessive drinking
- physical harm to young people in making video content, such as enacting and imitating stunts and risk-taking activities
- leaving and running away from home as a result of contacts made online

Potential indicators of online grooming and sexual exploitation of children and young people

There is also concern that the use of social networking services may increase the potential for sexual exploitation of children and young people. Exploitation can include exposure to harmful content (including adult pornography and illegal child abuse images), and encouragement for young people to post inappropriate content or images of themselves. There have also been a number of cases where adults have used social networking and user interactive services as a means of grooming children and young people for sexual abuse. The Home Office Task Force on Child Protection on the

Internet identifies that online grooming techniques include:

- gathering personal details, such as age, name, address, mobile
- number, name of school and photographs
- promising meetings with sports idols or celebrities or offers of merchandise
- offering cheap tickets to sporting or music events
- offering material gifts including electronic games, music or software
- paying young people to appear naked and perform sexual acts
- bullying and intimidating behaviour, such as threatening to expose the child by contacting their parents to inform them of their child's communications or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school
- asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'
- asking to meet children and young people offline
- sending sexually themed images to a child, depicting adult content or the abuse of other children
- masquerading as a minor or assuming a false identity on a social networking site to deceive a child
- using school or hobby sites (including sports) to gather information about a child's interests likes and dislikes. Most social networking sites set a child's web page/profile to private by default to reduce the risk of personal information being shared in a public area of the site.

Good practice guidelines for sports organisations

For CPSU documents relating to on-line safety measures visit: <https://thecpsu.org.uk/resource-library/?topic=1104>

E-safety checklist

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.
2. When engaging with digital technology/social networking companies (e.g. Facebook, Twitter or Instagram) it is important to ensure that they adhere to relevant legislation and good practice guidelines.
3. Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated
 - reporting online concerns about possible abuse
 - reporting other breaches of terms
4. Decide how your sports webpage/profile will be managed within your club/organisation
 - vetting and managing the webpage/profile
 - training for the person/s managing the organisation's online profile
 - involvement from your club's/organisation's designated safeguarding lead person
 - ensure any interactive content is moderated e.g. club social network page/discussion forums
5. Registration or 'signing up' to your sports club/organisation:
 - choose an appropriate email address to register/set up a profile/account
 - ensure appropriate security settings are set up
6. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.
7. Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by the club/organisation to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that a clear differentiation between their personal and professional profiles.
8. Address safety when adding content to your webpage/profile:
 - sports contact details
 - promote your sports webpage/profile
 - promote safe and responsible use
 - avoid taking personal details of children and young people
 - when uploading content – 'think before you post'
 - report fake or impostor webpage/profiles

9. Address safeguarding when promoting the sport, organisation, events and competitions.

10. Promote your sports webpage/profile

- where possible use the club's/organisation's own webpage/profile/email instead of using personal accounts

11. If you are delivering sessions online, please refer to following documents have been created to support the workforce when delivering online session:

- [Active Sussex – Delivering Super Online Sessions](#)
- [Active Sussex – Identifying & minimising risks delivering online sessions](#)
- [Active Sussex – Safeguarding Children Checklist Online Sessions](#)

Reporting concerns about possible online abuse

All staff should be familiar with your organisation's reporting procedures which should include the reporting of potentially illegal/abusive content or activity, including child sexual abusive images and online grooming. In addition to referring concerns to your organisation's designated person, you should immediately report online concerns to the Child Exploitation and Online Protection Centre (CEOP) or the police, in line with internal procedures. Law enforcement agencies and the service provider may need to take urgent steps to locate the child and/or remove the content from the internet.

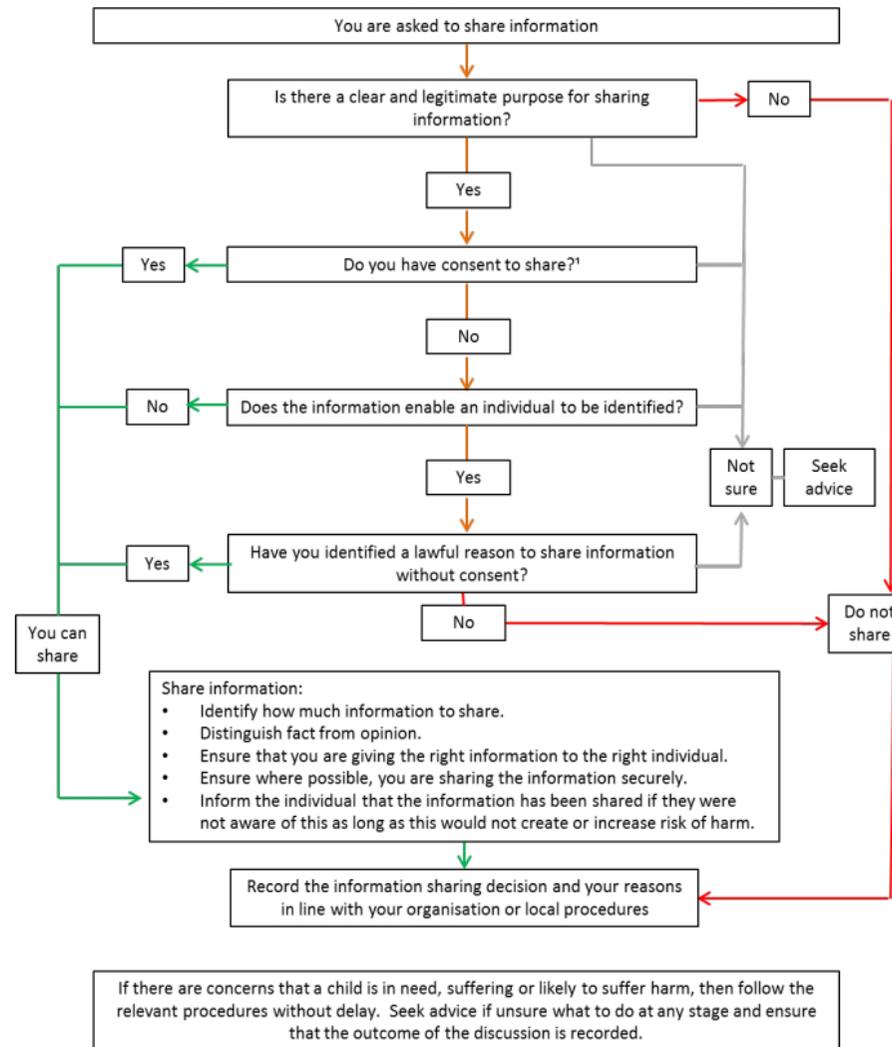
Child Exploitation and Online Protection Centre at www.ceop.uk

In the UK, you should report illegal sexual child abuse images to the Internet Watch Foundation at www.iwf.org.

Where a child or young person may be in immediate danger, always dial 999 for police assistance.

Appendix J: Information sharing

Flowchart of when and how to share information



1. Consent must be unambiguous, freely given and may be withdrawn at any time

Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers (Published by the Department for Education, July 2018)

Appendix K: Duty of care guidance

CPSU has created a briefing paper to clarify what duty of care entails for sporting organisations, and to provide some guidance as to what steps can be taken in order to demonstrate that this duty is being met.

Sports organisations have a duty of care towards children and young people. This briefing paper aims to clarify what that duty means and to provide some guidance about what can be done to demonstrate that this duty is being met.

In order to fulfil its duty of care a sports body needs to take reasonable measures in the circumstances to ensure that individuals will be safe to participate in an activity they are providing or is under their auspices.

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

A duty of care may be imposed by:

- common law or statute
- contract
- acceptance by an individual

In some cases the law imposes a duty of care. For example, the duty of care the police have towards a person that they arrest.

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

The duty occurs in two ways:

- A Legal Duty of Care
- A Moral Duty of Care

The Legal Duty of Care has a strict definition. An example of this is in Health and Safety procedures. These provide clear guidance about what reasonable steps should be taken to reduce hazards related to activities, substances or situations.

Given the health and safety considerations, it is generally accepted that a sports organisation or individual (e.g. coach) owes a duty of care to its members. However, it is also recognised that accidents can and do happen, and that it is not possible to predict every situation.

Liability for failing to meet the legal duty of care would only arise if an incident occurs and it can be proved that the risk was foreseeable but no action had been taken to avoid it.

If legal action is taken, the following criteria would be used to decide if an organisation or individual should be held responsible:

- Injury is reasonably foreseeable
- Proximity
- It is fair, just and reasonable to impose a duty of care

The claimant would have to show:

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

Children and young people are owed a higher duty of care and those working with children and young people must reflect this.

The responsible person must be prepared for children to be less careful than adults. This is even more significant if a child is known to have learning difficulties or a medical condition which may make them more vulnerable than other children.

Children and Young People in a club or sports activity

Any person in charge of children and young people involved in a sports club or activity has a duty of care. The duty when children are involved in a sports club is reasonably straightforward. It is comparable to the duty of a teacher in charge of a class of children of the same age.

There have been many examples of cases around liability for accidents suffered by school pupils while at school. These can be usefully applied to a sports setting. As a result of these cases, the expected standard of care for teachers is generally identified as that of a *reasonably prudent parent*. It also takes into account the fact that a teacher will have responsibility for a whole class of children.

Another term that can be used for this level of responsibility is acting '*in loco parentis*'. This is not necessarily referring to the child's actual parent; what a parent may allow, the sport may choose not to. For example, a parent may say that their child can stay out until midnight but a reasonable parent, or the sport, may not.

If a teachers supervision falls below the standards of a reasonably prudent parent and a child is hurt as a result, the teacher may be held to be negligent. Those managing or supervising children and young people in a club setting should consider what steps they may need to take to demonstrate they are providing a *reasonable* standard of care. Examples of this could include:

- Keeping up to date registers of attendance
- Keeping up to date records of contact details

- Maintaining appropriate supervision ratios
- Maintaining up to date information on specific medical conditions – allergies, asthma, epilepsy
- Ensuring that first aid provision is available at the venue
- Ensuring those responsible for supervising the children and young people have been through appropriate recruitment and selection processes

The Management of Health and Safety Regulations 1999 states that employers must make risk assessments and specify controls to reduce the risks of their activities.

Those responsible for sports activities should think of themselves like an employer and carry out a risk assessment for their activities. This must include elements related to duty of care and health and safety. Some sports have developed risk assessment templates and it is important, to complete these.

It is not necessary to complete an assessment on each individual activity or session if this occurs on a regular basis. An annual or seasonal assessment would be sufficient. If, however, potentially dangerous equipment is used as part of the activity then this equipment must be checked before the start of every session.

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

To determine if the duty of care has been breached, the ordinary civil law of negligence would be applied. The question is whether the accused, has failed to reach the standard of *a reasonable person*.

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

Within sports organisations the duty of care should begin by ensuring the activity is authorised by the sport and the relevant instructors are qualified for the task. The next step will be to manage the activity in a safe manner throughout. This is best explained as what is considered to be reasonable.

Reasonable measures

For sport in England the Child Protection in Sport Unit has established the Standards for Safeguarding and Protecting Children and Young People in Sport (2003) to identify what an organisation should reasonably undertake in relation to child protection.

The Standards require sports organisations (National Governing Bodies [NGBs] and Active Partnerships [APs]) to have in place:

- Standard 1 - child protection policy
- Standard 2 - procedures and systems
- Standard 3 - prevention
- Standard 4 - codes of practice and behaviour

- Standard 5 - equity
- Standard 6 - communication
- Standard 7 - education and training
- Standard 8 - access to advice and support
- Standard 9 - implementation plan.

For affiliated clubs it is reasonable to expect that they will adopt and follow the NGB's or another organisation's policy and procedures.

For more information on the Standards visit www.thecpsu.org.uk.

Appendix L: Managing challenging behaviour

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

This guideline created by the CPSU aims to promote good practice and are based on the following principles:

- The welfare of the child is the paramount consideration
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties
- Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained

Planning Activities

Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:

- Assessment of additional risk associated with the child's behaviour
- Appropriate supervision ratios and whether numbers of adults should be increased
- Information sharing for all/volunteers on managing any challenging behaviour to ensure a consistent approach
- Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely. (see below)

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreement about:

- what constitutes acceptable and unacceptable behaviour (code of conduct)
- the range of sanctions which may be applied in response to unacceptable behaviour

This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp. It should involve the views of children and young people to encourage better buy in and understanding.

Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down.

Ensure that parents/carers understand the expectations on their children, and ask them to reinforce this ahead of any trip or activity.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.
- Fully explained to the child and their parents/carers

In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work
- Reparation - the act or process of making amends
- Restitution - the act of giving something back
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour
- Increased supervision by staff/volunteers
- Use of individual 'contracts' or agreements for the child's future or continued participation
- Sanctions or consequences e.g. missing an outing or match
- Seeking additional/specialist support through working in partnership with other agencies
- Temporary or permanent exclusion

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

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

Physical Intervention

Staff/ volunteers should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention.

The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Form part of a broader approach to the management of challenging behaviour
- Be the result of conscious decision-making and not a reaction to an adult's frustration
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time
- Used only after all other strategies have been exhausted
- Be recorded as soon as possible using the appropriate organisational reporting form and procedure

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child. Physical intervention must not:

- Involve contact with buttocks, genitals and breasts
- Be used as a form of punishment
- Involve inflicting pain

Views of the child

A timely de-brief for staff/volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

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

A policy for managing challenging behaviour

All organisations that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour.

It should include:

- The standard of conduct expected from staff/volunteers and participants
- How the organisation will respond to unacceptable behaviours
- How your organisation will respond to 'high risk' behaviours
- The circumstances in which physical interventions will be used
- Guidance, support and/or training available to staff/volunteers
- The circumstances where external agencies will be contacted for support or in response to concerns e.g. – Children's Social Care services, the Police
- What will happen after an incident with regards to debrief

Appendix M: Guidance on addressing the additional vulnerability of certain groups of children

It is important to be aware that some groups of children or young people may be more vulnerable than others.

Therefore the Active Partnership (AP) will always do it's utmost to ensure that partners working with these potentially vulnerable individuals/groups are provided with advice and guidance. Below are some resources from the CPSU and other organisations that provide more information on addressing the additional vulnerability of these groups.

Disabled children and young people

It's very important that everyone who will be responsible for, or in contact with, young people appreciate and understand the additional vulnerability of disabled children and young people.

The briefing from CPSU provides guidance on how to recognise and respond to concerns about the welfare of a child.

<https://thecpsu.org.uk/resource-library/2013/safeguarding-deaf-and-disabled-children-and-young-people/>

Talented/elite young athletes

For many young people, reaching a representative level has been their focus for a number of years, and they will have trained hard to achieve this. Some parents will also have made a significant contribution and often considerable sacrifices to support their child's progress and success.

The briefing from CPSU is designed to assist governing bodies, coaches and parents to consider the impact and pressure being placed on talented young elite athletes and what is acceptable practice within their sport. <https://thecpsu.org.uk/resource-library/2013/safeguarding-the-elite-young-athlete/>

LGBT young people

Some people still discriminate against anyone who is seen as different and demonstrate discriminatory attitudes or behaviors. The changes to the law mean that organisations have a responsibility to provide services and support for all children and young people – including those who are lesbian, gay, bisexual or transgender.

There are things that can be done to help make sure LGBT children and young people feel included and valued in a group, and there are a wealth of resources for safeguarding LGBT young people in sport which can be found here - <https://thecpsu.org.uk/help-advice/topics/lgbt-young-people-in-sport/>

Appendix N: Away Trips and Hosting Briefing (CPSU)

Away Trips

Travelling to away fixtures is a regular event for many clubs and teams. Trips may vary from short journeys across town to play another local team or involve more complicated arrangements involving overnight stays and events overseas. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that need to be considered when travelling with children.

Communication with:

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

Transport

Planning needs to take place before the event to make sure that, whatever mode of transport is being used, any safeguarding concerns can be addressed. A more detailed transporting children briefing is available on [our website](#).

Ratio

Dependent on the sport the [ratio of adult to child](#) may vary but what ever is considered appropriate would generally need to be increased when travelling away from home.

Insurance

The team manager needs to ensure that the club's general insurance covers travel to away events and cover should include baggage loss, medical cover and emergency expenses to cover accommodation and transport. Further guidance is available within our [Safe Sport Events Management Tool](#).

Emergencies

Procedures need to be in place in the case of an emergency taking place during an away trip or whilst being hosted. Further guidance is available within our [Safe sport events Management Tool](#) as to what should be in place before the trip takes place and what to consider whilst the young person is away.

Hosting

- A host should be provided with as much information about the child/children staying with them and details of the competition
- The host should agree to provide references and be vetted when this is available. When arranging for events/trips abroad, the club or Governing Body will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references

For further more detailed information on taking children away on a residential, please refer to our [Safe Sport Events Management Tool](#).

CHILD / YOUTH MEMBER	
Right To	Responsibility
<ul style="list-style-type: none"> ● Be safe ● Have any concerns listened to ● Be respected by their coach and host family ● Have easy access to phone contact with the trip organiser ● Have a list of events (itinerary) ● Regular group meetings with other young people ● Have their religious needs facilitated ● Have prior knowledge of the climatic variation to enable them to bring adequate clothing ● Be made aware of the codes required for phoning home ● Maps of the local area ● Have the currency of the country they are visiting explained to them ● Be made aware of collection and drop off arrangements 	<ul style="list-style-type: none"> ● Show respect to their host families ● Show respect to other youth members and their leaders ● Attending any prior planning meeting to ensure they are fully informed of the plans ● Maintain the sport's reputation by adhering to their code of conduct ● Discussing their dietary needs with the host family (though it is the parent's/organiser's responsibility to ensure this information is passed on in advance) ● Maintain the accommodation to the standard set by the family ● Be aware that they are acting as an ambassador for their sport and on occasions their country ● Dependent on arrangements with parents, manage their own money

COACH / MANAGER	
Right To:	Responsibility
<ul style="list-style-type: none"> ● Have support form their Governing Body if reporting any concerns about the arrangements ● Respectful behaviour from children and young people, other adults, members or parents involved in the trip ● Not be left vulnerable when working with children ● Receive the relevant information from parents/guardians in advance of the trip i.e. <ul style="list-style-type: none"> – Dietary needs – Any personal care needs – Emergency contact numbers – Signed medial consent form – List of any medication/allergies <p>The European Health Insurance Card (EHIC) allows you to access state-provided healthcare in all European Economic Area (EEA) countries and Switzerland at a reduced cost or sometimes free of charge.</p> <ul style="list-style-type: none"> ● To have any personal "out of pocket" expenses reimbursed 	<ul style="list-style-type: none"> ● To plan well in advance of the trip ● Check Governing Body guidelines ● Gather information on destination and venue (if possible carry out a risk assessment) ● Facilitate information meetings prior to the trip for parents and children ● Maintain confidentiality about sensitive information ● Model effective behaviour including time keeping, commitment and compliance with procedures ● Fostering team work to ensure the safety of youth members in their care ● Respond to children/youth members' statements and concerns and report these in accordance with organisational procedures ● Record any complaints or accidents on relevant documentation ● Provide the children, parents and host with an itinerary ● Have clear arrangements for collecting and transporting children during the trip ● Ensure that if a young person has to share a room that it is with someone of the same sex and that they are aware of who this is in advance ● Check adequate insurance cover is arranged

<ul style="list-style-type: none"> ● To be able to apply sanctions in line with the Governing Body guidelines and discussed prior to the trip ● To share responsibilities, such as being an emergency contact, with other staff/volunteers rather than being solely responsible 	<ul style="list-style-type: none"> ● Ensure they have received the relevant documentation from the child's parents/guardians ● To ensure that there is an appropriate adult/child ratio ● To submit a report to club or Governing Body after the trip ● Make parents and children aware of photographic policy and obtain parent's signature (or include on permission form)
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PARENTS / GUARDIANS

Right To:	Responsibility
<ul style="list-style-type: none"> ● Know their child is safe ● Be informed of any problems or concerns relating to their children ● Be informed if their child is injured ● Have their consent sought prior to the trip ● Contribute to the decisions in planning the trip (when appropriate) ● Have knowledge of where their child is staying and with whom ● Have a contact number for their child's hosts and trip organiser ● Have a detailed itinerary of events that their child will be taking part in 	<ul style="list-style-type: none"> ● To be aware of the Code of Conduct for children, coaches and hosts and encourage their child to abide by these ● To agree sanctions with the coach and child prior to the trip, in accordance with organisational procedures ● Ensure the child has appropriate spending money ● To pay for relevant costs prior to their child going on the trip ● Provide the coach with all relevant documents and emergency contact number ● Ensure the child has a passport (if required) prior to the trip ● Provide appropriate clothing to meet the needs of the child while away from home ● Drop off and collect their child at agreed time

HOSTS

Right To:	Responsibility
<ul style="list-style-type: none"> ● To be treated with respect by the children, coaches and parents ● To have prior knowledge of any special requirements e.g. <ul style="list-style-type: none"> - Medical - Food - Religious - Transport - Mobility ● To have telephone contacts, lists of parents and coaches in the event of an emergency ● To be financially reimbursed for any expenses (when agreed) ● To be informed of competition details ● To have clearly defined roles prior to the event ● To be consulted about any change in plans 	<ul style="list-style-type: none"> ● To have agreed to a Code of Conduct ● To consent to checks/references being sought into the appropriateness of them being hosts ● To provide a safe and supportive environment for the children while they are hosting them ● To attend host family meetings prior to and during the competition if arranged ● To provide the child with a positive experience of staying away from home and possibly a different culture

(August 2014)

Appendix O: Including Young LGBT People in Sport

Pride Sports who was founded in 2006 is one of only two organisations in the UK working to challenge homophobia, biphobia and transphobia in sport and improve access to sport for all LGBT people across the world.

Their aims are to challenge homophobia, biphobia and transphobia in sport and improve access to sport for LGBT people. In working towards these goals they carry out the following:

- Campaign for change
- Educate
- Promote good practice
- Actively grow LGBT participation and satisfaction in sport

They have created a guide titled 'Including Young LGBT People in Sport'.

[Download the guide](#) from our website.

The resource includes topics such as;

- Legislation
- Challenging language and behaviour
- Top Tips For Creating a Welcoming Environment
- Changing Facilities