

Safeguarding Policy Children & Young People

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Section 1

Policy Statement

1.1 Introduction

Active Lincolnshire, the Active Partnership for the county of Lincolnshire, is committed to making sport and active recreation accessible to all sections of the community and promoting the safety and welfare of children engaged in sporting activities locally to create a culture of safeguarding, equality and protection.

Safeguarding children is 'everyone's responsibility' (Working Together to Safeguard Children). Everyone who comes into contact with children and families has a role to play. Children are best protected when professionals are clear about what is required of them individually, and how they need to work together.

The Safeguarding Children and Young People Policy has been developed to help staff and volunteers understand their responsibilities, what they need to do, and what they can expect of one another, to safeguard and protect the welfare of children. The policy also demonstrates a commitment to acting promptly whenever a concern is raised about a child at risk.

This means that we take all concerns about the safety and welfare of children and young people very seriously. This applies to all children and young people not just those we come into contact with through work. We expect all our staff and volunteers to share this commitment.

Active Lincolnshire will achieve this by working with company members from Local Authorities, National Governing Bodies of sport, the education sector and other organisation committed to the development of sport across Lincolnshire.

This policy is mandatory for all Active Lincolnshire paid staff and volunteers, whether full or part time on either a permanent or casual basis and from this point onwards will all be referred to as 'staff/volunteers'. Active Lincolnshire will work with all company members to ensure they either adopt this policy or develop their own, equivalent, safeguarding policy, as detailed in the Active Lincolnshire Implementation Plan.

1.2 Policy Statement

Active Lincolnshire acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

Active Lincolnshire has a duty of care to safeguard from harm all children involved in any programmes and activities directly delivered by Active Lincolnshire.

Active Lincolnshire also has a responsibility to ensure that within all the programmes it funds, the delivery agencies have established policies and provide protection to children and young people.

1.3 Policy Aims

The aim of this policy is to provide guidance to Active Lincolnshire, their staff and volunteers of what they should do to safeguard children and keep them safe. The Policy has been written using current legislation and statutory guidance as detailed in Working Together to Safeguard Children.

In addition, the aim of the Policy is to:

- Recognise that the safety and welfare of the child is paramount, and that the child is potentially at risk when abuse is reported or suspected.
- Clarify what is required in relation to the protection of children.
- Highlight the commitment of partners within Active Lincolnshire to Child Protection and Safeguarding Issues.
- Raise awareness that safeguarding children is everyone's responsibility.
- To assist those working with children, young people and their families to be aware of the signs and symptoms of child abuse and follow the procedures.
- To raise the awareness of Practitioners' responsibility to follow Social Care procedures.
- To promote multi-disciplinary and multi-agency working.
- To promote a child-centred approach to safeguarding systems.

Where activities are being directly delivered by Active Lincolnshire, this Policy aims to:

- Set and implement standard procedures to protect the child and first and foremost when suspected or actual abuse is reported
- Ensure that adequate steps are taken to ensure that unsuitable people are not employed or deployed in activities or programmes
- Create a safe and positive environment for children.
- Help ensure that all staff/volunteers are supported and trained to recognise and respond appropriately to abuse or poor practice concerns (e.g. to follow the guidelines laid out for reporting).
- The Partnership will ensure that all employees, tutors, volunteers and learners are aware of this policy and that it is available to download from our website www.activelincolnshire.com A synopsis of the main points of this policy will be promoted through our networks and to all that are employed by the Partnership or use their services.

This policy is designed to meet the ten standards set out by the NSPCC Child Protection in Sport Unit (CPSU). Information about the national standards is available on the [NSPCC CPSU website](http://www.nspcc.org.uk/what-we-do/child-protection-in-sport/).

1.4 Responsibilities

The responsibilities of Active Lincolnshire, as a sports organisation, as outlined in the government guidance '[Working Together to Safeguard Children](#)' are acknowledged and addressed in this policy and required procedures. It will be the responsibility of the Lead Safeguarding Officer or Deputy Safeguarding Officer to attend, if Active Lincolnshire is approached to be a 'Relevant Agency' as part of the formal safeguarding arrangements put in place by the Lincolnshire Safeguarding Children Partnerships.

Active Lincolnshire will accept the moral and legal responsibility to implement procedures to provide a duty of care for all young people, safeguard their well-being and protect them from abuse irrespective of age, culture, disability, gender, language, racial origin, religious belief and sexual identity. Active Lincolnshire will:

- Respect and promote the rights, wishes and feelings of children and young people
- Lead the production, monitoring and review of this Child Protection and Safeguarding Policy and accompanying Implementation Plan
- Recruit, train and supervise its staff/volunteers to adopt best practice to safeguard and protect all from abuse and themselves against false allegations
- Require staff/volunteers to adopt and abide by the Active Lincolnshire Code of Ethics and Conduct and the Child Protection and Safeguarding Policy and Procedures
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures
- Work with and support partners to implement procedures which provide a duty of care for children to safeguard their well-being and protect them from abuse.

Active Lincolnshire has a responsibility to *encourage* all organisations within the partnership to ensure that effective policies are in place. This policy document sets out procedures in line with national standards which can help to guide the policies of partners. The partner organisations themselves have a responsibility for safeguarding children when delivering sporting activities.

Responsibilities of Individuals in Implementing this Policy

All employees of Active Lincolnshire and elected members are to:

- Understand and apply this policy and procedure;
- Identify opportunities and undertake appropriate training to support them in their role;
- Be able to recognise harm;
- Know how to report any concerns in a timely and appropriate way.

In addition, senior managers within Active Lincolnshire are to:

- Provide commitment and be responsible for communicating to all staff of the authority the importance of safeguarding and promoting the welfare of children and adults at risk and that it is everybody's responsibility;
- To take leadership responsibility for Active Lincolnshire's safeguarding arrangements.

Gemma Skaley is the Lead Safeguarding Officer is the Designated person with overall responsibility for safeguarding.

Richard Flint is the Safeguarding and Welfare Board Member for Active Lincolnshire.

1.5 Principles

The procedures within this policy are guided by the following principles:

- The welfare of children is the primary concern, and all should be protected from harm
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- Children should be allowed to enjoy sport and other activities, without being abused or exploited.
- It is the responsibility of the welfare experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents, allegations or suspicions of poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- Deaf and disabled young people have an increased vulnerability and are up to four times more likely to be abused than other young people (Sullivan & Knutson 2000).
- Confidentiality should be upheld in line with the Data Protection Act 2018 and the Human Rights Act 2000 but should not prevent the sharing of relevant information of potential harm.

1.6 Commitment

In addition to the aims of the policy in 1.3 above, Active Lincolnshire undertakes to:

- Have a board commitment to safeguarding appointing a safeguarding "champion" on the Active Lincolnshire board and providing training/updates at board meetings.
- Board to annually review progress against the safeguarding implementation plan and number of incidents reported to Active Lincolnshire.
- This policy will be reviewed annually by the Safeguarding Lead Officer and formally reviewed by the Board at least every three years or more frequently if significant changes made.
- Accept the moral and legal responsibility to implement procedures to provide a duty of care and safeguard the wellbeing of young people.
- Make sure that its employees and volunteers are carefully selected, trained and supervised and adhere to safe recruitment procedures including DBS checks where appropriate.
- Provide supervision and support for employees including mandatory induction and safeguarding updates at team meetings and in annual performance reviews.
- Have procedures for dealing with allegations of abuse against employees and volunteers including reporting to the LADO and referral to DBS where appropriate.
- Respond to any allegations appropriately and implement the appropriate disciplinary appeals procedure.
- Have a case management process in place to respond to safeguarding concern

- Have a whistleblowing policy.
- Make sure that any employees, contracted staff or volunteers working with children are aware of and apply relevant codes of conduct.
- Have procedures in place for E-safety.
- Advocate the 7 golden rules of Information sharing. Safeguarding is of paramount concern when considering information sharing.
- Have welfare plans in place for the School Games and other major events under APT control.
- Provide clear procedures for children and young people, parents, employees and volunteers so that they can voice their concerns if they feel unsure or unhappy about a matter concerning a child.
- Take appropriate action if a young person is identified as in need of support services/early help (rather than child protection).
- Promote minimum standards for employing/deploying coaches as set out by UK Coaching and the National Governing Bodies of sport, see link below:

[Minimum Standards for Active Coaches \(Information for Organisations\)](#)

1.7 Legislation

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement and enable collaborative working with the Local Multi-Agency Safeguarding Partnerships (Formerly Local Safeguarding Children Board's) policies and procedures, and take the following into consideration:

- [Working Together to Safeguard Children 2023 Statutory Guidance](#)
- [Children Act 1989 and 2004](#)
- [Education Act 2002](#)
- [The Equality Act 2010](#)
- [The Children and Young Persons Act 2008](#)
- [Children and Families Act 2014](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [The Data Protection Act 1998](#)
- [General Data Protection Regulation 2018](#)
- [Disclosure and Barring Service](#)
- [Lincolnshire Multi-Agency Safeguarding Partnership](#)

1.8 Definition of Terms and Abbreviations

| | |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AL: | Active Lincolnshire |
| Child, Children, Young People: | To mean children under 18 years of age. |
| Child Protection: | Refers to the process of protecting children identified as either suffering or likely to suffer significant harm. |
| CPSU: | Child Protection in Sports Unit |
| DBS: | Disclosure and Barring Service |
| GDPR: | General Data Protection Regulations |
| LADO: | Local Authority Designated Officers |
| LSCB: | Local Safeguarding Children Board |
| Parent: | The term 'parents' is used throughout this document as a generic term to represent parents, carers and guardians. |
| SGO: | Safeguarding Officer |
| Safeguarding children: | The action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. |
| Staff/volunteers: | Refers to all Active Lincolnshire paid staff and volunteers, whether full or part time on either a permanent or casual basis who work with or have contact with young people as part of their role. |
| WTC: | Working Together to Safeguard Children |

Section 2

Standards and Procedures

2.1 Introduction

The standards and procedures set out in this section are mandatory for the Active Lincolnshire staff and volunteers and are in accordance with guidance and procedures laid out in the Standards for safeguarding and protecting children in sport.

2.2 Designated Officer / Safeguarding Officer (SGO)

The Active Lincolnshire designated Lead Safeguarding Officer is Gemma Skaley who can be contacted on 01522 730 325. Responsibilities of the SGO are to:

- Be familiar with the Child Protection and Safeguarding Procedures of Active Lincolnshire, which should be in line with national standards
- Ensure that systems are in place for effective record keeping
- Ensure that there are effective internal procedures to respond to concerns
- Be the link person with the individual or organisation that has raised a concern
- Be the link person with Children's Services or Police, consult with, and where appropriate refer to Children's Services or Police on concerns that have been raised
- To ensure that in the event of concerns arising about an employee or volunteer, the disciplinary processes are initiated as appropriate
- Attend appropriate training
- Report information to other relevant organisations, e.g. NGBs, if the allegations concern a volunteer/coach in that sport.

In the event of an allegation or suspicion of child abuse, it is the responsibility of the SGO to inform the Children's services and the county CDOP without delay.

2.3 Recruitment, Employment and Deployment of Staff and Volunteers

All reasonable steps will be taken to ensure that only suitable people are recruited to work with young people. The procedures, outlined in this policy document and the safer recruitment policy are mandatory and will be adopted by Active Lincolnshire and all staff/volunteers who work for or on behalf of Active Lincolnshire.

Employee declaration: All employees of Active Lincolnshire are required to confirm they have taken the time to thoroughly read this Safeguarding Children and Young People policy, code of conduct and procedures. This will be submitted via Breathe HR and records kept by the Lead Safeguarding Officer and Business Manager for retention. By being made aware of the policy, it is our intention to make sure that all employees are pro-active in providing a safe environment for young people to participate in sport organised by Active Lincolnshire or by partners.

2.4 Continual Professional Development (CPD)

All agencies are responsible for ensuring that their staff have access to appropriate child protection training. The responsibilities set out within Section 11 of the Children Act 2004 places a duty to safeguard and promote the welfare of children.

Internal:

Active Lincolnshire ensures that all staff have attended appropriate safeguarding training and that it is kept up to date (renewed annually). This training is initially undertaken as part of new staff induction procedures. Ongoing safeguarding and child protection updates are regularly shared within staff meetings and one to ones with line managers.

Every employee/contractor can have access via the LSCP to e-learning [Safeguarding Training \(LSCP website\)](#).

Lead and Deputy Safeguarding Officers undertake the CPSU face to face, two day, Introduction to Active Partnerships Lead Safeguarding Officer training.

External:

Active Lincolnshire continually work towards sharing information and best practice through encouragement and influence and connection. Active Lincolnshire therefore ensure local communities, sports clubs and activity providers are aware of core safeguarding training and opportunities which include:

- Sports Coach UK - [Safeguarding Courses and Resources at UK Coaching - UK Coaching](#)
- CPSU - [Sport safeguarding training | CPSU \(thecpsu.org.uk\)](#)

2.5 Monitoring and Appraisal

At regular intervals or following a planned programme, all staff/volunteers will be given the opportunity to receive feedback e.g. through an appraisal, to identify training needs and set agreed goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

Section 3

Promoting Good Practice with Young People

3.1 Introduction

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection.

You may suspect or become aware of child abuse in a number of ways for example:

- A child may disclose that s/he is being abused at home or in a sports environment or elsewhere.
- Reports from other people. e.g. LADO (Local Authority Designated Officer), social care or police
- An individual within the organisation may become suspicious that a child is being abused.
- Behavioural indicators.
- An individual within the organisation may display inappropriate behaviour towards child/children.

All cases of poor practice should be reported to the Active Lincolnshire SGO as detailed in this policy (Section 5 and Appendices A and B).

3.2 Good Practice Guidelines

All staff/volunteers are expected to demonstrate exemplary behaviour in order to promote the interests of young people and reduce the likelihood of allegations being made. Active Lincolnshire expects a high standard of behaviour from all staff, participants and spectators; this is set out in the codes of conduct (Appendix G). The following are common sense examples of how staff can create a positive culture and climate within sport:

Active Lincolnshire has developed specific guidelines for those individuals who are likely to work with young people including; parents, coaches, and clubs. In addition to some of the principles related to specific roles, there are a number that can be considered as general good practice and are relevant to all.

See appendix K for examples of Good practice guidelines for staff and volunteers.

3.3 Code of Ethics and Conduct

All staff/volunteers are required to sign up to the Active Lincolnshire's Code of Ethics and Conduct (Appendix G). The Code encourages:

- The development of an open and positive climate in sport
- Poor practice to be identified
- Investigations to be carried out
- Disciplinary action to be taken if appropriate.

3.4 Guidelines for Use of Photographic Filming Equipment at Sporting Events

Active Lincolnshire wants to promote positive images of children and young people taking part in physical activity. For this to take place AL recognises the need to follow certain procedures concerning the use of imagery of young people to ensure their safety. AL will use appropriate imagery of young people in hardcopy and electronic publications for media and or communication purposes.

However, AL are committed to protecting young people from the inappropriate or uninformed use of their image in resources, media publications, on the internet and elsewhere. With the development of new technologies it is increasingly easy to publish images at the point of action, through social media, live streaming and cloud technology which requires increased awareness and understanding of the needs to prevent inappropriate or uninformed use.

Guidance and further information can be found at Child Protection In Sport Unit's [Photography page](#).

Use of photographic & recording equipment

Equipment can include; cameras, mobile phones, MP4 Players, handheld consoles and other personal electronic devices.

A registration and/or accreditation process should be used for photographers when taking and using photographic and recorded images of young people when at an AL event. This will help to deter those wishing to take photographs or recorded images for inappropriate use.

- Professional photographers / filming / video operators wishing to record at an AL event should seek permission from the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least 5 working days before the event.
- Students or amateur photographers/film/video operators wishing to record an AL event should seek permission from the event organiser by producing their student or club registration card and a letter from their club or educational establishment outlining their motive for attending the event.

- All other spectators wishing to use photographic /film/video equipment should register with the event organiser on the day.

Registration/Accreditation procedure: a record should be made of the name, address / organisation of anyone wishing to film or photograph at a session or event involving young people. Professionals should register prior to the event and their identification records should be recorded. On registering, the event organiser will issue an identification label, which will serve to identify those who have been given permission to film or photograph. When events are held on a regular basis the identification label should be changed regularly to prevent unofficial replication.

Public information: the specific details concerning photographic/video and filming equipment registration should, where possible, be highly visible, published prominently in event programmes and must be announced over the public address system prior to the start of the event.

Suspected inappropriate taking of photographic or recorded images should be challenged and reported.

Use of photographic & recorded images: Permission to use images should be sought from the young person involved before being published. Parents and young people have a right to decide whether images are to be taken and how those images may be used. Parents and young people must provide written consent for images to be taken and used. There may be legitimate and/or legal reasons for denying consent.

Images should reflect the positive aspects of sport such as, competition, fair play and fun. While care should be taken to ensure that images are not sexual or exploitive in nature, nor open to obvious misinterpretation and misuse.

All images of young people should be securely stored to avoid inappropriate misuse and when published, particular care should be taken to ensure that no identifying details facilitate contact with a young person. When images are uploaded to social networking sites, the rights to the photograph belong to the host social media site and are in the public domain. Such photographs can then be directly linked to a young person.

3.5 Electronic communication

The term electronic communication includes contact with young people via email, text message, social networking sites and instant messaging systems

Technology: As technology develops, the internet and its range of services can be accessed through various devices including mobile phones, computers, games consoles and MP4 players. Although the internet has many positive uses, it provides the key method for distribution of indecent images of children and young people.

Furthermore, social networking sites, chat rooms and instant messaging systems are increasingly used by online predators to sexually groom children and young people. In addition electronic communication is being used more and more by young people as a means of bullying their peers. All adults working with young people in sport are asked to adhere to the following good practice guidelines which form part of the protecting young people.

AL will investigate any adult who is not adhering to good practice in communication with young people.

General good practice: It is inappropriate for adults to communicate on a one to one basis with young people:

- By text message
- Through social networking sites
- By email (group email; not from a personal email address)
- By instant messaging

All electronic communication by the above methods should include a copy to a third party e.g. A copy to the relevant Welfare Officer and / or parent. Adults should also limit all electronic communication to sport related matters only. It is advisable to always send a group message rather than individual messages to one young person. Parental consent is required for communication between the adult and young person.

All staff, volunteers and parents should always behave responsibly and respectfully when online or texting. They should not post or discuss unfavourable comments about coaches, players, any helper or volunteer, parent or club.

Furthermore, electronic communication should never be used as a medium by which to abuse or criticise and to do so would be in breach of the Active Lincolnshire codes of conduct and therefore subject to disciplinary action.

Text messages: Text messages are not the preferred method of communication between adults and young people. However, where they are used, they should be group (bundled) messages and should always be copied to the relevant Welfare Officer and/or parent.

Emails: Emails are a positive and simple method of communication and groups are easy to set up. Group emails are preferred, although in the case of an email to an individual, a parent and/or welfare officer must be included.

Social Networking: AL and members in a position of trust and/or responsibility should not have young people as friends/fans/followers on social networking sites. Young members should be encouraged to set their privacy settings and not accept requests either from people unknown to them or from adults– likewise adults should not accept requests from young people involved in Sport. Moreover, all social networking sites are restricted to people 13 yrs +, this restriction must be adhered to.

Instant Messaging Services: Personal social media accounts should not be used. Create one specifically for the purposes to be used within sport / activity group to be used by several users. Do not use any social platforms / apps where the messages 'disappear' once opened (ie Snapchat).

Reporting Guidance: Reporting concerns in the event of a young person showing an adult, in a position of responsibility and /or trust within Sport, a text message, image or email that is considered to be inappropriate for a young person to have, the adult must inform the appropriate welfare officer.

Section 4

Recognising Child Abuse and Neglect

4.1 Introduction

Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Active Lincolnshire staff/volunteers are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a young person. Active Lincolnshire expects staff/volunteers to discuss any concern they may have about the welfare of a young person immediately with the Active Lincolnshire SGO as detailed in Appendices A and B.

It is the policy of Active Lincolnshire to provide a duty of care for children, safeguard their well-being and protect them from abuse. It is therefore essential that all members of staff/volunteers are aware of the contents of this policy to equip them with a basic understanding of the main forms of abuse, and to enable them to implement the procedures contained within this policy.

Whilst children and adults at risk may suffer abuse and neglect, the recognition of these may differ. WTC has provided guidance as outlined below of what constitutes abuse and neglect and the categories of concern, however this is not to be treated as the definitive list, it can be multi-faceted and should be considered holistically.

4.2 Definition of Abuse

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect (**For more information see Appendix I**). Abuse of disabled children and instances of bullying also fall within the wider definition of abuse.

Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

It is not the responsibility of Active Lincolnshire staff/volunteers to decide whether abuse is or has taken place, it is their responsibility to identify poor practice and possible abuse and act where they have concerns about the welfare of a young person by referring this to the Active Lincolnshire SGO (as detailed in appendices A and B)

Maltreatment

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse a child or neglect a child by inflicting harm or 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 others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Impact of Maltreatment

The maltreatment of children - physically, emotionally, sexually or through neglect can have major long-term effects on all aspects of a child's health, development and well-being. The immediate and longer - term impact can include anxiety, depression, substance misuse, eating disorders and self - destructive behaviours, offending and anti-social behaviour (WTC 2015) (Archived).

Please refer to [Working Together Appendix A: Glossary](#) for further information on the 'definitions of abuse', etc.

4.3. Safeguarding Particularly Vulnerable Children

Particularly Vulnerable Children

There are some groups of children who may be particularly vulnerable because of a specific concern in relation to safeguarding and some specific issues in relation to promoting their welfare. In addition to the procedures as outlined in Section [2.6](#) and [2.7](#) these vulnerable children may require additional support with the specific concern or issue. Staff should follow the local relevant procedure specific to the concern or issue and the relevant procedures are available through the [Children's Services Manual](#) and [LSCP Procedure Manual](#).

4.4 Categories of Vulnerable Children

The list is not a comprehensive list of every vulnerable child but highlights some specific groups with a particular concern to their welfare:

- Children living away from home;
- Abuse by children and young people;
- Bullying;
- Children whose behaviour indicates a lack of parental control;
- Race and racism;
- Violent extremism;
- Domestic abuse;
- Child abuse and information communication technology (ICT);
- Children with families whose whereabouts are unknown;
- Children who go missing;
- Children who go missing from education;

- Children of families living in temporary accommodation;
- Migrant children;
- Unaccompanied asylum-seeking children (UASC); and
- Child victims of crime.

4.5 Poor Practice

Poor practice includes any behaviour that contravenes the Active Lincolnshire Code of Ethics and Conduct (Appendix G), which is constituted around the following:

- Rights – for example of the player, the parent, the coach, the official etc.
- Responsibilities – for example responsibility for the welfare of the players, the sport, the profession of coaching, their own development
- Respect – for example of other players, officials and their decisions, coaches, the rules
- Not providing staff with appropriate training, guidance and support
- Failing to follow procedures

4.6.1 Bullying

Active Lincolnshire is committed to the prevention and effective management of bullying behaviour relating to young people in sport.

This policy aims to:

- Provide staff, coaches, volunteers and officials with information if they are concerned about bullying.
- Provide participants and parents with information about what steps are being taken to safeguard against bullying.
- Set clear and consistent standards of behaviour.
- Establish an operational framework and introduce procedures of action to take if there are concerns about unacceptable behaviour.
- Assure all young people that they will be participating in a safe and friendly environment and that their well-being is our priority.
- Ensure that the rights of all to protection from abuse and neglect are upheld.

What is bullying?

Bullying is any persistent behaviour by an individual or group which intimidates, threatens or has a harmful and distressing impact on another individual or group. Such behavior can occur between young people but also from adults towards young people and is often motivated by prejudice against different groups, for example on grounds of race, religion, gender, social background or sexual orientation.

Bullying behaviour may include any of the following:

- Verbal - name calling or making personal comments

- Social - ostracised or left out of peer group activities
- Material - when possessions are stolen or damaged or extortion takes place
- Emotional - including pressure to conform
- Physical – including any use of violence
- Sexual – unwanted physical contact or sexually abusive comments
- Racist – racial comments, language, graffiti or gestures
- Homophobic – because of, or focusing on the issue of sexual orientation
- Virtual – action through digital or cyber technology including social media, emails or text messaging

Bullying is different from fighting, which is usually a one-off incident with the purpose of dealing with immediate conflict. Verbal and social forms of bullying take place more often than material or physical bullying, with name calling by far the most common.

4.7 Concerns about a Child's Behaviour

Concerns about a child may come to the attention of staff/volunteers in a number of ways:

- Through observation of the child. A child's behaviour may indicate that it is likely that he/she is being abused;
- The child may disclose abuse;
- Information may be given by parents, other people or agencies;
- A child may show some signs of physical injury of which there seems to be no satisfactory explanation;
- Something in the behaviour of one of the workers or young person, or in the way the worker or young person relates to a child, alerts them or makes them feel uncomfortable in some way;
- Observing one child abuse another.

There may be barriers to children telling, the power of relationships between adults and children should not be underestimated nor should the deliberate and skilled way that abusers target their victims. Children may not tell because they:

- Are scared because they have been threatened or are being sexually exploited;
- Believe they will be taken away from home;
- Believe that services are stigmatising;
- Think it is what happens to all children;
- Feel embarrassed;
- Feel guilty;
- Don't want to get the abuser into trouble;
- Have communication or learning difficulties;
- May not have the vocabulary for what happened;
- Are afraid they won't be believed;
- Or believe they have told, maybe by dropping hints but haven't been believed so don't bother to try again.

Child abuse thrives on secrecy and needs to be handled in a sensitive, accepting way. In order to achieve this, adults may have to overcome certain barriers also, as:

- Sometimes it may be hard to believe what the child is saying;
- It may be difficult that the suspicion may be about someone that is known;
- The fear of getting it wrong;
- The fear of what consequences there may be for 'getting it wrong' for the child, for the family and for themselves;
- Worry that it may make it worse for the child;
- Believe that they services are stigmatising;
- Simply do not want to become involved;
- Do not have the necessary information on what to do or who to contact.

It is the responsibility of the lead safeguarding officer to consider the information and to decide what action needs to be taken. This should be clearly recorded and if the SGO needs help in making a decision, they should speak with the Customer Services Centre in Children's Social Care. If no further action is considered necessary the reasons why should be documented and be placed on file. Wherever possible, parents should be made aware of this record.

Section 5

Responding to Disclosure, Incidents, Suspicions and Allegations

5.1 Introduction

If a young person discloses that he/she is being abused, an incident occurs, you suspect abuse or poor practice or receive an allegation of poor practice or abuse, you should report this immediately to the Active Lincolnshire Child Safeguarding Officer (Active Lincolnshire SGO) as indicated in appendices A and B – 'Procedures for Reporting Concerns'.

If you are not able to contact the Active Lincolnshire SGO or the deputy, advice can be sought from Children's Services, the Police or the NSPCC, contact details can be found in Appendix C.

IF YOU ARE CONCERNED SOMEONE IS IN IMMEDIATE DANGER, CONTACT THE POLICE IMMEDIATELY BY CALLING 999.

If you have a concern or someone raises a concern to you, please follow the Safeguarding Flowchart in section 8. If you are asked to share information about the concern, speak to the Active Lincolnshire Lead Safeguarding officer first before following the 'Information Sharing – flowchart' in appendix 6.

It is the role of the Children's Social Care, as part of LCC Children's Services, and/or the Police to investigate allegations or concerns. The role of Active Lincolnshire's staff/volunteers and other organisations is to help to identify concerns and pass them on to the relevant agency. All staff and volunteers working in partnership with Lincolnshire Safeguarding Children Partnership Procedures have a duty to follow LSCP Procedures.

5.2 Records and Information

Information passed to Children's Services or the Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern

If a worker or volunteer has a concern about a child they should:

- Take appropriate action if the child is in need or urgent attention;
- Collect as much information as possible about the situation - this may be from the child, parent, carer or other workers and should include date and time of the incident or disclosure, parties who were involved, what was said or done and by whom and any further actions. It may also be helpful to record perception of emotional and physical presentation;
- Be open about the concern and make it clear that you will have to refer it to others;
- Take their concerns to the Lead Safeguarding Officer as soon as possible and within the same working day. The Customer Services Centre (CSC) which is the point of contact for Lincolnshire Children's Services will also be able to offer support and advice on individual

circumstances. They can be contacted on 01522 782111. Adult Social Care can be contacted on 01522 782155;

Reporting the matter to the Police or Children's Services should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children's Services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

Information must be shared on a need to know basis. This includes sharing the information with the Safeguarding Officer, the police or children's services and relevant people within the National Governing Body. If the matter is one concerning an allegation of abuse, the police or children's services will take the lead in advising if others (including parents) can be informed. Remember there is a difference between information sharing and gossip. The latter should be avoided at all costs and could be unlawful according to the Data Protection Act.

There is advice on information sharing on www.everychildmatters.gov.uk

The Children and Social Work Act 2018 ("the Act") replaces Local Safeguarding Children Boards with new local safeguarding arrangements, led by three safeguarding partners (local authorities, chief officers of police, and clinical commissioning groups). The Act places a duty on these safeguarding partners to make arrangements for themselves and any relevant agencies they deem appropriate to work together for the purpose of safeguarding and promoting the welfare of children in their area. Sports organisations are listed as a relevant agency.

The key agencies involved within the Multi Agency Safeguarding Hubs are,

1. Children's Services (LA),
2. Chief Officers of Police,
3. Clinical Commissioning Groups

Relevant agencies are organisations which can be called upon by the safeguarding partners in a local area to join their formal arrangements. The safeguarding partners will consider which relevant agencies to include in their arrangements, based on an assessment of local needs and risks.

Sports organisations which exercise functions in relation to children may be asked to join local multi-agency safeguarding arrangements. If you are asked to join local arrangements, you have a duty to cooperate.

It is important that local clubs and safeguarding officers are familiar with the contact/referral details within their MASH and know which local inter-agency procedures they are working to. The local authority children's services will be pleased to advise and provide contacts.

If contact cannot be made with the Active Lincolnshire Lead SGO or deputy immediately, the referrer should contact Children's Services directly. Contact with the Active Lincolnshire SGO and completion of the incident record form should be made as soon as possible afterwards

Active Lincolnshire SGO and Deputy SGO will be able to provide support to any organisation, club or individual in relation to requests to join the multi-agency arrangements.

5.3 Specific Advice for Responding to Disclosure from a Young Person

Actions to Take

The person receiving information concerning disclosure should:

- React calmly
- Listen without interruptions to the account provided by the young person
- Tell the individual he/she is not to blame and that he/she was right to tell
- Take what the individual says seriously, recognising the difficulties inherent in interpreting what is said by an individual who has a speech disability and/or differences in language
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Reassure the individual, but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Make a full record of what had been said, heard and/or seen as soon as possible.

Note - Not all young people are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young person, record what has been observed in detail and follow the Active Lincolnshire procedures to report these concerns (Appendices A and B).

Actions to Avoid

The person receiving the disclosure should not:

- Panic
- Allow their shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets.

5.4 Specific Advice for Responding to Suspensions

It is not the responsibility of anyone working for or representing Active Lincolnshire to decide whether or not abuse has or is taking place. It is the responsibility of the police and or LADO.

However, there is a responsibility to protect in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.

It is the responsibility of Active Lincolnshire Lead Safeguarding Officer to inform Children's Services of incidents of possible child abuse within 24 hours.

Sharing Concerns with Parents: There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it will be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

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

5.5 Allegations of Historical Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff/volunteer who is still currently working with children). Where such an allegation is made, Active Lincolnshire should follow the procedures as detailed above and report the matter to the LADO in the first instance and Children's Services or the Police as appropriate. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse of children is automatically excluded from working with children. This is reinforced by the Protection of Children Act 1999 and Children's Act 2004.

5.6 Procedures for dealing with allegations against staff

See also the **LSCP Allegations Against Persons who Works/Cares for Children Procedure** and the **Managing Allegation in Respect of Children placed for Adoption, Children Receiving Adoption Support Services, Adopters Awaiting Placement or Allegations of Historical Abuse Procedure**.

All organisations must have in place procedures for dealing with allegations made against any adults. This will show your organisation is taking its safeguarding concerns seriously. Procedures for dealing with allegations against staff should comply with Lincolnshire Safeguarding Children Partnership Procedures.

If you receive an allegation against a member of staff who works with children that causes concern that they have:

- Behaved in a way that has harmed a child, or may have harmed a child;

- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

You will need to contact the Local Authority Designated Officer (LADO)* for Managing Allegations
- **Tel:** (01522) 554674.

*The Local Authority Designated Officer acts for the LSCP agencies to monitor allegations and ensure that the actions in respect to the allegation are in accordance with the Lincolnshire Safeguarding Children Partnership Procedures.

5.7 Notifying the Disclosure and Barring Service

The Disclosure and Barring Service (DBS) was created with the merger of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). This new organisation provides a service combining criminal records checking and barring functions.

The barring side of the DBS provides caseworkers who process referrals about individuals or who have harmed or pose a risk of harm to children and/or vulnerable groups. They make decisions about who should be placed on the children's barred list and/or adults barred list and prevented by law from working with children and vulnerable groups.

The checking service allows employers to access the criminal records history of people working, or seeking to work in certain positions, especially those that involve working with children or adults in specific circumstances.

5.8 Whistleblowing

Active Lincolnshire maintains a [Whistle Blowing Policy](#) which provides staff with an opportunity to report on abusive behaviour.

Introduction

Whistleblowing is when someone raises a concern about a dangerous or illegal activity or any wrongdoing within their organisation. An employee or worker who discloses information about wrongdoing is protected in law from being treated unfairly or losing their job.

A disclosure must be in the public interest. It must affect others e.g. the general public, such as:

- a criminal offence has been committed, is being committed or is likely to be committed
- a legal obligation has been breached
- there has been a miscarriage of justice
- the health or safety of an individual has been endangered
- the environment has been damaged
- information about any of the above has been concealed.

Active Lincolnshire always aims to conduct its business with the highest standards of integrity and honesty. We expect all employees and workers to uphold these standards in everything they do.

All those who work for us are strongly encouraged to report any perceived wrongdoing by the organisation or its employees, workers, contractors or agents that falls short of these high standards.

This policy is not contractual but sets out the way in which we plan to manage such issues.

5.9 Information Sharing Arrangements

Sharing information amongst professionals is essential to safeguard and promote the welfare of children. Please refer to our [GDPR Policy](#).

Section 6

Implementation and Monitoring Procedures

6.1 Objectives

Active Lincolnshire has written a plan for the implementation of this Child Protection Policy and Good Practice. This is a separate but closely related document which has been approved by the CPSU in February 2017. The implementation plan highlights the action that needs to be taken, by whom, how and when in order to implement the Active Lincolnshire Child Protection Policy and Procedures.

Active Lincolnshire has assigned a Safeguarding Champion who sits on the Board of Directors and closely works with the Lead and Deputy Safeguarding Officers to review and update the implementation plan at least twice a year. The purpose of the Safeguarding Champion will be to support the two Safeguarding Officers to monitor and evaluate the success of the actions detailed within the implementation plan and report back to the Active Lincolnshire Board on bi-annual basis.

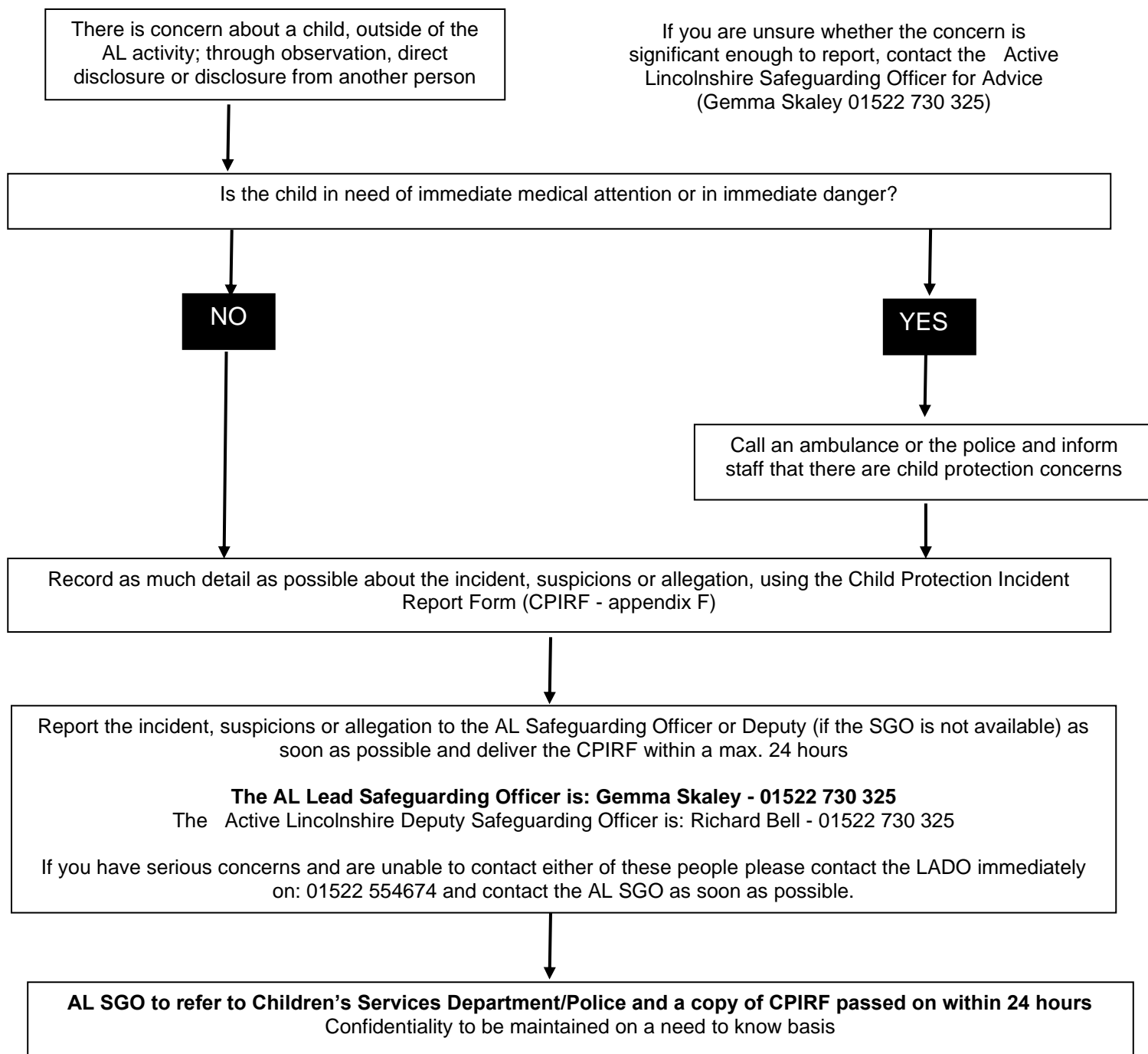
The purpose for the implementation plan is to:

- Disseminate the Active Lincolnshire Child Protection message so that it reaches and influences all related sporting organisations to safeguard the welfare of young people in sport.
- Operate sound procedures for the recruitment of staff.
- Identify and ensure staff receive appropriate welfare training.
- Keep up to date with updated with legislation related to welfare.
- Monitor and update the implementation plan annually to keep welfare high on the sporting agenda.
- Measure the impact of the policy and procedures on bi-annual basis.
- Use as a working document to communicate relevant Safeguarding messages to staff and the wider networks.

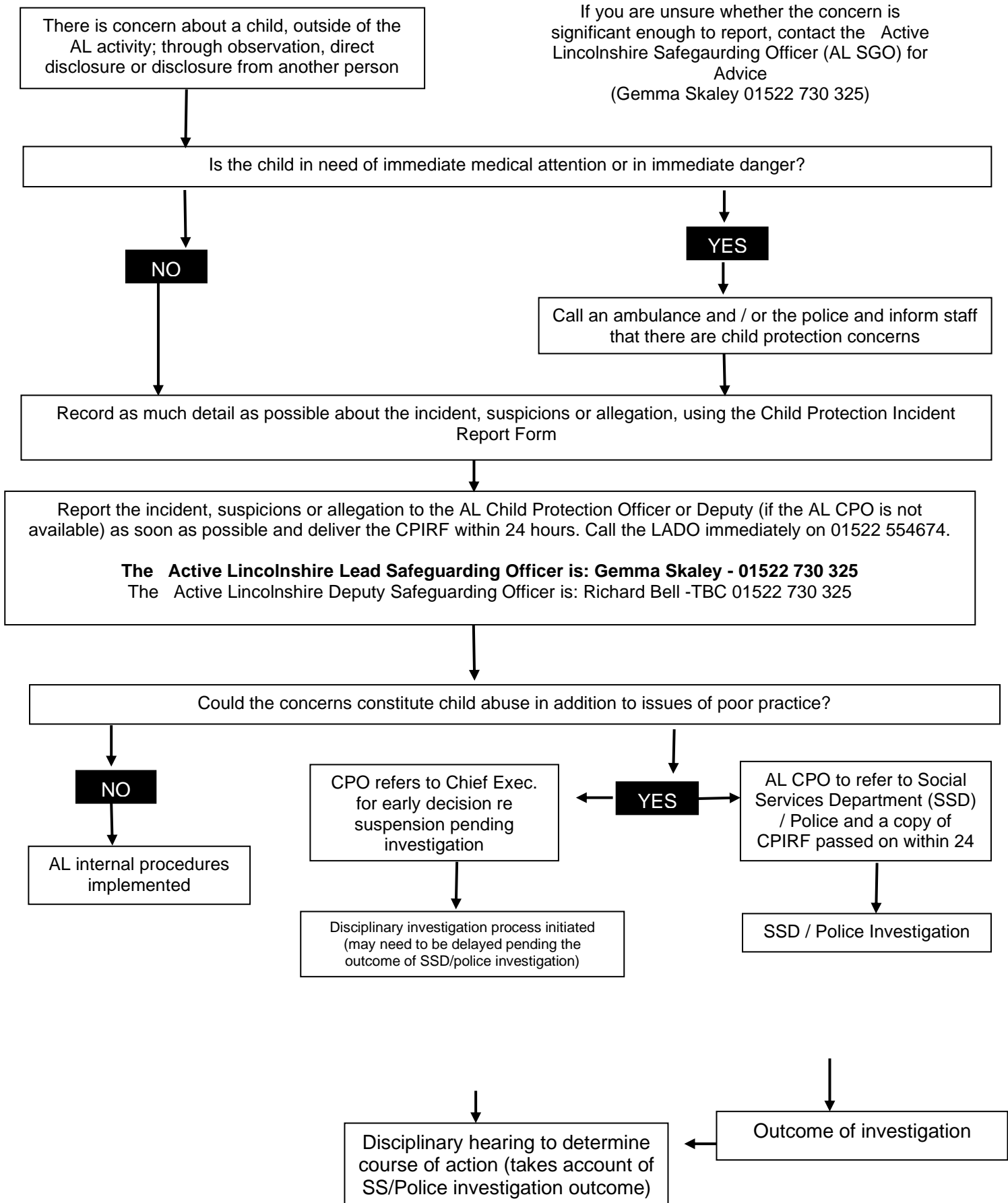
The next scheduled date of review of this policy will be July 2025 and is dependent upon changes in legislation.

Appendix A

Procedure for Reporting Concerns about a Child Outside of Active Lincolnshire Activities



Appendix B
Procedure for Reporting Concerns about a Child in Relation to Active Lincolnshire (AL) Staff/Volunteers



Appendix C

Essential Contacts

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------|
| <p>Active Lincolnshire Lead Safeguarding Officer</p> <p>Newland House The Point Weaver Road Lincoln LN6 3QN</p> | <p>Gemma Skaley Head of Development</p> | <p>01522 730 325</p> |
| <p>Active Lincolnshire Deputy SGO Officer</p> | <p>Richard Bell</p> | <p>01522 730 325</p> |
| <p>Local Children's Services Child Protection Officer (LADO)</p> <p>Out of office hours contact</p> | <p>Shared email inbox</p> | <p>01522 554 674</p> <p>Emergencies 01522 782 333</p> |
| <p>Lincolnshire Police Central Referral Unit</p> <p>In an emergency dial 999</p> | <p>Duty Manager</p> | <p>01522 782 159</p> <p>(Out of hours answer machine)</p> |
| <p>The NSPCC</p> | <p>www.nspcc.org.uk</p> | <p>Helpline: 0800 800 5000</p> |
| <p>Childline UK</p> | <p>Freepost 1111 London N1 OBR</p> | <p>Tel: 0800 11111</p> |
| <p>Criminal Records Bureau Liverpool L69 2UH</p> | <p>P.O. Box 91</p> | <p>Tel: 0870 90 90 811</p> |
| <p>Child Protection in Sport Unit Beaumont Leys Leicester L4 1EZ</p> | <p>3 Gilmour Close Beaumont Leys Leicester LE4 1EZ</p> | <p>Tel: 0116 234 7278</p> |

Appendix D

CHILD PROTECTION VOLUNTEER APPLICATION FORM

| | | |
|-------------------------------------------------------------------------------------------------|------------|--------------------|
| Title | First Name | Surname |
| Previous names by which you might have been known | | |
| Address | | |
| Daytime Tel Number | | Evening Tel Number |
| Any previous addresses you have lived in the last 3 years (cont, on another sheet if necessary) | | |
| Date of Birth | Sex (tick) | Male Female |
| Current occupation | | |

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

| Dates | Position | Organisation | Brief description of Duties and responsibilities |
|-------|----------|--------------|--------------------------------------------------|
| | | | |

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

| Reference 1 | Reference 2 |
|-------------|-------------|
| Name | Name |
| Address | Address |

If you have no previous experience of working with children, please detail any situations where regular contact has been made outside your home with children

Please provide details of two references

| Reference 1 | Reference 2 |
|-------------|-------------|
| Name | Name |
| Address | Address |

Appendix E

Incident Record Form

Always complete this form as soon as possible for any incident you witness or is reported to you. Listen to what has been said, ask open questions, reassure and do not judge. Once completed, pass on securely to the Lead Safeguarding Officer or Deputy Officer for action. Use the form below as a prompt to collect as much information as is available. Clearly identify whether recorded information is FACT, HEARSAY or OPINION.

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Your name: | Your address: |
| Your position: | Contact number: |
| Child's name: | |
| Child's address: | |
| Parents/carers name, address and contact number: | |
| Child's date of birth or age: | |
| Date and time of any incident: | |
| Your observations (include names of any people involved in the incident or who the allegation is against): | |
| 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: | |
| If the Active Lincolnshire SGO was not available did you contact any of the following external agencies: | |

| | |
|----------------------------|----------------------------------------------------------------------------|
| Police yes/no | If yes – which: Name and contact number: Details of advice received: |
| Social services yes/ no | If yes – which: Name and contact number: Details of advice received: |
| Other (eg NSPCC) | Which: Name and contact number: Details of advice received: |

| |
|-------------|
| Signature: |
| Print name: |
| Date: |

PLEASE SEND THIS INCIDENT REPORT FORM TO:

Gemma Skaley
 Lead Safeguarding Officer
 Active Lincolnshire
 Newland House,
 The Point,
 Weaver Road,
 LINCOLN,
 LN6 3QN

(It is the responsibility of Active Lincolnshire SGO to telephone and forward this referral on to Social Services if appropriate)

If you have any queries, need an urgent response or advice please telephone:

Gemma Skaley 01522 730 325

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 F

Code of Ethics and Conduct

Sports coaching helps the development of individuals through improving their performance in one or more areas of sporting activity.

This development is achieved by:

- Identifying and meeting the coaching needs of each 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.

Staff must comply with these principles of good ethical practice set out below and must abide by this Code of Conduct. Staff must agree to:

- 1 Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- 2 Place the well-being and safety of the participant above the development of performance.
- 3 Follow all guidelines laid down by each sport's Governing Body and have appropriate insurance cover.
- 4 Develop an appropriate working relationship with participant (especially children), based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- 5 Encourage and guide participants to accept responsibility for their own behaviour and performance.
- 6 Hold up-to-date and nationally recognised Governing Body coaching qualifications.
- 7 Ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- 8 At the outset, clarify with participants (and where appropriate with their parents) exactly what is expected of them and what participants are entitled to expect from their coach. A contract may sometimes be appropriate.
- 9 Cooperate fully with other specialists (eg other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
- 10 Always promote the positive aspects of their sport (eg fair play) and never condone rule violations or the use of prohibited substances.
- 11 Consistently display high standards of personal behaviour and appearance.
- 12 Discriminatory, offensive and violent behaviour is unacceptable and all complaints will be acted upon
- 13 Arrive in plenty of time to set up the activity and ensure that safety checks and dynamic risk assessments are carried out prior to activity commencing
- 14 Keep themselves informed about sound coaching practice and the principles of children's growth and development
- 15 Never ridicule a child for making a mistake or losing
- 16 Ensure that participants and coaches have respect for opponents, officials, opposing coaches, supporters and each other
- 17 Ensure that participants are adequately supervised at all times in accordance with the relevant NGB guidelines for the activity being delivered

As an Active Lincolnshire member of staff working with children I have read, understood and agree to abide by the above code of ethics and conduct.

Signed: Name (Print):

Organisation: Date:

Appendix G

Photographic and Filming Consent Form

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Consent Form <i>Please read the accompanying Photography / Film Consent Form Instructions before signing this form. This form should be issued by the photographer / cameraperson and completed before any photographs or film is taken. Return promptly to the commissioning representative.</i></p> |
| <p>Section One: To be completed by the photographer / cameraperson</p> |
| <p>Name: _____</p> |
| <p>Company(please print): _____</p> |
| <p>Location and date of photo shoot: _____</p> |
| <p>Work-Phone: _____ Mobile/Phone: _____</p> |
| <p>Please sign this statement</p> |
| <p>I have fully discussed the contents of this form with the subject mentioned below.</p> |
| <p>Signature: _____ Date: ____/____/____</p> |
| <p>Section Two: To be completed by an appropriate representative of the subject in the photograph / film, if permission has been granted by the subject's parents / guardians:</p> |
| <p>Name(please print): _____</p> |
| <p>Contact number / Address: _____</p> |
| <p>Please sign this statement</p> |
| <p><i>I hereby grant ***** and any assignees or licensees the absolute right to use the images resulting from this photo / film shoot. This includes any reproductions or adaptations of the images for all general purposes, and at any time, in relation to the work of *****.</i></p> |
| <p>Signature: _____ Date: ____/____/____</p> |
| <p>Section Three: To be completed by a parent / guardian of person to be photographed</p> |
| <p>Name (please print): _____</p> |
| <p>Address: _____</p> |
| <p>Please sign this statement</p> |
| <p>I hereby grant ***** and any assignees or licensees the absolute right to use the images resulting from the above mentioned photo / film shoot. This includes any reproductions or adaptations of the images for all general purposes, and at any time, in relation to *****'s work.</p> |
| <p>Signature: _____ Date: ____/____/____</p> |

***** Insert name of organisation or club.

Appendix H

Types of Abuse and recognising the signs

Main Forms of Abuse

There are five recognised forms of abuse:

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 a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

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

Neglect in sport could include a teacher or coach not ensuring participants are safe, exposing them to extremes of temperature or to unnecessary risk of injury

Physical Abuse

This occurs when an individual, including other young people, physically hurt or injure children, or knowingly do not prevent such injuries. This can include hitting, shaking, squeezing, burning, biting and using excessive force, or by giving children alcohol, inappropriate drugs or poison or failure to supervise their access to such substances. Attempted suffocation or drowning also comes within this category.

In a sporting situation, physical abuse might occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body or a young player is overplayed or fatigued.

Sexual Abuse

Girls and boys can be abused by either male and female adults, or other young people. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. Such activities may involve physical contact, including penetrative and non-penetrative acts, or non-contact activities; such as looking at or producing sexual images, watching sexual activities or encouraging young people to act in sexually inappropriate ways. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In sport an adult could use the context of a training session to touch young people inappropriately. The power of the coach, team manager or official over young performers could, if misused, also lead to abusive situations developing.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

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. Emotional abuse may also occur when there is constant overprotection (which prevents children from socialising), or bullying to perform to high expectations, or there is neglect, physical or sexual abuse. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. 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 (including cyberbullying), 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.

In sport emotional abuse might occur if children are subjected to constant criticism or unrealistic pressure to perform consistently to high or unrealistic standards.

Bullying

The use of aggression with the intention of hurting another person. Young people could be bullied by adults or other young people. Bullying results in pain and distress to the victim

Bullying can be:

- Verbal - name calling, sarcasm or making personal comments
- Social - ostracised or left out of peer group activities
- Material - when possessions are stolen or damaged or extortion takes place
- Emotional - including pressure to conform
- Physical – including any use of violence
- Sexual – unwanted physical contact or sexually abusive comments
- Racist – racial comments, language, graffiti or gestures
- Homophobic – because of, or focusing on the issue of sexual orientation

- Virtual – action through digital or cyber technology including social media, emails or text messaging

In sport bullying might occur if children are deliberately excluded from activities, unreasonably forced to do things they do not want to do or negative personal comments are posted on social media sites

Any kind of abuse, harassment or criticism based on racial/ethnic origins or sexual orientation or gender bias which amounts to racial, sexual or homophobic discrimination can also amount to emotional abuse. Bullying of a young person, perpetrated either by other young people or by an adult with the care or supervision of the young person, can also amount to emotional abuse.

Abuses of any sort can be perpetrated not only by adults but may also be caused by other young people.

Indications of abuse

Abuse in all its forms can affect a young person at any age. The effects can be so damaging that if untreated, may follow an individual into adulthood.

Recognising abuse is not always easy – even for experts. The examples listed below are not a complete list and they are only intended to indicate behavioural signs in young people, which may suggest abuse. They do not in any way confirm that abuse has occurred;

- The young person says that she or he is being abused, or another person says they believe (or actually know) that abuse is occurring
- The young person has an injury for which the explanation seems inconsistent
- He or she has unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injury
- The young person's behaviour changes, either over time or quite suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive
- The young person appears not to trust adults, e.g. a parent or coach with whom she or he would be expected to have, or once had a close relationship
- He or she is prevented from socialising with other young people or does not seem able to make friends
- He or she becomes increasingly neglected looking in appearance, or loses or puts on weight for no apparent reason
- The young person shows inappropriate sexual awareness or language for his/her age and sometimes behaves in a sexually explicit way

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying, but is your responsibility to report your concerns to a Welfare or Safeguarding Officer.

Appendix I

Anti-bullying charter

Bullying of any kind is not acceptable within sport and should not be tolerated. The Active Lincolnshire is committed to the following anti-bullying charter to prevent and manage bullying behaviour.

It is expected that all staff, volunteers, participants and parents will agree to the following:-

We will:

- Respond appropriately and effectively to incidents of bullying.
- Listen and respond to individuals concerns and take appropriate action.
- Take parents/carers' concerns seriously and respond effectively.
- Ensure all staff and volunteers are suitably trained to deal with any incidents.

We aim:

- to create a positive, participative environment for all.
- to encourage safe, accessible and challenging opportunities.
- to ensure that all are able to participate freely in a safe, caring environment

To achieve this we will:

- Ensure that a person-centered environment is created during activities.
- Emphasise the positive social values of participation, sharing, helping and encouraging.
- Promote justice and equality in all activities
- Establish clear ground rules/boundaries for activities.
- Ensure that all staff, coaches, volunteers and officials are offered appropriate training on behaviour management and bullying awareness.
- Work towards continuously improving the quality of activities.

We are committed to taking positive steps to eliminate bullying incidents within activities. To achieve this we will encourage all participants to behave according to agreed codes of conduct, which will provide a framework of acceptable behaviour.

All participants agree to abide by the following:

- We will not tolerate bullying or harassment of any kind.
- We will be accepting of others regardless of age, race, religion, culture or disabilities.
- We will not ignore an incident of bullying and will take all signs of bullying seriously
- We will use a 'time out' if we feel angry or under pressure, or just need time to calm down.
- We will be kind to others, even if they are not our friends and we will make new participants in our activities feel welcome.
- We will not join in fights or disturbances.
- We will report any bullying incident to a member of staff/official immediately.
- We will not judge others on the way they speak, their social behaviour, appearance or their ability.
- We will try to remember that everyone matters, including ourselves.
- We will encourage all young people to speak and share their concerns

We will encourage our staff, coaches, volunteers and officials to be vigilant and observant at all times

If incidents of bullying are witnessed our staff, coaches, volunteers and officials will respond by following the procedures set out in the Active Lincolnshire Policy.

Appendix J

Examples of Good Practice for Staff and Volunteers

Good Practice

Relationships of Trust:

- Always remember that the mental and physical welfare and the safety, health and the future of any child is the primary concern.
- Remember that particularly where a relationship of trust exists and where that relationship is close or involves frequent contact, it is possible that either you will develop feelings which are not directly related to the practice of sport such as fondness or love. Remember that young children will not have the same awareness or judgment to realise what nature of relationship is appropriate and what is not.
- Always be alert to ensure you are setting and maintaining the appropriate boundaries in any relationship you have with a child. It is the adult's responsibility who is in position of trust to set and maintain those boundaries, regardless of the young person's actions and expressed feelings.
- Always remember that certain situations or friendly actions could be misinterpreted not only by the child involved but also by third parties motivated by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety. This misinterpretation could simply happen due to lack of knowledge of the context or detail of the relationship, not just due to jealousy etc.
- Encourage and foster a child's independence and encourage any children for whom you are responsible to accept responsibility for their own behaviour and performance.

Physical Contact:

Physical contact should be generally for one or more of the following purposes and should be carried out by the individual(s) set out below:

- To develop or demonstrate sport skills/techniques by a suitably and appropriately trained and qualified coach, official or team manager.
- To treat an injury by a suitably and appropriately trained and qualified medical practitioner
- To give sport massage. Sport massages should only be given where necessary for physiotherapeutic, medical or physiological purposes and should only be performed by trained personnel.
- For any other purpose involving the treatment, diagnosis or examination of the child by a suitably and appropriately trained and qualified individual.
- Physical contact is appropriate in other circumstances, such as consoling a child who is upset, or administering first aid. Always ensure that it is necessary and reasonable and takes place in a culture of openness. It must also ensure that it is welcomed by the child/young person.
- Remember that interpretations of touching will be influenced by cultural differences, religious implications and by the age, sex, sexual orientation and physical status of you and the child.
- If a child is vulnerable due to their physical state or learning or communication difficulties or requires special help, take particular care when proposing to use any kind of physical contact.

Safety

Always ensure the safety of any children for whom you are responsible as far as possible.

- Ensure that you have taken all reasonable steps to establish a safe working environment. The work done and the manner in which it is done should be in keeping with regular and approved practice within that sport or area.
- Where any activity or event is taking place ensure, as far as possible, the location is secure from access by unauthorised third parties. Be vigilant for people who do not appear to be relatives or friends who are participating, but nevertheless, seem to spend a substantial amount of time videoing or photographing them.
- Ensure that any activity being undertaken should be suitable for the age, experience and ability of the participant.
- Ensure where it is necessary or appropriate that parents have been kept informed of the activity undertaken and that the parents have given their consent and that the is made aware of his/her personal responsibilities in terms of his/her own safety.

Integrity:

- Always remember that a child may not have the same awareness of the importance or implications of what is being said as an adult or of what is acceptable to say about others.
- Discourage children from talking offensively about others except where it seems to be hinting at or talking about an instance of abuse or irregularity.
- Encourage children to obey the spirit of the rules and regulations of their sport and compete in good faith and treat their opponents and officials with all due respect.
- Emphasise the spirit of fair play.

Confidentiality:

- Where there is a close relationship between you and a child you must realise you may be in a position of confidence and you may gather (often very personal) information about the individual.
- If it seems that, because of a child's youth or inexperience the child is not able to judge what information it is appropriate to confide, try and make the child aware of the importance and implications of the information he/she is imparting or is proposing to impart.
- Where possible reach an agreement with the child and be clear that no confidentiality can be promised to the child if the information shared by the child is a safeguarding concern

Cooperation:

- Communicate and co-operate with other sports and allied professions if and when you feel it is in the best interests of the child.
- If the individuals have medical, psychological or other problems you should be prepared to communicate and co-operate with the appropriate medical practitioners in the care and management of such problems.

Other examples of Good Practice:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- Always be suitably and appropriately attired and project an image of health, cleanliness and efficiency.
- Treating all young people/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 (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 children 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 child is constantly moving. Young people and parents should always be consulted and their agreement gained.
- Keeping up to date with the technical skills, qualifications and insurance in sport.
- Involving parents wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, parents/teachers/coaches/officials will always work in pairs.
- Ensuring that if mixed teams are taken away, they will always be accompanied by a male and female member of staff.
- Ensuring that at tournaments or residential, adults will respect the privacy of young people but reserve the right to enter young people's rooms in exceptional circumstances.
- Being an excellent role model – this includes 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 – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Work in pairs if groups have to be supervised in the changing room.
- Ensure that male and female responsible adults always accompany mixed children's #
- Never use profane, insulting, harassing or otherwise offensive language. Never use any form of sexually charged verbal intimacies or sexual innuendoes.
- Never smoke or drink alcohol when in the company of children.