



## Safeguarding Policy for Children and Vulnerable Adults

<b>Policy</b>	Safeguarding Policy for Children and Vulnerable Adults 2010
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## **Safeguarding Policy for Children and Vulnerable Adults**

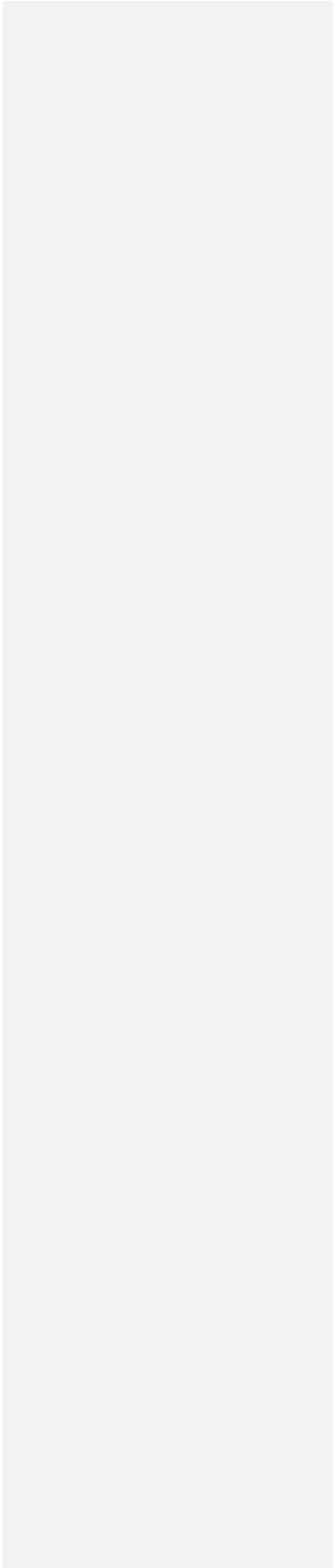
This policy has been developed following a review of the Northamptonshire Sport Child Protection Policy (2004) and the establishment of a county minimum operating framework for Safeguarding through sport. This policy meets the requirements identified in the county minimum operating framework and the NSPCC 'Safeguarding and Protecting Children and Young People in Sport' national standards and supports the Local Safeguarding Children's Board Inter agency Child Protection procedures (2006).

**This policy has been adopted, and is implemented by Northamptonshire Sport Core team<sup>\*</sup>, and those acting on behalf of the core team in the delivery of activities whether paid or unpaid (for example coaches and volunteer).**

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## **Section 1 - Introduction**

Northamptonshire Sport has a duty of care to safeguard all children, young people and vulnerable adults involved in its programmes, activities and services from harm.

Northamptonshire Sport is committed to the belief that ALL children and young people have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

All areas of work, direct delivery and strategic, are underpinned by quality assurance and a commitment to ensuring that sport, physical activity and recreation across Northamptonshire is both safe and inclusive.

### **1.1 Policy Statement:**

Northamptonshire Sport is committed to ensuring that sport, physical activity and recreation across Northamptonshire is both safe and inclusive and that the safety of children, young people and vulnerable adults is paramount.

### **1.2 Principals**

- The welfare of children and vulnerable adults is paramount
- All children and vulnerable adults (whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity) have the right to participate in sport, physical activity or recreation in an environment which is free from violence, fear, abuse, bullying and discrimination
- All children and vulnerable adults have the right to be protected from harm and exploitation

### **1.3 Policy aims**

- To ensure that the welfare and needs of children and vulnerable adults are of primary importance in the work of Northamptonshire Sport at all levels (strategic planning, advocacy and delivery)
- To ensure good practice is promoted and implemented at ALL times to ensure the safety of children and vulnerable adults
- To raise awareness of safeguarding issues and implement preventative measures
- To ensure all staff (paid / voluntary) are supported and trained to make informed and confident responses to specific safeguarding issues
- To ensure effective communication to staff (paid / voluntary), parents / carers and participants on safeguarding issues
- To ensure clear procedures are in place, promoted and implemented in line with Northamptonshire Multi-Agency procedures for Child Protection and Adult Abuse.

## 1.4 Definitions of Terms:

- Children / Child:  
A child is a person under the age of 18 years (The Children's Act 1989). The term children / child will be used throughout this document and encompasses 'older' children who otherwise may be referred to as young people.
- Vulnerable Adult – 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 may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. ('Who Decides' – Lord Chancellors Department, 1997)

Vulnerable adults could include those with physical disabilities, learning difficulties, mental health problems including dementia, people with sensory impairments, people who misuse substances or alcohol and those who are HIV positive, or those dependant on others for support. (Northamptonshire Multi Agency procedures – adult abuse)

- Welfare Officer – The designated person within an organisation responsible for Safeguarding (specific roles are outlined in section 3.8 of this policy).
- 'Northamptonshire Sport' is the county sports partnership (CSP): a partnership of all of the key organisations involved in achieving the strategy vision and ambitions. Northamptonshire Sport has agreed to appoint staff who works within the "core team." The officers also work within the CSP and have a unique role within it, but they collectively do not form the CSP.

## 1.5 Using this policy

This policy has been written to work for the CSP taking into account the views and procedures of the wider network to create a single policy that can be adopted by all partners and stakeholders if required. However, certain sections of this policy may differ according to the organisations who are adopting it. Therefore, the content of the policy will remain entirely relevant to the Northamptonshire Sport 'Core team', but sections that may vary, according to who adopts the policy.

## Section 2 - Poor Practice, Abuse and Bullying

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. People working in sport (whether in a paid or voluntary capacity) 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 child or vulnerable adult. Northamptonshire Sport will therefore encourage and expect core team, and those acting on behalf of the core team, to discuss any concerns they may have about the welfare of a person immediately with the designated welfare officer (contact details can be found in Appendix A).

It is not the responsibility of sports staff / volunteers to determine if abuse is occurring. It is however their responsibility to follow the appropriate procedure within this policy. Following the correct procedure will ensure the correct people / agencies are informed and the appropriate action taken.

It is the responsibility of sports staff / volunteers to recognise that some group's children and adults can be regarded as more vulnerable than others, depending on their ethnic background, race, religion, socio-economic position or physical and mental ability. These factors must be considered when recognising signs of abuse and neglect but also when staff and volunteers are conducting themselves where these more vulnerable group's are present.

### 2.1 Poor Practice

Poor practice includes any behaviour that contravenes the guidelines identified within this policy and / or specific codes of conduct or behaviour which may be in place for specific roles or events. Examples include National Governing Body of sport codes of conduct for coaches and volunteers and the Sports Coach UK code of practice for sports coaches.

### 2.2 What is Abuse and Neglect?

Abuse and neglect are forms of maltreatment for a child or vulnerable adult. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

**2.2.1 Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult.

Physical abuse may also include:

- Restricting someone in an inappropriate manner
- Using medication inappropriately or withholding medication
- Withholding necessary aids (including glasses and hearing aids)

- Causing someone unreasonable physical discomfort through the withholding of care or the application of inappropriate treatment

Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body; where drugs are used to enhance performance or delay puberty.

**2.2.2 Sexual abuse** involves forcing or enticing a child or vulnerable adult to take part in sexual activities, including prostitution, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

Sexual abuse can also include being subjected to sexual innuendoes and harassment and not having a choice about a care worker of the same sex undertaking intimate personal care.

**2.2.3 Neglect** is the persistent failure to meet a child or vulnerable adult's basic physical and / or psychological needs, likely to result in the serious impairment of their health or development.

Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child or vulnerable adult from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child or vulnerable adult's basic emotional needs.

Neglect in sport could include a teacher or coach not ensuring children / vulnerable adults were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

**2.2.4 Emotional Abuse** is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on them. These may include interaction that are beyond the child or vulnerable adults developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child or vulnerable adult participating in normal social interaction.

Emotional abuse may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children or vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment of a child or vulnerable adult, though it may occur alone.

There is a growing awareness that children who live in extreme poverty, are socially excluded, live with domestic violence or where alcoholism or mental health problems exist, may be at greater risk of long term emotional abuse.

### **2.2.5 Financial abuse**

Vulnerable adults may be susceptible to financial abuse which is the deliberate exploitation or manipulation of a person's legal or civil rights including the improper use of money or property.

This may include:

- withholding pension or property book
- not spending allowances on the individual
- not allowing the person access to their own money
- misuse of benefits
- mismanagement of bank accounts
- denying access to money
- theft of money or property
- pressure to change a will or asking someone who doesn't have mental capacity to sign a will.

## **2.3 Indicators of Abuse**

Indications that a child or vulnerable adult may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The child / vulnerable adult describes what appears to be an abusive act involving him/her
- Someone else (a child or adult) expresses concern about their welfare
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Is prevented from socialising with others
- Display variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt
- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care

It should be recognised that this not a definitive list and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those working in sport to decide that abuse is occurring but it is their responsibility to act on any concerns by reporting them to the designated Welfare Officer. (See Section appendix A).

## 2.4 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a child or vulnerable adult. It may be that the abuser may be a peer, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- Physical: e.g. hitting, kicking and theft,
- Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures,
- Material - when possessions are stolen or damaged or extortion takes place
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring and
- Sexual: e.g. unwanted physical contact or abusive comments.

### 2.4.1 Bullying in Sport

The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:

- a parent who pushes too hard or exerts pressure for the participant to succeed
- a coach who adopts a win-at-all costs philosophy
- a player who intimidates inappropriately
- an official who places unfair pressure on a person.

### 2.4.2 Indicators of Bullying

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and vulnerable adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a child or vulnerable adult is being bullied:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports clubs
- a drop off in performance at school or standard of play
- physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol
- a shortage of money or frequent loss of possessions.

### 2.4.3 Anti Bullying Policy

Northamptonshire Sport has adopted a specific Anti Bullying policy that covers all aspects of bullying and harassment of children and vulnerable adults within a sporting and non-sport environment (Appendix K). Northamptonshire Sport also complies with Northamptonshire County Council Anti Harassment Policy when dealing with reports of allegations within the workplace (Appendix L).

## 2.5 Relationships of Trust

“The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins.” Caring for Young People and the Vulnerable Guidance for Preventing Abuse of Trust (Home Office, 1999). This statement recognises that genuine relationships do occur between the different levels of coaches/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 the older member has over someone attending a group or activity 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 coaches/volunteers to recognise the responsibility that 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.

If you engage in an intimate or inappropriate relationship with a young person it is a breach of Northamptonshire Sport’s Code of Practice and Behaviour and as such will result in disciplinary action. In certain circumstances the ‘abuse of trust’ is a criminal offence (Sexual Offences Act 2003), the Government are currently considering extending these guidelines to include Sports Coaches).

## Section 3 - Good Practice and Procedures

All personnel are required to demonstrate exemplary behaviour in order to ensure the protection and safety of children and vulnerable adults. The guidelines detailed below provide good practice examples which must be applied along with specific codes of conduct or behaviour (e.g. NGB codes of conduct) which may apply to specific roles, activities or events. Poor practice and breaches of a position on trust should be immediately acted upon by parties adopting this policy.

### 3.1 Good Practice Guidance:

- Always work in accordance with this safeguarding policy. If in doubt contact the designated welfare officer.
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets)
- Treat all children and vulnerable adults equally, and with respect and dignity.
- Always putting the welfare of each child and vulnerable adult first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with participants (e.g. it is not appropriate to have an intimate relationship with a child or vulnerable adult, or to share a room with them)
- Build a balanced relationship based on mutual trust which empowers children and vulnerable adults to share in the decision making process.
- Keep up to date on training and safeguarding issues.
- Keep up to date with the technical skills, qualifications and insurance in sport.
- Involve parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs.
- Ensure that if mixed teams are taken aware, they should always be accompanied by a male and female member of staff (NB: however be aware that same gender abuse can also occur).
- Making sport fun, enjoyable and promote fair play.
- Sports coaches / leaders and volunteers are expected to work within the Sport Coach UK code of practice (for sports coaches) or the relevant National Governing Body code of conduct or behaviour.
- Ensure that if any form of manual/physical support is required, it should be provided openly and according to the guidelines provided by the National Governing Body of sport. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Participants should always be consulted and their agreement gained.
- Ensure that at tournaments or residential events, adults do not enter children's / vulnerable adult's room or invite them into your room unless they are at risk of harm, in this event ensure another adult is present.
- Be an excellent role model – this includes not smoking, drinking alcohol or swearing in the company of children or vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children and vulnerable adults avoiding excessive training or competition and not pushing them against their will.
- Ensure equipment and facilities are safe and appropriate to the age and ability of the child or vulnerable adult.

- Ensuring that use of photographic and filming equipment is appropriate and permission of parent or carer has been sought.
- Secure parental / carer consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with any treatment given.
- Ensure that high standards are maintained at all times.
- Avoid spending time alone with children or vulnerable adults away from others.
- Parental / carer consent must be obtained prior to contacting children or vulnerable adults by phone, text or e-mail

### **3.2 Practice never to be sanctioned**

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child or vulnerable adult.
- Allow or engage in any form of inappropriate touching.
- Allow children or vulnerable adults to use inappropriate language unchallenged.
- Make sexually suggestive comments, even in fun.
- Reduce a child or vulnerable to tears as a form of control.
- Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or vulnerable adults that they can do for themselves
- Invite or allow children or vulnerable adults to your home where they will be alone with you.
- NB. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children and vulnerable adults. These tasks should only be carried out with the full understanding and written consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on a coach / volunteer / member of staff, it is important that the coach / volunteer / member of staff talks with them about what it is they doing, choices should be given where possible. This is particularly so if the coach / volunteer / member of staff is involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out particular activities. Coaches/volunteers/members of staff should avoid taking on the responsibility for tasks for which they have not been appropriately trained.

### **3.3 Recruitment, employment and deployment of staff and volunteers**

Northamptonshire Sport will ensure that all reasonable steps are taken to ensure unsuitable people are prevented from working with children and vulnerable adults. All recruitment (paid and voluntary) should take place in line with the relevant recruitment procedures.

The following steps must be in the recruitment of all personnel (paid or voluntary) who have direct contact with children and / or vulnerable adults:

#### **3.3.1 Pre application information**

- All posts / roles should have a job or role description which clearly outlines responsibilities in relation to Safeguarding
- All posts / roles should have a person specification identifying the level of training / knowledge required in relation to Safeguarding
- Notification should be given that the post is subject to a satisfactory enhanced Criminal Records Bureau (CRB) check.

### **3.3.2 Recruitment selection and screening**

An appropriate screening process must be in place and implemented, including;

- An appropriate interview process. Where coaches are being employed it is recommended that their practical coaching skills are assessed.
- The completion of a self disclosure form (see appendix B & C. Appendix B refers to the Northamptonshire County Council self disclosure form which must be used for contracted staff (i.e. core team). Appendix C refers to the Northamptonshire Sport self disclosure form which must be used for casual staff and volunteers).
- The successful completion of an enhanced Criminal Records Bureau (CRB) check (NB: anyone declining a CRB check should not be allowed to work with children, young people or vulnerable adults).
- A minimum of two references are taken and checked.
- Where necessary relevant qualifications should be seen and checked with the relevant National Governing Body.

The risk assessment of the CRB check must reflect the role of the individual concerned for example the risk assessment for an adult working with vulnerable adults must also taking into account other forms of potential abuse which do not necessarily apply when working with children (i.e. financial abuse).

If an individual has been CRB checked for working with children they must be re checked should their role change to include working with vulnerable adults.

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### **3.3.3 Induction**

All staff (paid or voluntary) employed / deployed will undertake a clear induction process. This will include health and safety (including risk assessment), equal opportunities and safeguarding.

The safeguarding element of the induction will include:

- Roles and responsibilities in relation to safeguarding
- An overview of the safeguarding policy and procedures
- Key contact details
- Training / Continuous Professional Development needs assessment in relation to safeguarding

## **3.4 Continuous Professional Development**

It is recognised that providing a system of checks is only part of the process of protecting children and vulnerable adults from abuse. Northamptonshire Sport is committed to providing appropriate training to individuals on safeguarding and to highlight their

responsibilities with regards to their own good practice and reporting of poor practice / concerns of abuse.

All individuals working with children and / or vulnerable adults must have up to date knowledge and an understanding of safeguarding issues. It is acknowledged that the training and knowledge required will vary depending on the level of responsibility and degree of contact an individual has with children and / or vulnerable adults. See appendix B which outlines the specific training required for all staff / volunteer roles and represents minimum operating standards. These have been developed in line with the Child Protection in Sport Unit's guidance document 'Roles, Skills, Knowledge and competencies for safeguarding and protecting children in the sports sector (2007)'. Training requirements will be reviewed in line with National amendments to this document.

Sports Coach UK support partners (the Northamptonshire Sport county sports partnership) to recruit, develop and retain the coaches they need to achieve their sports participation and performance goals. They have set out a Minimum Standard of Deployment for sports coaches.

Along with implementing minimum training requirements Northamptonshire Sport is committed to advocating these standards as minimum standards across the county.

### **3.5 Supervision and Coaching Ratios**

All staff (paid / voluntary) should ensure that the appropriate supervision / staff ratios are implemented. Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (in the event of a participant requiring the attention of an adult during the activity following an accident for example).

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

#### **3.5.1 Supervision Ratios:**

Children under 8 years old:

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

Children over 8 years old:

One adult to ten participants (with a minimum of two adults).

Vulnerable Adults:

One adult to eight participants (with a minimum of two adults) however, the completion of a risk assessment must be undertaken prior each activity or event to determine if additional supervision is required based on participants individual needs and level of ability.

#### **3.5.2 Coaching Ratios:**

The ratio of coaches to participants varies from sport to sport and should be based on:

- Age of participants
- Additional supervision / support needs of some or all participants (for example due to behavioural difficulties)
- Ability level and / or severity of disability of participants
- Competence / experience of participants for the specific activity
- Nature of activity (for example climbing or swimming sessions may require higher levels of supervision than an aerobics class)
- Nature of venue (whether closed and exclusive, or open and accessible to members of the public)

Sport specific guidance can be obtained from the sports National Governing Body

### **3.6 The use of photography and filming equipment**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. Staff / volunteers should be vigilant and any concerns should be reported to the designated welfare officer.

The following guidelines should be followed at all times:

- If the participant is named, avoid using their photograph.
- If a photograph is used, avoid naming the participant.
- Ask for parental / carer permission / consent to use an image of a child or vulnerable adult. This ensures that they are aware of the way the image may be used.
- Only use images of participants in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there are clearly some sports activities - swimming, gymnastics and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a particular child or vulnerable adult and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if poolside, waist or shoulder up.

#### **3.6.1 Guidelines for Use of Photographic / Filming Equipment:**

- If professional photographers are commissioned to take photographs or film footage it is important that they are briefed on relevant safeguarding procedures and that they are clear about expectations in relation to safeguarding issues.
- Photographers should be provided with a clear brief as to what is considered appropriate in terms of content and behaviour.
- Those wishing to take photographs or video images must register with Northamptonshire Sport in advance of using photographic or filming equipment.
- Identification should be issued to registered photographers and the identification should be worn by the photographer at all times.
- Participants and parents should be informed that a photographer will be in attendance at an event and ensure that they consent to both the taking and publication of films or photographs.
- Ensure that unsupervised access to participants, or one to one photo sessions are not allowed.
- No approval is given for photo sessions outside the event or at a participant's home.

- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other safeguarding concern.

### **3.6.2. Security of images**

All images should be stored securely, including transparencies, film or hard prints and digital images restricted to appropriate staff. Permission must be sought from the Marketing Officer for any staff who wishes to use a particular image stored in this section. These arrangements will help to protect potentially inappropriate use of the collection.

### **3.6.3 Videoring as a Coaching Aid**

There is no intention to prevent the use of video equipment as a legitimate coaching aid. However, parental consent must be obtained and parents / carers provided with full details as to how the footage will be used and if necessary how it will be stored, and for how long.

## **3.7 Use of Electronic Communication**

There is growing concern being expressed about what is and what is not permissible in the area of communication between adults and children and young people in sport. Understandably, with the rapid development of mobile phones, text messaging, e-mail and other forms of electronic communication, 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 mobiles.

Any concerns should be reported to the designated child welfare officer.

The following guidelines should be followed at all times:

- Whilst it is important for coaches / volunteers have access to mobile phones during activity sessions (in case of an emergency), the use of these during activities, training or competitions, for the purpose of making or receiving calls is both unsafe and inappropriate conduct.
- The primary responsibility of the coach must be the supervision and safety of children and young people that they coach and the provision of a structured, quality coaching experience. Anything which compromises the coach's ability to maintain a safe environment and give their full attention to the supervision and coaching of children is not permitted.
- Contacting children and young people by phone, text or e-mail should never be undertaken without parental knowledge or consent. Ideally contact by staff, coaches / volunteers would be primarily on a face to face basis. Additional communication relating to events, training and other information should be directed to the child or young person's parents or legal guardian.
- Staff / coaches / volunteers should not be e-mailing children and young people directly as individuals, but may do so as part of a disclosed list (having received prior permission to disclose in group e-mail) where they are disseminating relevant information. Group e-mails should also 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".

- It is not considered good practice for staff, coaches, volunteers to text or e mail individual children or young people at any time, on any matter with out parental consent.

### **3.8 Designated Welfare Officer**

Northamptonshire Sport has identified the following officers to lead / support the implementation of the safeguarding policy and action plan:

Designated Welfare Officer (Children) and Deputy Welfare Officer (Children) - these officers will liaise directly with the Local Safeguarding Children's Board, local statutory agencies and Child Protection in Sport Unit (NSPCC).

Designated Welfare Officer (Vulnerable Adults) – liaise with Northamptonshire Disabled People Alliance linked to Protection of Vulnerable Adults (PoVA).

Responsibilities of the designated Welfare Officers are:

- to attend relevant training for designated officers and other relevant training
- to be familiar with the Safeguarding procedures of Northamptonshire Sport
- to ensure that systems are in place for effective record keeping
- to ensure there are effective internal procedures to handle concerns
- to be the link person with the individual or organisation that have raised a concern
- to decide as to whether to involve referral agencies (e.g. Children and Young People Services, Protection of Vulnerable Adults)
- to be the link person with relevant local agencies and consult with them on concerns that have been raised
- to consider the need for support for those involved disclosures (e.g. parents, volunteers, coaches) when cases of poor practice or abuse arise
- to report information to the relevant NGB if the allegations concern a volunteer / coach in a specific sport
- to deal with enquires / information requests from other agencies in relation to safeguarding concerns
- to manage or attend the partnership safeguarding through sport group
- to deal with enquires / information requests from other agencies in relation to safeguarding concerns

Contact details of the designated officers can be found in Appendix A.

### **3.9 Confidentiality / Information Sharing**

Confidentiality is a key issue in Safeguarding. Whilst information should not be shared freely, it must be shared with the appropriate designated officer. It is the responsibility of the Designated Officer to refer or share information with appropriate agencies in line with the section 4.6 (information sharing) of this policy.

### **3.10 Other agencies**

Agencies such as Children and Young People Referral Teams, the Police and the NSPCC have a statutory duty of care under the Children's Act 1989 to ensure the welfare of children and work in partnership within LSBC guidelines to ensure the safety and welfare of children.

The Safeguarding through Sport group is recognised within the LSCB's structure and will act as the forum for sports organisations in based in, or operating in Northamptonshire to discuss and coordinate safeguarding issues. See appendix D for the LSCB structure.

Northamptonshire County Council Adult Care Team have a statutory duty of care to ensure the safety and welfare of vulnerable adults. Links also exist with Protection of Vulnerable Alliance (PoVA) through the Northamptonshire Disabled Peoples Alliance.

### **3.11 Safeguarding Through Sport Group**

The role of the Safeguarding Through Sport Group has been identified as being to:

- support the implementation of the NSPCC CPSU's action plan (2005-2010) including the countywide implementation of national Safeguarding standards
- develop links with sporting and none sporting organisations to ensure an efficient, effective approach to Safeguarding Children and Young People through Sport.
- to develop, advocate and promote policies and procedures for safeguarding children and young people through sport including:
  - recruitment of staff / volunteers
  - CRB and risk assessment
  - reporting incidents / concerns
  - eliminating incidents
- to share, advocate and promote examples of good practice
- coordinate, provide and promote training and education opportunities for activity providers / staff
- act as an advisory group for issues relating to safeguarding through sport
- Raise the profile of Safeguarding at all levels.

## **Section 4 - Procedures for Dealing with Incidents / Allegations / Disclosures / Poor Practice**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers in sport, whether in a paid or voluntary capacity, 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 child or vulnerable adult. Northamptonshire Sport will encourage and expect staff to discuss any concerns they may have about the welfare of a person immediately with the appropriate designated welfare officer.

It is not the responsibility of staff or volunteers to decide if abuse is occurring. It is their role to follow procedures and forward any information / concerns to the appropriate contact, who will then deal with the other agencies involved in determining whether abuse has taken place.

### **4.1 Responding to disclosure from a child or vulnerable adult**

There may be an occasion when a child or vulnerable adult approaches a person (officer, coach, volunteer etc.) and indicates that he/she is being abused or information is obtained which gives concern that a person is being abused. In such instances, it is vital that appropriate and immediate action is taken. The person receiving the information needs to respond in a sensitive manner and:

- allow the child or vulnerable adult time to communicate
- react calmly and remain calm throughout
- really listen to the child or vulnerable adult and reassure them that they have done the right thing in telling someone and that it is not their fault
- be honest, and inform the child or vulnerable adult that you have to talk to someone else who can help
- keep questions to a minimum (do not ask probing or leading questions and use only questions to clarify what has been said)
- as soon as practical make a full record of what had been said, heard and seen using the Safeguarding Disclosure / Incident Report Form (see Appendix F)
- Remember, this is a confidential matter and you should only discuss this with the appropriate Designated Officer or Children and Young People Service Referral Teams /Police if the designated officer or deputy is unavailable.

Remember: You may be the first person that a child or vulnerable adult has trusted and it has probably taken a great deal of courage to tell you that something is wrong.

It is important that the person receiving the information does not:

show any feelings of anger, disgust, disbelief to the child or vulnerable adult as they may stop talking for fear of upsetting the person further or feel that the negative feelings are being directed towards them

- interrupt or make suggestions to the child/vulnerable adult
- ask probing or leading questions
- speculate or make assumptions

- make negative comments about the alleged abuser
- approach the alleged abuser
- make promises or agree to keep secrets.

## **4.2 Responding if you suspect abuse / poor practice is taking place or an allegation is made**

It is not the responsibility of anyone working under the auspices of sport, or those working with or for Northamptonshire Sport, in a paid or unpaid capacity, to take responsibility or to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

If an individual suspect's abuse / poor practice has taken place, either by observation or by what has been said to that individual, the individual should follow the procedure below:

1. Record the information provided as soon as possible and as accurately as possible, using the Safeguarding Disclosure / Incident Report Form (Appendix G). You **MUST** keep a written record of your concerns noting dates and incidents, as a minimum you should include any discussions which have taken place (with the child or vulnerable adult, parents and/or coaches and managers or third party). Records must be clearly written, timed, dated and signed.

2. Always discuss your concerns with the Designated Welfare Officer or Deputy Welfare Officer. If the Designated officer, or deputy, is not available talk to a manager, Children and Young People Service Referral Team, the Police Child Protection Unit or the Disabled People Alliance.

If the concerns arise out of hours (after 5.30pm through until 9am weekdays and at any time during weekends and Bank Holidays) then contact the Children and Young People referral team or the out of hours Adult Care Team. These are county wide numbers and they will deal with any enquiry.

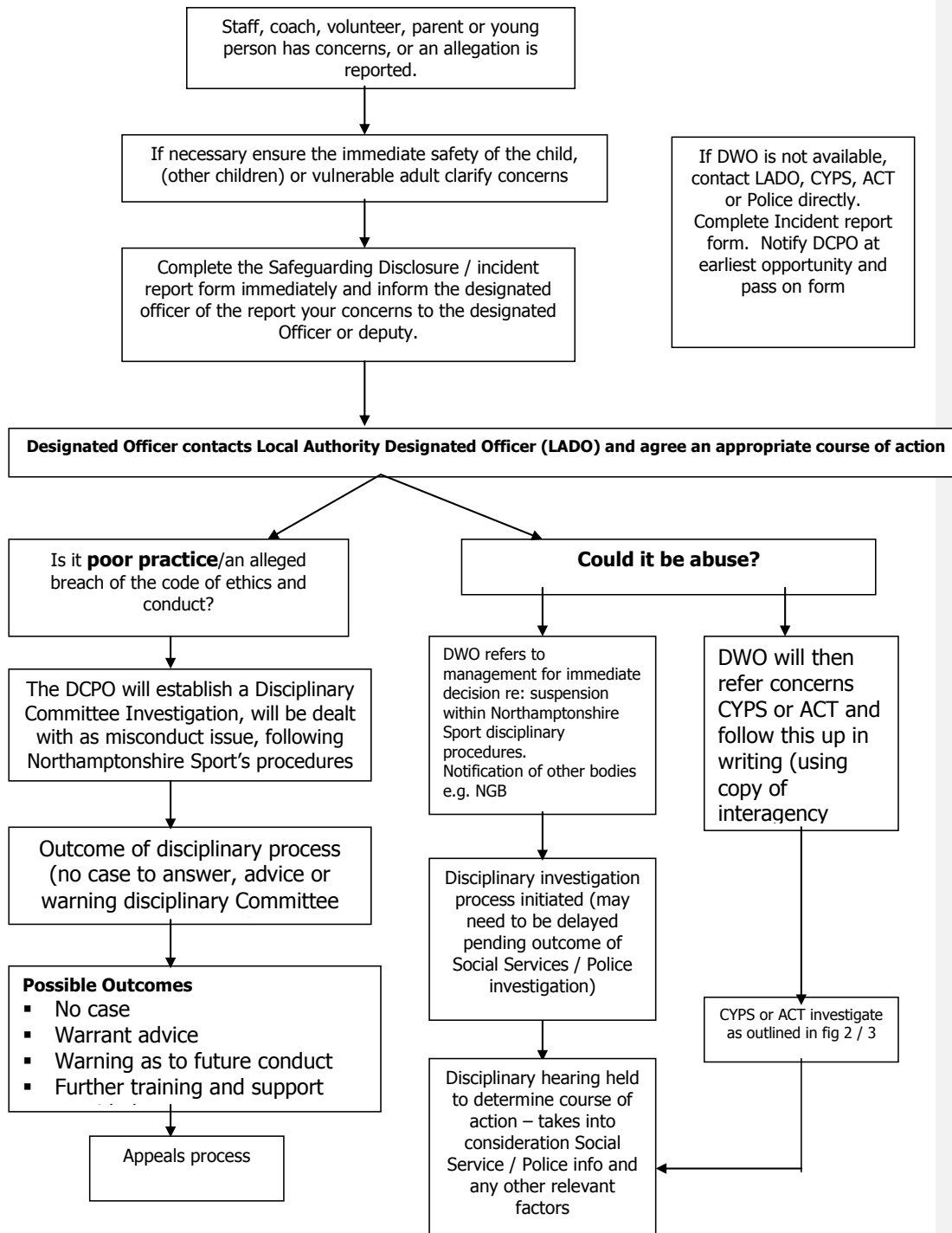
3. Once the designated Welfare Officer has been informed, it is their responsibility to follow the procedure outlined for reporting allegations within sport (fig. 1) to determine if poor practice or abuse has occurred. If necessary the designated officer will refer concerns to the Local Authority Designated Officer, Local Children and Young People Service referral team or the Adult Care Team.

NB: Any telephone referrals must be followed up in writing within 24 hours (one working day) using interagency referral form (CYPS Appendix G, ACT Appendix H) . However:

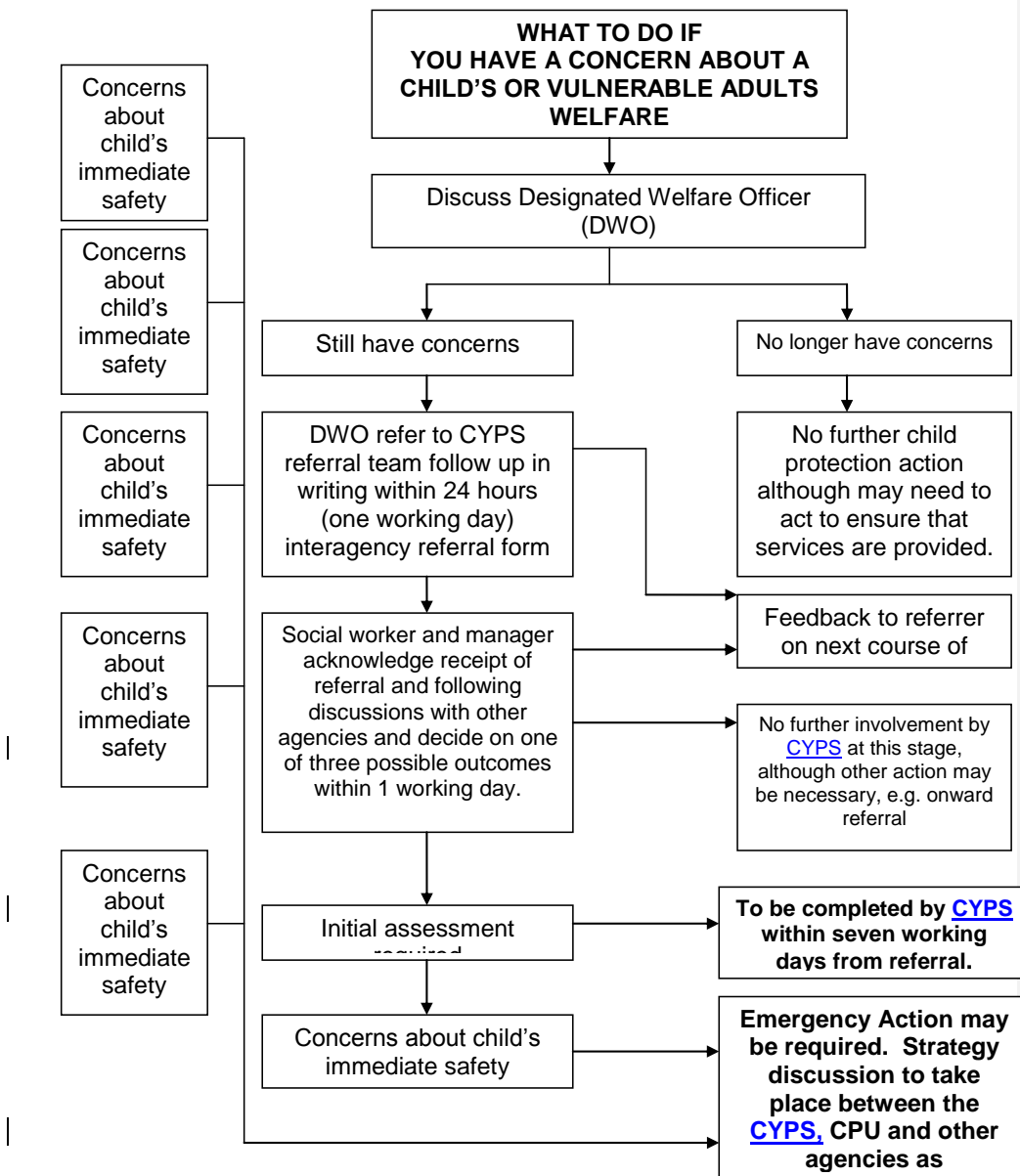
- If you think a child or vulnerable adult is in immediate danger – call the police
- If you think a child or vulnerable adult need emergency medical attention – seek medical advice without delay

## Figure 1: Reporting concerns, allegations or disclosures within sport

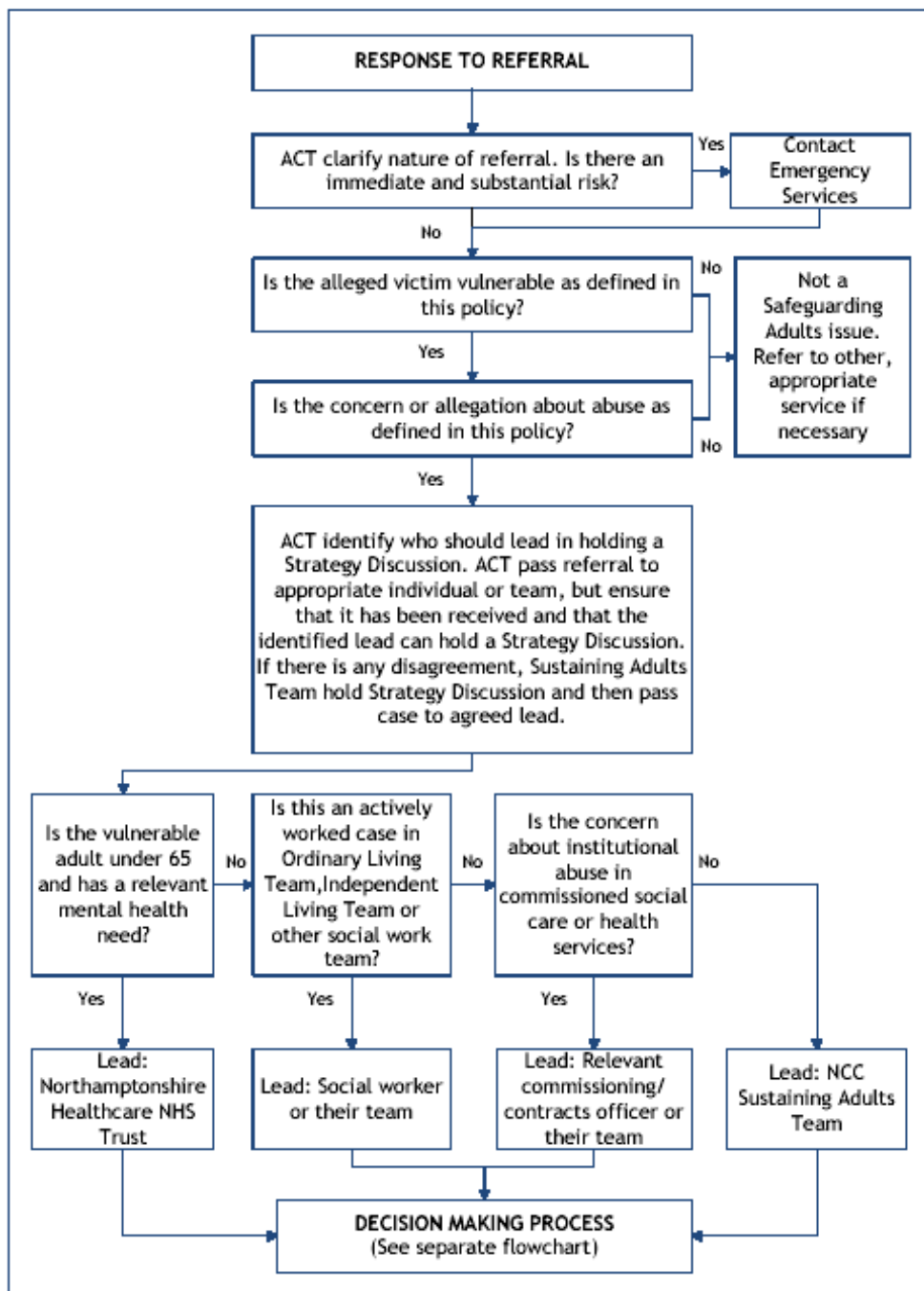
This guide is designed to inform the most appropriate action in relation to concerns, allegations or disclosures arising within a sports setting and involving a member of staff, coach or volunteer.



**Figure 2: Reporting allegations or disclosures outside of sport or referring a suspected case of abuse to Children and Young Peoples Services**



**Figure 3: Reporting allegations or disclosures outside of sport or referring a suspected case of abuse to the Adult Care Team**



#### **4.2.1 Suspected abuse / poor practice by members of Northamptonshire Sport Staff**

There is the possibility that a member of staff, officer, coach or official employed / deployed by Northamptonshire Sport is suspected of abusing a child or vulnerable adult. An allegation may be made by:

- a child or adult,
- by the organisation where the activity is taking place e.g. leisure centre operator and
- another member of staff.

The Designated Welfare Officer should be informed of situations where they are unsure if the allegation constitutes abuse or not and are unclear of what action to take. There may be circumstances when the allegations are about poor practice. Children and Young People Services referral teams or Adult Care Team must be consulted if there is any doubt. ALL incidents including poor practice must be recorded and kept on file. Information should be stored in accordance with section 4.7 of this policy.

Northamptonshire Sport will fully support and protect anyone who, in good faith, reports his/her concerns about a colleague's practice or possibility that a child may be being abused.

#### **4.3 Making a Referral**

It is the responsibility of the Designated Welfare Officer to refer any concerns relating to children to the Children and Young People's Service (CYPS) Referral Team or Adult Care Team. Where available, the following information should be provided with the referral (absence of information must not delay referral).

- Is the information first-hand or did someone tell you about the incident/situation, who else have you spoken to?
- Full names, date of birth and gender of child or vulnerable adult
- Family address
- Identity of those with parental responsibility
- Names and date of birth of all household members
- Ethnicity, first language and religion of child or vulnerable adults and parents/carers
- Any need for an interpreter, signer or other communication aid
- Any special needs of child or vulnerable adult
- Any significant/important recent or historical events/incidents in the children's / Vulnerable adult or family's life
- Cause for concern including details of any allegations, their sources, timing and location
- Child or vulnerable adults current location and emotional and physical condition
- Referrer's relationship and knowledge of child or vulnerable adult and parents/carers
- Known current or previous involvement of other agencies/professionals
- Information regarding parental knowledge of, and agreement to, the referral
- NB: Formal referrals from named professionals cannot be treated as anonymous, so the parent will ultimately become aware of the identity of the referrer.

- The designated Officer must complete an Inter-Agency Referral Form (Children appendix G, vulnerable adult appendix H) to ensure that all the relevant information is gathered as quickly as possible. Telephone referrals should be followed up by completing the inter-agency referral form within 24 hours. All sections of the form, must be completed in full.
- The CYPS must acknowledge referrals within one working day of receipt. If this does not occur within three working days, the referrer should contact the CYPS referral team again.

#### **4.3.1 Possible Further Action - Children**

##### Child Protection Investigation:

If it is clear that the child may have been harmed or is at risk of being harmed, the CYPS will undertake a Child Protection Investigation, also known as a section 47 investigation. This may involve the Police, Health, Education and other agencies.

A Social Worker will make enquiries, which will include speaking to the family and to professionals involved with the family (e.g. Health Visitor, School, family Doctor) to gather information.

Unless it may place the child at risk, the Social Worker will seek the permission of the parents/carers before they do this.

If the Investigation indicates that there may be a continuing risk of significant harm, a Child Protection Conference will be arranged with NRCS.

The decision to take emergency action to provide immediate protection for a child may be taken at any time there is evidence that the risk to the child is sufficiently acute.

##### Child Protection Conference (CPC)

- The purpose of an initial child protection conference is to:
  - Share and evaluate information in an inter-agency setting with regard to children's health, development and functioning and the parent/carer's capacity to ensure the child's safety and promote their well being;
  - Make judgements about the likelihood of children suffering or likely to suffer future significant harm and whether there are sufficient concerns to place children on the child protection register;
  - Decide what future action is needed to safeguard children and promote their welfare, how that action will be taken forward and with what intended outcomes and time scales;
  - Allocate a key worker for children who are placed on the child protection register to develop, co-ordinate and implement the child protection plan;
  - Identify a multi-agency core group to develop and monitor the outline child protection plan.
- All invited professionals are expected to give attendance the highest priority. Invited representatives must provide a report to the conference chair at least 48 hours in advance.

##### The Child Protection Register

- NRCS is responsible for maintaining the child protection register in Northamptonshire which is a record of children subject to an inter-agency child protection plan.
- The child's name will be placed on the register if: they are at risk of significant harm AND there are unresolved child protection issues AND these require an inter-agency child protection plan.

#### **4.3.2 Possible Further Action – Vulnerable Adults**

- On receipt of a referral, the Adult Care Team will clarify presenting information and carry out an initial screening. If the referral is then to be taken forward a Lead Manager will be identified. The decision as to whether to proceed and how rests with Adult Social Care.
- If the allegations are believed to fall under the Northamptonshire inter-agency safeguarding adults procedures, the first process is to seek a resolution through an interagency Strategy Discussion.
- Should issues be more complex or require greater discussion and agreement on action, then a Strategy Meeting should be considered.
- Strategy Meetings will be attended by all who have a responsibility (statutory or otherwise) towards the alleged victim or who have knowledge relevant to the alleged abuse. These are small mainly professional meetings, but consideration is always given to the inclusion of the alleged victim. The alleged perpetrator is never included
- A Strategy Meeting will agree what is known, agree what action is needed (sometimes this will lead to further investigation) agree who is doing what and nominate the lead manager to support and manage the process of action.
- Sometimes there will be longstanding issues which have not been easily resolvable. In these circumstances, a Case Conference might be considered. This would be attended by a much wider group of people to ensure the process is fully inclusive and whilst the agenda may be similar to a Strategy Meeting it is likely that a conference will be looking at long term strategies, resources and shared risk.

#### **4.4 Missing Participants**

From the moment children and/or vulnerable adults arrive at an activity, staff and volunteers are acting in 'loco parentis' and have a duty of care towards them. In the event that a child or vulnerable adult goes missing the following procedure must be followed:

- 1) Staff member notices or is informed that a participant is missing
- 2) The Designated Welfare Officer is contacted
- 3) A thorough search for the missing participant is carried out. Other participants remain under supervision
- 4) if the participant is not found within 20 minutes the police and parents must be contacted

#### **4.5 Non collection by parent/carer**

Prior to the start of an activity the coach / organiser should ensure communication with parents / carers to ensure they are aware of what is expected from them. Parents / carers should have the opportunity to communicate information relating to the dropping off and collection of a child, or vulnerable adult when completing a consent form. This should detail who is responsible for collecting them following an activity or event, or if they are

allowed to make their own way home (this may be the case in more community based activities with or with older children).

Prior to the start of an activity a risk assessment should be carried out to identify any specific considerations which must be put in place with regards to the drop off or collection of participants, the outcome of which should be communicated to parents / carers prior to the start of the activity or event.

NB: Emergency contact details of parents / carers must be collected prior to a participant taking part in an activity. This should be made available to the person in charge of the activity.

In the event of a parent / carer not arriving at the venue in time for collection, when it has been stated that they will be collecting a participant, the following procedure should be followed:

- 1) The parent should be called using the emergency number provided
- 2) The organiser must ensure that 2 responsible adults remain with the participant until collection
- 3) The organiser should set a reasonable length of time, dependant on the circumstances (i.e. the age of the child, time of day, the venue) before calling the local police regarding the non-collection

#### **4.6 Complaints**

All complaints will be dealt with in line with the Northamptonshire Sport complaints procedure. See Appendix G

Northamptonshire Sport will ensure that all people involved in the delivery of its programmes and activities are aware of the procedures for complaints.

#### **4.7 Recording Concerns**

If an organisation has concerns about the welfare or safety of a child or vulnerable adult, or concerns about the behaviour of an employee or volunteer it is vitally important to record all relevant details, regardless of whether or not the concerns are shared with either the police, Children and Young People Services Referral Teams or the Adult Care Team. An accurate record must be kept of:

- Date and time of incident/disclosure
- Parties who were involved, including any witnesses to an event
- What was said and done and by whom
- Any action taken by the organisation to look into the matter
- Any further action taken
- Where relevant, the reasons why a decision was taken not to refer those concerns to a statutory agency
- Any interpretation /inference drawn from what was observed, said or alleged should be clearly recorded as such
- Name of person reporting on the concern, name of designation of the person to whom the concern was reported, date and time and their contact details
- The record should be signed

Records may be used for:

- Evidence for investigations and inquires
- Court Proceedings
- Monitoring Quality Assurance

To service these purposes, records should be:

- Complete
- Clear and written in straightforward language
- Concise
- Accurate not only in fact, but also in differentiating between opinion, judgements and hypothesis
- Dated and signed
- Stored securely (see section 4.10).

Records should readily tell the 'story' of a case. There should be an updated chronology in the front of the file.

It is the responsibility of the referring person to make a written record at the time of the incident/concern.

#### **4.8 Supporting a Child or Vulnerable Adult Following an Accusation or Disclosure.**

It is imperative that the child or vulnerable adult is treated with dignity and told what is happening, and why. This might be you, or another professional more appropriately placed to provide this support.

##### **4.8.1 Timescales:**

It is in everyone's interest to resolve cases as quickly as possible consistent with a fair and thorough investigation. Every effort should be made to manage cases to avoid any unnecessary delay.

#### **4.9 Record Retention by Northamptonshire Sport**

The Data Protection Act 1998 requires that personal information should be:

- Adequate, relevant and not excessive for the purposes(s) for which they are held.
- Accurate and where necessary kept up to date
- Not kept for longer than is necessary for its purpose(s)

Personal information should not be retained for longer than 6 years after the individual's last contact with Northamptonshire Sport. This is in line with guidance contained within the NSPCC Briefing Note 'Guiding Principals to Record Retention Periods'.

Exceptions to the 6 year period will occur when records:

- Need to be retained because the information in them is relevant to legal action that has been started.
- Are required to be kept longer by law
- Are archived for historical purposes (e.g. where the organisation was party to legal proceedings or involved in proceedings brought by a local authority). Where there are legal proceedings it is best to seek legal advice about the retention of records.

- Relate to individuals and providers of services who have, or whose staff, have been judged unsatisfactory.

NB: when records are being kept for more than the 6 year period files need to be clearly marked and the reasons for the extension period clearly identified.

If records related to an employee, they should be kept in the person's confidential file, including for people who leave the organisation, at least until the person reaches normal retirement age, or for 10 years if that is longer.

#### **4.10 Storing Information**

Information relating to an employee will be retained in their personal file.

Information relating to non employees (e.g. coaches, volunteers, disclosures / allegations) will be stored securely within Northamptonshire Sport. Access to records will be by Designated Officers and Senior Managers only.

#### **4.11 Information sharing**

Safeguarding children and vulnerable adults is more important than the privacy of another person. Sometimes sharing information is necessary to establish the level of risk to a child or vulnerable adult. Ask yourself; is it safe for me NOT to share the information? Information should only be shared with the appropriate person (e.g. Designated Officer, Children and Young People Services Referral Teams, Adult Care Team). Following Local Safeguarding Children Boards Guidance (see Appendix J), the Designated Officer will determine how and with whom this information should be shared.

Always record what you have shared, with whom and why.

##### **4.11.1 Sharing Concerns with Parents / Carers**

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 would 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.

##### **4.11.2 When it is Not Appropriate to Share Concerns with Parents:**

There are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared (e.g. where a parent/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 designated officer as soon as possible and recorded.

## **Section 5 - Implementation and Monitoring**

The purpose of implementing this Safeguarding policy is to ensure the policy aims outlined in section 1.3 are achieved ensuring that children and vulnerable adults can take part in sport, physical activity and recreation in a safe and inclusive environment.

### **5.1 Safeguarding Action Plan**

An annual Safeguarding Action plan is in place which clearly outlines actions to be taken by Northamptonshire Sport core team, and those acting on behalf of the core team, to ensure the full implementation of this policy. This action plan is reviewed on an annual basis in line with the review of the annual Northamptonshire Sport delivery plan. Each annual action plan runs from April – March in line with the financial year.

The Safeguarding Through Sport Group will also have an annual action plan to ensure the implementation of this policy, and / or the county minimum operating framework through out the wider Partnership.

The action plans will clearly identifies key actions, roles, responsibilities and required resources.

### **5.2 Monitoring**

The implementation of this policy will take place on an annual basis.

The Safeguarding Through Sport group is responsible for reviewing the implementation of the Safeguarding policy through out the wider partnership.

The Northamptonshire Sport designated welfare officers, and deputy will be responsible for reviewing the implementation of this policy directly with the Northamptonshire Sport core team

A monitoring system will be used to monitor key indicators such as the number of staff inducted, and the number attended training. Information relating to the number of referrals made or complaints and queries received will be monitored by the Designated Welfare Officer in partnership with the LSCB, and Adult Care Team.

Compliance with procedures will be monitored through receiving feedback from staff, randomly selected, on their awareness of the Safeguarding policy and procedures.

### **5.3 Policy Review**

This Safeguarding Policy will be reviewed every three years or in the event of changes in legislation, or to take into account changes in working practices which may result from incidents or allegations occurring.

The Safeguarding Through Sport group will be responsible for reviewing this policy.

## 5.4 Communication

In order for this policy to be successfully implemented it is essential that it is effectively communicated to all staff, volunteers, parents/carers and young people.

It is the responsibility of designated welfare officers to ensure that all direct staff are familiar with the policy and procedures and the responsibility for all staff to ensure that the policy is advocated and promoted to partner organisations, parents and children and vulnerable adults.

**5.4.1 Communication to staff directly employed / deployed** – this will take place through initial induction to the employing / deploying organisation and the training outlined in figure 2.

**5.4.2 Communication to Partner organisations** – this will take place through the Safeguarding Through Sport Group and the Northamptonshire Sport networks. All staff should advocate the principals of this policy and encourage other organisations to adopt this policy or use the county safeguarding framework to check or develop their own, where possible sports clubs should be encouraged to adopt the Sports National Governing Body Child Protection Policy.

The Safer Sports (A Guide for Sports Clubs / Organisations) leaflet should be used to promote good practice.

Adherence to the counties Safeguarding framework should be included within all Service Level Agreements or as a condition of grant aid or partnership funding.

**5.4.3 Communication to parents / carers** – All parents / carers or children / vulnerable adults involved in activities should be made aware of this Safeguarding Policy, in particular who to contact should they have a concern or wish to make a complaint.

The Safer Sport (A guide for parents / carers) leaflet should be used, where possible parents / carers should also be invited to attend a specific briefing (this will be more relevant prior to a big event)

**5.4.4 Communication to Children / Vulnerable Adults** – All Children / Vulnerable adults should be made aware of their right to protection and to enjoy sport, physical activity or recreation in a safe, enjoyable environment. They should also be made aware of who they can contact should they have a concern or feel uncomfortable.

The Safer Sport guide for young people should be distributed prior to an activity or event and where possible they should attend a briefing.

## **APPENDIX A: Key Contacts**

### **Northamptonshire Sport**

Designated Welfare Officer (Children & Young People)	Tel: 01604 237857
Deputy Welfare Officer (Children & Young People)	Tel: 01604 236215
Designated Welfare Officer (Vulnerable Adults)	Tel: 01604 237953

### **Sports National Governing Body Designated Officers:**

Contact details for NGB designated Officers can be found at [www.thecpsu.org.uk/scripts/orgsearch](http://www.thecpsu.org.uk/scripts/orgsearch)

### **Local Authority Sports Unit Designated Officers:**

Corby Borough Council	Tel: 01536 464047
Daventry District Council	Tel: 01327 302548
East Northamptonshire	Tel: 01933 653809
Kettering Borough Council	Tel: 01536 534170
Northampton Borough Council	Tel: 01604 837647
South Northamptonshire	Tel: 01327 322337
Wellingborough	Tel: 01933 231823

### **Children**

#### **Children and Young People's Service Referral Teams: During Working Hours**

Northampton	Tel: 01604 411911
Wellingborough	Tel: 01933 220700
Kettering	Tel: 01536 313000
Daventry	Tel: 01327 300567

#### **Out of Hours**

01604 626938 (Out of Hours Team)

#### **Local Authority Designated Officer (LADO)**

Anna Marie Mullen (schools, education and private nurseries):	Tel: 01536 533933
Christine Churchman (North):	Tel: 01604 259599
Jill Sneddon (South):	Tel: 01536 533933
Maggie Beer (social care, residential and 'other')	Tel: 01604 654040
Jerry Barr:	Tel: 01933 220708

#### **NSPCC**

Free phone National Helpline: 0808 800 5000

#### **Northamptonshire Police Child Protection Teams**

Working Hours: Tel: 01933 304420

Out of Hours: Tel: 08453 700700

#### **Northamptonshire Review and Conference Service (NRCS)**

Child Protection Co-ordinators

Working Hours: Tel: 01604 654040

#### **Local Safeguarding Children Board Northamptonshire**

The LSCBN provides multi-agency training on child protection.

Contact the LSCBN Training Co-ordinator at: NRCS, First Floor, Century House, The Lakes, Northampton, NN4 7SJ

Tel: (01604) 654040

Fax: (01604) 65400

## **Vulnerable Adults**

### **Protection of Vulnerable Adults (PoVA)**

Advice line: 01325 391328

D4 ORGANISATIONS ADOPTING SAFEGUARDING ADULTS POLICY AND

Advocacy Services for Disabled People:

Advocacy Northants

Tel: 01933 664800

### **Disabled Peoples Alliance**

Tel: 01933 664800

### **Advocacy Services for People with Mental Health Needs:**

User Support Service

Tel: 01604 590345

### **Advocacy Services for People with Learning Disabilities:**

Central England People First

Tel: 01604 721666

### **Northamptonshire County Council Adult Care Team**

Tel: 0845 124 4500

Email: [acss@northamptonshire.gov.uk](mailto:acss@northamptonshire.gov.uk)

To contact the Out of Hours Team phone (01604) 626938

**APPENDIX B: Self Disclosure Form**

Contracted NCC Staff

Disclosure of Criminal Conviction

The job/placement for which you are applying involves substantial opportunity for access to children or vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act, 1974 and subject to a Criminal Records Disclosure at enhanced level in accordance with the requirements of the Criminal Records Bureau and the Police Act 1997. You are required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act and any cautions or bind-overs. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The disclosure of a criminal record, or other information will not debar you from appointment/placement unless the Council considers that the conviction renders you unsuitable for appointment. In making this decision the Council will consider the nature of the offence, how long ago and what age you were when it was committed as well as any other factors which may be relevant, including appropriate consideration in relation to the Council's published Equal Opportunities Policy.

**Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light. If you would like to discuss whether a conviction you have would be likely to debar you from working with children or vulnerable adults you may telephone the HR Recruitment Team on 236333.**

Date	Offence	Details (please tick)	Court / Police force that dealt with the offence(s)
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>	
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>	
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>	
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>	
Please give any further details that are relevant			

(Continue on a separate sheet if necessary)

Once completed and signed this form should be brought to interview

**APPENDIX C: Self Disclosure Form**

**(Volunteers / Casual Staff)**

**CONFIDENTIAL**

Have you ever been convicted of a criminal offence or been the subject of a Caution, formal warning or Bound Over Order?

YES  NO

If YES, please state the nature and date(s) of the offence(s)

Have you ever been subject to any disciplinary action or sanctions relating to child abuse or poor practice?

YES  NO

If YES, please give details:

You are required to self-certify that you are not known to ANY social services department as being an actual or potential risk to children; have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in you assumed by a local authority; or have not had a child ordered to be removed from your care.

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all conviction (including spent convictions).

As part of the checking procedures for all applicants for posts of this nature, you are also advised that we reserve the right to make reference to the local authority social services department, Police and Criminal Records Bureau to verify the information given on this form.

I undertake to inform Northamptonshire Sport if I subsequently am arrested / investigated on any Child Protection matters

Signed:..... Dated:.....

Name (please print):.....

Any surnames previously known by:.....

Address:.....

.....

..

Postcode:..... **(postcode must be completed)**

Date of birth:..... Place of Birth:.....

## APPENDIX D: Minimum Training Requirements – Safeguarding

Role	Organisation specific Induction*	Northamptonshire Sports Coach Induction	Safeguarding Awareness Training	An introduction to Equity in Northamptonshire	scUK Safeguarding & Protecting Children, or NGB equivalent	scUK, Equity in your Coaching (or equivalent)	AOTTS training	Update / refresher training	Role specific training
All staff & volunteers working in a sports role or setting where they may have contact with children directly or indirectly								minimum 3 yearly with written briefings provided re any changes in practice, policies, procedures, legislative / government guidance requirements from organisational management/Lead Designated Person.	Specific safeguarding responsibilities are outlined
<b>Volunteer / club officer</b>	✓								
All staff and volunteers in regular contact with children, young people and parents and those whose role entails working primarily with children regardless of frequency									Hold the appropriate, up to date National Governing Body qualification in officiating/refereeing Specific safeguarding responsibilities are outlined
<b>Officials</b>	✓				✓	✓	If working in schools		
<b>Sports Development Officer / or equivalent</b>	✓		✓	✓					
<b>Assistant / Apprentice Coach / Leader (level 1)</b>	✓	✓			✓	✓	If working in school		
All staff and volunteers working predominantly with children, young people and parents								minimum 3 yearly with written briefings provided re any changes in practice, policies, procedures, legislative / government guidance requirements from organisational management/Lead Designated Person.  Role specific single agency training	3 hour NGB Time to Listen Training (for club welfare officers) Specific safeguarding responsibilities are outlined
<b>Designated Officer (sports club)</b>	✓		✓	✓					
<b>Multi Skills Coach</b>	✓	✓			✓	✓	If working in schools		
<b>Sport Specific Sports Coach</b>	✓	✓			✓	✓	If working in schools		
<b>Multi Sports Coach</b>	✓	✓			✓	✓	If working in schools		
									Minimum of one level 2 National Governing Body coaching qualification and a range of level 1 qualifications. Hold an up to date nationally recognised National Governing Body coaching qualification which is appropriate to the level and sport being coached. In general an assistant coach must hold a level 1 qualification and should coach under the supervision of a more experienced and qualified coach. A coach must hold a level 2 qualification to coach on their own. Please refer to UKCC table**
									Must hold a level 2 National Governing Body coaching qualification in each sport they are coaching if not under the direct supervision of another coach (the

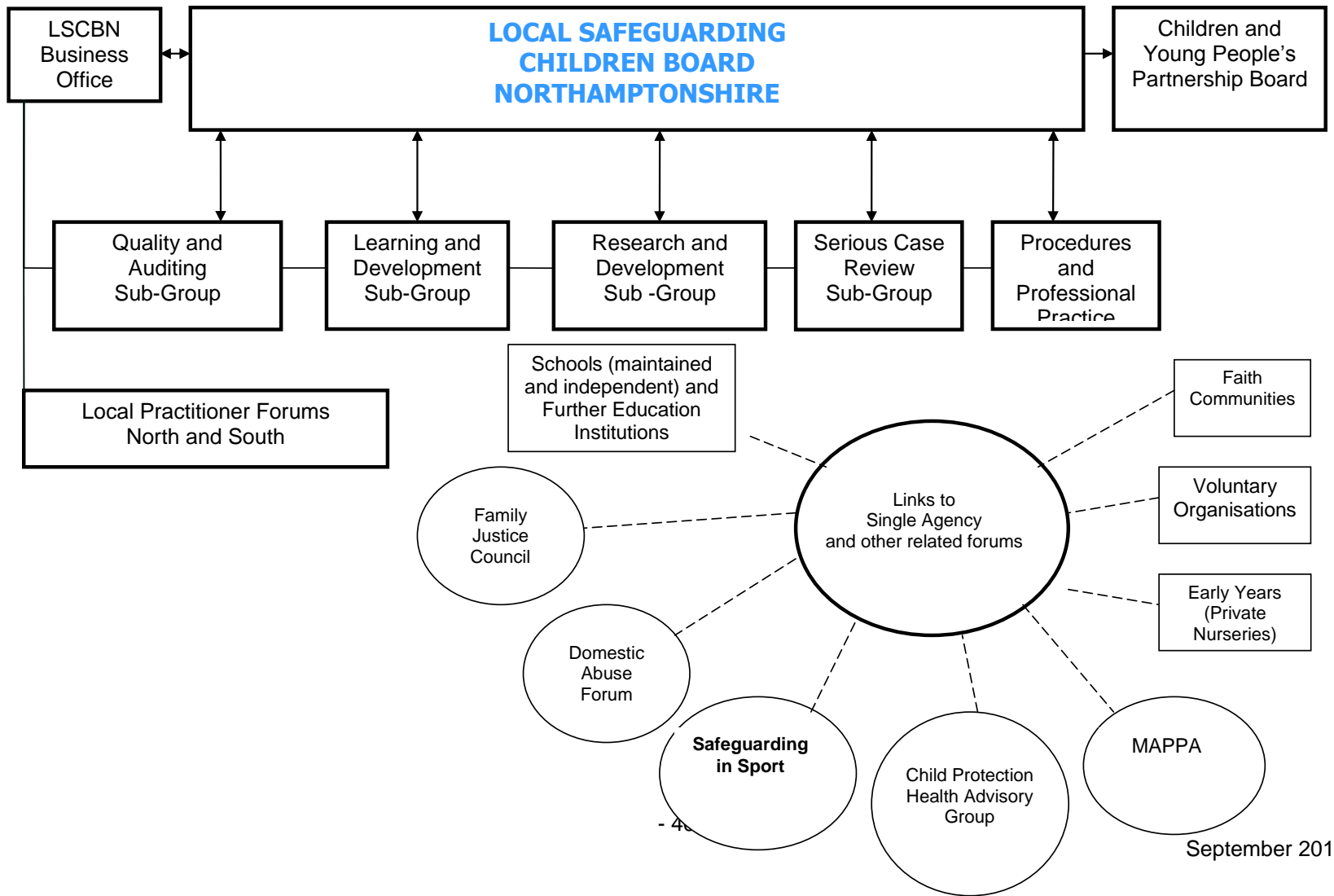
Role	Organisation specific Induction*	Northamptonshire Sports Coach Induction	Safeguarding Awareness Training	An introduction to Equity in Northamptonshire	scUK Safeguarding & Protecting Children, or NGB equivalent	scUK, Equity in your Coaching (or equivalent)	AOTTS training	Update	other coach should also be min level 2) Role specific training
Staff and volunteers with particular operational responsibilities for safeguarding and protecting children, including people with designated responsibilities									
<b>Designated Officers (non club)</b>	✓		✓	✓				minimum 3 yearly with written briefings provided re any changes in practice, policies, procedures, legislative / government guidance requirements from organisational management/Lead Designated Person.	2 day lead officer Time to Listen training Specific safeguarding responsibilities are outlined

\*an organisation specific induction should include; health and Safety (including risk assessments), Safeguarding (including contacts, report procedures and roles and responsibilities), data protection and equity

\*\*UKCC qualification structure

Level	The coach will be qualified to:
<b>5</b>	<b>Generate, direct and manage the implementation of cutting-edge coaching solutions and programmes</b>
<b>4</b>	<b>Design, implement and evaluate the process and outcome of long-term/specialist coaching programmes</b>
<b>3</b>	Plan, implement, analyse and revise annual coaching programmes
<b>2</b>	<b>Prepare for, deliver and review coaching session(s)</b>
<b>1</b>	Assist more qualified coaches, delivering aspects of coaching sessions, normally under direct supervision

**APPENDIX E: Structure of Local Safeguarding Children's Board**



## APPENDIX F: Safeguarding Disclosure / Incident Report Form

This form should be used by staff, coaches, volunteers to record any concerns they may have or if a disclosure is made. All information must be treated as confidential and reported to the relevant designated Officer (or deputy) within 1 working day. If the Designated Officer (or deputy) can not be contacted please contact your manager, the Children and Young People Services (CYPS) referral team or the Police Child Protection Unit. If referred to CYPS please forward a copy of this form to the designated officer as soon as possible detailing who has been contacted in relation to this incident.

Form Completed by (name): \_\_\_\_\_

Your Position: \_\_\_\_\_

Contact Number: \_\_\_\_\_

### Details of the child or vulnerable adult concerned(if Known)

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

Address (if known): \_\_\_\_\_

### An allegation is being made against (if known):

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

Address (if known): \_\_\_\_\_

Contact number (if known): \_\_\_\_\_

### Details of individual bring the concern to your attention:

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

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

Address (if known): \_\_\_\_\_

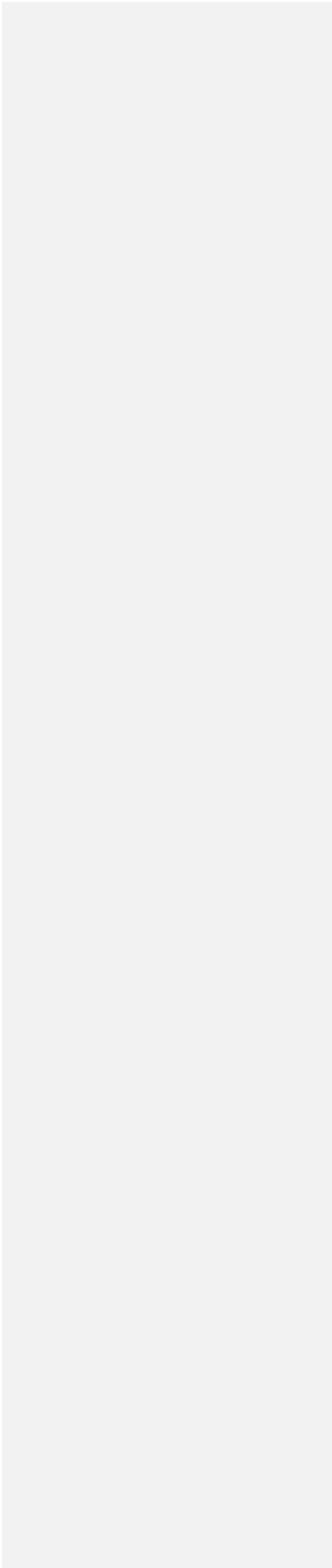
Contact number (if known): \_\_\_\_\_

**Please provide details of the alleged incident, allegation, disclosure, or 3<sup>rd</sup> party referrals (including what was said, when and by whom):** If a disclosure have you: reassured the child / vulnerable adult, been honest and not made promises you cannot keep, explained why you may have to tell other people in order to stop what's happening, avoided close questions and ask as few a questions as possible, encourage the child/vulnerable adult to use their own words

**Action taken so far including any details of any advice given / received and actions agreed (please provide details of any individuals/agencies with whom this information has been shared)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Information on this form will be stored in line with the Northamptonshire Sport Safeguarding Procedures 2007.



## APPENDIX G: Inter-Agency Referral Form - LSCB



### INTER-AGENCY REFERRAL TO SOCIAL CARE AND HEALTH FOR CHILDREN IN NEED OF FAMILY SUPPORT AND/OR IN NEED OF PROTECTION

#### Referral Information:

This form is for agencies to refer a child to Social Care and Health (SC&H). Completing it as fully as possible will enable SC&H to respond more quickly. It will become an integral part of SC&H Initial Assessment. Social Workers using this form should decide how much detail to include if a Core Assessment is necessary.

If the concern needs an urgent response, a telephone referral should be made in the first instance and this form sent as confirmation within 1 working day (Agency Procedures - Page 11, Para. 1.7)

Does this form follow such a telephone referral? (Please indicate) Yes  No


If Yes, please state: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Social Worker: \_\_\_\_\_ Team: \_\_\_\_\_

<b>Form Completed By (Name):</b>		<b>Designation:</b>	
<b>Address:</b>			
<b>Post Code:</b>		<b>Telephone:</b>	
<b>This referral is about (child's full name):</b>			
<b>Also known as:</b>			
<b>Date of Birth:</b>	<b>Gender: Male</b> <input type="checkbox"/>		<b>Female</b> <input type="checkbox"/>
<b>Current Address:</b>	<b>Post Code:</b>		
<b>Telephone:</b>	<b>School:</b>		
<b>Home Address:</b>	<b>Post Code:</b>		
<b>Telephone:</b>	<b>G.P.:</b>		
<b>Name(s) of others in the household</b>	<b>Date of Birth</b>	<b>Relationship to subject child</b>	<b>Also referred?</b>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Significant Others:</b>			
<b>Ethnicity:</b>			
<b>Special Communication/Language needs:</b>			
<b>Other Agencies or disciplines involved:</b>			
<b>Safety:</b> Are there any issues regarding worker safety that should be taken into account in planning a response?			

<p>Please summarise your <b>referral information</b> and indicate your expected outcome of the referral under the following 6 headings. The critical factors to be taken into account when deciding whether a child is in need are what will happen to a child's health or development without services and the likely effect the services will have on the child's standard of health and development.</p> <ol style="list-style-type: none"> <li>1) <b>Reason for referral</b></li> <li>2) <b>Child's health / Education</b></li> <li>3) <b>Parent and Environmental factors</b></li> <li>4) <b>Assessment of immediate level of risk</b></li> <li>5) <b>What action has already been taken / Your continuing involvement</b></li> <li>6) <b>Expected outcome of this referral</b></li> </ol>
<p>(Please continue on separate sheet if necessary and/or attach any supporting documents)</p>
<p>Are the parents aware of this referral?      Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>Professionals should in general discuss their concerns about a child with the family, unless doing so might place the child at risk of significant harm. (Agency Procedures - Page 11, Para. 1.4).</p>
<p>Signature: _____ Date: _____</p>

APPENDIX H: Inter-agency Referral Form – ACT

	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>NOTIFICATION FORM</b></div>
When completed, please send to the Safeguarding Adults Co-ordinator	
Date of referral <input style="width: 80px;" type="text"/>	CareFirst Reference No (if known to Adult Social Care) <input style="width: 100px;" type="text"/>
Name of alleged victim <input style="width: 250px;" type="text"/>	DoB <input style="width: 100px;" type="text"/>
Also known as <input style="width: 250px;" type="text"/>	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Address <input style="width: 250px; height: 40px;" type="text"/>	Phone no <input style="width: 100px;" type="text"/>
Age <input style="width: 80px;" type="text"/>	Postcode <input style="width: 100px;" type="text"/>
Brief description of allegation/concern/abuse, including dates of any incidents.	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
If further detail is needed, please continue on a separate sheet. Keep descriptions short, brief and factual. Any opinion expressed must be clearly identified as such.	
Referred by <input style="width: 450px;" type="text"/>	
Referrer contact details <input style="width: 450px;" type="text"/>	
<b>Type of abuse (please select all categories that apply)</b>	<b>Vulnerable adult category</b>
<input type="checkbox"/> Discriminatory	<input checked="" type="checkbox"/> Frailty
<input type="checkbox"/> Financial	<input checked="" type="checkbox"/> Learning Disability
<input type="checkbox"/> Institutional	<input checked="" type="checkbox"/> Mental Health
<input type="checkbox"/> Neglect	<input checked="" type="checkbox"/> Older Person
<input type="checkbox"/> Physical	<input checked="" type="checkbox"/> Older Person Mental Health
<input type="checkbox"/> Psychological	<input checked="" type="checkbox"/> Physical or Sensory
<input type="checkbox"/> Sexual	<input checked="" type="checkbox"/> Substance Misuse

**Ethnic origin of alleged victim**

- |   |   |
|---|---|
| <input type="checkbox"/> White British              | <input type="checkbox"/> White and Black Caribbean  |
| <input type="checkbox"/> White Irish                | <input type="checkbox"/> White and Black African    |
| <input type="checkbox"/> Other White Background     | <input type="checkbox"/> White and Asian            |
| <input type="checkbox"/> Black Caribbean            | <input type="checkbox"/> Any Other Mixed Background |
| <input type="checkbox"/> Black African              | <input type="checkbox"/> Bangladeshi                |
| <input type="checkbox"/> Any Other Black Background | <input type="checkbox"/> Indian                     |
| <input type="checkbox"/> Chinese                    | <input type="checkbox"/> Pakistani                  |
| <input type="checkbox"/> Any Other Ethnic Group     | <input type="checkbox"/> Any Other Asian Background |

**Location of alleged abuse**

- |   |  |
|---|--|
| <input type="checkbox"/> Vulnerable Adult's Own             | <input type="checkbox"/> General Hospital        |
| <input type="checkbox"/> Vulnerable Adult's Relative's Home | <input type="checkbox"/> Public Place            |
| <input type="checkbox"/> Residential Home                   | <input type="checkbox"/> Supported Accommodation |
| <input type="checkbox"/> Nursing Home                       | <input type="checkbox"/> Day Centre/Service      |
| <input type="checkbox"/> Respite Care                       | <input type="checkbox"/> Other                   |
| <input type="checkbox"/> Alleged Perpetrator's Home         | <input type="checkbox"/> Not Known               |

**Place of residence of alleged victim**

- |  |   |
|--|---|
| <input type="checkbox"/> Own Home          | <input type="checkbox"/> Adult Placement Scheme |
| <input type="checkbox"/> Residential Home  | <input type="checkbox"/> Respite Care           |
| <input type="checkbox"/> Nursing Home      | <input type="checkbox"/> Homeless               |
| <input type="checkbox"/> Supported Housing | <input type="checkbox"/> Other                  |
| <input type="checkbox"/> Parents/Relatives | <input type="checkbox"/> Not Known              |

- |   |  |
|---|--|
| Has a referral been made on this vulnerable adult before?   | <input type="checkbox"/> Tick if "Yes" |
| If "Yes", please give date                                  | <input type="text"/>                   |
| Has a referral been made on the alleged perpetrator before? | <input type="checkbox"/> Tick if "Yes" |
| If "Yes", please give date                                  | <input type="text"/>                   |
| Has a referral been made on this service before?            | <input type="checkbox"/> Tick if "Yes" |
| If "Yes", please give date                                  | <input type="text"/>                   |

- |  |  |
|--|--|
| Is the alleged victim known to any other agency? | <input type="checkbox"/> Tick if "Yes" |
| If "Yes", please give                            | <input type="text"/>                   |

- |  |  |
|--|--|
| Is the alleged victim from another Local Authority area? | <input type="checkbox"/> Tick if "Yes" |
| If "Yes", which Local Authority?                         | <input type="text"/>                   |

- |   |  |
|---|--|
| Is the alleged victim believed to be able to make an informed decision? | <input type="checkbox"/> Tick if "Yes" |
|---|--|

Name of alleged perpetrator

Also known as

Address

Male  Female

Age (mark "E" if estimate)

Postcode

**Ethnic origin of alleged perpetrator**

White British

White Irish

Other White Background

Black Caribbean

Black African

Any Other Black Background

Chinese

Any Other Ethnic Group

White and Black Caribbean

White and Black African

White and Asian

Any Other Mixed Background

Bangladeshi

Indian

Pakistani

Any Other Asian Background

**Relationship of alleged perpetrator to vulnerable adult**

Main family carer

Partner

Other family member

Social care

Volunteer/befriend

Service/institution

Other vulnerable adult

Stranger

Other professional

Not known

Other (give details in box below)

**Does the alleged perpetrator live with the vulnerable adult?**

Yes  No  Sometimes  Not known

**Other observations regarding the alleged perpetrator and his/her relationship**

<b>Source of referral</b>	
<input checked="" type="checkbox"/> The vulnerable adult	<input checked="" type="checkbox"/> PCT
<input checked="" type="checkbox"/> Vulnerable adult's family	<input checked="" type="checkbox"/> NHS staff
<input checked="" type="checkbox"/> Social Services	<input checked="" type="checkbox"/> Advocacy service
<input checked="" type="checkbox"/> Healthcare Commission	<input checked="" type="checkbox"/> Voluntary organisation
<input checked="" type="checkbox"/> Police	<input checked="" type="checkbox"/> Other professional
<input checked="" type="checkbox"/> Service provider	<input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> Social care worker (in regulated service)	<input checked="" type="checkbox"/> Not known

<b>Organisations involved in the investigation (please tick all that apply)</b>	
<input type="checkbox"/> Police	<input type="checkbox"/> PCT
<input type="checkbox"/> Social Services	<input type="checkbox"/> NHS Trust
<input type="checkbox"/> Other Local Authority	<input type="checkbox"/> CSCI
<input type="checkbox"/> Residential Home	<input type="checkbox"/> Healthcare Commission
<input type="checkbox"/> Domicillary Care	<input type="checkbox"/> Provider agency
<input type="checkbox"/> Mental Health Services	<input type="checkbox"/> Other (please give details below)
<input type="text"/>	

<b>STRATEGY MEETINGS AND CASE CONFERENCES</b>	
Please record number per case of the following:	
<input type="text"/> Strategy meetings	<input type="text"/> Review meetings
<input type="text"/> Case conferences	<input type="text"/> Institutional concerns meetings
If institutional concerns meeting(s) were held, regarding what type of establishment?	
<input type="text"/>	

Has the vulnerable adult agreed to an investigation proceeding, or are they deemed		
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No capacity?

Has the vulnerable adult agreed to take part in an investigation?		
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No capacity?

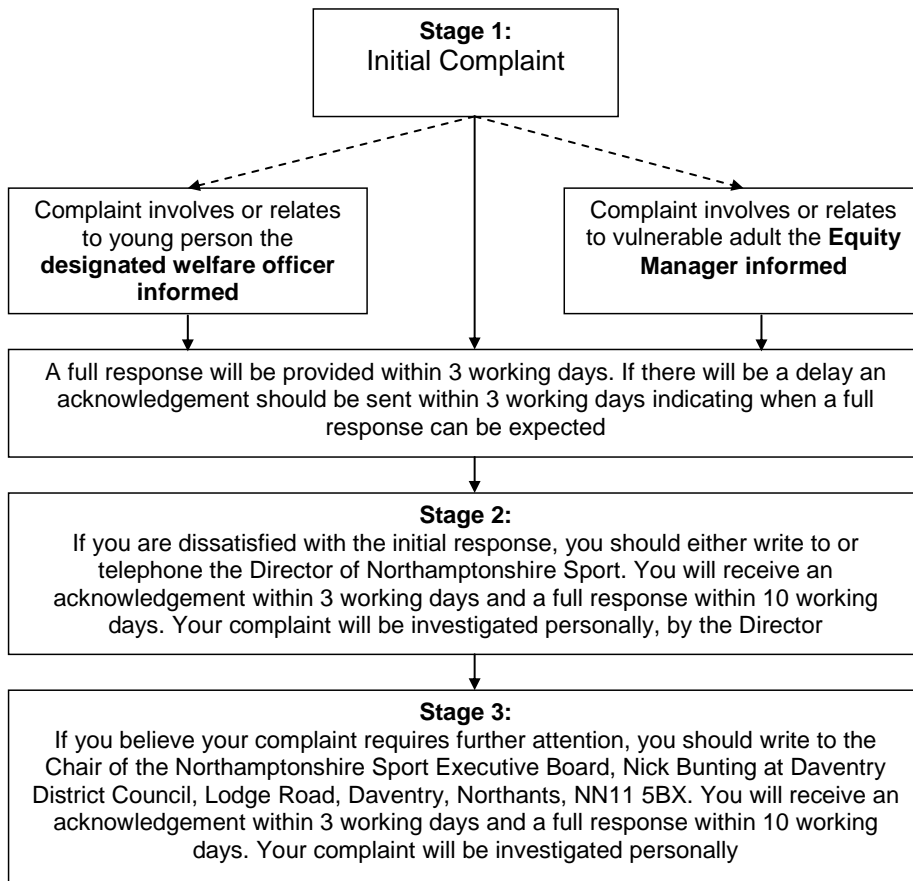
## APPENDIX I: Complaints Procedure

Northamptonshire Sport responds to many requests for information and assistance and provides a wide range of services. From time to time errors may be made.

We value the opinions and constructive criticisms of all our clients, partners and stakeholders and we are committed to providing a fast and effective response to complaints which will help identify and correct problems.

We define complaints as expressions of dissatisfaction, either with the standard of our service or with something that Northamptonshire Sport, or a member of our workforce, may or may not have done. If you think we have not lived up to our expectations, we want to know.

Northamptonshire Sport is committed to providing a safe environment for all participants. If your concern relates to the safety or welfare of a child or vulnerable adult, you should report this in line with our Safeguarding Policy for Children and Vulnerable Adults Procedures, these can be obtained by visiting the Northamptonshire Sport website [www.northamptonshiresport.org](http://www.northamptonshiresport.org) or calling Tel: 01604 236976.



NB: If the complaint involves or relates to the safeguarding of a child or vulnerable adult the Northamptonshire Sport Safeguarding Policy for Children and Vulnerable Adults procedures will be applied.

## **APPENDIX J: Justification for sharing information**

This guidance has been adapted from the Local Safeguarding Children's Board Interagency procedures. This guidance is for Designated Officers.

Research and experience has demonstrated that to keep children safe from harm it is essential that practitioners share relevant information across geographical and professional boundaries.

The consent of a person under the age of 18 is as significant as that of an adult where they are the subject of information, provided they have sufficient understanding to provide it. If a practitioner is in doubt about a child's competence legal advice should be sought.

Where children do not have capacity to consent to the sharing of information, it should be sought if it does not place them at additional risk, from a person with parental responsibility for that child.

**It is the duty of everyone, whether they are providing services to adults or children, to place the needs of children first.**

It is recommended that legal advice is sought where there is concern about the legality of sharing information

### **Overall legal position**

In general, the law does not prevent individual sharing information with other practitioners if:

- Those likely to be affected consent;
- The public interest in safeguarding the child's welfare overrides the need to keep the information confidential; or
- Disclosure is required under a court order or other legal obligation.

### **Relevant Law**

The main sources of relevant law with respect to information sharing and confidentiality in child protection are the:

- Common Law Duty of Confidence
- European Convention on Human Rights (via its introduction into English law in the Human Rights Act 1998)
- Data Protection Act 1998
- Crime and Disorder Act 1998
- Children Act 1989
- Children Act 2004
- Further details of this legislation can be found in the Northamptonshire Local Safeguarding Board Interagency Procedures 2007

### **Practice Requirements for Information Transfer**

The net result of legislation and professional guidance as summarised above is that professionals may share information without the consent of the subject in order to protect the vital interests of the person and/or:

- Seeking permission might place the child or another person at serious risk of significant harm;
- Such action might reasonably assist in the prevention or detection of serious crime.

It is important that each professional accept responsibility for their own referrals and should not seek to provide information to another agency anonymously.

### **Confidentiality of exchanges of information**

- Unless they are already known, a telephone call received from a practitioner seeking information must be verified before information is divulged, by calling their agency back.
- A record of any information relayed by phone or in person must be made.
- Transmission of personal and sensitive information by fax should only happen when absolutely necessary. The number to which it is being sent should be checked very carefully (preferably by a colleague) and reassurance provided and recorded about the security of its handling by the other agency.
- A cover sheet must be used which contains a confidentiality statement – e.g. 'This fax is confidential and is intended only for the person to whom it is addressed'.
- When sending out e-mails containing confidential information, a confidentiality warning should be used – e.g. 'This e-mail is confidential and is intended for the person to whom it is addressed'. Good practice suggests that confidential information should only be sent by secure electronic systems and not by internet e-mail.

## Appendix K

### Northamptonshire Sport Anti Bullying Policy

Northamptonshire Sport are committed to the prevention and effective management of bullying behaviour relating to children, young people and vulnerable adults engaging in sport and physical activities in Northamptonshire.

#### This Policy aims to:

- Provide staff, coaches, volunteers and officials with information if they are concerned about bullying.
- Provide children, vulnerable adults 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 children and vulnerable adults that they will be participating in a safe/friendly environment and that their well-being is our priority.
- Ensure that the rights of children and young people to protection from abuse and neglect are upheld. (UN Convention on the Rights of the Child Article 19).

**Comment [n1]:** Can one document be written in such a way/language that it is understandable to children and these other groups of adults – or could there be a version more appropriate for young people?

#### WHAT IS BULLYING?

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a child or vulnerable adult. It may be that the abuser may be a peer, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, for being ‘different in other less obvious ways, for example because of their faith, culture or sexuality – or for sports related reasons such as being new to a team, or noticeably worse or better than other participants.

#### **Bullying can take a number of forms:**

- Physical: e.g. hitting, kicking, spitting and other forms of assault
- Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures
- Material: e.g. when possessions and kit are stolen or damaged, or extortion takes place
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring
- Sexual: e.g. unwanted physical contact or abusive comments
- Face to face or indirectly: e.g. via letters and notes, text messaging, emails or through postings on social networking sites.

#### **Bullying in Sport**

The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:

- a parent who pushes too hard or exerts pressure for the participant to succeed
- a coach who adopts a win-at-all costs philosophy
- a player who intimidates inappropriately
- an official who places unfair pressure on a person.

#### **Indicators of Bullying**

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and vulnerable adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a child or vulnerable adult is being bullied:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports clubs
- a drop off in performance at school or standard of play
- physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol
- a shortage of money or frequent loss of possessions
- fear of a particular place (e.g. changing rooms), individual or group.

#### **OUR AIM**

Northamptonshire Sport is committed to ensuring that sport, physical activity and recreation across Northamptonshire is both safe and inclusive. We will promote justice and equality in all activities and also acknowledge and respond to the changing environment and technological developments that can be used by bullies e.g. text / cyber bullying.

**Northamptonshire Sport will:**

Respond appropriately and effectively to incidents of bullying.

Listen and respond to children/vulnerable adult’s concerns and take appropriate action.

Take parents/carers’ concerns seriously and respond effectively.

Ensure all staff are suitably trained to deal with any incidents.

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.

Ensure that everyone involved in delivering or participating in activities understands what they can do if they become aware, or the subject of, bullying.

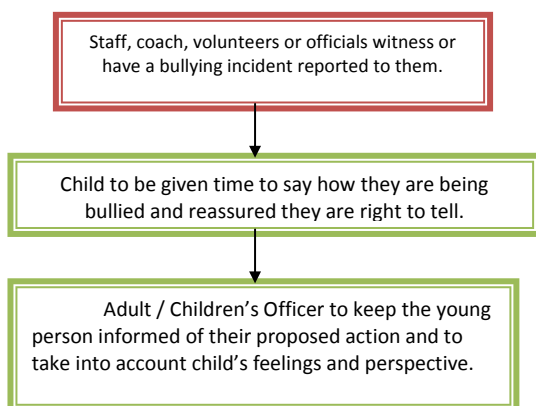
**Ground Rules**

We are committed to taking positive steps to eliminate bullying incidents within activities. We will encourage all participants to behave according to agreed ground rules, which will provide a framework of acceptable behaviour.

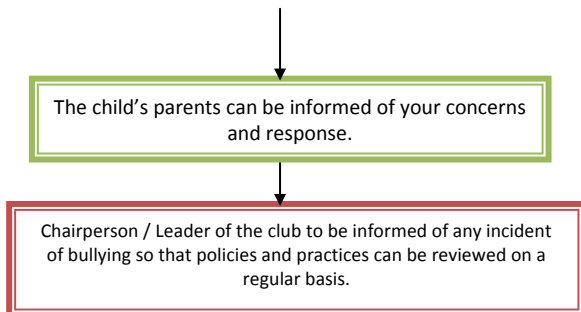
The ground rules are as follows:

- 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.
- We will use ‘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.

Northamptonshire Sport will encourage our staff, coaches, volunteers and officials to be vigilant and observant at all times. If incidents of bullying are reported, our staff, coaches, volunteers and officials will respond:



**Comment [n2]:** Is this procedure to be followed for any act of suspected bullying – even the lower end like a comment to or about another ypp? Or is it really for the more serious incidents (eg a physical assault) and/or persistent behaviour that has not been resolved by the coach’s intervention? This flowchart works well for adult behaviours that cause concern (including bullying) but I’m not sure how well for the full range of potential bullying behaviours by other yps



We all work within a legislative framework, which clearly promotes the well-being and rights of children and vulnerable adults. We have produced this Policy in compliance with the following:

The Children Act 1989 highlights the importance of an agreed policy with clear procedures and sanctions for modifying unacceptable behaviour.

The United Nations Convention on the rights of the Child (Article 19), which stipulates that all children have the right to protection from abuse and neglect.

**Northamptonshire Sport gratefully acknowledges the following publications:**

The Northamptonshire Sport Safeguarding Policy

Northamptonshire County Council 'Anti Harassment Policy'

Derbyshire Sport 'Anti Bullying Policy'

CPSU Guidance - Challenging bullying in sports clubs: guidance and exercises for sports leaders

**ADVICE**

Sometimes by asking the bully to repeat what they said can put them off. If you tell someone you trust they will help you.

**Childline 0800 11 11**

**NSPCC 0808 800 5000**

**Kidscape 08451 205 204**

**What to do if .....You are being Bullied**

'NO ONE DESERVES TO BE BULLIED' IF YOU ARE TELL SOMEONE YOU TRUST

- A parent
- A friend
- A coach
- A teacher

**Do**

- Try to keep a diary of bullying
- Try to ignore bully
- Try to say 'no' firmly
- Try to walk away
- Try to go home with a friend
- Try to tell someone

**Don't**

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**What to do if .....You are a coach and concerned that someone is being bullied**

You witness an incident of anti-social action / behaviour Incident(s) of anti-social behaviour is reported to you.

Monitor the situation and keep a written log and take the situation seriously

**Is it ..... Misbehaviour? Bullying? Abuse?**

Take appropriate disciplinary action Inform parent Informal discussion with victim and parent, keep written log Informal discussion with bully and parent, keep written log Seek advice from designated C P person

Take appropriate action, monitor situation Seek advice from designated C P person

Follow procedure in Child protection Good Practice and Guidelines for coaches, officials and volunteers Monitor Situation and keep written log.

**What to do if .....You are a parent and are concerned that a Child is (children are) being bullied**

You witness an incident of antisocial action / behaviour.

You have suspicions of anti-social action / behaviour An incident of anti social action / behaviour has been reported to you.

Report incident to relevant contact person at venue, your concerns will be taken seriously. The designated CP person will take appropriate action, and contact you the designated CP person will follow agreed procedure outlined in bullying policy

**What to do if .....A bully has been identified**

A 'Bully' has been identified by following agreed procedures

- Informal discussion with 'bully' and parent
- Explain situation and consequences of their behaviour
- Agree appropriate sanctions as necessary
- Agree appropriate guidelines
- Agree timescale for improvement

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# Appendix L

Effective from June 2008

## Anti-harassment policy and procedure

### 1. Policy Statement

The Council wants to create and maintain a working environment where individuals are treated with dignity and respect. The Council is opposed to all forms of unlawful and unfair discrimination and harassment of any kind. The Council, its Chief Executive and senior managers are firmly committed to the success of this policy and all steps taken towards its achievement.

Any employee who feels they have been harassed or who witnesses harassment at work may use the anti-harassment procedure. There is no single definition of what constitutes harassment. This is because it takes many forms, such as:

- offensive or hostile treatment;
- unwanted conduct;
- bullying, ridiculing or demeaning behaviour;

any of these may be linked to any employee, with reference to their age, gender, sexuality, disability, race, religious belief, nationality, ethnic origin or skin colour.

The Council will take all complaints of harassment seriously.

Where an employee of the council considers that an incident was racist, this view will be the starting point for any investigation. In stating this, the Council is encompassing the recommendations of the Stephen Lawrence Enquiry.

Supervisors and managers are responsible for implementing this policy, bringing it to the attention of their staff and seeking to eliminate any harassment of which they become aware. Further advice can be obtained by contacting Human Resources.

All employees must comply with this policy.

### 2. Legal background

Harassment can amount to unlawful discrimination under the Sex Discrimination Act 1975, the Race Relations Act 1976 and/or the Disability Discrimination Act 1995. Claims of harassment under this legislation may be brought against the alleged harasser and against their employer at an Employment Tribunal. An employer is liable for the discriminatory acts of employees acting in the course of their employment, whether or not they are done with the employer's knowledge or approval unless the employer is able to show that they took all reasonable practical steps to prevent employees carrying out unlawful discrimination.

Employers are expected to have taken steps to prevent harassment. Additionally harassment can be a crime (under the Criminal Justice and Public Order Act 1994, the Protection from Harassment Act 1997; and Section 18 of the Public Order Act 1986).

The Employment Act 2002 sets out a statutory minimum grievance procedure that employees and employers need to follow. This policy incorporates the requirements of the statutory scheme.

Under the regulations most employees have to raise a grievance with their employer before applying to an employment tribunal.

ACAS have produced a Code of Practice, available on line that supports the statutory minimum grievance procedure. This policy adheres to the guidance contained in the Code of Practice.

### 3. Anti-harassment procedure

#### Informal action

It is preferable for all concerned to try to resolve matters informally, if possible. This is likely to produce solutions which are speedy, effective and restore positive relations in the workforce. It will also help to minimise embarrassment and the risk of breaching confidentiality.

Where possible, the employee should tell the person who is causing the problem that the conduct in question is unwanted and/or offensive and must stop. This may be all that the complainant of harassment wants.

Informal action is an option available for the person who feels that they have been the subject of harassment, or have witnessed it. The concern can be raised informally with a more senior member of management or by contacting Human Resources, so that an informal solution can be achieved. Such approaches may be particularly helpful when the complaint is about the employee's immediate manager.

A meeting will be convened to allow the more senior member of management and the employee to discuss the issue on a one to one basis outside of the formal process outlined below.

At the end of the informal meeting a review date should be set to re-assess the situation. The more senior member of management should advise the employee that if there is no improvement then the formal procedure may be initiated.

[Click here](#) to access a copy of "Reporting harassment towards an employee" – guidance notes and reporting form.

If the Council becomes aware of a serious complaint that warrants disciplinary action, and possible criminal proceedings, senior management may need to take formal action even though the employee who has been the subject of the harassment may not prefer this approach. Further advice is available from Human Resources. Wherever possible, however, the complainant's preference in this respect will be followed, and confidentiality maintained.

#### Formal action

Employees should not be discouraged from taking formal action where they prefer that option, or where an informal approach has failed.

[Click here](#) to access a copy of "Reporting harassment towards an employee" – guidance notes and reporting form.

Hard copies of the "Reporting harassment towards an employee – guidance notes and reporting form" are available from line managers or by contacting Human Resources; this will:

- assist employees in taking formal action; and
- enable NCC to identify and monitor cases of harassment.

Formal action is an option available for the person who feels that they have been the subject of harassment, or have witnessed it.

The employee should raise the issue with their line manager unless this manager is the person whom the employee feels is perpetrating the harassment, in which case the complaint should be referred to that manager's immediate manager.

A schedule of levels of authority has been developed to ensure employees are aware of who their harassment complaint should be made to. [Click here to access.](#)

The term "manager" in the following pages is used to refer to the nominated manager, as identified in the schedule of levels of authority above, to operate the procedure.

The complaint should identify the alleged harasser and be put into writing if at all possible.

The manager should then act immediately to:

- acknowledge the complaint in writing within 7 calendar days;
- inform the HR Manager, Advisory Team of the complaint; and
- consider whether to arrange work so that contact between the parties is minimised or eliminated. (This should be done in a way that does not prejudice the investigation into the allegation).

The manager will then as soon as possible:

- take steps to conciliate where, after discussion, both parties agree it is acceptable; or
- decide to investigate the allegation.

#### 4. Conciliation with both parties

Depending on the nature of the issue and where the circumstances allow, the manager may decide to discuss the complaint with both parties and conciliate to try and resolve the issue.

The manager will need to meet with the employee who raised the complaint after the conciliation discussions have taken place to ensure that they are informed of the outcome, and are happy with it. The meeting should take place within 14 calendar days of the complaint being acknowledged. The employee may wish to be accompanied at this meeting by either a work colleague or a trade union representative.

If the employee does not feel that the issue has been successfully resolved they may ask that the matter is investigated further (see 'Formal investigation of complaint section')

The alleged harasser must be notified if the manager decides to formally investigate the matter.

#### 5. Formal investigation of a complaint

The manager may decide to move straight to the formal investigation stage without conciliation, depending on the nature of the alleged harassment. Alternatively, if conciliation fails to resolve the issue, the manager will investigate the matter.

##### Where there is an investigation:

- the manager will normally carry out the investigation;
- the manager can ask for the advice and/or participation in the investigation of other staff, or refer the matter to an independent person to carry out an investigation;
- it must be objective and handled with due respect for the rights of both the complainant and the alleged harasser, who will both be entitled to be accompanied by a trade union representative or work colleague at meetings to discuss the allegation with the manager (and the investigator if this is appropriate);
- the alleged harasser must be given details of the complaint in writing;
- it must be completed within 2 calendar months unless there are exceptional circumstances, in which case the employee should be informed about and advised of any new timescales.

##### Outcome of the investigation

The manager will decide from the results either:

- that standards for future conduct need to be set, which could involve training; or
- to use the disciplinary procedure in respect of the alleged perpetrator; or
- that the allegation does not amount to harassment under the policy.

Following the investigation the line manager will invite the employee who raised the complaint to a meeting to discuss the outcome. The employee should be given at least 7 calendar days notice of this meeting. The employee may be accompanied by either a work colleague or a trade union representative. The manager will normally give a decision about the action they propose to take and the time-scale at the end of the meeting. This will be confirmed in writing within a further 7 calendar days. If it is not possible to respond within these periods, the employee must be told why, and when a reply can be expected.

If the complaint results in disciplinary proceedings against another employee then these will be handled in accordance with the disciplinary procedure.

The employee raising the complaint has no right to influence or be informed of the outcome of disciplinary proceedings.

The employee will be informed of their right to appeal if they are dissatisfied with the outcome (See section 6 below, 'What happens if the employee is unhappy with the outcome?')

The manager will also discuss the decision with the alleged harasser and inform them of any action that may be taken as a result of the investigation.

#### 6. What happens if the employee is unhappy with the outcome?

If the employee who has made the complaint is not satisfied with the line manager's action, they can appeal.

The schedule of levels of authority identifies who the employee can appeal to. [Click here to access.](#)

This will constitute a **final appeal**.

The appeal must be lodged within 7 calendar days from receipt of the written outcome of the previous stage. On receipt of an appeal, the manager should contact Human Resources of the decision to appeal.

The Appeal Manager will acknowledge the appeal in writing within 7 calendar days and arrange a meeting to hear the appeal, normally within 14 calendar days of being received and will explore possible options to resolve the matter. The employee may be accompanied by a trade union representative or work colleague.

The Appeal Manager will normally give a decision at the end of the meeting. In some instances, more time may be required and in these cases, the Appeal Manager will reply to the employee within 7 calendar days, describing the action they propose to take and the time-scale. This will be confirmed in writing within a further 7 calendar days. If it is not possible to respond within these periods, the employee must be told why, and when a reply can be expected.

**This decision is final.**

#### 7. Practical points

Sometimes an employee may wish to raise an allegation of harassment about their line manager during the course of a disciplinary case. Where this occurs, the allegation should be referred directly to the line manager's manager.

The nominated manager, as identified in the schedule, will consider the circumstances to decide whether it may be appropriate to suspend the disciplinary procedure for a short period until the allegation of harassment can be considered. Consideration will also be given to bringing in another manager to deal with the disciplinary case.

Some complaints may not be submitted on the standard template provided and may be submitted in a different format, for example, a complaint detailed in a letter of resignation or email. These still need to be dealt with and managers should liaise with Human Resources to obtain advice if they are unsure whether or not what they have received from the employee constitutes a complaint.

The employee is allowed to bring a representative either a work colleague or a trade union representative to the meetings convened under this policy.

The letters notifying them of the meeting dates must state this.

Employees who abuse the anti-harassment policy and procedure by making unfounded complaints or operating the process vexatiously will be liable to disciplinary action.

All complaints should be handled in a timely manner. The timescales within this policy are recommended timescales only. If it is not possible to respond within these timescales, the parties involved must be told why and when a resolution /outcome can be expected.

For monitoring purposes a written record of the allegation of harassment, whether informal or formal, and any actions taken should be recorded and on the 'Reporting harassment towards an employee' – guidance notes and reporting form' and forwarded to HR Manager Advisory Team.

These records will be kept confidential and retained in accordance with the Data Protection Act.

#### **8. Confidentiality and support**

Confidentiality will be given the utmost importance at all stages of the process.

Where an employee finds it difficult or embarrassing to raise the problem directly with the person who they feel is perpetrating the harassment, they may find it helpful to talk over their experience with someone not connected with the issue. Human Resources will be able to advise on who this might be.

Support can also be provided through the Council's 'Employee Assist' Programme.

Such contacts may be able to help the employee decide on an appropriate course of action.

If the Council becomes aware of a serious complaint that warrants disciplinary action, and possible criminal proceedings, senior management may need to take formal action even though the employee who has been the subject of the harassment may not prefer this approach. Further advice is available from Human Resources.

#### **9. When Harassment cases cannot be progressed**

There are some circumstances in which harassment cases may not be progressed:

- where there are reasonable grounds to believe that operating the harassment procedure may result in a significant threat to any person
- where there are reasonable grounds to believe that progressing a harassment case may result in further harassment to any person
- where factors beyond the control of either party make it effectively impossible to progress the case within a reasonable period

Human Resources will be able to offer further advice on these matters.

#### **10. Harassment complaints from employees who have left the council**

Employees may raise a complaint relating to harassment after their employment with the Council has ended, usually within six months of leaving.

In most cases, the Council's formal anti-harassment policy and procedure will apply even when the employee is no longer in the Council's employment.

Thus, complaints should be acknowledged and meetings arranged in accordance with the timescales set out in this policy (Section 5 and onwards).

However, in some cases, for example where the Council's harassment procedure had not started or had not been completed by the time the employment ended, the following procedure may be followed:

Modified two-step Procedure

##### **Step 1**

The employee must set down in writing the nature of the alleged harassment and send the written complaint to their former immediate line manager. If the employee's harassment concerns their former line manager, then the employee should write to their former line manager's manager.

##### **Step 2**

The relevant manager in receipt of the complaint must set out their response in writing and send it to the employee within 7 calendar days from receipt of the complaint.

**The modified two step procedure will only apply if both parties agree in writing beforehand that the modified, rather than the Council's standard procedure shall apply.**

Managers should contact Human Resources if a complaint is received from an employee who has left the council.

[Click here](#) to access the Dealing with harassment cases flow chart.