



Safeguarding & Welfare Guide

A reference guide for the Sports
and Physical Activity Sector

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If you require this document in an alternative format,
please contact Communications@ActiveLincolnshire.com

Introduction

Welcome to Active Lincolnshire's Safeguarding & Welfare Reference Guide, your essential resource for creating safe, inclusive, and enjoyable environments in sports clubs and physical activity settings.

Whether you are a club welfare officer, a club committee member, a volunteer, a coach or a private instructor/coach, this user-friendly guide helps make sense of the terminology and provides guidance to help you further safeguard the wellbeing of everyone involved in your club or activity.

Why safeguarding matters

Safeguarding is everyone's responsibility. It ensures the safety and welfare of children, young people, and adults at risk participating in sports and physical activities.

By prioritising safeguarding, you foster trust, improve the experience of those taking part, and protect everyone from potential harm.

Together, we can make sure that sport and physical activity is enjoyable and safe for everyone.

How this guide can help

This guide provides the support and information you need to help when you are drafting or reviewing your policies, addressing a safeguarding concern or requiring the help of an additional service.



Digital version:

Where a phrase or term is underlined or you see this icon, you can click on the link to access more information.



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Supporting you in Lincolnshire

Our Sport Welfare Manager is here to support National Governing Bodies (NGBs) and local clubs based in Lincolnshire to promote good practice and safer sport for all. The national network of Sports Welfare Officers is funded by Sport England through National Lottery funding and therefore all our support is free to you.

We work with key partners to develop a local approach to assisting and supporting club welfare officers and club volunteers to create safer club environments and improved experiences for children, young people and adults.

To understand more, meet our Sports Welfare Manager and receive support, contact us on **01522 730 325**.

Our Sports Welfare Manager invites you to the East Midlands Sports Welfare Forum. This friendly community forum is run by Sports Welfare Officers from each of the five regions. It provides knowledge and updates on safeguarding and welfare topics, and shares events and connections in your area. It is a safe space to ask questions, share your thoughts and connect with other people in similar roles.



[Facebook.com/Groups/
EastMidlandsSportsWelfareForum](https://www.facebook.com/Groups/EastMidlandsSportsWelfareForum)



**SPORT
ENGLAND**



Services and resources

Additional information and resources can be found at the following local and national providers.

	General Advice	Training & Upskilling	Resources & Templates	Direct Individual Support	Guidance/ Legislation	Campaigns & Community
Lincolnshire Services						
Active Lincolnshire ActiveLincolnshire.com	✓	✓	✓	✓		✓
EDAN (End Domestic Abuse Now) Lincs EdanLincs.org.uk	✓			✓		✓
Lincolnshire County Council Lincolnshire.gov.uk	✓			✓	✓	✓
Lincolnshire Family Services Directory LincsFamilyDirectory.org.uk	✓		✓			
Lincolnshire Recovery Partnership Turning-Point.co.uk/Services/Lincolnshire-Recovery-Partnership	✓	✓		✓		✓
Lincolnshire Safeguarding Adults Board LincolnshireSAB.org.uk	✓	✓	✓		✓	✓
Lincolnshire Safeguarding Children Partnership LincolnshireSCP.org.uk	✓	✓			✓	✓
Safer Together Team Lincolnshire-Pcc.gov.uk					✓	✓
Shine Lincolnshire ShineLincolnshire.com	✓	✓	✓	✓		✓

National Governing Bodies (NGBs)

Where relevant, you should always refer to your National Governing Bodies' (NGB) guidance and procedures.

National Services

Action Counters Terrorism
[ActEarly.uk](https://actearly.uk)

General
Advice



Training
& Upskilling

Resources
& Templates

Direct Individual
Support



Guidance/
Legislation

Campaigns
& Community

Action For Children
[ActionForChildren.org.uk](https://actionforchildren.org.uk)



Ann Craft Trust
[AnnCraftTrust.org](https://anncrafttrust.org)



Anti-bullying Alliance
[Anti-BullyingAlliance.org.uk](https://anti-bullyingalliance.org.uk)



Barnardo's
[Barnardos.org.uk](https://barnardos.org.uk)



Buddle
[Buddle.co](https://buddle.co)



Catch 22
[Catch-22.org.uk](https://catch-22.org.uk)



Child Protection in Sport Unit
[TheCPSU.org.uk](https://thecpsu.org.uk)



Gov.uk
[Gov.uk](https://gov.uk)



Lime Culture
[LimeCulture.co.uk](https://limeculture.co.uk)



NSPCC
[NSPCC.org.uk](https://nspcc.org.uk)



NWG Network
[NWGNetwork.org](https://nwgnetwork.org)



Safeguarding Code in Martial Arts
[SafeguardingCode.com](https://safeguardingcode.com)



Safe Sport International
[SafeSportInternational.com](https://safesportinternational.com)



Sport England
[SportEngland.org](https://sportengland.org)



Stonewall
[Stonewall.org.uk](https://stonewall.org.uk)



The Children's Society
[ChildrensSociety.org.uk](https://childrensociety.org.uk)



UK Coaching
[UKCoaching.org](https://ukcoaching.org)



UK Legislation
[Legislation.gov.uk](https://legislation.gov.uk)



Incident reporting

Report a concern about a child or adult at risk

All sports clubs, activity providers and organisations need to follow a case management process when dealing with safeguarding concerns in order to fulfill their duty of care responsibilities (see P23).



If you believe that a crime has been committed and there is an immediate risk of danger, call the police on 999.

Hearing or speech impairments

For alternative methods of contacting the police in an emergency, visit

[Lincs.Police.uk/Contact](https://www.lincs.police.uk/Contact)



Report a concern

To report a concern that a child or adult may be a victim of neglect, abuse or cruelty call:

Children's safeguarding

01522 782 111

(Monday to Friday, 8am to 6pm)

Adults safeguarding

01522 782 155

(Monday to Friday, 8am to 6pm)

01522 782 333

(outside office hours)

Note: Adults safeguarding referral criteria

A person will only meet the criteria of a Section 42 Adult Safeguarding Enquiry (Under The Care Act 2014) if they have 'care and support needs'.

If you have any doubts, always contact the Adults Safeguarding Board

[Lincolnshire.gov.uk/Safeguarding](https://www.lincolnshire.gov.uk/Safeguarding)

National Governing Bodies (NGBs)

If you are affiliated with a National Governing Body, you should always refer to their safeguarding policies and procedures.

Report a concern about a staff member or volunteer

You need to report any allegations against an adult or a person in a position of trust within 24 hours (including repeated **lower-level concerns** about the same person).



Call the Local Authority Designated Officer (LADO) if you're unsure whether you need to report a concern, they would rather hear from you than not be aware of a potential situation.

Lincolnshire LADO service
01522 554 674

Online referral
[Lincolnshire LADO referral](#)

Email
LSCP_LADO@Lincolnshire.gov.uk

For more information on LADO in sport and physical activity, the Child Protection in Sport Unit (CPSU) have a [simple guide](#)

Your reporting procedures

Your incident reporting procedures must be clear within your safeguarding policies and procedures and must be accessible to all your committee, volunteers, members and parents/carers and anyone else involved within your club or activity.

For safeguarding adults, we recommend you refer to Ann Craft Trust Safeguarding Checklist [AnnCraftTrust.org/Checklist-Overview](https://www.anncrafttrust.org/Checklist-Overview)

For safeguarding children, we recommend you refer to the Working Together to Safeguard Children 2023 Guidance. This guidance applies to all organisations and agencies who work and or volunteer within activities involving children.

Click on the document image to find out more or visit [Gov.uk](https://www.gov.uk)



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Types of abuse

Below is an index of the different types of abuse. We recommend researching each type further to be more aware of the signs and indicators.

Discrimination

Domestic

Emotional

**Faith
or belief**

**Financial
or material**

**Homophobic
or transphobic**

**Neglect
or acts of
omission**

**Non-recent
abuse**

Online

**Organisational
or institutional**

**Peer
on peer**

Physical

**Psychological
or emotional**

Self-neglect

Sexual

**Teenage
relationship**

Additional information can be found at
[NSPCC.org.uk](https://www.nspcc.org.uk) and [AnnCraftTrust.org](https://www.anncrafttrust.org)



Safeguarding policies and procedures

Your club or organisation should have procedures that provide clear step-by-step guidance on what to do in different circumstances if concerns arise about children and adults at risk's welfare or protection. This is regardless of the size of your club, activity or organisation or whether you are affiliated with an NGB.

It is the responsibility of the club committee and management to ensure effective safeguarding policies and procedures are in place and adhered to. Safeguarding and welfare is not just the responsibility of the club or organisation's welfare officer or safeguarding officer.

Your policies and procedures must be accessible to all your volunteers, members and parents/carers. They should be published on your website (if applicable) and available in print.

Your safeguarding policy should include:

- ✓ Introduction, Club Commitment and Policy Statement
- ✓ Legislation and guidance
- ✓ Roles and Responsibilities - Including CWO and Deputy CWO contact details
- ✓ Standards and Procedures - including safer recruitment
- ✓ Recognition of Poor Practice
- ✓ Recognition of Abuse and Neglect
- ✓ Procedures - Incident reporting, responding and managing concerns and disclosures
- ✓ Confidentiality and information sharing
- ✓ Photography and video consent, sharing and social media use
- ✓ Monitoring process - when the policy is reviewed and by who
- ✓ Appendices of any procedural flowcharts, glossary of terminology etc.

If you are affiliated with a National Governing Body, you should always refer to their safeguarding policies and procedures. We encourage you to adapt your NGB's policies and procedures and to tailor them to your own club.

Safer culture

Safeguarding is everyone's responsibility. One of the roles of a club committee, management or sole trader is to set the tone around the culture within your environment.

An unhealthy or toxic culture is one where individuals fear speaking up, and where complaints are dismissed and brushed aside while inappropriate behaviour is ignored. A safer culture is one where this does not happen.

The foundations of a safer culture are to:

Listen

An environment where everyone is confident their concerns are welcomed, listened to and addressed appropriately.

Learn

Where organisations encourage continuous learning and reflection at all levels and apply this to improve and adapt.

Lead

Committee members and coaches should lead by example to empower everyone with the confidence to challenge and instigate change.

While all organisations will have their own set of values, we believe those who positively promote safer cultures all follow similar values.

Create an environment where everyone:

- ✓ Has the right to have fun and be safe from harm and abuse
- ✓ Is treated with respect and dignity
- ✓ Feels valued and treated equally
- ✓ Has a say – their voice is listened to, welcomed and encouraged
- ✓ Is empowered to recognise and report concerns without fear or judgment
- ✓ Knows concerns are actively followed up and taken seriously
- ✓ Has the right to organisational transparency, honesty, integrity and fairness
- ✓ Is offered equal opportunities
- ✓ Is encouraged to, and has the opportunity to, learn, reflect and improve

Disclosure and barring service (DBS)

The DBS helps clubs, activity providers and employers (i.e. leisure centres) make safer recruitment decisions and prevent unsuitable people from working with children and adults at risk. The government guidance provides further information relating to the role of the DBS, including how to make referrals.

If you are affiliated with a National Governing Body, you must follow their DBS requirements as a separate DBS may not be accepted within their sport.

Barring referral

A referral provides information to the DBS of concerns that an individual may have harmed or put at risk of harm a child or adult. The referral duty doesn't apply to family or personal arrangements, parents or members of the public. If a parent or member of the public has a safeguarding concern, they should contact the police, social services or the person's employer. When a person has been referred, DBS consider if they need to be added to a barred list(s).

Where relevant, your National Governing Body may have further measures in place to ensure an individual is barred based on their own processes.

Update service

You can subscribe to the Update Service to allow your volunteers and employees to keep their DBS certificates up to date and this means you can check a DBS certificate.

Safer recruitment

Clubs and organisations that employ or involve volunteers in 'Regulated Activity' with children or adults at risk have a legal duty to ensure individuals are not barred from working with vulnerable groups.

Statutory guidance highlights the additional responsibility to have policies and procedures in place to ensure you only recruit suitable people to work or volunteer.

The CPSU have resources to support you when recruiting and vetting potential staff and volunteers. **Visit [TheCPSU.org.uk](https://www.thecpsu.org.uk) and search 'Safer Recruitment'.**

Additional Information can be found at [Gov.uk](https://www.gov.uk) in the DBS's document, 'A Guide to DBS checks'

**DBS helpline:
03000 200 190**



Laws, rules and duties

All organisations that work with the general public need to be aware of their safeguarding responsibilities under the law.

The Children Acts 1989 and 2004

These acts detail the legal duty to safeguard and promote the welfare of children. That duty is placed on everyone and the acts state we should all work together.

The Care Act 2014

As part of The Care Act 2014 the local authority hold the main statutory duty to have an Adults Safeguarding Board in place. For more information visit [The Care Act 2014](#).

The Safeguarding Vulnerable Groups Act 2006

A key piece of legislation passed to help avoid the recruitment of people who are deemed unsuitable to work with children. It developed a centralised vetting process that all those who would potentially work closely with children need to go through.



To find out more about these laws, rules and duties, visit [Legislation.gov.uk](https://www.legislation.gov.uk).

Working Together to Safeguard Children statutory guidance

If you work with under 18s, your club, charity or organisation must follow the Working Together to Safeguard Children statutory guidance. The guidance sets out expectations for your organisation, staff and volunteers. It makes your responsibilities to safeguard children and promote their welfare clear. It also explains what your staff and volunteers must do if they have concerns about a child.

Other legislation for safeguarding

- > Human Rights Act 1998
- > Sexual Offences Act 2003
- > Abuse of Position of Trust Legislation
- > The Equality Act 2010
- > Serious Crime Act 2015
- > Counter-terrorism and Security Act 2015
- > The Data Protection Act 2018
- > Voyeurism (Offences) Act 2019

Education and training

Everyone in contact with children and adults at risk has a role to play in their protection. They can only do so confidently and effectively if they have the necessary understanding and skills. Clubs and organisations have a responsibility to provide learning, training and development opportunities for their staff and volunteers.

Safeguarding and welfare training opportunities should not just be for the designated welfare officer. Having other committee members and volunteers trained allows for a deeper understanding and more effective club response to concerns as well as a more positive, safer culture within the club.

New volunteer induction

Ensure your club introduces new volunteers through a formal induction. Whilst it may be necessary to get the new volunteer to start immediately, by placing a volunteer in a position without understanding your club's policies and procedures, not only puts them at risk, but those in their care and the club as a whole. An induction includes familiarisation with the child protection/safeguarding policy and procedures, health and safety and the relevant code of conduct/ethics.

The CPSU have a useful template for new starter inductions. Visit [TheCPSU.org.uk](https://www.thecpsu.org.uk).



Continual training and development

Benefits of accessing additional training and resources:

- > Enhancing knowledge and expertise
- > Improving your athletes/members performance, safety and outcomes
- > Professional credibility and enhancement
- > Personal development
- > Meeting Regulatory and Ethical Standards and ensuring compliance

National Governing Bodies (NGBs)

Always check out your NGBs training offer for pre-requisite training as well as ongoing development training.

Safeguarding and welfare checklist

It is essential to have the following things in place to meet the bare essentials of safeguarding and welfare in your club or activity.

✓ I have the Safeguarding and Welfare Checksheet

Policies and Procedures

Safeguarding Policy and procedures for responding to concerns

Health and Safety Policy

Risk Assessments - Equipment, Premises, Fire, Events etc

Safer Recruitment Policy

Code of Conduct

Photography and Social Media Policy

Confidentiality and Information Sharing Policy/Guidance

All policies are shared/visible to all your volunteers and members

Insurance

Public Liability Insurance - Sport/Activity specific

Professional Indemnity Insurance - Sport/Activity specific

Personnel

Certified First Aider

Trained Welfare Officer - Displayed photo and contact details

Trained health and safety & fire safety lead





Key terminology

The following terms may be used in safeguarding and welfare practices.

Knowing terminology is crucial for clear and effective communication and ensures shared understanding. It also brings an awareness of different themes within this area which you may not have been familiar with. This adds to your ability to effectively prevent, recognise and respond to potential harm, abuse or neglect within your club and/or organisation.

We have offered a short description of each term, but we encourage you to look into these terms in more detail if you require more information or if you wish to extend your understanding.

Adult at risk

A person aged 18 or over who is unable to safeguard their own well-being, property, rights, or interests, and is at risk of harm. This vulnerability is often due to disabilities, learning difficulties, mental health conditions, or illnesses that make them more susceptible to harm than other adults.

Advocacy

Is taking action to help people say what they want, secure their rights, represent their interests and obtain services they need. Advocacy support can be provided informally by a family member or friend or formally through advocacy organisations.

Appropriate adult

The role of the appropriate adult is to safeguard the interests, rights, entitlements and welfare of children and vulnerable people who are suspected of a criminal offence.

Best interests decision

A decision made in the best interests of an individual defined by The Mental Capacity Act when they have been assessed as lacking the mental capacity to make a particular decision.

Breast ironing

Breast ironing also known as breast flattening, is the pounding and massaging of a pubescent girl's breasts, using hard or heated objects, to try to make them stop developing or disappear. It is practised in some African countries but can happen anywhere in the world with some cases reported in the UK. It is a traditional measure considered by perpetrators to protect girls from unwanted male attention, sexual harassment and rape.

Case management

In safeguarding, case management involves a structured process for organisations to receive, respond to, and manage concerns about safeguarding/sexual exploitation and abuse, ensuring a fair, transparent, and timely process that prioritises the safety and well-being of those involved.

Child criminal exploitation (CCE)

CCE is where gangs target vulnerable children to get them to carry out criminal activity. Children who have been exploited and/or trafficked should be treated as victims rather than suspects. CCE can also apply to any adult, especially adults at risk.

Child protection

Child Protection is part of the safeguarding process. It focuses on protecting children identified as suffering, or likely to suffer, significant harm. This includes child protection procedures detailing how to respond to concerns about a child.

Child sexual exploitation (CSE)

CSE is a form of sexual abuse and 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. This may include when a child or young person is exploited by being given gifts, drugs, money or status in exchange for performing sexual activities. Children and young people are often tricked into believing they are in a loving and consensual relationship by being groomed.

Code of conduct

Code of conduct should set out what an acceptable standard of behaviour is within all areas of your club and activity and its delivery and help to promote good practice. Its best practice to share your code of conduct with new volunteers and members but also on-going throughout the year. Do not wait until an incident has happened to remind members of your code of conduct.

Coercion and control

Controlling or coercive behaviour is a range of acts designed to make a person subordinate and / or dependent by isolating them from sources of support, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Section 76 of the Serious Crime Act 2015 has created an offence in relation to coercive control within domestic abuse and sets out the importance of recognising the harm and cumulative impact on the victim caused by these patterns of behaviour.

Community safety partnership

A strategic forum bringing agencies and communities together to tackle crime within their communities. Community Safety Partnerships (CSPs) are made up of representatives from the responsible authorities, these are Police, police authorities, local authorities, Fire and Rescue authorities, Clinical Commissioning Groups and Community Rehabilitation Companies and the National Probation Service.

Confidentiality and information sharing

Any information shared with relevant authorities about an individual is done so in a confidential, systematic and respectful manner.

Consent

The voluntary and continuing permission of the person to an intervention based on an adequate knowledge of the purpose, nature, likely effects and risks of that intervention, including the likelihood of its success and any alternatives to it.

Contemporaneous notes

(Pron,kuhn·tem·puh·ray·nee·uhs)

Notes taken at the time of meetings with individuals, telephone calls, visits to premises during the course of an investigation. These may also be important in the context of giving evidence in legal proceedings.

Contextual safeguarding

Contextual safeguarding, recognises that as young people grow and develop they are influenced by a whole range of environments and people outside of their family. For example in school or college, in the local community, in their peer groups or online.

Children and young people may encounter risk in any of these environments. Sometimes the different contexts are inter-related and can mean that children and young people may encounter multiple risks. Contextual safeguarding looks at how we can best understand these risks, engage with children and young people and help to keep them safe.

For more information and a short explainer video visit TheCPSU.org.uk.



County lines

A form of criminal exploitation where criminals befriend children, either online or offline, and then manipulate them into drug dealing. The 'lines' refer to mobile phones that are used to control a young person who is delivering drugs, often to towns outside their home county.

Couriers

Are young people who are used to travel across the country and county lines to deliver the drugs.

Critical incident

A critical incident is defined as a traumatic event which does or is likely to cause extreme physical and/or emotional distress to staff and/or young people and may be regarded as outside the normal range of experience of the people affected. A critical incident may take place either on or off the premises. **You can access Lincolnshire County Council's Critical Incident Handbook [here](#).**



Cuckooing

Named after a cuckoo bird who will often take over another bird's nest. The term is used to describe how others take over a person's home and use it for criminal activities. These activities usually involve producing, storing and, or supplying drugs or weapons. It can sometimes involve holding parties and encouraging sexual activity. It can be part of a bigger, organised plan to move drugs, weapons and people around the country. People who lack capacity or have a learning disability are particularly vulnerable.

Cyber bullying

Bullying behaviour that takes place over digital devices like smartphones, computers, and tablets. Cyberbullying can occur through text and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or cruel content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behaviour.

DASH - Domestic abuse, stalking and honour-based violence

The DASH is a risk identification checklist used to help partner agencies in proactively identifying high risk domestic abuse cases. [The Safe Lives website](#) has a checklist and quick start guidance about the DASH risk assessment.

Debt bondage

Debt bondage occurs when a person is forced to work to pay off a debt. They are tricked into working for little or no pay, with no control over their debt. Most or all of the money they earn goes to pay off their loan. Often drug dealers will force young people and adults at risk to work for them to repay a debt.

Defensible decision making

Providing a clear rationale to come to an informed decision which can stand up to scrutiny. This should be based on legislation, policy, models of practice or recognised tools. This decision is based on the information known at the time and it is important to accurately and concisely record the decision making process, in order to explain how and why the decision was made at that time.

Disclosure & barring services (DBS)

A government body established in 2012 through the Protection of Freedoms Act and the merger of two former organisations, the Criminal Records Bureau and the Independent Safeguarding Authority. The DBS is designed to help employers make safer recruitment decisions and prevent unsuitable people from working with children and adults at risk. The DBS search police records and barring lists of prospective employees and issue DBS certificates. They also manage central barred lists of people who are known to have caused harm to adults with needs of care and support.

Duty of care

Taking reasonable measures to ensure that individuals will be safe to participate in an activity you are providing.

Moral duty of care - Responsibility for the safety and welfare of all involved.

Legal duty of care - Clear policies and procedures in order to reduce hazards relating to activities, substances or situations.

E-safety

Being safe through the use of the internet and communication via different forms of technology. E-Safety is linked to cyber-bullying, sexual exploitation, radicalisation, grooming and emotional abuse.

Female genital mutilation (FGM)

FGM, also known as female genital cutting and female circumcision, is the partial or full cutting of a girl's clitoris and labia, for non-medical reasons, nearly always on girls between four and 12 years old. FGM is considered child abuse in the UK and is illegal. It is a grave violation of the human rights of girls and women.

Forced marriage

A marriage in which one or both of the parties are married without his or her consent or against his or her will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of their parents or a third party (such as a matchmaker) in identifying a spouse. Duress is involved and can include physical, physiological, financial, sexual and emotional pressure.

Foster trust

Foster trust means to nurture, promote, or encourage the development of trust and confidence, often in relationships or between individuals or groups. It involves creating an environment where people feel secure, reliable, and respected.

Gaslighting

Gaslighting is an insidious form of manipulation and psychological control. Victims of gaslighting are deliberately and systematically fed false information that leads them to question what they know to be true, often about themselves.

Gender-based violence (GBV)

The harm caused to victims and society by violence against women and girls (VAWG) in all its forms – including but not limited to harassment, stalking, rape, sexual assault, murder, honour-based abuse, coercive control – is immeasurable.

While men and boys also suffer from many of these forms of abuse, they disproportionately affect women.

Gillick competency and Fraser guidelines

These help people who work with children balance the need to listen to children's wishes with the responsibility to keep them safe. They describe factors that can be used to help judge if a child is able to understand a question, the implications of what is being asked and is able to express an opinion or consent.

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Grooming

Grooming occurs when someone in a position of trust intentionally builds a relationship, trust and an emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Hate crime

Any crimes that are targeted at a person because of hostility or prejudice towards that person's disability, race or ethnicity, religion or belief, sexual orientation, transgender identity, subculture.

Honour-based violence

A violent crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture.



Human trafficking

The act of recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

46% of trafficking victims are women, 34% are children, and 20% are men.

Incels

Incels are self-defined 'Involuntary Celibates' who believe that they are unable to form sexual relationships with women. Incels express extreme resentment and hostility toward those who are sexually active through the oppression of women and the glorification of male violence.

Independent Mental Capacity Advocate (IMCA)

IMCAs are a legal safeguard for people who lack the capacity to make specific important decisions, including decisions about where they live and serious medical treatment options. IMCAs are mainly instructed to represent people where there is no one independent of services (such as a family member or friend) who is able to represent the person.

LADO

A LADO is a Local Authority Designated Officer. Each local authority must have a LADO as set out in Working Together to Safeguard Children (2023).

LGBTQ+

The acronym for lesbian, gay, bi, trans, queer or questioning.

66% of lesbian, gay, bi and trans people felt that there were problems with homophobia and transphobia in sport and that this acted as a barrier to LGBT people taking part.

For more information visit [PrideSports.org.uk](https://pridesports.org.uk)



Local Safeguarding Adults Board (LSAB)

A statutory, multi-organisation partnership committee, coordinated by the local authority, which gives strategic leadership for adult safeguarding, across the local authority. A SAB has the remit of agreeing objectives, setting priorities and coordinating the strategic development of adult safeguarding across its area.

Local Safeguarding Children Partnership (LSCP)

A statutory multi-agency partnership board for agreeing how the relevant agencies in each local area will co-operate to safeguard and promote the welfare of children in that locality, and for ensuring the effectiveness of what they do.

Loco parentis

A person who does not have parental responsibility but who is caring for a child in the absence (or death) of a parent or guardian. The legal responsibilities taken by the person who supplies a parenting role in a child's life. This may include travelling to and attending events.

Low-level concern

A low-level concern is any concern, doubt, or sense of unease, no matter how small, that someone may have acted in a way that is inconsistent with an organisation's code of conduct. These concerns are often not considered serious enough to refer to a statutory service such as the police or children's services and are sometimes referred to as poor practice.

Maltreatment

The abuse and neglect that occurs to children under 18 years of age. It includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which results in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

(The) Manosphere

An international network of websites, blogs, and online forums promoting masculinity, male supremacy, misogyny and antifeminist ideologies.

Mate crime

A term used where people within communities, particularly people with learning disabilities or mental health issues are befriended with the intention of them being exploited and abused financially, physically, emotionally or otherwise.

Mental capacity

The Mental Capacity Act (MCA) 2005 applies to everyone involved in the care, treatment and support of people aged 16 and over, living in England and Wales who are unable to make all or some decisions for themselves.

Modern slavery

Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery. Children (those aged under 18) are considered victims of trafficking, whether or not they have been coerced, deceived or paid to secure their compliance.

Nihilism

A philosophy and belief that life is meaningless with Nihilists often view life as pointless and without inherent purpose or value, believed to be spurred on by online cultures.

No delay

The principle that safeguarding responses are made in a timely fashion commensurate with the level of presenting risk. In practice, this means that timescales act as a guide in recognition that these may need to be shorter or longer depending on a range of factors such as risk level or to work in a way that is consistent with the needs and wishes of those involved.

Poor practice

Poor practice concerns are behaviours which fall below the standard required by a club as set out in their codes of conduct.

Position of trust

An individual in a position of authority or responsibility over another person with a considerable amount of power and influence on a young person's life.

Prevent

Identifying and providing early intervention for those at risk of extremism and being drawn towards radicalisation and terrorism.



Professional curiosity

In Keeping Children Safe In Education (KCSIE) Part one: Safeguarding information for all staff, the term professional curiosity is used in paragraph 19. The use of professional curiosity as well as knowing the signs to look for is vital for the early identification of abuse and neglect. This will allow for the identification of children and young people who may be in need of help, protection or additional support. Your club or organisation are proactively looking for any safeguarding concerns inside or outside of the establishment. It is important for staff and volunteers to not take things at face value, but instead be curious and seek clarity around a situation if needed.

Radicalisation

The action or process of causing someone to adopt radical positions on political or social issues. It happens when a person's thinking and behaviour become significantly different from how most of the members of their society and community view social issues and participate politically. Radicalisation can be carried out in many different ways – the most common is via the internet where people are often targeted and then 'groomed'.

Reasonable measures

Identifying what actions should be undertaken in relation to keeping everyone safe.

Revenge porn

Revenge porn refers to the sharing of explicit or sexual, images or videos, without the consent of the person in the image. This is an issue among people of all ages, from children as young as 11 to much older adults.

Risk assessments

A written risk management plan raises awareness of potential safeguarding issues, provides everyone with a clear line of accountability for safeguarding and enables them to demonstrate due diligence in relation to the protection of children and adults at risk from harm. A risk assessment can be written for regular sessions, match days, competitions, tournaments, awards evenings or larger events. This is more important where these are within public spaces.

For examples and templates visit TheCPSU.org.uk



Safeguarding enquiry (adult)

The action taken or instigated by the local authority in response to a concern that abuse or neglect may be taking place. An enquiry could range from a conversation with the adult, or if they lack capacity, or have substantial difficulty in understanding the enquiry their representative or advocate, prior to initiating a formal enquiry, right through to a much more formal multi-agency plan or course of action. This is sometimes referred to as a 'section 42 enquiry'.

Sextortion

'Sextortion' is the short name for 'financially motivated sexual extortion'. It is a type of online blackmail where criminals threaten to share sexual pictures, videos, or information of someone. They may be trying to take money from them or forcing them to do something else they don't want to.

Anyone can be a victim of sextortion. However, young people aged between 15 to 17, and adults aged under 30 are often most at risk.

Significant harm (children)

The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Whether harm or likely harm suffered by a child is significant is determined by comparing the child's health or development with that which could reasonably be expected of a similar child.

Tinies

Young gang members as young as 7 and 8 years old are known as 'tinies' and can be lured in by being offered luxuries and then kept in the gang's clutches through threats of violence.

Trapping

The act of selling drugs. Trapping can refer to the act of moving drugs from one town to another or the act of selling drugs in one.

Upskirting

The practice typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks and is a criminal offence under the Voyeurism Act.

Victim blaming language

Refers to any language that implies, intentionally or unintentionally, that a victim is responsible for the abuse they have experienced.

Youth produced sexual imagery (Sexting)

The exchange of self-generated sexually explicit images over the internet using mobile phones, tablets, smartphones, and laptops - any device that allows the sharing of media and messages. Young people may also call it nudies, trading nudes, pic for pic or selfies. It's illegal to create or share explicit images of a child (anyone under 18), even if the person doing it is a child themselves.



Acronyms

The following acronyms may be used in safeguarding and welfare practices. Although these terms are generally used by professionals, you can use this page to refer to when you might see an acronym you don't recognise.

ACE	Adverse Childhood Experiences	DSL	Designated Safeguarding Lead
ACT	Ann Craft Trust	DSP	Designated Senior Person
ASC	Autistic Spectrum Condition	DV	Domestic Violence
CAMHS	Child and Adolescent Mental Health Services	DVPN	Domestic Violence Protection Notification
CIN	Child in need	DVPO	Domestic Violence Protection Order
CCE	Child Criminal Exploitation	EH	Early Help
CME	Child Missing in Education	EHCPan	Education, Health and Care Plan
CO	Care Order	EI	Early Intervention
CP	Child Protection	EPO	Emergency Protection Order
CPP	Child Protection Plan	FGM	Female Genital Mutilation
CQC	Care Quality Commission	FII	Fabricated or Induced Illness
CSE	Child Sexual Exploitation	FMU	Forced Marriage Unit
CSH	Children who Sexually Harm	GBV	Gender-Based Violence
CSP	Community Safety Partnership	HSB	Harmful Sexualised Behaviour
CWO	Club Welfare Officer	ICPC	Initial Child Protection Conference
DA	Domestic Abuse		
DBS	Disclosure and Barring Service		

ABC

IMCA	Independent Mental Capacity Advocate	PR	Parental Responsibility
IMHA	Independent Mental Health Advocate	PVE	Preventing Violent Extremism
LA	Local Authority	PVG	Protecting Vulnerable Groups
LAC	Looked-After Child	RCPC	Review Child Protection Conference
LADO	Local Authority-Designated Officer	S47 Enquiries	Child protection enquiries to establish whether a child is at risk of significant harm
LPA	Lasting Power of Attorney	SAAR	Safeguarding Adults at Risk
LSAB	Local Safeguarding Adults Board	SAR	Safeguarding Adult Review
LSCB	Local Safeguarding Children Board	SCR	Serious Case Review
MAM	Multi Agency Meeting	SENCO	Special Educational Needs Coordinator
MAPPA	Multi Agency Public Protection Arrangements	SIRI	Serious Incident Requiring Investigation
MASH	Multi Agency Safeguarding Hubs	SR	Safer Recruitment
MCA	Mental Capacity Act 2005	SWO	Sports Welfare Officer
MSP	Making Safeguarding Personal	SWP	Safer Working Practice
OPG	Office of the Public Guardian	TAC	Team Around the Child
PALS	Patient Advice and Liaison Service	TAF	Team Around the Family
PIPOT	People In Position Of Trust	UASC	Un-accompanied Asylum Seeking Child
PoT	Position of Trust	VAWG	Violence against Women and Girls
PPO	Police Protection Order	YOT	Youth Offending Team

We want to make sure our content is relevant and helpful to all our users, and we review this document at regular intervals.

This document was last updated on 01/05/2025.
The information provided was accurate to the best of our knowledge at the time of review.

Please send any feedback to
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