



# Child Safeguarding Policy Guidance and Procedures

## Version Control

| Version | Date     | Revision made   |
|---------|----------|---|
| v1.0    | Mar 2017 | Board approved document   |
| v2.0    | Apr 2019 | Update to reflect Rebrand to Active Suffolk from 1/4/2019, new East Suffolk Council, separation of Adult Policy and Procedures and legislative and guidance changes |
|         |          |   |

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# **1 Introduction**

Active Suffolk is one of 43 Active Partnerships across England. Working with a wide range of local partners Active Suffolk provides the strategic lead for physical activity and sport across the county and supports Suffolk's collective ambition to be the Most Active County in England. Our Strategic Vision is

## **Improved health and wellbeing across Suffolk by inspiring everyone to be more active**

This Policy, Guidance and Procedures document demonstrates Active Suffolk's commitment to protecting and safeguarding children against potential or actual harm.

It applies to all individuals directly employed by or volunteering for Active Suffolk. It is the responsibility of all Active Suffolk employees/volunteers to implement the procedures. Active Suffolk is hosted by East Suffolk Council and any disciplinary processes taken against Active Suffolk personnel in breach of this Safeguarding Policy Guidance and Procedures will be handled in accordance with the host's Disciplinary and Grievance Procedures.

It also demonstrates a commitment to working with statutory bodies, voluntary agencies and other organisations to promote the safety and welfare of children, and acting promptly whenever a concern is raised about a child or about the behaviour of an adult. Active Suffolk will work with the appropriate statutory bodies when an investigation into abuse is necessary.

Active Suffolk will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them;
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers;
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, carers, staff and volunteers;
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately;
- providing effective management for staff and volunteers through supervision, support and training;
- reviewing our approach annually.

Active Suffolk will endeavour to safeguard the children who attend activities we fund, organise or facilitate by following these procedures if a concern is raised about a child's welfare.

The definition of a child / young person for the purpose of this document is anyone under the age of 18 years.

## **2 Policy Statement**

### ***Active Suffolk's Duty of Care***

Active Suffolk recognises that sport and physical activity can and does have a very powerful and positive influence on children and young people. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork.

These positive effects can only take place if sport and physical activity are in the right hands – in the hands of those who place the welfare of all children and young people first and adopt practices that support, protect and empower them. Those involved with in sport and physical activity can play a vital role by developing an understanding and awareness of safeguarding issues, and in responding to child protection concerns (arising both within and outside the sporting environment).

Most children and young people happily and safely participate in sport and physical activity under the watchful and concerned care of dedicated coaches, instructors and other adults. However, the reality is also that abuse does take place in sport and physical activity and in some cases individuals have been convicted. Every adult has a legal and moral responsibility to protect children and young people in sport and physical activity from abuse.

Active Suffolk recognises that it has a duty of care towards children and young people and can help to protect them from abuse and poor practice.

### ***Principles***

Active Suffolk recognises that:

- The welfare of children and young people is the primary concern (the Children Act 1989 defines a young person as under the age of 18).
- ALL people have equal rights to protection from harm and recognises the additional vulnerability of some and the extra barriers they may face to getting help, because of their race, culture, disability, gender, language, racial origin, religious belief and/or sexual identity
- Special care is needed when dealing with children and young people whose, age, inexperience or physical / mental condition makes them particularly vulnerable to abuse.
- It is the responsibility of the statutory agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of suspicious poor practice and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

## *Summary of Active Suffolk's Responsibilities*

Active Suffolk will:

- Promote a consistent approach to safeguarding across the sector in Suffolk for the benefit of sport and physical activity organisations, staff / volunteers, parents / carers and children / young people
- Provide advice and guidance on safeguarding to partner organisations
- Act as an advocate for good safeguarding practice, and promote the adoption of the guidance within this document, or similar, across wider networks
- Accept the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse
- Respect and promote the rights, wishes and feelings of children and young people
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse and themselves against allegations
- Require employees / volunteers to adopt, at induction, and abide by this Policy, Guidance and Procedures document
- Respond to allegations appropriately and implement the appropriate disciplinary and appeals procedures
- Ensure that its partnership, funding or commissioning criteria reference the requirement to address safeguarding within the relevant organisation(s)
- Review the Policy every two years, in response to any changes in the role of the Partnership, in relevant legislation or following a significant incident.

### *Adoption Statement*

Active Suffolk believes that the welfare and safety of children and young people is of paramount importance and that all children and young people have the right to protection from abuse and to take part in sport and physical activity without risk of harm.

This Policy, Guidance and Procedures document has been reviewed, updated and formally re-adopted by Active Suffolk in July 2019 and will next be reviewed in July 2021 or earlier if there is a major change in the organisation or in relevant legislation.



Tracey Loynds  
Chair, Active Suffolk  
July 2019



John Clough  
Director, Active Suffolk  
July 2019

### **3 Guidance and Procedures**

#### ***3.1 The Legal Framework***

Everyone who works with children needs to be made aware of the laws that aim to protect children from harm.

It is important that all practitioners working to safeguard children and young people understand fully their responsibilities and duties as set out in primary legislation and associated regulations and guidance.

##### **3.1.1 The Children Acts 1989 and 2004**

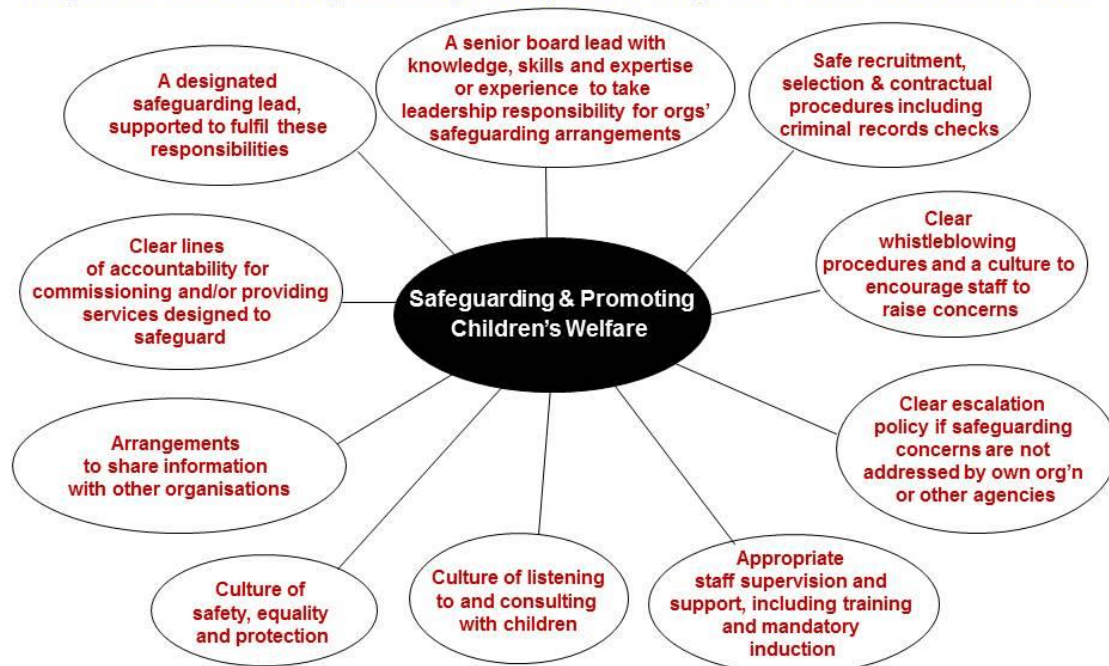
The Children Act 1989 set out that the child's welfare is paramount and safeguarding and promoting it is the priority.

The Children Act 2004 set out a duty on local authorities to work closely with those providing services to children and young people.

##### **3.1.2 Working Together to Safeguard Children 2018**

Working Together to Safeguard Children 2018 set out how organisations and individuals should work together to safeguard and promote the welfare of children and young people in accordance with the Children Act 1989 and the Children Act 2004.

**Organisations should have in place arrangements reflecting the importance of safeguarding and promoting the welfare of children:**



***Working Together to Safeguard Children (2018)  
Section 2.3***

### **3.1.3 UN Convention on the Rights of the Child**

Additionally, the UN Convention on the Rights of the Child sets out key principles which are enshrined within these acts and the statutory guidance. From 15 January 1992, when the treaty came into force, every child in the UK has been entitled to over 40 specific rights. These include:

- the right to life, survival and development
- the right to have their views respected, and to have their best interests considered at all times
- the right to a name and nationality, freedom of expression, and access to information concerning them
- the right to live in a family environment or alternative care, and to have contact with both parents wherever possible
- health and welfare rights, including rights for disabled children, the right to health and health care, and social security
- the right to education, leisure, culture and the arts
- special protection for refugee children, children in the juvenile justice system, children deprived of their liberty and children suffering economic, sexual or other forms of exploitation.

The rights included in the convention apply to all children and young people, with no exceptions.

### **3.1.4 The Counter Terrorism and Security Act 2015**

The Counter Terrorism and Security Act 2015 places a duty on specified authorities including local authorities, schools, HE and FE colleges, health, probation and the police to have “due regard to the need to prevent people from being drawn into terrorism”.

There is a need to be aware of the vulnerabilities and changes in behaviour that may give a cause for concern in individuals.

### **3.1.5 Other Documentation**

Active Suffolk will ensure that its policy and procedures follow the guidance given in relevant Government documents, including:

- Every Child Matters: Change for Children (2003)
- What to do if you're Worried a Child is being Abused (2003)
- Working Together to Safeguard Children (2006 & 2010, 2012, 2015, 2018)

## 3.2 *Types of Abuse and Recognising the Signs*

### 3.2.1 **Children and Young People**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children 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.

Different **types of abuse** may include:<sup>1</sup>

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

*Examples of physical abuse in sport / physical activity could include 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.*

- **Emotional Abuse** - Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children 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 children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

*Examples of emotional abuse in sport / physical activity could include constant criticism, name-calling, and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.*

- **Sexual Abuse** - Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is 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 pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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<sup>1</sup> Taken from Working Together to Safeguard Children, HM Government (2006), Time to Listen, NSPCC (2003) and Protecting Children – A Guide for Sportspeople, NCF & NSPCC (2005)



*In sport / physical activity, coaching / instruction techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach / instructor over young performers, if misused, may also lead to abusive situations developing.*

- **Neglect** - Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve the parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect or, or unresponsiveness to, a child's basic emotional needs.

*Neglect in a sport/ physical activity situation could include a coach / instructor failing to ensure that children are safe and comfortable, or exposing them to undue cold or to unnecessary risk of injury*

### **3.2.2 Raising Awareness of Potential Vulnerability to Abuse**

This Policy, Guidance and Procedures document aims to be inclusive and the same actions should be taken regardless of the background of the child. Active Suffolk recognises, however, that some people are potentially more vulnerable to abuse because of their experiences and additionally highlights the following:

Children with Mental Health Challenges, which may manifest through:

- Self-harming
- Displays of risk taking behaviour

Children with disabilities may be additionally vulnerable because they may:

- Lack a wide network of friends who support and protect them
- Have significant communication differences – this may include limited verbal communication or they may use sign language or other forms of non-verbal communication
- Require personal intimate care
- Have a reduced capacity to resist either verbally or physically
- Not be believed
- Depend on their abuser for their involvement in sport
- Lack access to peers to discover what is acceptable behaviour
- Have medical needs that are used to explain abuse

Children from minority ethnic groups may be additionally vulnerable because they may be:

- Experiencing racism and racist attitudes
- Experiencing racism by being ignored by people in authority
- Afraid of further abuse if they challenge others
- Subject to myths
- Wanting to fit in and not make a fuss
- Using or learning English as a second language

### 3.2.3 Young Leaders

Taking on a leadership role within sport or a physical activity setting is intended to be an enjoyable and positive learning experience. However, coaches, club officials, players, parents / carers, in both adult and junior settings often lose sight of the fact that an individual leader who is under 18 is still legally a child. As a consequence young coaches / instructors and officials are open to experiencing abuse, both physically and emotionally. This behaviour is not acceptable. The increased potential harm that verbal, physical and emotional abuse can cause to children / young people in these roles needs to be recognised.

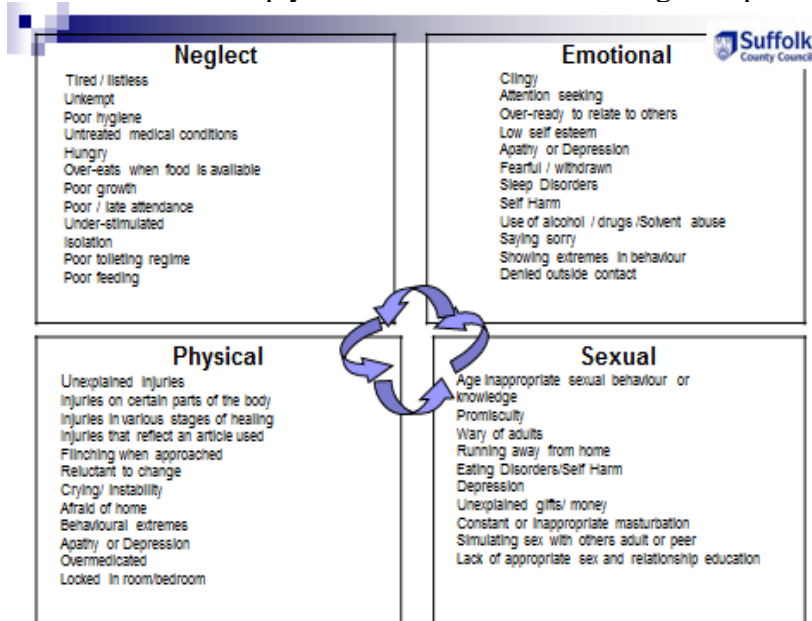
It is important that organisations acknowledge their role in ensuring that officials, players and spectators behave appropriately towards young people who take on these roles. It is necessary to recognise that like adults, children and young people can and do make mistakes when they are learning, and unsupportive responses may constitute verbal or emotional abuse.

### 3.2.4 Recognising Signs of Abuse

The first indication that a child is being abused is not necessarily the presence of a severe injury. Concerns that abuse is taking place may be raised by the sign of bruises or marks on the body or by remarks made by a child, his/her parents or friends, the observation of behaviour or reactions, from an awareness that a family is under stress and may need help with caring for children, or from a number of other factors.

***Remember it is not your role to determine if a child is being abused but it is your responsibility to record and report your concerns following the procedures outlined in this document.***

The following information will help you to be more alert to the signs of possible abuse:<sup>2</sup>



<sup>2</sup> Taken from the Suffolk Safeguarding Children Board 'Introduction to Safeguarding Children' workshop

### 3.2.5 **Bullying**

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those bullied to defend themselves. It is important to recognise that the bully may be a young person or an adult.

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;
- a coach who adopts a win-at-all costs philosophy;
- a player who intimidates another;
- an official who places unfair pressure on a person.

Bullying can be:

- Physical: e.g. hitting, kicking and theft;
- Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures;
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring;
- Sexual: e.g. unwanted physical contact or abusive comments.

There are a number of signs that may indicate that someone 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 club;
- A drop off in performance or standard of play;
- Physical signs such as stomach ache, 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.

***If bullying is suspected and the bully(ies) are children, follow the guidance below in the first instance but if this fails to resolve the problem within a short period of time, if the bullying incident is severe in nature (e.g. of a serious offending / criminal nature), or if the bully is an adult, you should report this immediately by following the procedures set out in Section 3.4.***

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously
- Encourage all participants to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment

- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when)

Action towards the bully(ies) when the bullying is by children and not of a serious offending / criminal nature:

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s)
- Inform the bully's / bullies' parents initially and report on progress to them
- Insist on the return of 'borrowed' items
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Keep a written record of action taken

### ***3.3 Protecting Children***

#### **3.3.1 Recruitment, Selection and Training**

All personnel in sport and physical activity should be encouraged to demonstrate exemplary behaviour in order to promote the welfare of all and reduce the potential for allegations to be made. Active Suffolk recognises that in its own operations effective and appropriate recruitment and training is an essential first step. Active Suffolk will implement the following procedures:

##### ***a) Applications and Interviews***

Open recruitment will be carried out for all posts in accordance with East Suffolk Council's procedures. This will include requiring applicants to complete an application form, and holding formal interviews. Those involved in the recruitment process should pay particular attention to anything that may require further investigation from a safeguarding perspective, and should follow this up at interview, i.e. gaps in employment / education history, if the applicant has not given their current / most recent employer as a referee or if anything else does not seem to 'add up'. During the interview all candidates should be asked questions to measure their understanding of safeguarding issues, and a written record of their interview performance should be made using an Interview Checklist.

##### ***b) Disclosure and Barring Service (DBS) Checks***

Active Suffolk undertakes DBS checks as required and in accordance with East Suffolk Council policy and procedures.

If a DBS check discloses any information about previous convictions, offences etc., the designated project officer will contact the Lead Safeguarding Officer, who will assess the relevance of this information to the successful performance of the post and will make a recruitment / deployment decision.

It is important to note that Active Suffolk will not discriminate unfairly against the applicant on the basis of information derived from a disclosure. Instead only those offences that are relevant to the role will be considered in assessing an individual's suitability for the job. Hence, the existence of a criminal record will not automatically render an individual unsuitable for work with children. However the safety of vulnerable individuals is paramount and offences involving drugs, sex, violence or dishonesty will be examined very seriously.

Upon receipt of a disclosure, if the DBS Check does not disclose any information, the Line Manager will be informed that the individual has been cleared to commence employment. Work should not be undertaken until a satisfactory check has been completed. However, it is recognised that occasionally it may be necessary for this to occur. In this situation, the employee/volunteer must sign a satisfactory Self Disclosure Form (Appendix E) and their duties must be restricted to accompanied access to children, under the supervision of another individual who has already been satisfactorily screened (including a DBS check). This will continue until satisfactory responses to the DBS checks have been received, upon which their employment will be confirmed. Obviously, if the checks are unsatisfactory, employment will be terminated, and this will be made clear to the individual before employment commences.

A Self Disclosure Form may provide similar information to a DBS Disclosure, however, there are two main reasons why using a Self-Disclosure Form may be appropriate in addition to carrying out DBS checks:

1. The Self Disclosure Form can be completed quickly, so if there is a delay in receiving a DBS Disclosure, it is still possible to ascertain whether an individual has any previous convictions etc.
2. The Self Disclosure Form includes a signed statement requiring the individual to inform Active Suffolk of any new convictions etc. This means that anything that occurs after the date of the DBS check should still be brought to the attention of Active Suffolk.

The Line Manager will ask the individual to complete the Self-Disclosure Form, and should then forward the forms to the Lead Safeguarding Officer for assessment (in an envelope marked 'Private and Confidential'). If the Self-Disclosure reveals details of any convictions, cautions etc., these will need to be assessed and a decision made about that person's suitability to fulfil the specific role they are being recruited for. This assessment will be done by Active Suffolk's Lead Safeguarding Officer and Active Suffolk's Deputy Safeguarding Officer, and may also involve consulting East Suffolk Council's Human Resources Department, Social Care Services or the Child Protection in Sport Unit (CPSU). Any serious offences should be referred directly to the Police or Social Care Services.

The assessment will take into account:

- whether the offence/s were originally disclosed by the applicant (i.e. at interview)
- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters
- the circumstances surrounding the offence and the explanation(s) offered by the person concerned.

Each situation will be considered separately, as no two sets of circumstances are likely to be the same. The assessment panel may decide it is appropriate to liaise with the individual concerned to find out the details surrounding the offence in order to make a more informed decision, or to seek clarifying information from other sources such as the Police or Social Care Services. When a decision is reached the individual will be informed (if the individual is not deemed suitable for employment / deployment, they will be informed in writing, stating the reasons for this decision).

***c) Data Protection and Confidentiality – DBS Disclosures***

Any information from the DBS will be stored, handled, used, retained and disposed of by East Suffolk Council's Human Resources Department to comply with the DBS Code of Practice and the Data Protection Acts. For more details please refer to the Council's HR Handbook.

***d) Data Protection and Confidentiality – Self Disclosures***

Information provided on a Self-Disclosure Form must only be disclosed to those who are involved in the assessment of the information, i.e. Active Suffolk's Safeguarding Officers and possibly East Suffolk Council's Human Resources Department. The information will only be used for the specific reason for which it was collected, and not passed on to any other organisations / individuals.

All Self Disclosure Forms will be stored securely by the Lead Safeguarding Officer in lockable storage with access strictly limited to those who are entitled to see it (see previous paragraph). As with DBS Forms, copies of Self Disclosure forms will not be made, and originals will be securely destroyed (i.e. shredded / burned) no longer than six months after a decision has been made about a person's suitability for a role within Active Suffolk. However, a record will be kept of the names of people who have completed Self Disclosures, the date they completed the form and the decision made about their suitability for a role (but not details of any convictions etc.)

### *e) One-off Events*

Active Suffolk recognises that when using volunteers to assist with events on a one-off basis, it is not always practical to follow all of the screening procedures outlined above. If this is the case, AS A MINIMUM all individuals will be asked to complete a Self-Disclosure Form, and their duties must be restricted to accompanied access to children, under the supervision of another individual who has already undergone screening.

### *f) Training*

All employees who work with children will receive training in recognising and understanding possible signs of abuse and knowing what steps need to be taken to provide protection. This will involve attending a Suffolk SP workshop, a three-hour sports coach UK 'Safeguarding and Protecting Children' workshop, or other CPSU-recognised training (unless the individual has already attended such training). The requirement to attend this training within six months of induction will be explained at time of induction.

The Lead and Deputy Safeguarding Officers will attend relevant training as outlined in their Role Descriptions (see Appendices G and H).

## **3.3.2 Good Practice Guidelines**

The following are common sense examples of how to create a positive culture and climate within sport:

### *a) Good Practice Means:*

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating all young people fairly, and with respect and dignity
- always putting the welfare of each participating person first, before winning or achieving goals
- maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust which empowers participants to share in the decision-making process
- making sport fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed, as it is difficult to maintain hand positions when the participant is constantly moving. Participants and parents / carers should always be consulted and their agreement gained.
- keeping up to date with the technical skills, qualifications and insurance in sport
- involving parents/carers wherever possible (e.g. for the responsibility of their charges in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs

- ensuring that if mixed teams are taken away, a male and female member of staff should always accompany them. (NB however, same gender abuse can also occur.)
- ensuring that at tournaments or residential trips, adults should not enter children's / vulnerable adults rooms or invite children / vulnerable adults into their rooms
- being an excellent role model – this includes not smoking or drinking alcohol in the company of young / vulnerable people
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of young people and adults at risk – avoiding excessive training or competition and not pushing them against their will
- securing parental / carer consent in writing to acting in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- awareness of any medicines being taken by participants, or existing injuries
- keeping a written record of any injury that occurs, along with the details of any treatment given

There are many sports, which by their nature require a degree of physical contact e.g. Gymnastics, Swimming. This can be used appropriately to instruct, encourage, protect or comfort. When physical contact is required both children and adults should be clear about the context and appropriateness of that contact. Physical contact between adults and children / adults at risk should only be used when the aim is to:

- develop sports skills or techniques
- to treat an injury or respond to distress
- to prevent an injury
- to meet the requirements of the particular sport

Physical contact should:

- not involve touching genitals, buttocks or breasts
- meet the needs of the participant and not the needs of the coach
- be fully explained to the participant and, with the exception of an emergency, permission be sought
- not take place in secret or out of sight of others

Some sports have developed specific guidance and where this is the case these should be followed.

### ***b) Practices to be Avoided***

The following should be avoided except in emergencies (e.g. a participant sustains an injury and needs to go to hospital or a parent or carer fails to arrive to pick a child or adult at risk up at the end of a session). If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the organisation or the participant's parents / carers.



- avoid spending time alone with children away from others
- avoid giving children a lift in your car, and if this is unavoidable, ensure another adult is present

***c) Practices Never to be Sanctioned***

The following should never be sanctioned. You should never:

- Take, invite or allow children to your home where they will be alone with you
- give children lifts in your car without another adult present
- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children / adults to use inappropriate language unchallenged
- make sexually suggestive comments to a participant, even in fun
- reduce a participant to tears as a form of control
- allow allegations made by a participant to go unrecorded or not acted upon
- do things of a personal nature for children, that they can do for themselves
- administer drugs (including performance enhancing substances)

***It may sometimes be necessary for employees/volunteers to do things of a personal nature for participants, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and written consent of parents and the performers involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or adult at risk to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.***

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents / carers should also be informed of the incident:

- if you accidentally hurt a child
- if he/she seems distressed in any manner
- if a child appears to be sexually aroused by your actions
- if a child misunderstands or misinterprets something you have done

***d) Poor Practice***

Poor practice may occur when an individual fails to follow the sports coach UK Code of Conduct for Sports Coaches or the Good Practice guidance in Section 3.3.2 above. While it may not be deliberate or constitute abuse as described in Section 3.2 above, it is still an issue that needs to be addressed as it may have a detrimental effect on the children involved.

Concerns about suspected poor practice should be reported in the same way as abuse.

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

Active Suffolk coaches / helpers are required to follow the Good Practice Guidelines at 3.3.2 and to sign up to the sports coach UK Code of Practice for Sports Coaches as part of the induction process. The Code encourages the following four principles:

- Rights: Coaches must respect and champion the rights of every individual to participate in sport
- Relationships: Coaches must develop a relationship with athletes (and others) based on openness, honesty, mutual trust and respect
- Responsibilities (Personal Standards): Coaches must demonstrate proper personal behaviour and conduct at all times
- Responsibilities (Professional Standards): To maximise benefits and minimise the risks to athletes, coaches must attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice

### **3.3.4 Guidelines for use of Photographic / Filming Equipment at Active Suffolk Events**

Parental or individual consent (if 18+ and has an understanding of consent) will be requested on all Partnership activity registration forms concerning photography and any subsequent use for publicity / promotion will not include details of individuals

*Professional photographers/filming/video operators* wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event. Identification details will be checked with the issuing organisation prior to event.

*Students or amateur photographers/film/video operators* wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from their club/educational establishment outlining their motive for attending the event.

*All other spectators* wishing to use photographic/film/video equipment should note the Active Suffolk policy in regards to this statement “spectators and participants are requested to help to keep participants safe by responsible use of photography. If photographs are subsequently posted online, avoid identification of individuals by tagging etc.

The use of telephones and other photographic equipment is prohibited in changing rooms and toilets. Anyone caught using such equipment may be asked to leave the event or risk having their phone / camera confiscated.” This statement will be displayed at Active Suffolk events.

**a) Public Information:**

The specific details concerning photographic/video and filming equipment will, where possible, be published prominently in event programmes and announced over the public address system prior to the start of the event. The wording will read “In line with Active Suffolk’s Safeguarding Policy Guidance and Procedures, Spectators and participants are requested to help to keep participants safe by responsible use of photography. If photographs are subsequently posted online, avoid identification of individuals by tagging etc.

The use of telephones and other photographic equipment is prohibited in changing rooms and toilets. Anyone caught using such equipment may be asked to leave the event or risk having their phone / camera confiscated.”

**b) Guidelines for Use of Photographic/Filming Equipment as part of a Coaching Session:**

There is no intention to prevent coaches and teachers using a video as a legitimate coaching aid. However, athletes and their parents/ carers should be aware and must consent to this being used as part of the coaching programme and care should be taken in the storing of such films. Permission should also be sought for the use of photographic material for promotional or web-site/ social media publications (children’s names should not appear with photographs). If coaches are concerned that someone that they do not know is using their sessions for photography or filming purposes, they should ask them to leave.

### **3.4 Referral Procedures and Processes**

#### **3.4.1 Referrals**

It is important to note that your role is to note and pass on information accurately and not to conduct the early stages of any investigation. Safeguarding matters must not be investigated by Active Suffolk employees/volunteers. However, you may be asked to take part in a strategy discussion if Social Services consider that there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.

Always report your concerns if there is ANY possibility that abuse may have or maybe taking place.

The procedures set out below for referrals are also outlined in a Flowchart at *Appendix C*.

- Make a careful note of what you see / what you are told, using the Active Suffolk reporting form (Appendix B).
- If you need to ask questions of a child / children, do not ask leading questions, only ask open, prompting questions to clarify the nature of the concern, e.g. How did that happen? Listen carefully to anything they tell you. If you have observed signs of an injury you may ask how the injury happened, but do not make the child feel as though they are being interrogated.

- If the explanations offered still cause you concern (e.g. if the explanation for an injury is inconsistent with the signs you have observed), make a careful note of what you have heard and observed on whatever you have to hand. Follow this up by completing the reporting form (Appendix B).
- Sign and date the reporting form.
- Immediately report your concerns to the Designated Person as listed below, forwarding the reporting form to that individual within 24 hours. Do not keep a copy of the reporting form for yourself, and do not discuss the matter or show the form to anyone else. Make sure the form is sent in a sealed envelope marked Private and Confidential.
- In the first instance you should contact the Active Suffolk Lead Safeguarding Officer, unless the concern is about the Lead Safeguarding Officer themselves:

**Lead Safeguarding Officer: James Payne 07775 816875**

- If the Active Suffolk Lead Safeguarding Officer is unavailable and the concern is about an Active Suffolk Employee / Volunteer, contact the Human Resources Department at East Suffolk Council:

**Heather Shilling (01502) 523221**  
**Carol Lower (01502) 523228**

- You should also inform the Lead Safeguarding Officer at the earliest possible opportunity
- If the Active Suffolk Lead Safeguarding Officer is unavailable contact the Deputy Safeguarding Officer. This includes potential abuse taking place outside of the sporting environment, or within the sporting environment but not involving an Active Suffolk employee / volunteer.

**Deputy Safeguarding Officer: Megan Felton 07824 821554**

- Again you should also inform the Lead Safeguarding Officer at the earliest possible opportunity

**If the concern is about the Lead Safeguarding Officer contact the Human Resources Department at East Suffolk Council.**

**Heather Shilling (01502) 523221**  
**Carol Lower (01502) 523228**

### **3.4.2 The ‘No Delay’ Principle**

In the event of all the relevant contacts listed above being unavailable, the ‘no delay’ principle should be used i.e. report to Social Care Services or the Police immediately, and forward the reporting form to them within 24 hours. You should also inform the Lead Safeguarding Officer at the earliest possible opportunity (unless the referral is about them):

|                      |         |  |
|----------------------|---------|--|
| Social Care Services | 24 Hour | 0808 800 4005                            |
| Suffolk Police       | 24-Hour | in an emergency 999<br>non-emergency 101 |

If you contact Social Care Services or the Police, and you know the individual concerned also coaches for other organisations such as clubs, Local Authorities or Schools, make sure that Social Care Services or the Police are made aware of this.

If you are initially uncertain what to do; the Lead Safeguarding Officer named above is able to offer advice and support and will discuss concerns with you at any point. You may also seek advice from the Multi Agency Safeguarding Hub (MASH) professional consultation line on 03456 061499 (9:00am to 5:00pm Monday Friday), Social Care Services (0808 800 4005) or in respect of children the NSPCC Helpline (0808 800 5000). However, this should not delay a referral being made in the event of potential abuse.

### **3.4.3 Handling Allegations of Abuse / Concerns of Poor Practice**

#### ***a) Against an Active Suffolk Employee / Volunteer***

Once an allegation or complaint has been received by the Lead Safeguarding Officer / HR Officer, the relevant East Suffolk Council procedures will be used. This includes:

- Liaison between HR and the Lead Safeguarding Officer to ensure both parties are aware of the situation. This should be done immediately, but the unavailability of either party should not cause a delay in referral to Social Care Services (or the Police).
- Informing the Line Manager of the individual concerned, within 24 hours of receiving the allegation.
- Deciding if the matter concerns possible abuse or possible poor practice. This should be a joint decision between the Lead Safeguarding Officer and HR, but if either party is unavailable the decision should be made by the other so as not to cause a delay in referral to Social Care Services (or the Police in an emergency). If there is any doubt at all about whether the matter concerns possible abuse, Social Care Services will be consulted for advice.
- If the matter concerns possible poor practice then the East Suffolk Council Disciplinary Procedures (and timescales) will be used.

- If the matter concerns possible abuse, then Social Care Services (or the Police in an emergency) will be informed immediately as well as implementing the East Suffolk Council Disciplinary Procedures.
- In accordance with Working Together to Safeguard Children, HM Government (2012, 2015, 2018), a referral will be made to Social Care Services (or the Police in an emergency) if it is alleged that the individual concerned has:
  - Behaved in a way that has harmed, or may have harmed a child;
  - Possibly committed a criminal offence against or related to a child; or
  - Behaved towards a child in a way that indicates s/he is unsuitable to work with children.
- The employee or volunteer may need to be suspended from work whilst the matter is investigated. However, this will not be automatic and will take into account the relevant circumstances. In some cases, it may be sufficient to ensure that the employee or volunteer does not have unsupervised access to children.
- Where Social Care Services (or the Police in an emergency) are informed, any internal investigation or action will not commence until this can be done without prejudicing their procedures. Where internal procedures are underway relating to poor practice and potential abuse comes to light, the internal procedures may be suspended pending Social Care Services / Police action. A decision about immediate disciplinary action (e.g. temporary suspension pending the outcome of Police investigation) will be made in consultation with the statutory agencies involved.
- Any inappropriate behaviour by an employee that causes harm to a child in the care of Active Suffolk or in the course of an individual's work for Active Suffolk will be treated as a serious disciplinary offence.
- The Lead Safeguarding Officer will make a decision whether to share information with other relevant organisations, following the principles outlined in Section 3.4.8
- The Lead safeguarding Officer will record all actions taken above using the Form for Recording Actions Following a Referral (Appendix D), which will then be kept in lockable storage (see 3.4.8 [c]).

***b) Not Against an Active Suffolk Employee / Volunteer***

- The Lead Safeguarding Officer (or the Deputy if the Lead Officer is unavailable) is responsible for deciding of what course of action to take. This will be done in consultation with the other Child Protection/ Safeguarding Officers, with Social Care Services or with the Child Protection in Sport Unit, Ann Craft Trust (adults at risk) as appropriate. If the Lead Safeguarding Officer is unavailable, the Deputy Officer will inform the Lead Officer of the incident and any action taken at the earliest opportunity.
- If there is ANY doubt regarding whether an incident should be referred to Social Care Services, they will always be contacted and asked for advice.
- The Lead Safeguarding Officer will make a decision whether to share information with other relevant organisations, following the principles outlined in Section 3.4.8.

- The Lead Safeguarding Officer will record all actions taken above using the Form for Recording Actions Following a Referral (Appendix D), which will then be kept in lockable storage (see 3.4.8 [c]).

### 3.4.4 Responding to a Direct Disclosure from a Child

It will have taken a great deal of courage for a child to tell you about abusive behaviour and it is crucial that you take this into consideration when responding to the disclosure. Following the guidance below will help you to act in an appropriate and responsible manner:<sup>3</sup>

| <b>Dealing With a Disclosure</b>             |  |
|--|--|
| Do's   | Don'ts                                 |
| Be Calm                                      | Show shock, distaste or disbelief      |
| Reassure                                     | Ask leading questions                  |
| Listen Carefully                             | Promise confidentiality                |
| Record the conversation asap (sign and date) | Insist "Everything will be ok"         |
| Record the exact language you heard          | Make promises you can't keep           |
|  | Introduce personal experiences         |
|  | Add personal opinion about the accused |
|  | Confront the accused                   |

### 3.4.5 Support for those Involved in Child Risk Protection Incidents / Allegations

In so far as it does not prejudice or impact on any investigations being undertaken by statutory agencies, Active Suffolk will ensure that all parties involved will be kept updated and informed about the progress of the investigation and subsequent processes.

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

- Listening to a disclosure from a child or witnessing evidence of abuse / poor practice can be a stressful and upsetting experience, as can making a referral afterwards especially if it is against a colleague
- Active Suffolk recognises that individuals may require support in the aftermath of involvement with a child protection incident. Counselling is available for employees / volunteers of Active Suffolk through East Suffolk Council (provided by Human Resources)
- Additionally, any concerns about making an allegation against a colleague are covered by the East Suffolk Council Whistleblower Policy, and Active Suffolk will fully support any individual that makes an allegation in good faith against an Active Suffolk employee / volunteer

<sup>3</sup> Taken from Suffolk Safeguarding Children Board 'Introduction to Safeguarding' workshop

***b) Support for the Child(ren) / Parent(s) carer(s) involved***

- Social Care Services are able to advise on the support available for those affected either directly or indirectly by child abuse. Additionally, The British Association for Counselling Directory is available from The British Association for Counselling and Psychotherapy, 15 St John's Business Park, Lutterworth, Leicestershire, LE17 4HB, Tel: 01455 883300, E-mail: bacp@bacp.co.uk, Internet: www.bacp.co.uk

***c) Support for Active Suffolk Staff / Volunteers Accused of Abuse / Poor Practice***

- Any allegations against Active Suffolk members of staff or volunteers will be dealt with within the strict guidelines of the East Suffolk Council Disciplinary Procedures, unless advised otherwise by Social Care Services or the Police. All information will be dealt with in the strictest confidence (see 3.4.8) and the individual will be able to access counselling through East Suffolk Council (see 3.4.5)

**3.4.6 Sharing Concerns with Parents / Carers**

Active Suffolk is committed to working in partnership with parents / carers in all aspects of the welfare of children. Therefore, if an individual has concerns about a child, it is important to discuss these concerns with their parent or carer in the first instance, but only if appropriate (see below). This may help to explain the reasons for the physical signs / changes in behaviour which have aroused suspicion. For example, changes in behaviour may be due to a death in the family, a break-up of the parents' marriage or the birth of a new brother / sister, rather than a symptom of abuse.

***However, you SHOULD NOT share concerns with a parent or carer if it may place the child or adult at risk in danger or at greater risk, i.e. the parent or carer may be responsible for the abuse. If this is the case, report your concerns following the procedures outlined in Section 3.4.2 above and Social Care Services will advise the Lead Safeguarding Officer whether or not to contact the parents / carers.***

**3.4.7 Provision of Advice**

Occasionally you may be asked to give advice on safeguarding matters. Refer these queries to the Active Suffolk Lead Safeguarding Officer (or Deputy Officer if the Lead Officer is not available), or to Social Care Services. The Lead / Deputy Safeguarding Officer will keep a written record of what advice was given using the Record of Advice Form in *Appendix F*, which will be securely stored by the Lead Safeguarding Officer (Deputy Safeguarding Officers should forward their completed Record of Advice Forms to the Lead Safeguarding Officer within 24 hours).



### 3.4.8 Confidentiality

#### *a) Sharing Information with Other Organisations*

- Sometimes, it is only when information from several sources has been shared and combined that it becomes clear that a child is at risk. Personal information about children and their families will usually be confidential and should not be disclosed to a third party without the consent of the subject. However, the law allows for the disclosure of confidential information where this is necessary to safeguard a child or children in the public interest.
- Disclosure of confidential information must be justifiable in each case, according to the particular facts of the case and must be limited to those people who need to know in order to take appropriate action. Active Suffolk employees / volunteers can supply personal information to other bodies such as Social Care Services or the Police
- When a complaint, allegation, positive DBS check or positive Self Disclosure Form concerns a coach, instructor or helper, it is possible that this individual may be coaching for other local organisations such as Local Authorities, Schools or sports clubs. If this is the case, it may be appropriate to share information with these organisations. However, before doing so careful consideration needs to be given regarding whether there is a legitimate reason for sharing this information.
- Active Suffolk has adopted the Information Sharing Protocol for Sport compiled by the CPSU. Please refer to the Protocol for full details. However, the basic principles are outlined below:
  - The decision to share information will be made by the Lead Safeguarding Officer (or the Deputy Safeguarding Officer if the Lead Officer is unavailable), who will normally seek advice from Social Care Services. The CPSU may also be approached for advice
  - No other employee / volunteer of Active Suffolk should take it upon themselves to share information with anyone unless this is under the referral procedures
  - Where a concern has been reported to Social Care Services or the Police, they will be consulted before information is shared with any other organisation, and they will also be made aware of all the other organisations an individual is known to coach for
  - The decision whether to share information will be based on the level of concern and on whether there is a reasonable belief that there would be an increased risk to a child / children if the information was not shared (i.e. whether it is in the public interest to share this information)
  - The only information that will be shared is that which is necessary to inform an organisation of the potential risk to children
  - When the information relates to a positive DBS disclosure or Self Disclosure, the only information to be shared will be the fact that, through standard screening checks, the individual was deemed unsuitable to work with young people
  - Information will only be shared with organisations for whom individual is known to be currently coaching
  - Information will only be shared with the individual in each organisation who has nominated responsibility for action / Safeguarding

- If an individual is coaching for a club or county association and / or holds a National Governing Body qualification then the nominated officer within the NGB will be informed in the first instance (rather than the local organisations), although they may then advise the Lead Safeguarding Officer to contact the local organisation(s)
- Consent to share information will usually be sought from the individual concerned, unless this would increase risk of harm. Advice should normally be sought from Social Care Services and / or the Police before seeking consent. However, if consent is not given, information can still be shared if it is believed that this would be in the public interest, i.e. there is believed to be an increased risk if the information is not shared
- A record will be kept by the Lead Safeguarding Officer about the reasons for the decision whether to share information or not and, if relevant, what information has been shared and with whom (Appendix D)

#### ***b) Dealing with Complaints***

For complaints from members of the public (parents / carers / participants) about poor practice or possible abuse from Active Suffolk employees / volunteers, the East Suffolk Council Complaints Policy, including timescales for responding to complaints will apply. However, confidential information about any investigations / disciplinary procedures taking place will not be revealed (if the case is referred to Social Care Services or the Police, they may contact the person making the complaint as part of their investigation).

#### ***c) Storage of Information***

The storage of DBS and Self Disclosure information is outlined in Sections 3.3.1(c) and 3.3.1(d) above. All other written information (Reporting Forms and Record of Advice Forms) will be stored by the Lead Safeguarding Officer in a locked filing cabinet, with no electronic records being kept. Access will be restricted to the Active Suffolk Safeguarding Officers, to the Human Resources Department of East Suffolk Council (if appropriate) and to Social Care Services or the Police

## **Appendix A – Coaches / Instructors Information Sheet**

# **Safeguarding Children**

### **What to do if you have any concerns**

If at any time during your work as a coach, you are concerned that some form of abuse is taking place, then it is vital that you follow these simple steps:

1. Using the form overleaf, note down what has been said / witnessed, but remember – it is not your responsibility to investigate the situation
2. Report your concerns IMMEDIATELY to the Active Suffolk Lead Safeguarding Officer. They will decide what needs to be done and who needs to be informed:

**James Payne: 07775 816875**

3. If you cannot get hold of the Lead Safeguarding Officer and **the concern is about a member of Active Suffolk staff**, then contact one of East Suffolk Council's Child Protection Co-ordinators:

**Heather Shilling: (01502) 523221**

**Carol Lower: (01502) 523228**

4. If you cannot get hold of the Lead Safeguarding Officer and the concern is **NOT about a member of Active Suffolk staff**, then contact the Active Suffolk Deputy Safeguarding Officer:

**Megan Felton 07824 821554**

5. In an emergency, contact Suffolk Social Care Services on 0808 800 4005 or a direct dial referral to the MASH 03456 066167 or Suffolk Police on 101
6. If you want general advice about these issues, you can also contact the Suffolk Multi Agency Safeguarding Hub (MASH) professional consultation line on 03456 061499 (9:00am to 5:00pm Monday Friday) or NSPCC Helpline on 0808 800 5000.

If you have any concerns during your coaching OUTSIDE of Active Suffolk programmes, you should:

1. Note down your concerns, using the form overleaf if you wish
2. Report them to your manager or your club's Safeguarding / Child Protection Officer
3. If this is not possible, contact Suffolk Social Care Services or Suffolk Police

**REMEMBER – IF YOU ARE CONCERNED ABOUT ANYTHING RELATING TO THE WELFARE OF YOUNG PEOPLE IN YOUR CARE, IT IS YOUR DUTY TO REPORT IT**

**A copy of Active Suffolk's Safeguarding Policy Guidance and Procedures is available on request from Active Suffolk 01394 444605 or on the Active Suffolk website ([www.activesuffolk.org](http://www.activesuffolk.org))**

**Appendix B – Reporting Form**  
**FORM FOR RECORDING ALLEGATIONS OR CONCERNS ABOUT CHILDREN**

*Please use this form as a prompt, recording any additional information on the back or on another sheet of paper. Forms can be handwritten or typed and printed off, but they must be signed, dated and timed.*

**REMEMBER – your job is not to investigate, but to record accurately all information you receive or signs and symptoms you observe. Only fill in the details you know.**

|                           |
|---------------------------|
| <b>Your Name:</b>         |
| <b>Your Position:</b>     |
| <b>Your Organisation:</b> |

| <b>Child's details (name, address, contact number, age / DOB, gender etc.):</b>  | <b>Child's parents, guardian's, carer details, including contact number (where known):</b> |
|--|--|
|  |  |
| <b>Details of person <u>reporting</u> suspicion / allegation / concern to you, including contact number (this may be the child):</b> |  |
|  |  |
| <b>Describe what the incident / suspicion/ allegation/ concern is here (using child's words where possible):</b>                     |  |
|  |  |
| <b>Describe fully any signs, symptoms you or others have observed (include here what the child has told you):</b>                    |  |
|  |  |

**Where did this occur (as far as you know)?**

**When did this happen (as far as you know)?**

**If some earlier signs/symptoms were noticed before today, when and where was this?**

**Who was informed?**

**Record details of any witness / anyone else who may have been present or have relevant information:**

**Contact details:**

**Have the parents / carers been consulted? If so, what was said?**

**Record who has been informed (Lead Child Protection Officer / Social Care / Police) and any actions agreed:**

**Signed:**

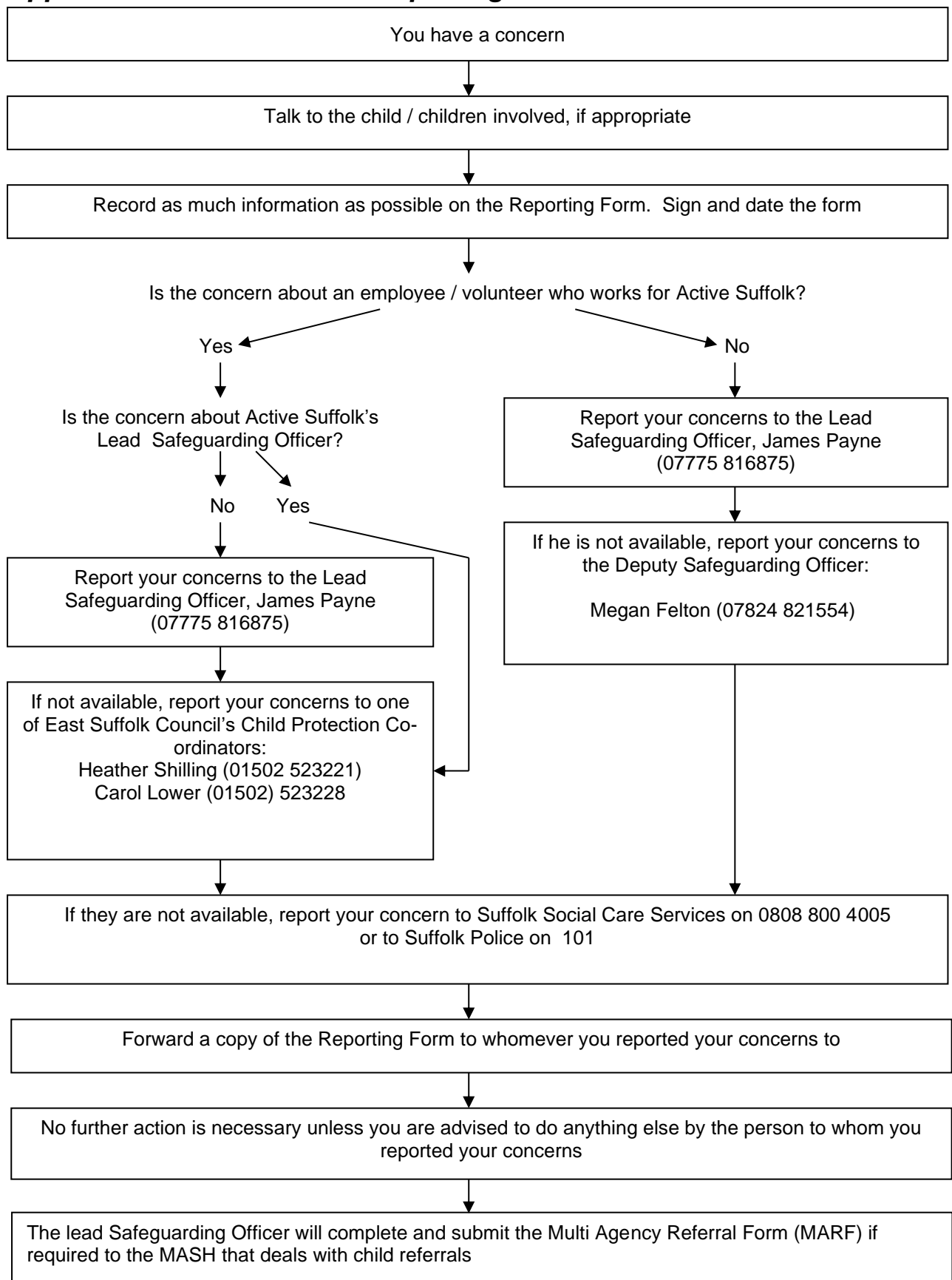
**Date and Time:**

**Job title:**

**Telephone Number:**

**SEND OR HAND THIS FORM (in envelope marked Private & Confidential, and within 24 hours) TO THE PERSON TO WHOM YOU INITIALLY REPORTED YOUR CONCERNS: NORMALLY, THIS WOULD BE LEAD SAFEGUARDING OFFICER, ACTIVE SUFFOLK, EAST SUFFOLK COUNCIL, RIDUNA PARK, STATION ROAD, MELTON, IP12 1RT**

## Appendix C – Flowchart for Reporting Concerns



**Appendix D - Form for Recording Actions following a Referral**  
**Please refer to the Safeguarding Policy Guidance and Procedures**

**1. Details of person receiving referral information**

|                                  |  |
|----------------------------------|--|
| Name                             |  |
| Position (delete as appropriate) | Active Suffolk Lead Safeguarding Officer /<br>Active Suffolk Deputy Safeguarding Officer |

**2. Does this matter concern possible abuse or possible poor practice? (Please tick)**

|                       |  |                               |  |
|-----------------------|--|-------------------------------|--|
| <b>Possible Abuse</b> |  | <b>Possible Poor Practice</b> |  |
|-----------------------|--|-------------------------------|--|

Please give the reasons for this decision, including details of any organisations (including names of individuals) that you asked for advice in order to make this decision. This may include Suffolk Social Care Services (or Suffolk Police), CPSU, East Suffolk Council's HR Department etc. Please also include the date(s) these organisations were contacted:

**3. Possible Poor Practice**

If the matter concerns possible poor practice please give details of the actions (with dates) which have been taken to resolve this issue, including any disciplinary procedures:

**4. Possible Abuse**

If the matter concerns possible abuse, please give details of the person within Social Care Services that the matter was referred to, and any further actions that you were advised to take, or when the Multi Agency Referral Form (MARF) was submitted:

**If you know that the individual concerned also works for any other sporting organisations (LAs, SSPs, NGBs / Clubs etc.) make sure Social Care Services are made aware of this**

### 5. Sharing Information

Are you aware that the individual concerned works for any other sporting organisations(LAs, Schools, NGBs / Clubs etc)? If so, which organisations? (please list):

Did you decide to share information with any of these organisations? Yes / No

If no, why not? Did you seek advice from Social Care Services or other relevant organisations (the Police / CPSU) before making this decision?

If yes, please list the names of the organisations (including names of individuals) that you shared information with, what information was shared, and the reason for deciding to share this information. (You should only share information with the 'nominated person' within each organisation):

Was the individual concerned informed that you intended to share this information?

Yes / No

If Yes, did they consent to the sharing of this information? Yes / No

### 6. Please record any other relevant information below

|  |
|--|
|  |
|--|

**Signed:** \_\_\_\_\_

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



## **Appendix E – Self Disclosure Form**

**Private and Confidential**

**For roles involving contact with children (under 18 years)**

**All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.**

### **Part One**

|   |   |
|---|---|
| For completion by the organisation:                   |   |
| Name:   |   |
| Address and Postcode:                                 |   |
| Telephone/Mobile No:                                  |   |
| Date of Birth:  |   |
| Gender:   | Male / Female   |
| Identification (tick box below):                      |   |
| <input type="checkbox"/>                              | I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. |
| <b>Either</b>   |   |
| UK Passport Number and Issuing Office                 |   |
| UK Driving Licence Number (with picture)              |   |
| <b>Plus</b>   |   |
| National Insurance Card or current Work Permit Number |   |
| <b>Signature of authorised Employing Officer:</b>     |   |
| <b>Print name:</b>                                    |   |
| <b>Date:</b>  |   |

## Part Two

### NOTE:

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

|  |  |
|--|--|
| <i>For completion by the individual (named in Part one):</i>   |  |
| Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?                                | YES / NO<br><i>(if Yes, provide information below):</i>  |
|  |  |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | YES / NO<br><i>(if Yes, provide information below):</i>  |
|  |  |
| Confirmation of Declaration <i>(tick box below)</i>  |  |
| <input type="checkbox"/>   | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention. |
| <input type="checkbox"/>   | In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.  |
| <input type="checkbox"/>   | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.  |
| <input type="checkbox"/>   | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.                  |
| <b>Signature:</b>  |  |
| <b>Print name:</b>   |  |
| <b>Date:</b>   |  |

## **Appendix F – Record of Advice Form**

### **Details of person giving advice**

|                   |  |
|-------------------|--|
| Name              |  |
| Job Title         |  |
| Contact Number    |  |
| Date Advice Given |  |

### **Details of person asking for advice, if known (some people may prefer to remain anonymous)**

|                                |  |
|--------------------------------|--|
| Name                           |  |
| Role (i.e. coach, parent etc.) |  |
| Contact Number                 |  |

### **Details of what question was asked or what advice was requested**

|  |
|--|
|  |
|--|

### **Details of what advice was given (including names of any organisations / individuals that you advised the person to contact)**

|  |
|--|
|  |
|--|

Send or hand this form (in an envelope marked 'private and confidential') to the Active Suffolk Lead Safeguarding Officer, Active Suffolk, East Suffolk Council, Riduna Park, Station Road, Melton, Woodbridge, IP12 1RT

## **Appendix G - Role Description Active Suffolk Lead Safeguarding Officer**

The Active Suffolk Lead Safeguarding Officer is responsible for:

- Leading on the development and implementation of Active Suffolk's Safeguarding Policy and Procedures
- Ensuring that all relevant staff receive training on the Policy and Procedures
- Ensuring that the Policy and Procedures are updated as necessary
- Leading on the promotion of good safeguarding practice across the wider Partnership, including promoting the adoption of the guidance within the Partnership's Safeguarding Policy or similar
- Keeping their Child Protection, Adults Safeguarding and Safeguarding knowledge up-to-date and as comprehensive as possible, through attendance at relevant meetings and training
- Acting as the lead contact for Active Suffolk on all matters relating to child protection and safeguarding. This will include contact with:
  - Other members of the Active Suffolk team
  - Other Partner Organisations
  - The wider sporting community
  - The general public
  - Social Care Services / the Police
  - Other Child Protection, adults safeguarding organisations such as the CPSU, LSCB, LADO and the Ann Craft Trust
- Representing Active Suffolk on the Regional Child Protection Group
- Disseminating relevant information to the Active Suffolk team and wider Partnership, including:
  - Training opportunities
  - Information gained from training attended by the Lead Officer themselves
  - Changes to legislation
  - New guidance from the CPSU, Ann Craft Trust
- Providing advice upon request to any individual / organisation, and recording the details of this advice on a Record of Advice Form
- Receiving and acting upon any reported safeguarding concerns. This includes:
  - Deciding when to refer to Social Care Services / the Police and submission of a completed Multi Agency Referral Form (MARF) when appropriate
  - Deciding when it is appropriate to share information with other organisations
  - Seeking advice from Social Care Services, the CPSU, Ann Craft Trust, or East Suffolk Council's HR Department as appropriate before making either decision
  - Ensuring that all of the above follows the procedures outlined in the Safeguarding Policy
- Ensuring that all Safeguarding Reporting Forms and Record of Advice Forms are stored securely and are only made available to others on a 'need to know' basis
- Ensuring that Active Suffolk maintains Advanced Level of the Standards and completes the annual Self-Assessment Tool within the Framework for Sport
- Arranging for the Partnership's Deputy Safeguarding Officers to take over the Lead role if the Lead Officer is planning to be on leave / absent for a substantial period of time
- Represent sport / NGBs, in agreement with the NGB, at Strategy Meetings at the request of the Local Authority Designated Officer (LADO)

The Lead Safeguarding Officer is expected to attend the following CPSU training courses as soon as possible after taking on the role:

- Child Protection Policy and Implementation Procedures
- Time to Listen CSP Lead Training

## **Appendix H – Role Description for Active Suffolk Deputy Safeguarding Officer**

The Active Suffolk Deputy Safeguarding Officers are responsible for:

- Supporting the Lead Safeguarding Officer (CPO) on the development, implementation and review of Active Suffolk's Safeguarding Policy and Procedures
- Supporting the Lead CPO on the promotion of good safeguarding practice across the wider Partnership, including promoting the adoption of the guidance within the Partnership's Safeguarding Policy or similar
- Keeping their Child and Adult Safeguarding knowledge up-to-date and as comprehensive as possible, through attendance at relevant meetings and training
- Providing advice upon request (normally when the Lead CPO is unavailable) to any individual / organisation, and recording the details of this advice on a Record of Advice Form
- Receiving and acting upon any reported safeguarding concerns when the Lead CPO is unavailable. This includes:
  - Deciding when to refer to Social Care Services / the Police and submission of a completed Multi Agency Referral Form (MARF) when appropriate
  - Deciding when it is appropriate to share information with other organisations
  - Seeking advice from Social Care Services, the CPSU or East Suffolk Council's HR Department as appropriate before making either decision
  - Ensuring that all of the above follows the procedures outlined in the Safeguarding Policy
- Forwarding any completed safeguarding Reporting Forms and Record of Advice Forms to the Lead CPO
- Taking over the Lead CPO role if the Lead CPO is on leave / absent for a substantial period of time

The Deputy Safeguarding Officers are expected to attend the following CPSU training courses:

- Child Protection Policy and Implementation Procedures
- Time to Listen CSP Lead Training

## ***Appendix I – Useful Contacts***

### **Active Suffolk**

James Payne (Lead Safeguarding Officer)  
Megan Felton (Deputy Safeguarding Officer)

[www.activesuffolk.org](http://www.activesuffolk.org)  
07775 816875  
07824 821554

### **East Suffolk Council**

Heather Shilling:  
Carol Lower:

(01502) 523221  
(01502) 523228

### **Suffolk Social Care Services**

0808 800 4005 (24 Hours)

Direct dial referral to the MASH (9am to 5pm)

03456 066167

Suffolk Local Safeguarding Children's Board  
Professional consultation line on  
(9:00am to 5:00pm Monday Friday)

03456 061499

Suffolk Local Safeguarding Adults Board  
Professional consultation line on  
(9:00am to 5:00pm Monday Friday)

03456 061499

Adult Protection Duty Team can be contacted on 01449 724593 or via Customer First on 03456 066 167 or 0808 800 4005 (24 Hours)

### **Suffolk Police**

101

### **The Child Protection in Sport Unit (CPSU)**

0116 366 5580  
[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### **The Safeguarding Children Partnership (SAFE)**

01379 871091  
[www.safecic.co.uk](http://www.safecic.co.uk)

### **Suffolk Safeguarding Partnership**

[www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)  
01473 583000

### **NSPCC Helpline**

0808 800 5000  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

### **ChildLine**

0800 1111  
[www.childline.org.uk](http://www.childline.org.uk)