



***CHILD PROTECTION  
POLICY AND PROCEDURES***

**Updated October 2011**

## Acknowledgements

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<p><b>1.0</b></p>	<p><b>Policy Statement</b></p> <p>It is widely accepted that it is the responsibility of every adult to protect children from inappropriate behaviour, abuse or danger.</p> <p>It is Longridge policy to take all reasonable efforts to fulfill its duty of care to safeguard the welfare and safety of all children on our premises, be they children of members, guests or visitors. Longridge is committed to ensuring that children are protected and kept safe from harm whilst they are on our premises and taking part in our activities.</p> <p>We will do this by:-</p> <ul style="list-style-type: none"> <li>○ Ensuring that all child supervisors and team members are carefully selected, trained and supervised to work with children and to ensure that activities at Longridge are Fun and Safe.</li> <li>○ Providing clear procedures for parents, children and our team to voice concerns or lodge complaints if they feel unsure or unhappy about anything.</li> </ul>
<p><b>1.1</b></p>	<p><b>Policy Aims</b></p> <p>The aim of the Policy is as follows:-</p> <ul style="list-style-type: none"> <li>○ To create a healthy and safe environment for all children.</li> <li>○ To ensure children are listened to and kept safe from harm</li> <li>○ To support and encourage parents and to voice their opinions regarding the welfare of their children</li> <li>○ To ensure our team members are well informed, supported and protected.</li> <li>○ To fulfill the Company’s legal responsibilities</li> </ul>
<p><b>1.2</b></p>	<p><b>Policy Objectives</b></p> <p>The specific objectives we pursue in order to achieve our aims are:-</p> <ul style="list-style-type: none"> <li>○ To ensure all team members are selected for their suitability to work with children through a comprehensive and rigorous selection process</li> <li>○ To ensure our team are fully trained in the proper treatment of children</li> <li>○ To ensure our team are informed about child safety, the range of potential dangers in the workplace and how to deal with them</li> <li>○ To ensure that all contractors and instructors on site are given instructions as to proper behaviour with children whilst on our site</li> <li>○ To promote the general welfare, health and development of children during all sessions</li> <li>○ To develop effective procedures in recording and responding to accidents and complaints and to alleged or suspected incidents</li> <li>○ To comply with any Governing Body requirements and recommendations regarding child protection within the local area.</li> </ul> <p>Should any of the Longridge Team, parent, visitor or guest, suspect child abuse or neglect they will report their concerns to the Child Protection Officer, who will follow the correct procedure in accordance with Longridge guidelines.</p> <p>These concerns will be kept strictly confidential and discussed with the parents, unless such discussion would place a child at risk of significant harm.</p>

<p><b>1.3</b></p>	<p><b>Terms and Abbreviations</b></p> <p>The following terms and abbreviations are used throughout this document:</p> <ul style="list-style-type: none"> <li>• Anyone under the age of 18 is considered to be a child/young person</li> <li>• The term young people also refers to individuals with disabilities and vulnerable adults</li> <li>• The term 'parents' is used throughout this document as a generic term to represent parents, carers and guardians.</li> <li>• The term 'staff' is used to mean all staff and volunteers, whether paid or unpaid, full time or part time.</li> </ul> <p>LSCB – Local Safeguarding Children’s Board  NGB – National Governing Body of Sport  CPO – Child Protection Officer  SCUK – Sportscoach UK</p>
<p><b>1.4</b></p>	<p><b>Designated Officers:</b></p> <p>The CPO at Longridge is Amanda Foister, mobile: 07540411779  If the CPO is unavailable then the duty Activity Manager is designated:  Mark Campbell, mobile: 07919458345  or Chris Milbank mobile: 07540411784</p>
<p><b>1.5</b></p>	<p><b>Signatures:</b></p> <p><b>This policy and the following procedures are formally adopted on behalf of Longridge by:</b></p> <div style="text-align: center;">  </div> <p>Longridge CEO: Amanda Foister      Dated: 19:09:11</p>

<p><b>2.0</b></p>	<p><b>Recruitment, Employment and Deployment of Staff and Volunteers</b></p> <p>Longridge will take all reasonable steps to ensure unsuitable people are prevented from working with young people and disabled adults. The same procedures will be adopted whether staff are paid or unpaid, full or part-time. It is the recruiting officer's responsibility to ensure all the following requirements have been carried out.</p> <p>Some members of the Longridge Team either have been or are serving inmates of HMP Springhill, an open prison on the far side of Aylesbury. As an Open Prison, Springhill does not take men that have got any history of sex offences, harassment or arson on their records. All of the prisoners are in the last 2-years of their sentence and to be referred to an open prison have worked extremely hard to prove themselves to be appropriate inmates. In order to be considered for work at Longridge, the prisoners will have been through stringent risk assessments and security checks by the prison authorities and the Longridge Management team will have interviewed and been through a disclosure exercise that is over and above the checks that would be carried out on any team member that is not a serving prisoner and that are detailed below. The management team and trustees are persuaded that the inclusion of serving and ex prisoners of Springhill poses a negligible risk to any of our young people, visitors, contractors or other team members.</p>
<p><b>2.1</b></p>	<p><b>Pre-recruitment Checks</b></p> <p>The following pre-recruitment checks should always be carried out:</p> <p><b>Advertising</b></p> <p>If any form of advertising is used to recruit staff, it should reflect the:</p> <ul style="list-style-type: none"> <li>• aims of Longridge</li> <li>• responsibilities of the role</li> <li>• level of experience or qualifications required (e.g. experience of working with children is an advantage)</li> <li>• Longridge's open and positive stance on child protection and the requirement for all post holders to undergo an Advanced Criminal Records Bureau check.</li> </ul> <p><b>Pre-Application Information</b></p> <p>Pre-application information sent to interested or potential applicants should contain:</p> <ul style="list-style-type: none"> <li>• a job description including roles and responsibilities</li> <li>• a person specification (e.g. stating qualifications or experience required)</li> <li>• an application form (see Applications below)</li> <li>• a self-declaration form including: <ul style="list-style-type: none"> <li>- Any criminal record</li> <li>- Whether the applicants are known to any Social Care department as being an actual or potential risk to children or young people and whether they have ever had action taken against them in relation to child abuse, sexual offences or violence.</li> <li>- The applicant's consent to criminal record checks being undertaken and the sharing of information with appropriate agencies (e.g. Social Care) as per the Longridge Information Sharing Procedure (see Section 5.3).</li> </ul> </li> </ul> <p>If the self-declaration or subsequent Criminal Records Bureau Check raise concerns about the suitability of an individual to work with young people, advice will be sought from the CPO at Longridge and if necessary, the Police.</p>

**Applications**

All applicants whether for paid or voluntary, full- or part-time positions should complete an application form which should elicit the following information:

- Name, address and National Insurance Number (to confirm identity and right to work).
- Relevant experience, qualifications and training undertaken.
- Listing of past career (to confirm experience and identify any gaps).
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (previous employer, covering a minimum two year period).
- The applicant's commitment to abide by the SCUK and NGB Code of Ethics and Conduct. (Appendix A)

The form should also state that failure to disclose information or subsequent failure to conform to the Code of Ethics and Conduct will result in disciplinary action and possible exclusion from the Organisation.

Longridge is satisfied that volunteer referrals from Springhill will have a more robust pedigree in terms of risk assessment/reference than those who volunteer from "off the streets" and therefore to ensure suitable candidates will adopt the following application process for our volunteers from HMP Springhill which will differ to those stated above:

- Suitable offender identified as a possible volunteer at Longridge
- Referral then made to Offender Management Unit for consideration and agreement of suitability in principle by those tasked with assessing and steering the management of risk
- Staff feedback obtained by Employment Links staff for contemporary overview of individual's readiness for placement
- Check/interview undertaken by CEO

Men whose assessment makes them a medium (or higher) risk to children for any reason would not be suitable. Springhill will screen assiduously for men whose offences may be paralleled by the circumstances and situations in which they might find themselves on site at Longridge and be mindful of those whose personal situations might potentially bring trouble or disrepute to Longridge

**2.2 Checks and References****Proof of qualification**

All staff delivering Longridge activities must be qualified to the level stipulated by their respective NGB and only original documents will be accepted as proof of qualification.

**References**

A minimum of two written references should be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone.

**Proof of identification**

Proof of Identification should be obtained (e.g. driving license, birth certificate, passport).

	<p><b>Criminal Records Bureau Check</b> All applicants, with the exception of those from Springhill, will undergo an Enhanced level Criminal Records Bureau checks that will be renewed every 3 years.</p>
<p><b>2.3</b></p>	<p><b>Selection</b> Selection decisions should be based on the following:</p> <ul style="list-style-type: none"> <li>• The application form</li> <li>• A practical assessment (where appropriate e.g. coaching posts)</li> <li>• A formal interview (may not be appropriate for casual posts)</li> </ul> <p>All components of the selection process must be designed to test only those essential and desirable factors contained within the person specification.</p>
<p><b>2.4</b></p>	<p><b>Induction</b> All team members, paid or voluntary, will undergo an induction programme:</p> <ul style="list-style-type: none"> <li>• all coaches: <ul style="list-style-type: none"> <li>• have their qualifications as a coach/official substantiated</li> <li>• <b>sign</b> up to the SCUk &amp; NGB Code of Ethics and Conduct</li> </ul> </li> <li>• all team members, including volunteers: <ul style="list-style-type: none"> <li>• <b>sign</b> up to the Longridge Child Protection Policy</li> <li>• the expectations, roles and responsibilities of the job are clarified</li> <li>• child protection procedures are explained and training needs established.</li> <li>• complete a profile to identify training needs/aspirations</li> </ul> </li> </ul> <p>In addition all team members will undergo an exit interview on leaving to ensure that criteria and processes were adhered to and to understand any areas that could be improved. Further guidance on training is given in the Longridge Handbook for Team Members</p>
<p><b>2.5</b></p>	<p><b>Training</b> Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. Longridge will make provision for all necessary training for CPO and other designated officers on an annual basis. Also the training of new staff, within 3-6 months of their start date, and refresher training annually for existing and returning staff, at the beginning of the season.</p>
<p><b>2.6</b></p>	<p><b>Monitoring and Appraisal</b> At regular intervals all staff or volunteers will be given the opportunity to receive feedback (e.g., through an appraisal programme to identify child protection training needs and set new goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage.</p>
<p><b>2.7</b></p>	<p><b>Grievance Procedures</b> The Longridge grievance procedure will be used to deal with any problems and misunderstandings that occasionally arise when people work together. This procedure is found in the 'Longridge Handbook for Team Members.</p>
<p><b>3.0</b></p>	<p><b>Promoting Good Practice with Young People</b> Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be</p>

	an important link in identifying cases where a young person needs protection. All cases of poor practice should be reported in accordance with the guidelines in Section 5.4.
<b>3.1</b>	<p><b>Good Practice Guidelines</b></p> <p>As a matter of good practice, all staff are encouraged to demonstrate exemplary behavior. Appendix B details common sense examples of how to create a positive culture and climate at Longridge:</p>
<b>3.2</b>	<p><b>Code of Ethics and Conduct</b></p> <p>Longridge has adopted the Sports coach UK <i>“Code of Ethics and Conduct for Sports Coaches”</i> (see Appendix A). All staff will be required to sign up to this document as part of the induction process (see 2.4) and will be provided with a copy as part of the Staff Induction pack.</p>
<b>3.3</b>	<p><b>Guidelines for Use of Photography and Images of Children</b></p> <p>There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Therefore it is important for Longridge to identify the type of images that are considered to be suitable and that appropriately represent the centre’s activities, without putting children at increased risk. Longridge will adhere to the following:</p> <ul style="list-style-type: none"> <li>• If a child is named, avoid using their photograph</li> <li>• If a photograph is used, avoid naming the child</li> <li>• Ask for the athletes &amp; parents permission to use their image before taking the photographs.</li> <li>• Only use images of athletes in suitable dress</li> <li>• Apply an increased level of consideration to images of children and young people used in the website.</li> </ul> <p><b>Use of Professional photographers/filming/video operators</b></p> <p>If a professional photographer or members of the press are invited to an activity the following procedures should be adopted:</p> <ul style="list-style-type: none"> <li>• Their identification should be confirmed on arrival</li> <li>• Issue the photographer with identification which must be worn at all times, if they don’t already have their own ‘press pass’</li> <li>• Parents and athletes permission for their child to be photographed to be sought before event.</li> <li>• Advertise in event flyer that press photographer will be present.</li> </ul>
<b>3.4</b>	<p><b>Transporting Children</b></p> <p>Longridge salaried staff may directly transport young people with the permission of their line manager, in which case the following points will be adhered too.</p> <ul style="list-style-type: none"> <li>• The driver of the vehicle and any accompanying staff will have been CRB checked</li> <li>• No fewer than 4 children will be transported at any time</li> </ul>
<b>3.5</b>	<p><b>Promotion of Policy to Parents and Users of Longridge</b></p> <p>Longridge promotes the fact that it has a Child Protection Policy to all parents and users of the centre in the booking information sent out with the deposit request after the provisional booking is made</p>

4.0	<p><b>Recognition of Poor Practice, Abuse and Bullying</b></p> <p>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 at Longridge, 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 young person. Longridge will therefore encourage and expect staff to discuss any concern they may have about the welfare of a person immediately with the Child Protection Officer (see 5.2).</p>
4.1	<p><b>Poor Practice</b></p> <p>Poor practice includes any behaviour that contravenes the Code of Ethics and Conduct</p>
4.2	<p><b>Abuse</b></p> <p>Abuse can happen wherever there are young people, and young people and disabled adults of any age can be abused. People who can abuse include adult men and women, young people and sometimes children. In the majority of cases the abuser is related/known to the child. One third of those convicted for child sexual abuse are under the age of 17. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood.</p> <p><b>Disabled People</b></p> <p>There have been a number of studies which suggest children (or adults) with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred. Safeguards for Disabled young people are essentially the same as for non-disabled children.</p> <p><b>Race and Racism</b></p> <p>Children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All organisations working with children, including those operating where black and minority ethnic communities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report on Stephen Lawrence as <i>'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'</i></p> <p><b>Abuse and Neglect</b></p> <p>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.</p> <ul style="list-style-type: none"> <li>• <b>Neglect</b> – where adults fail 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 (eg failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give children love, affection and attention. Neglect in sport could include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.</li> <li>• <b>Physical abuse</b> – where adults/ young people/ children physically hurt or injure children by hitting, shaking, throwing, poisoning, burning, biting, or scalding,</li> </ul>

suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after eg factitious illness by proxy or Munchausen's syndrome by proxy. 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.

- **Sexual abuse** – where girls and boys are abused by adults/ young people /children (both male and female) who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.
- **Emotional abuse** – is the persistent emotional ill-treatment 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. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child. Emotional abuse may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.
- **Peer Abuse** – Young people are also vulnerable to physical, sexual and emotional bullying and abuse by their peers. For example, a significant proportion of sex offences are committed by teenagers and young people are more likely to be bullied (see section 4.3) by their peers. Such abuse should always be taken seriously as abuse perpetrated by an adult. Coaches and volunteers should not dismiss some abusive sexual behaviour as 'normal' between young people and should not develop high thresholds before taking action.

The above definitions are adapted from Department of Health (006) *Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children.*

### **Indicators of Abuse**

Indications that a child 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 describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- 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 other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive 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 child abuse is occurring but it is their responsibility to act on any concerns. (See Section Five.)

### 4.3 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, 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. Nancy Duin defined bullying as *repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons (Bullying, a Survival Guide, produced by BBC Education).*

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.

Girls and boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms.

Bullies come from all walks of life, they bully for a variety of different reasons and may even have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

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
- an official who places unfair pressure on a person
- a player who intimidates inappropriately

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.
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring.
- Sexual: e.g. unwanted physical contact or abusive comments

The damage inflicted by bullying can frequently be underestimated. It can cause considerable

distress to children and disabled 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 young person or disabled 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 club.
- 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.

5.0	<p><b>Responding to Disclosure, Suspicions and Allegations</b></p> <p>If a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, immediate action should be taken</p>
5.1	<p><b>Responding to Disclosure</b></p> <p><b>Actions to Take</b></p> <p>The person receiving information concerning disclosure should:</p> <ul style="list-style-type: none"> <li>• react calmly so as not to frighten the child</li> <li>• tell the child he/she is not to blame and that he/she was right to tell</li> <li>• take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language</li> <li>• keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said</li> <li>• reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments</li> <li>• make a full record of what had been said, heard and/or seen as soon as possible. (see Appendix C for a sample Incident Record Form that can be completed by a person receiving information).</li> </ul> <p>NB It may not be that all young or disabled performers are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young/adult disabled performer, record what has been observed in detail and follow the procedures to report these concerns. Further guidance on protecting young people and adults with disabilities is available</p> <p><b>Actions to Avoid</b></p> <p>The person receiving the disclosure should not:</p> <ul style="list-style-type: none"> <li>• panic</li> <li>• allow their shock or distaste to show</li> <li>• probe for more information than is offered</li> <li>• speculate or make assumptions</li> <li>• make negative comments about the alleged abuser</li> <li>• approach the alleged abuser</li> <li>• make promises or agree to keep secrets.</li> </ul>
5.2	<p><b>Responding to Suspicions</b></p> <p><b>It is not the responsibility of anyone working under the auspices of Longridge in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or to decide whether or not child abuse is taking place.</b></p> <p><b>However, there is a responsibility to report concerns in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.</b></p> <p>The individual with a concern should complete an 'Incident Record Form' (Appendix C) with as much information as possible and immediately contact the appropriate designated officer, one of whom will always be available.</p> <p><b>Designated Officers</b> (see section 1.4 for contacts)</p>

The Child Protection Officer (CPO), Amanda Foister, is the designated person and principle contact for child protection at Longridge. In the event that the CPO is unavailable the on duty Activity Manager will act as principle contact.

A Designated Person should be;

- Someone who understands the context in which coaches and young people are operating
- Someone who has at least a basic knowledge of child protection issues and procedures

It is the responsibility of the designated person to inform social care without delay. Social care, together with the designated person where appropriate, will decide if, how and when parents and other sporting organisations should be informed (see Information Sharing Section 5.3). The relevant NGB Child Protection Officer should also be contacted if the allegations concern an individual within a specific sport.

Other responsibilities of Designated Persons include;

- To be familiar with Longridge child protection procedures
- Ensure there are effective internal procedures to handle concerns
- Ensure that systems are in place for effective record keeping
- To attend training and refresher sessions.

### **Social Care**

Social care has a statutory duty under **The Children Act 1989**, to ensure the welfare of children and work with the Local Safeguarding Children Board (LSCB) to comply with its procedures. When a child protection referral is made, social care staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. If action needs to be taken urgently and out of office hours, then the police will deal with the enquiry sensitively and effectively.

### **Records and Information**

Information passed to the Social Care or the police must be as accurate and complete as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. The 'Incident Record Form' in Appendix C should be used to record as much information as possible.

Reporting the matter to the police or Social Care department should not be delayed by attempts to obtain more information. In these circumstances, it would be helpful (but not mandatory) if you could provide your name, job title and telephone number to enable contact to be made if necessary. Wherever possible, referrals telephoned to the Social Care department will be confirmed in writing within 4 hours by the designated person. A record should also be made of the name and designation of the Social Care member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

A copy of this information should be sent to the Longridge Designated Officer and the appropriate NGB child protection officer if the allegations concern a volunteer/coach in a specific sport.

### **Sharing Concerns with Parents**

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it 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.

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

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

### **Expert Advice**

If you are not sure what to do, you can obtain advice by telephoning the local Social Care department and speak to the duty worker or call the NSPCC 4-hour free phone Helpline on 0808 800 5000. The police also have specially trained child protection teams who will give guidance and support, and deal with out-of-office-hours enquiries when Social Care are not available

## **5.3 Information Sharing Protocol**

Longridge will sign up to, and endorse to partners, the 'Buckinghamshire Multi-Agency Data and Information Sharing Protocol for Children and Young People'.

### **The Type of Information that will be shared**

- Information relating to safeguarding/welfare/child protection concerns which meets the threshold for referral to external safeguarding agencies (Police or Social Care) will be shared in all cases
- Information which raises safeguarding concerns arising from CRB disclosures. The threshold that will be applied is that Longridge judgement is that the individual is unsuitable to work with children
- Information indicating safeguarding/child protection concerns but which is not acted on by statutory agencies (for example, where prosecution is not possible, or has been unsuccessful; where a referral is 'bounced back' by Social Care or the Police as not meeting their threshold, but Longridge judges that concerns remain; or where risks are identified from information arising as a result of recruitment or other internal processes
- Information relating to poor practice cases (for example, breach of codes of conduct/ethics) involving a perceived risk to children, but not meeting the threshold for referral to external safeguarding agencies, and:
  - where Longridge has either suspended or excluded the individual, or
  - has put in place special arrangements or monitoring to ensure children's welfare as a result of its disciplinary process

### **Confidentiality**

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

- Longridge Director
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social Care/police.
- Designated Persons within the governing body of sport e.g., Legal Adviser; Lead Child Protection Officer.
- The alleged abuser (and parents if the alleged abuser is a child). \*

\*Social Care advice will be sought on who should approach alleged abuser (and parents if the alleged abuser is a child).

Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure). The Longridge Designated Officer will keep information in a locked cupboard.

#### **5.4 Allegations against Staff or Volunteers**

This includes anyone working with children in a paid or voluntary capacity (e.g. volunteers or helpers in clubs, tournament officials, team managers on training camps, coaches). Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings (e.g. sport or other social activities). Recent inquiries indicate that abuse that takes place within a public setting, is rarely a one-off event. It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the child, arising from abuse or harassment by a member of staff or volunteer, should be reported immediately

##### **Seek Advice**

The designated person may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or not and therefore is unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but the designated person should always consult senior colleagues and gain advice from social care, police or the NSPCC if there is any doubt. This is because it may be just one of a series of other instances which together cause concern.

##### **Whistle Blowing**

Longridge openly encourages all staff/volunteers to report concerns about the behavior of an individual towards a young person. Longridge also recognises that individuals may not express concerns because they feel that speaking up would be disloyal or they may fear harassment or victimization. All information received and discussed by Longridge staff will be treated in confidence and only shared with those individuals who are able to manage and resolve the situation. All concerns will be taken seriously and managed accordingly within the procedures laid down in this policy.

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

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

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

##### **Support for Accused**

Where appropriate, employees of Longridge will receive support from the personnel department and further support is available from the respective NGB.

##### **Types of Investigation**

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

- Criminal
- Child protection

- Disciplinary

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

Further information on the potential actions of Social Care etc may be found in the local LSCB guidelines.

### **Action if there are Concerns**

The following action should be taken if there are concerns.

### **Poor Practice**

- If, following consideration, the allegation is clearly about poor practice, the designated person will deal with it as a potential capability issue.
- If the allegation is about poor practice by the designated person, or if the matter has been handled inadequately and concerns remain, it should be referred to the NGB and Longridge Director. The Director will decide how to deal with the allegation.
- If the incident of poor practice is suspicious of abuse, all details should be recorded and reported to the Designated Officer who will refer it to Social Care

### **Suspected Abuse**

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the designated person, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The designated person will refer the allegation to the Social Care department who may involve the police, or go directly to the police..
- The parents or carers of the child will be contacted as soon as possible following advice from the Social Care department.
- The designated person should also notify the NGB and the Longridge Director who will decide who should deal with any media enquiries.
- If the designated person is the subject of the suspicion/allegation, the report must be made directly to the Longridge Director who is then responsible for taking the action outlined above.
- The designated person will seek advice from Social Care as to whether and how information should be shared with other organisations

### **Internal Enquiries and Suspension**

Longridge will make an urgent but considered decision about whether any individual accused of abuse should be temporarily suspended (in line with constitutional powers) pending further police and Social Care inquiries, and the conclusion of its own investigation.

Irrespective of the findings of the Social Care or police inquiries, the Partnership will investigate all individual cases under the appropriate disciplinary procedure. Any decisions about the reinstatement of a member of staff must be considered carefully and Longridge must reach a decision based on the available evidence. The welfare of children should always remain paramount.

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

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

	<p>Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse. Where appropriate, employees of Longridge will receive support from the personnel department and further support is available from the respective NGB.</p>
<p><b>5.5</b></p>	<p><b>Allegations of Previous Abuse</b></p> <p>Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, Longridge should follow the procedures as detailed above and report the matter to the Social Care or the police. This is because other children may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.</p>
<p><b>5.6</b></p>	<p><b>Action if Bullying is Suspected</b></p> <p>The same procedure should be followed as set out in Section 5. if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.</p> <p><b>Action to Help the Victim and Prevent Bullying in Sport:</b></p> <ul style="list-style-type: none"> <li>• Take all signs of bullying very seriously.</li> <li>• Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.</li> <li>• Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.</li> <li>• Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.</li> <li>• Keep records of what is said (what happened, by whom, when).</li> <li>• Report any concerns to the respective designated person or person in charge</li> </ul> <p><b>Action Towards the Bully(ies):</b></p> <ul style="list-style-type: none"> <li>• Talk with the bully(ies), explain the situation, try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).</li> <li>• Inform the bully's parents.</li> <li>• Insist on the return of <i>borrowed</i> items and that the bully(ies) compensate the victim.</li> <li>• Provide support for the coach of the victim.</li> <li>• Impose sanctions as necessary.</li> <li>• Encourage and support the bully(ies) to change behaviour.</li> <li>• Hold meetings with the families to report on progress.</li> <li>• Inform all organisation members of action taken.</li> <li>• Keep a written record of action taken</li> </ul>

**6.0 Monitoring Procedures**

Reviewing and evaluating Longridge Child Protection Policy and Procedures is a crucial part of the process and Longridge will attempt to evaluate levels of awareness and knowledge, perceptions and attitudes, behaviour and skills as well as incidents and processes. The policy and plan will be reviewed by the Child Protection Officer every 12 months, and revised in the light of changing needs; changes in legislation and guidance; or following significant incidents.

## **Appendix A: – Sports Coach UK Code of Ethics & Conduct**

Sports coaching helps the development of individuals through improving their performance.

This is achieved by:

- identifying and meeting the needs of individuals
- improving performance through a progressive programme of safe, guided practice, measured performance and/or competition
- creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below.

- 1 Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- 2 Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the sports governing body and hold appropriate insurance cover.
- 3 Coaches must develop an appropriate working relationship with performers (especially children), based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
- 4 Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
- 5 Coaches should hold up-to-date and nationally recognised governing body coaching qualifications.
- 6 Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- 7 Coaches should, at the outset, clarify with performers (and where appropriate with their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
- 8 Coaches should cooperate fully with other specialists (eg other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
- 9 Coaches should always promote the positive aspects of their sport (eg fair play) and never condone rule violations or the use of prohibited substances.
- 10 Coaches must consistently display high standards of behaviour and appearance.

The previous text is taken from the Sports coach UK's Code of Ethics and Conduct for Sports Coaches. The full version (single copy £.50) is available from Coachwise Ltd, Units /3 Chelsea Close, Off Amberley Road, Armley, Leeds LS 4HW (03 3 30). You are also recommended to the SCUk Hot Topic Workshop, the Responsible Sports Coach. Contact the Sports coach UK on 03 74 480 for details on this and other relevant workshops

## Appendix B – CHILD PROTECTION GOOD PRACTICE GUIDELINES

### Good Practice Guidelines

As a matter of good practice, all staff are encouraged to demonstrate exemplary behavior. The following are common sense examples of how to create a positive culture and climate at Longridge:

#### 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/disabled adults equally, and with respect and dignity
- always putting the welfare of each young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with performers (eg it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- making Longridge activities fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. Young people and their 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 children 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, they should always be accompanied by a male and female member of staff. (NB However, same gender abuse can also occur.)
- ensuring that at tournaments or residential, adults should not enter children's rooms or invite children into their rooms
- being an excellent role model – this includes wearing modest clothing and not smoking or drinking alcohol in the company of young people
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to acting *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- keeping a written record of any injury that occurs, along with the details of any treatment given
- requesting written parental consent if staff are required to transport young people in their cars.

## Practice never to be sanctioned

The following should **never** be sanctioned. You should never:

- spend excessive amounts of time alone with children away from others.
- take children to your home where they will be alone with you.
- 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 to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of *control*
- use violence or humiliation as a form of discipline
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.
- Photograph or video young people, or publish their pictures, without the knowledge and consent of their parents. Be sensitive to the risk, that a third party could misuse images.

NB: It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, 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 participants 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 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 should also be informed of the incident:

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

**APPENDIX C**

**Child Protection Incident Report Form**

Your name:
Your position:
Your Telephone Contact Nos:
Child's name:
Child's address (if known):
Parents/carers names and address (if known):
Child's date of birth (if known):
Who is the allegation about? If known, what are their Date of Birth and contact details?
Date and time of any incident:
Your Observations /
Exactly what the child said and what you said: (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)
Action taken so far:
Internal / External agencies contacted (date & time)

<p><b>Police</b>    yes/no</p>	<p>If yes – which: Name and contact number: Details of advice received:</p>
<p><b>Children’s Services</b> yes/ no</p>	<p>If yes – which: Name and contact number: Details of advice received:</p>
<p><b>Bucks Sport Safeguarding Officer</b> yes/no</p>	<p>Name and contact number: Details of advice received:</p>
<p><b>Welfare Officer of Group (e.g. school, club etc)</b> yes/no</p>	<p>If yes – which: Name and contact number: Details of advice received:</p>
<p><b>Other</b> (eg NSPCC)</p>	<p>Which: Name and contact number: Details of advice received:</p>

<p>Signature:</p> <p>Print name:</p>
<p>Date:</p>

**NB A copy of this form should be sent to children’s services after the telephone report.**

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

## **Appendix D-Flow Chart Summary of Procedures for Reporting Concerns**

NB – The term ‘child’ refers to any one under the age of 18. The term child also encompasses adults who may be vulnerable because of a disability of some nature.

Has a child told you something which makes you think that the child may be suffering some sort of abuse?

Have you seen something happen to a child which causes you concern about the welfare of that child?

If yes go see the CPO as soon as possible

If CPO not available then speak with on duty Activity Manager as soon as possible

Make a record of where when and all details of concerns and sign and date this record and give a copy to the CPO. Do not speak to any one else regarding the details or concerns of the case.

The CPO or on duty Activity manager will then contact the relevant authority as appropriate.