



Safeguarding Policy



Adoption Statement

Herts Sports Partnership believes that the welfare and safety of children and young people is of paramount importance, and that all children and young people have the right to protection from abuse and to take part in sport without risk of harm.

This Policy and the related Procedures have been formally adopted by the Herts Sports Partnership in November 2007, and will be reviewed in November 2010 or earlier if there is a major change in the organisation or in relevant legislation.

Grahame Bowles
Chair, Herts Sports Partnership

14th November 2007

Christine Neyndorff
Director, Herts Sports Partnership

14th November 2007

This policy is available in other formats upon request. Please contact the Herts Sports Partnership on 01707 284229 or info@sportinherts.org.uk

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Herts Sports Partnership is a countywide Partnership that brings together key local, regional and national organisations to develop sport within Hertfordshire. The Partnership's main aims are to maximise sporting participation and to promote sporting excellence.

1. Introduction

1.1 Safeguarding and Herts Sports Partnership

These are the Safeguarding Policy and Procedures to be used by all individuals directly employed by or volunteering for Herts Sports Partnership. It is the responsibility of all Herts Sports Partnership employees/volunteers to implement the procedures. Any disciplinary processes against Herts Sports Partnership personnel will be handled in accordance with the host: University of Hertfordshire's Code of Personnel Practice.

Where individuals are employed by or volunteering for Partner organisations but delivering activity under the Herts Sports Partnership banner and / or as a Herts Sports Partnership coach, the Child Protection / Safeguarding Policy and Procedures of the Partner organisation will apply. However, as a minimum requirement Partner organisations are expected to:

- Comply with the relevant requirements of this document (grey text boxes)
- Ensure that their own policy and procedures are robust, comprehensive and regularly reviewed
- Promote child protection and safeguarding throughout the work that they do and the services that they deliver

This document aims to:

- Establish clear lines of communication for any safeguarding issue.
- Provide clarification for Partnership Officers, coaches and volunteers.

1.2 Policy Statement

Herts Sports Partnership's Duty of Care:

Herts Sports Partnership recognises that sport can and does have a very powerful and positive influence on young people. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them. Those involved with children in sport can play a vital role by developing an understanding and awareness of safeguarding issues, and in responding to child protection concerns (arising both within and outside the sporting environment).

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

Herts Sports Partnership recognises that we have a duty of care towards young and vulnerable people and can help to protect them from abuse and poor practice. (From Guidelines for Governing Bodies of Sport, Local Authorities, Sports Coach UK / NSPCC.)

Principles

Herts Sports Partnership recognises that:

- The welfare of young people is the primary concern (the Children Act 1989 defines a young person as under the age of 18).
- 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.
- It is the responsibility of the statutory agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of suspicious poor practice and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

1.3 Summary of Herts Sports Partnership's Responsibilities

Herts Sports Partnership will:

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

1.4 Protection of Vulnerable Adults

Although for this policy refers primarily to children and / or young people, the principles and procedures also apply to the protection of vulnerable adults. However, Herts Sports Partnership recognises that the needs of vulnerable adults may be different from those of young people and will endeavour to take this into account where appropriate.

2. The Legal Framework

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

2.1 The Children Acts 1989 and 2004

The Children Act 2004 provides county councils (social care services departments) and others with powers and duties to protect children.

There are a number of general principles, which need to be borne in mind when considering any part of the legal framework. The child's welfare is of paramount importance.

Under section 47 of the Children Act 1989, a Local Authority (i.e. Social Care Services department) must make enquiries regarding a child's welfare (investigate) where:

The Authority has reasonable cause to suspect that a child living, or found in their area, is suffering, or is likely to suffer, significant harm.

The enquiries will enable the Local Authority (Social Care Services) to decide whether they should take any specific action to safeguard and/or promote the child's welfare.

It is very important that all investigations into such matters are conducted in accordance within Hertfordshire Safeguarding Children Board Policy and Procedures (see <http://www.hertsdirect.org/caresupport/childfam/childprotection/acpc/procedures/>) and in a manner that will not prejudice any further action such as a criminal prosecution. For this reason, if you become aware of something that may need further investigation, do not attempt to investigate the matter yourself. **All investigations will be carried out by the Police / Social Care Services and will be in accordance with Hertfordshire Safeguarding Children Board guidelines.**

2.2 The Protection of Children Act 1999

The Protection of Children Act 1999 has four principle objectives:

1. To place the previous Department of Health's Consultancy Index (a list of people who are considered to be unsuitable to work with children) on a statutory basis and to require certain child care organisations to refer the names of anyone considered unsuitable to work with children for inclusion on the new list (called the Protection of Children Act List)
2. To provide rights of appeal against the Protection of Children Act List and the Department for Education and Skills List 99
3. To require regulated child care organisations to check the names of anyone they propose to employ in posts involving regular contact with children against both Departmental lists and not to employ them if they are listed
4. To allow the Criminal Records Bureau to act as a central access point for criminal records information and the above two lists

2.3 Other Documentation

Herts Sports Partnership will ensure that its policy and procedures follow the guidance given in relevant Government documents, including:

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

3. Recruitment and Selection

3.1 Applications and Interviews

Open recruitment will be carried out for all posts in accordance with University of Hertfordshire's procedures. This will include requiring applicants to complete an application form, and holding formal interviews. Those involved in the recruitment process should pay particular attention to anything that may require further investigation from a safeguarding perspective, and should follow

this up at interview, i.e. gaps in employment / education history, if the applicant has not given their current / most recent employer as a referee or if anything else does not seem to 'add up'. During the interview all candidates should be asked questions to measure their understanding of safeguarding issues and a written record of their interview performance should be made using an Interview Checklist. A list of sample interview questions and an interview checklist template can be obtained from Herts Sports Partnership upon request.

3.2 Induction and Screening of Coaches and Helpers

Any coaches or helpers employed by / volunteering for Herts Sports Partnership are put through a rigorous screening programme. From 01.01.08 this will include:

- Proof of identification (passport, driving licence or similar)
- Verification of coaching and other qualifications (originals)
- Receiving two satisfactory written references, with at least one from someone able to comment on the individual's coaching and at least one from someone able to comment on the individual's suitability to work with children. Additionally, one reference should be from the individual's current / most recent employer.
- Carrying out an Enhanced Criminal Records Bureau check (see 3.2)
- Completion of a Self Disclosure Form (see 3.4)

In addition to this, the induction process includes:

- Asking the individual to sign to say they agree to abide by the Sports Coach UK Code of Practice for Sports Coaches
- Asking the individual to sign to say they agree to follow the Herts Sports Partnership Child Protection Reporting Procedures (the induction pack includes an information sheet (Appendix A, Version One), a reporting form (Appendix B) and a credit card-sized card with reporting information. The full Safeguarding Policy and Procedures document is available on request and on the Herts Sports Partnership website)
- Informing the individual of the requirement to attend recognised Child Protection training (see 4.0 below)

Further information on the induction process is contained within Herts Sports Partnership's Coach Induction Guidance Notes document.

Partner Organisations are required to:

Use the above screening checks and induction procedures for all coaches / helpers that they employ or use as volunteers to deliver activity under the Herts Sports Partnership banner

Partner Organisations are encouraged to:

Use the above screening checks and induction procedures for all other coaches / helpers that they use to deliver any other programmes not linked to Herts Sports Partnership

3.3 Criminal Records Bureau (CRB) Checks

The University of Hertfordshire Human Resources department will conduct the required Enhanced Criminal Records Bureau checks before commencement of employment. If the CRB check discloses any information about previous convictions, offences etc. the Human Resources department will contact the Line Manager, and they will jointly assess the relevance of this information to the successful performance of the post and will make a recruitment / deployment decision. It is important to note that University of Hertfordshire will not discriminate unfairly against the applicant on the basis of information derived from a disclosure. Instead only those offences that are relevant to the role will be considered in assessing an individual's suitability for the job. Hence, the existence of a criminal record will not automatically render an individual unsuitable for work with children. However the safety of vulnerable individuals is paramount and offences involving drugs, sex, violence or dishonest will be examined very seriously.

If the CRB Check does not disclose any information, the Line Manager will be informed that the individual has been cleared to commence employment. Work should not be undertaken until a

satisfactory check has been completed. However, it is recognised that occasionally it may be necessary for this to occur. In this situation, the employee/volunteer must sign a satisfactory Self Disclosure Form (see 3.4) and their duties must be restricted to accompanied access to children, under the supervision of another individual who has already been satisfactorily screened (including an Enhanced CRB check). This will continue until satisfactory responses to the CRB checks have been received, upon which their employment will be confirmed. Obviously, if the checks are unsatisfactory, employment will be terminated, and this will be made clear to the individual before employment commences.

3.4 Data Protection and Confidentiality – CRB Disclosures

Any information from the CRB will be stored, handled, used, retained and disposed of by University of Hertfordshire's Human Resources Department to comply with the CRB Code of Practice and the Data Protection Act 1998. For more details please refer to the University's HR Handbook.

3.5 Self Disclosure Forms

From 01.01.08 all coaches / helpers employed by or volunteering for Herts Sports Partnership will be required to complete a Self Disclosure form (Appendix E), which requires them to provide information about any convictions, cautions, bindovers, suspensions, formal warnings, reprimands and pending court cases. Under the Rehabilitation of Offenders Act 1974, most convictions etc. become 'spent' after a certain period (which differs in length depending on the gravity of the offence) and organisations are usually only able to ask about 'unspent' convictions. However, if a role involves working closely with or having responsibility for young people, it is exempt from this requirement and ALL convictions etc. need to be declared.

A Self Disclosure Form may provide similar information to an Enhanced CRB Disclosure. However, there are two main reasons for using a Self Disclosure Form as well as carrying out CRB checks:

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

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

The assessment will take into account:

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

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

3.6 Data Protection and Confidentiality – Self Disclosures

Information provided on a Self Disclosure Form must be only be disclosed to those who are involved in the assessment of the information, i.e. the Line Manager, Herts Sports Partnership's Child Protection Officers and possibly University of Hertfordshire's Human Resources Department. The information will only be used for the specific reason for which it was collected, and not passed on to any other organisations / individuals.

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

3.7 One-off Events

Herts Sports Partnership recognises that when using volunteers to assist with events on a one-off basis, it is not always practical to follow all of the screening procedures outlined above. If this is the case, AS A MINIMUM all individuals must sign a satisfactory Self Disclosure form, and their duties must be restricted to accompanied access to children, under the supervision of another individual who has already undergone screening as outlined in 3.1, including an Enhanced CRB check.

3.8 Other Herts Sports Partnership Members of Staff

If the Job Description of any other members of staff requires them to work with / have responsibility for children and / or young people, or to line manage those with these roles, then they will be subject to the relevant screening checks listed in 3.1 prior to employment. All officers are provided with a copy of the Policy and given brief training on its key elements.

4. Training

All employees and volunteers who work with children (including Officers) will receive training in recognising and understanding possible signs of child abuse and know what steps need to be taken to provide child protection. This will involve attending a three-hour Sports Coach UK 'Safeguarding and Protecting Children' workshop, SAFE training or other CPSU-recognised training (unless the individual has already attended such training). The requirement to attend this training within six months of induction will be explained at time of induction. Places on the Sports Coach UK workshop are subsidised by Herts Sports Partnership for inducted coaches / volunteers.

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

5. Protecting Children

5.1 Good Practice Guidelines

This section is an extract from a document entitled: Child Protection Policy and Implementation procedures: Guidelines for Governing Bodies of Sport and Local Authorities.:

All personnel in sport should be encouraged to demonstrate exemplary behaviour in order to promote the welfare of children and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate within sport:

5.1.1 Good Practice Means:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating all young people/disabled adults fairly, 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/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- ensuring that if mixed teams are taken away, a male and female member of staff should always accompany them. (NB however, same gender abuse can also occur.)
- ensuring that at tournaments or residential trips, adults should not enter children's rooms or invite children into their rooms
- 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 and disabled adults – avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to acting *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- awareness of any medicines being taken by participants, or existing injuries
- keeping a written record of any injury that occurs, along with the details of any treatment given

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

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

Physical contact should:

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

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

5.1.2 Practices to be Avoided

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

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

5.1.3 Practices Never to be Sanctioned

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

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

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

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

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

5.2 Code of Ethics and Conduct

Herts Sports Partnership coaches / helpers are required to sign up to the Sports Coach UK Code of Practice for Sports Coaches as part of the induction process. The Code encourages the following four principles:

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

Taken from Code of Practice for Sports Coaches, The National Coaching Foundation (2005)

5.3 Guidelines for use of Photographic / Filming Equipment at Herts Sports Partnership Events

Parental consent will be requested on all Partnership activity registration forms concerning photography and any subsequent use for publicity / promotion will not include details of individuals

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

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

All other spectators wishing to use photographic/film/video equipment should register their intent with the event organisers on the day of the event.

A record will be made of the individual's name and address (and organisation if appropriate). On registering, we will issue an identification label, which will highlight those who have accreditation.

Public Information:

The specific details concerning photographic/video and filming equipment will, where possible, be published prominently in event programmes and announced over the public address system prior to the start of the event. The wording will read "In line with Herts Sports Partnership's Safeguarding Policy, we request that any person wishing to engage in any form of photography should register their details with staff at the registration / information desk before carrying out any such photography."

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

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

6. Types of Child Abuse

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

6.1 Physical Abuse

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

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

6.2 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or prevention the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

6.3 Sexual Abuse

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

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

6.4 Neglect

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

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

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

7. Recognising Signs of Abuse

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

The following information will help you to be more alert to the signs of possible abuse:

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

7.1 Physical Abuse

The following is not a comprehensive or definitive list, but it provides a guide to the more common non-accidental injuries, which may indicate situations where more expert advice should be sought.

Clusters of signs may be more important than any one sign on its own. Much depends on the answers you receive to questions you may have asked to make sense of what has been seen or reported.

Bruises

- Symmetrical bruised eyes are rarely accidental, although they may occur where there is an injury to the head or nose and blood seeps from the injury site to settle in the loose tissue around the eye (striking as discipline, expecting performance above a child's development level etc.). A single bruise may be the result of an accident or abuse.
- Bruising in or around the mouth (especially in small babies).
- Grasp marks on arms - or chest of a small child.
- Finger marks (e.g. you may see 3-4 small bruises on one side of the face and one on the other).
- Bruising on opposite sides of the body is rarely accidental.
- Outline bruising (e.g. belt marks, handprints).
- Linear bruising (particularly on the buttocks or back).
- Bruising on soft tissue with no obvious explanation.
- Different age bruising (especially in the same area e.g. buttocks).

Most falls or accidents produce one bruise on a single surface - usually a bony protuberance. A child who falls downstairs generally has only one or two bruises. Bruising in accidents is usually on the front of the body as children generally fall forwards. In addition, there may be marks on their hands if they have tried to break their fall.

Bruising may be difficult to see on a dark skinned child. Mongolian blue spots may be mistaken for bruising. These are purplish-blue skin markings most commonly on the backs of children whose parents are not white.

The following are uncommon sites for accidental bruising:

- back of legs, buttocks (except, occasionally, along the bony protuberances of the spine)
- mouth, cheeks, behind the ear
- stomach, chest
- under the arm
- genital, rectal area
- neck

Bites

These can leave clear impressions of the teeth. Human bites are oval or crescent shaped. If the distance is more than 3 cm across, an adult or older child with permanent teeth must have caused them.

Burns and scalds

It can be very difficult to distinguish between accidental and non-accidental burns. However, remember:

- A responsible adult checks the temperature of the bath before a child gets in.
- A child is unlikely to sit down voluntarily in too hot a bath and cannot accidentally scald its bottom without also scalding its feet.

- A child getting into too hot water of its own accord will struggle to get out again and there will be splash marks.
- Small round burns may be cigarette burns (but may be friction burns, and accidental, if along the bony protuberances of the spine)

Scars

Children may have scars, but notice should be taken of an exceptionally large number of differing age scars (especially if coupled with current bruising), unusual shaped scars (e.g. round ones from possible cigarette burns), or of large scars that are from burns or lacerations that did not receive medical treatment (some medical conditions can cause scarring).

Fractures

A child with a fracture is usually in very considerable pain, and generally will not be moving the part that is fractured. There is usually swelling, and possibly discoloration over the sight of a fracture. However, children sustain fractures relatively easily, and small children may not always be distressed following a fracture. It can therefore be difficult for a parent to be aware that a child has been hurt.

General Points

Some bruises and marks may seem insignificant by themselves but repeated injuries, even of a very minor nature, may be symptomatic of a family in crisis and, if no action is taken, the child may be injured more seriously.

Any organisation caring for a child is entitled to expect a parent to tell them if there is anything wrong with a child. It is important not to investigate under any circumstances. If there is doubt, you should seek advice.

Possible Behavioural Signs:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

7.2 Emotional Abuse

Emotional abuse may take the form of failure to meet a child's need for affection, attention and stimulation (even though good physical care may be provided) or there may be constant verbal abuse, rejection, scape-goating, threats of violence or attempts to frighten the child. Conversely, some parents may be so over-protective and possessive that they prevent normal social contact or normal physical activity. Both states can be difficult to document or evaluate, but may have crippling long-term effects on a child's development.

Children suffering from emotional abuse may exhibit these behavioural symptoms:

- excessively clingy or attention seeking behaviour
- low self esteem
- apathy
- fearful or withdrawn
- constantly seeking to please
- over-ready to relate to anyone, including strangers

7.3 Sexual abuse

Below is a list of behavioural signs which have been known to act as indicators of sexual abuse. However, it is important to realise that many of these signs could equally be indicative of a range of different problems.

There are very few physical signs of sexual abuse and the majority of those will require a medical diagnosis or forensic evidence. Pregnancy and sexually transmitted disease are examples.

Because those who sexually abuse children take great care to ensure that they have the compliance and silence of the child, it is very difficult to know what is happening unless a child tells someone. It is important that anything a child says, which may indicate they have been abused, is taken very seriously and is referred to those who are skilled in the investigation of the abuse of children.

Possible Behavioural Signs:

- Mood changes, tantrums, aggression, sudden school difficulties
- Insecurity
- Sleep and eating disorders
- Poor self-esteem, anxiety, depression, despair
- Withdrawal, secretiveness
- Poor peer relationships
- Lies, stealing, arson
- Running away
- Suicide attempts, self poisoning, self mutilation
- Unexplained money, gifts
- Premature understanding of sex, inappropriate sex play
- Seductive behaviour, promiscuity
- Abuse of solvents, drugs, alcohol

7.4 Neglect

Neglect includes not only poor physical care and inattention to the child's basic needs e.g. for regular feeding, cleanliness and clothing but also a failure to provide the necessary stimulation to sustain behavioural and emotional development.

Warning signs include:

- Poor growth for which no medical cause is found, with a dramatic improvement on normal diet away from home
- Unkempt, dirty appearance
- Medical needs of child not met – failure to seek medical advice for illness, severe untreated nappy rash, missed immunisations
- Development delay
- Lack of social responsiveness
- Self-stimulating behaviour such as head banging or rocking
- Repeated failure to prevent (accidental) injury.

8. Bullying

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

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

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

Bullying can be:

- Physical: e.g. hitting, kicking and theft;

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

There are a number of signs that may indicate that a young person is being bullied:

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

8.1 Action if Bullying is Suspected

If bullying is suspected and the bully(ies) are children, follow the guidance below in the first instance but if this fails to resolve the problem within a short period of time, if the bullying incident is severe in nature (e.g. of a serious offending / criminal nature), or if the bully is an adult, you should report this immediately by following the procedures set out in Section 10.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when)

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

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

9. Poor Practice

Poor practice may occur when an individual fails to follow the Sports Coach UK Code of Conduct for Sports Coaches or the Good Practice guidance in Section 5 above. While it may not be deliberate or constitute abuse as described in Section 6 above, it is still an issue that needs to be addressed as it may have a detrimental effect on the children involved.

Concerns about suspected poor practice should be reported in the same way as abuse (see Section 10 below).

10. What to Do if You Suspect Possible Child Abuse / Poor Practice

10.1 Duty to Refer

There is a duty on all Herts Sports Partnership employees / volunteers to record and report all concerns, no matter how small, relating to the welfare of children. This should be done according to the procedures outlined below.

The Herts Sports Partnership procedures should be used to respond to:

- All allegations of abuse against Herts Sports Partnership staff / volunteers
- Concerns about poor practice involving Herts Sports Partnership staff / volunteers
- Disclosures or concerns arising during a Herts Sports Partnership activity delivered by Herts Sports Partnership staff / volunteers
- A child disclosing 'out-of-sport' abuse / concerns to a Herts Sports Partnership member of staff or volunteer
- Possible abuse observed during a Herts Sports Partnership activity

10.2 Referral Procedures

Note: These procedures are also outlined in a flowchart in Appendix C

10.2.1 Make a careful note of what you see / what you are told, using the Herts Sports Partnership reporting form (Appendix B).

10.2.2 If you need to ask questions of a child / children, do not ask leading questions, only ask open, prompting questions to clarify the nature of the concern, e.g. How did that happen? Listen carefully to anything the child tells you. If you have observed signs of an injury you may ask the child how the injury happened, but do not make the child feel as though they are being interrogated.

10.2.3 Remember, your role is to note and pass information on accurately, not to conduct the early stages of an investigation.

10.2.4 If the explanations offered still cause you concern (e.g. if the explanation for an injury is inconsistent with the signs you have observed, make a careful note of what you have heard and observed and sign and date the form. It is important that the form is hand-written or typed and printed off at the time, not typed up later. Date, time and sign the form.

Always report your concerns if there is ANY possibility that abuse may have taken / may be taking place

10.2.5 Immediately report your concerns to the Designated Person as listed below, forwarding the reporting form to that individual within 24 hours. Do not keep a copy of the reporting form for yourself, and do not discuss the matter or show the form to anyone else unless named above. Make sure the form is sent in a sealed envelope marked Private and Confidential.

10.2.6 In the first instance you should contact the Herts Sports Partnership Lead Child Protection Officer, unless the concern is about the Lead Child Protection Officer themselves:

Lead Child Protection Officer:	John O`Callaghan	01707 281009
		07704 115049

10.2.7 If the Herts Sports Partnership Lead Child Protection Officer is unavailable **and the concern is about a Herts Sports Partnership Employee / Volunteer**, contact the Human Resources Department at University of Hertfordshire:

Human Resources Manager: Kay Robertson 01707 281247 / 07961544860

You should also inform the Lead Child Protection Officer at the earliest possible opportunity.

- 10.2.8 If the Herts Sports Partnership Lead Child Protection Officer is unavailable **and the concern is NOT about a Herts Sports Partnership Employee / Volunteer**, contact one of the Deputy Child Protection Officers. This includes potential abuse taking place outside of the sporting environment, or within the sporting environment but not involving a Herts Sports Partnership employee / volunteer:

Deputy Child Protection Officer:	Graham Keen	01707 281006
		07984 633459
	Carina Page	01707 281004
		07990 555372

Again, you should also inform the Lead Child Protection Officer at the earliest possible opportunity.

- 10.2.9 **If the concern is about the Lead Child Protection Officer**, contact the relevant Human Resources Department at University of Hertfordshire:

Human Resources Manager: Kay Robertson 01707 281247 / 07961544860

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

Social Care Services	Mon – Fri, 0800 – 2000hrs Sat. 0900-1600hrs
	01438 737500/019230471500
	Out of Office Hours 01992 588285
Hertfordshire Police	24-Hour 0845 3300222

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

- 10.2.11 Child protection matters must not be investigated by Herts Sports Partnership employees/volunteers. However, you may be asked to take part in a strategy discussion if Social Services consider that there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.

10.2.12 If you are initially uncertain what to do, the Child Protection Officers named above are able to offer advice and support and will discuss concerns with you at any point. You may also seek advice from the NSPCC Helpline (0808 800 5000) or from Social Care Services Mon – Fri, 0800 – 2000hrs Sat. 0900-1600hrs 01438 737500/019230471500 (Out of Office Hours, 01992 588285).

However, this should not delay a referral being made in the event of potential abuse.

10.3 Handling Allegations of Abuse / Concerns of Poor Practice Against a Herts Sports Partnership Employee / Volunteer once a Referral has been Made

Once an allegation or complaint has been received by the Lead Child Protection Officer / HR Officer, the relevant University of Hertfordshire procedures will be used. This includes:

- 10.3.1 Liaison between HR and the Lead Child Protection Officer to ensure both parties are aware of the situation. This should be done immediately, but the unavailability of either party

should not cause a delay in referral to Social Care Services (or the Police) under 10.3.5 below.

- 10.3.2 Informing the Line Manager of the individual concerned, within 24 hours of receiving the allegation.
- 10.3.3 Deciding if the matter concerns possible abuse or possible poor practice. This should be a joint decision between the Lead Child Protection Officer and HR, but if either party is unavailable the decision should be made by the other so as not to cause a delay in referral to Social Care Services (or the Police in an emergency) under 10.3.5 below. **If there is any doubt at all about whether the matter concerns possible abuse, Social Care Services will be consulted for advice.**
- 10.3.4 If the matter concerns possible poor practice then the University of Hertfordshire Disciplinary Procedures (and timescales) will be used.
- 10.3.5 If the matter concerns possible abuse, then Social Care Services (or the Police in an emergency) will be informed immediately as well as implementing the University of Hertfordshire Disciplinary Procedures.

In accordance with Working Together to Safeguard Children, HM Government (2006), referral will be made to Social Care Services (or the Police in an emergency) if it is alleged that the individual concerned has:

- Behaved in a way that has harmed 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.

- 10.3.6 The employee or volunteer may need to be suspended from work whilst the matter is investigated. However, this will not be automatic and will take into account the relevant circumstances. In some cases, it may be sufficient to ensure that the employee or volunteer does not have unsupervised access to children.
- 10.3.7 Where Social Care Services (or the Police in an emergency) are informed, any internal investigation or action will not commence until this can be done without prejudicing their procedures. Where internal procedures are underway relating to poor practice and potential abuse comes to light, the internal procedures may be suspended pending Social Care Services / Police action. A decision about immediate disciplinary action (e.g. temporary suspension pending the outcome of Police investigation) will be made in consultation with the statutory agencies involved.
- 10.3.8 Any inappropriate behaviour by an employee that causes harm to a child in the care of Herts Sports Partnership or in the course of an individual's work for Herts Sports Partnership will be treated as a serious disciplinary offence.
- 10.3.9 The Lead Child Protection Officer will make a decision whether to share information with other relevant organisations, following the principles outlined in Section 10.9.1.
- 10.3.10 The Lead Child Protection Officer will record all actions taken above using the Form for Recording Actions Following a Referral (Appendix D), which will then be kept in secure storage (see 10.9.3).

10.4 Handling All Other Allegations of Abuse / Concerns of Poor Practice (i.e. Not Against a Herts Sports Partnership Employee / Volunteer)

- 10.4.1 The Lead Child Protection Officer (or the Deputy if the Lead Officer is unavailable) is responsible for deciding of what course of action to take. This will be done in consultation

with the other Child Protection Officers, with Social Care Services or with the Child Protection in Sport Unit as appropriate. If the Lead Child Protection Officer is unavailable, the Deputy Officer will inform the Lead Officer of the incident and any action taken at the earliest opportunity

10.4.2 If there is ANY doubt regarding whether an incident should be referred to Social Care Services, they will always be contacted and asked for advice

10.4.3 The Lead Child Protection Officer will make a decision whether to share information with other relevant organisations, following the principles outlined in Section 10.9.1.

10.4.4 The Lead Child Protection Officer will record all actions taken above using the Form for Recording Actions Following a Referral (Appendix D), which will then be kept in lockable storage (see 10.9.3)

Partner Organisations are required to:

Ensure that all coaches / volunteers who are used to deliver activity under the Herts Sports Partnership banner are given a copy of the Herts Sports Partnership Child Protection Information Sheet (Appendix A, Version Two), Reporting Form (Appendix B) and Card

Develop and use their own policies and procedures for reporting and handling allegations of abuse / concerns about poor practice against members of staff / volunteers

Ensure that, if any allegations are made about a coach / volunteer who is used to deliver activity under the Herts Sports Partnership banner (i.e. inducted as a Herts Sports Partnership coach), then the Lead Child Protection Officer is immediately informed that the individual is being investigated, and is also informed of the outcome of any disciplinary procedures once an outcome has been reached.

10.5 Responding to a Direct Disclosure from a Child

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

- Do not panic – react calmly so as not to frighten the child
- Acknowledge that what the child is doing is difficult but that they are right to confide in you
- Reassure the child that they are not to blame
- Make sure that, from the outset, you can understand what the child is saying
- Be honest straight away and tell the child you cannot make promises that you will not be able to keep
- Do not promise that you will keep the conversation a secret. Explain that you will need to involve other people and that you will need to write things down
- Listen and believe the child; take them seriously
- Do not allow your shock or distaste to show
- Keep any questions to a minimum, but clarify any facts or words that you do not understand – do not speculate or make assumptions
- Avoid closed questions (i.e. question which invite yes / no answers)
- Do not probe for more information than is offered
- Encourage the child to use their own words
- Do not make negative comments about the alleged abuser
- End the disclosure and ensure that the child is either being collected or is capable of going home on their own (unless they are in immediate danger of abuse from someone at home)
- Do not approach the alleged abuser

Taken from Protecting Children – A Guide for Sportspeople, NCF & NSPCC (2005)

10.6 Support for those Involved in Child Protection Incidents / Allegations

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

10.6.1 Support for the Reporter of Suspected Abuse

Listening to a disclosure from a child or witnessing evidence of abuse / poor practice can be a stressful and upsetting experience, as can making a referral afterwards especially if it is against a colleague.

Herts Sports Partnership recognises that individuals may require support in the aftermath of involvement with a child protection incident. Counselling is available for employees / volunteers of Herts Sports Partnership through University of Hertfordshire (see the University of Hertfordshire HR Handbook – Managing Stress at Work section) and the Council also operates a 'Listeners Network', a network of trained employees who will provide non-judgemental, confidential help. For details of Listeners, see posters around the Council offices or WIRED (HR A-Z section)

Additionally, any concerns about making an allegation against a colleague are covered by the University of Hertfordshire Whistleblower Policy, and Herts Sports Partnership will fully support any individual that makes an allegation in good faith against a Herts Sports Partnership employee / volunteer

10.6.2 Support for the Child(ren) / Parent(s) involved

Social Care Services are able to advise on the support available for those affected either directly or indirectly by child abuse. Additionally, The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: www.bacp.co.uk.

10.6.3 Support for Herts Sports Partnership Staff / Volunteers Accused of Abuse / Poor Practice

Any allegations against Herts Sports Partnership members of staff or volunteers will be dealt with within the strict guidelines of the University of Hertfordshire Disciplinary Procedures, unless advised otherwise by Social Care Services or the Police. All information will be dealt with in the strictest confidence (see 10.9 below) and the individual will be able to access counselling through University of Hertfordshire (see 10.6.1 above)

10.7 Sharing Concerns with Parents

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

However, you SHOULD NOT share concerns with a parent or carer if it may place the child at greater risk, i.e. the parent or carer may be responsible for the abuse. If this is the case, report your concerns following the procedures outlined in Section 10.2 above and Social Care Services will advise the Child Protection Officer whether or not to contact the parents.

10.8 Provision of Advice

Occasionally you may be asked to give advice on safeguarding or child protection matters. Refer these queries to the Herts Sports Partnership Lead Child Protection Officer (or one of the Deputy Officers if the Lead Officer is not available), or to Social Care Services. The Lead / Deputy Child Protection Officer will keep a written record of what advice was given using the Record of Advice Form in Appendix F, which will be securely stored by the Lead Child Protection Officer (Deputy

Child Protection Officers should forward their completed Record of Advice Forms to the Lead Child Protection Officer within 24 hours).

10.9 Confidentiality

10.9.1 Sharing Information with other Organisations

Sometimes, it is only when information from several sources has been shared and combined that it becomes clear that a child is at risk. Personal information about children and their families will usually be confidential and should not be disclosed to a third party without the consent of the subject. **However, the law allows for the disclosure of confidential information where this is necessary to safeguard a child or children in the public interest.**

Disclosure of confidential information must be justifiable in each case, according to the particular facts of the case and must be limited to those people who need to know in order to take appropriate action. Herts Sports Partnership employees / volunteers can supply personal information to other bodies such as Social Care Services or the Police – refer to 'What to do if you are Worried a Child is being Abused', DoH (2003).

When a complaint, allegation, positive CRB check or positive Self Disclosure Form concerns a coach or helper, it is possible that this individual may be coaching for other local organisations such as Local Authorities, School Sport Partnerships or sports clubs. If this is the case, it may be appropriate to share information with these organisations. However, before doing so careful consideration needs to be given regarding whether there is a legitimate reason for sharing this information.

Herts Sports Partnership has adopted the Information Sharing Protocol for Sport compiled by the CPSU. Please refer to the Protocol for full details. However, the basic principles are outlined below:

- The decision to share information will be made by the Lead Child Protection Officer (or one of the Deputy Child Protection Officers if the Lead Officer is unavailable), who will normally seek advice from Social Care Services. The CPSU or SAFE may also be approached for advice
- No other employee / volunteer of Herts Sports Partnership should take it upon themselves to share information with anyone unless this is under the referral procedures outlined in 10.2 or 10.4
- **Where a concern has been reported to Social Care Services or the Police, they will be consulted before information is shared with any other organisation, and they will also be made aware of all the other organisations an individual is known to coach for**
- The decision whether to share information will be based on the level of concern and on whether there is a reasonable belief that there would be an increased risk to a child / children if the information was not shared (i.e. whether it is in the public interest to share this information)
- The only information that will be shared is that which is necessary to inform an organisation of the potential risk to children
- When the information relates to a positive CRB disclosure or Self Disclosure, the only information to be shared will be the fact that, through standard screening checks, the individual was deemed unsuitable to work with young people
- Information will only be shared with organisations for whom individual is known to be currently coaching
- Information will only be shared with the individual in each organisation who has nominated responsibility for Child Protection / Safeguarding
- If an individual is coaching for a club or county association and / or holds a National Governing Body qualification then the nominated officer within the NGB will be informed in the first instance (rather than the local organisations), although they may then advise the Lead Child Protection Officer to contact the local organisation(s)
- Consent to share information will usually be sought from the individual concerned, unless this would increase risk of harm. Advice should normally be sought from Social Care Services and / or the Police before seeking consent. However, if consent is not given information can still be

shared if it is believed that this would be in the public interest, i.e. there is believed to be an increased risk if the information is not shared

- A record will be kept by the Lead Child Protection Officer about the reasons for the decision whether to share information or not and, if relevant, what information has been shared and with whom (Appendix D)

Partner Organisations are encouraged to:

Adopt the above principles for sharing information with other local / national organisations, including Herts Sports Partnership.

10.9.2 Dealing with Complaints

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

10.9.3 Storing Information

The storage of CRB and Self Disclosure information is outlined in Sections 3.3 and 3.5 above. All other written information (Reporting Forms and Record of Advice Forms) will be stored securely by the Lead Child Protection Officer, with no electronic records being kept. Access will be restricted to the Herts Sports Partnership Child Protection Officers, to the Human Resources Department of University of Hertfordshire (if appropriate) and to Social Care Services or the Police

Child Protection

What to do if you have any concerns

Included in your Coach Induction Pack is the Sports Coach UK 'Code of Practice for Sports Coaches'. This provides information about good coaching practice. As a Herts Sports Partnership Coach, you will also be required to attend a Sports Coach UK workshop on 'Safeguarding and Protecting Children' or other accredited training.

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

- 1. Using the form overleaf, note down what has been said / witnessed, but remember – it is not your responsibility to investigate the situation**
- 2. Report your concerns IMMEDIATELY to the Herts Sports Partnership Lead Child Protection Officer. They will decide what needs to be done and who needs to be informed:**
John O`Callaghan: 01707 281009 or 07704 115049
- 3. If you cannot get hold of the Lead Child Protection Officer and the concern is about a member of Herts Sports Partnership staff, then contact one of University of Hertfordshire's Human Resources Managers:**
01707 281247 / 07961 544860
- 4. If you cannot get hold of the Lead Child Protection Officer and the concern is NOT about a member of Herts Sports Partnership staff, then contact one of the Herts Sports Partnership's Deputy Child Protection Officers:**
Graham Keen 01707 281006 or 07984 633459
Carina Page 01707 281004 or 07990 555372
- 5. In an emergency, contact Hertfordshire Social Care Services on 01438 737500 /01923 471500 (Mon–Fri, 0800–2000 hrs. Sat. 0900-1600hrs) or 01992 588285 (out of hours), or Hertfordshire Police on 0845 3300222**
- 6. If you want general advice about these issues, you can also contact the NSPCC Helpline on 0808 800 5000**

If you have any concerns during your coaching OUTSIDE of the Herts Sports Partnership programme, you should:

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

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

A copy of Herts Sports Partnership's Safeguarding Policy is available on request from John O`Callaghan or on the Herts Sports Partnership website (www.sportinherts.org)

Child Protection

What to do if you have any concerns

Included in your Coach Induction Pack is the Sports Coach UK 'Code of Practice for Sports Coaches'. This provides information about good coaching practice. As a Herts Sports Partnership Coach, you will also be required to attend a Sports Coach UK workshop on 'Safeguarding and Protecting Children' or other accredited training.

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

1. **Using the form overleaf, note down what has been said / witnessed, but remember – it is not your responsibility to investigate the situation**
2. **Report your concerns IMMEDIATELY to your Coach Manager. They will decide what needs to be done and who needs to be informed:**
[insert name and contact details of Coach Manager]
3. **If you cannot get hold of your Coach Manager, report your concerns IMMEDIATELY to the Herts Sports Partnership Lead Child Protection Officer:**
John O`Callaghan: 01707 281009 / 07704 115049
4. **If you cannot get hold of the Lead Child Protection Officer, then contact one of Herts Sports Partnership's Deputy Child Protection Officers:**
Graham Keen 01707 281006 or 07984 633459
Carina Page 01707 281004 or 07990 555372
5. **In an emergency, contact Hertfordshire Social Care Services on 01438 737500 (Mon–Fri, 0800–2000hrs. Sat.0900-1600hrs) or (out of hours) 01992 588285, or Hertfordshire Police on 0845 3300222**
6. **If you want general advice about these issues, you can also contact the NSPCC Helpline on 0808 800 5000**

If you have any concerns during your coaching OUTSIDE of the Herts Sports Partnership programme, you should:

7. **Note down your concerns, using the form overleaf if you wish**
8. **Report them to your Coach Manager or your club's Child Protection Officer**
9. **If this is not possible, contact Hertfordshire Social Care Services or Hertfordshire Police**

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

A copy of Herts Sports Partnership's Safeguarding Policy is available on request from John O`Callaghan or on the Herts Sports Partnership website (www.sportinherts.org)

Appendix B – Reporting Form

FORM FOR RECORDING ALLEGATIONS OR CONCERNS ABOUT CHILDREN

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

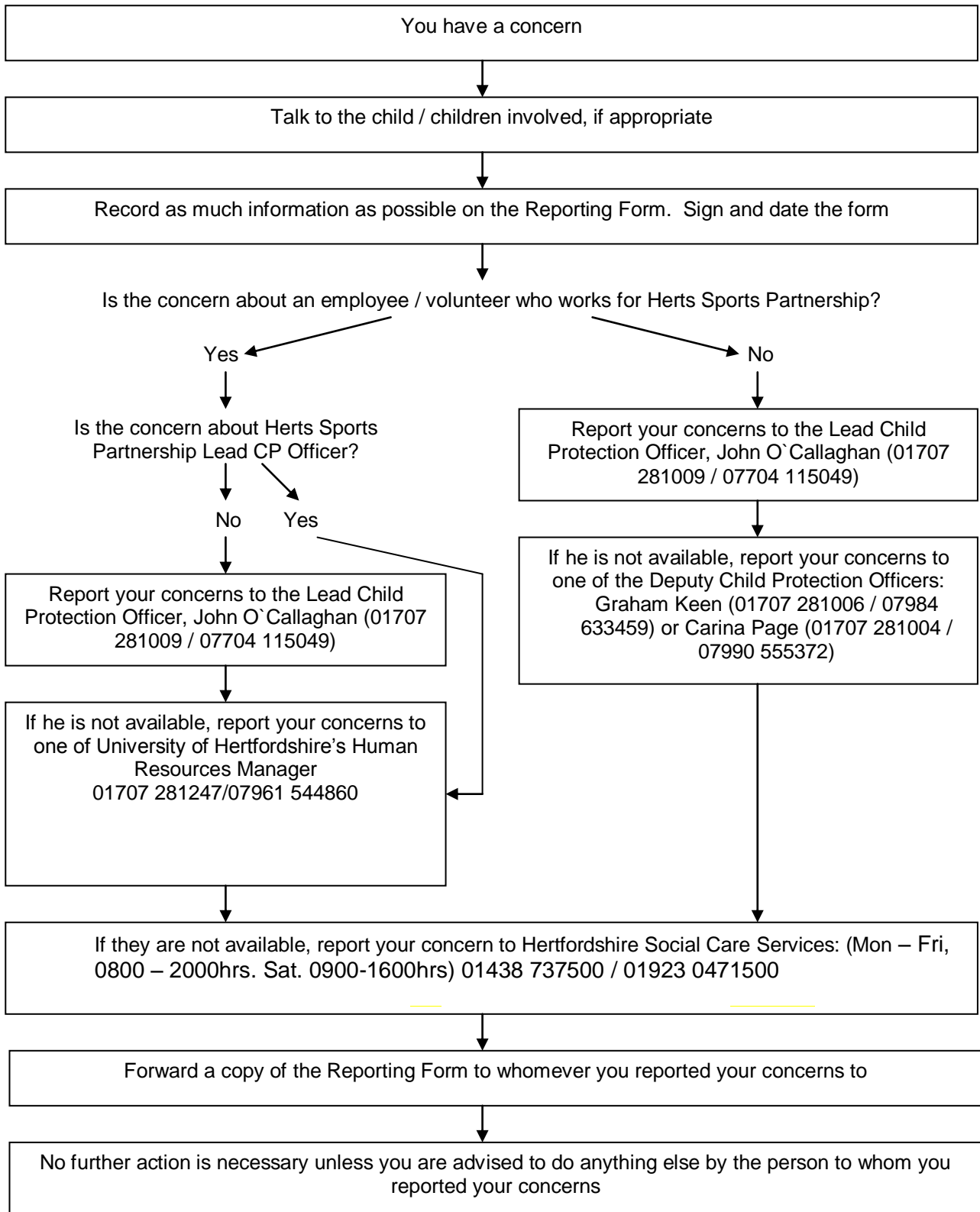
REMEMBER – your job is not to investigate, but to record accurately all information you receive or signs and symptoms you observe. Only fill in the details you know.

Child's details (name, address, contact number, age / DOB etc.):	Child's parents or guardian's details, including contact number (where known):	Details of person reporting suspicion / allegation / concern to you, including contact number (this may be the child):
Describe what the suspicion/allegation/concern is here (using child's words where possible):		
Describe fully any signs, symptoms you or others have observed (include here what the child has told you):		
<u>Where</u> did this occur (as far as you know)?		
<u>When</u> did this happen (as far as you know)?		
If some earlier signs/symptoms were noticed before today, <u>when and where</u> was this?		
Record details of anyone else who may have been present or have relevant information:		
Record who has been informed (this includes who was informed using the Herts Sports Partnership referral procedures, and whether the parents / carers have been consulted) and any actions agreed:		
Signed:	Date and Time:	
Job title:	Telephone Number:	

SEND OR HAND THIS FORM (in envelope marked Private & Confidential, and within 24 hours) TO THE PERSON TO WHOM YOU INITIALLY REPORTED YOUR CONCERNS:

NORMALLY, THIS WOULD BE JOHN O'CALLAGHAN, LEAD CHILD PROTECTION OFFICER, HERTS SPORTS PARTNERSHIP, HERTFORDSHIRE SPORTS VILLAGE, HATFIELD BUSINESS PARK, HATFIELD, HERTS, AL10 9EU

Appendix C – Flowchart for Reporting Concerns



Appendix D - Form for Recording Actions following a Referral

Please refer to the procedures outlined in the Safeguarding Policy (especially Sections 10.3, 10.5 and 10.10.1 before taking any action

1. Details of person receiving referral information

Name	
Position (delete as appropriate)	Herts Sports Partnership Lead Child Protection Officer / Herts Sports Partnership Deputy Child Protection Officer

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

Possible Abuse	<input type="checkbox"/>	Possible Poor Practice	<input type="checkbox"/>
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Please give the reasons for this decision, including details of any organisations (including names of individuals) that you asked for advice in order to make this decision. This may include Hertfordshire Social Care Services (or Hertfordshire Police), CPSU, University of Hertfordshire's HR Department etc. Please also include the date(s) these organisations were contacted:

3. Possible Poor Practice

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

4. Possible Abuse

If the matter concerns possible abuse, please give details of the person within Social Care Services that the matter was referred to, and any further actions that you were advised to take:

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

5. Sharing Information

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

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

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

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

Was the individual concerned informed that you intended to share this information?
Yes / No
If Yes, did they consent to the sharing of this information? Yes / No

6. Please record any other relevant information below

[Empty box for recording other relevant information]

Signed: _____ **Date:** _____

Appendix E – Self Disclosure Form

Self Disclosure Form – Part One

Name of Organisation	
Role within Organisation (existing role, or role you are being considered for, as appropriate)	
Full Name	
Any names used previously (i.e. maiden name)	
Date of Birth	
Gender (male / female)	
Current Address	
Previous Addresses (if you have lived at your current address for less than five years, please include all previous addresses for that period)	
Contact Number	

Self Disclosure Form – Part Two

In order to protect young people within sport, the role for which you are being considered is exempt from the Rehabilitation of Offenders Act 1974. This means that you are required to provide details of all convictions, cautions, bindovers, suspensions, formal warnings and reprimands, even if they would otherwise be considered 'spent'. This includes motoring-related offences and pending court cases. Any information declared will remain confidential and will be considered only with regards to its relevance to your role within the club.

Please answer the following questions, then sign and date the form

Have you ever been convicted, cautioned, bound over, suspended, formally warned or reprimanded, or do you have any pending court cases?

Yes / No (delete as appropriate)

If 'Yes', please supply details below, including the nature of the offence, the date and the sentence imposed:

Do you know of any reason why you should not work directly with children, or in an environment where children are present (i.e. are you known to any Social Care Services Department as being an actual or potential risk to children, have you had a disciplinary sanction from another club, Governing Body or other organisation relating to child welfare etc.?)

Yes / No (delete as appropriate)

If 'Yes', please supply details below:

I declare that the information above is correct, and I agree to inform Herts Sports Partnership's Lead Child Protection Officer within 24 hours if I am subsequently arrested or investigated in relation to Child Welfare concerns, and within 7 days if any other information in Part Two changes. I understand that provision of false information or failure to provide updated information is a disciplinary offence.

Signed: _____

Date: _____

Appendix F – Record of Advice Form

Details of person giving advice

Name	
Job Title	
Contact Number	
Date Advice Given	

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

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

Details of what question was asked or what advice was requested

--

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

--

Send or hand this form (in an envelope marked 'private and confidential' to the Herts Sports Partnership Lead Child Protection Officer, John O`Callaghan, Herts Sports Partnership, Hertfordshire Sports Village, de Havilland Campus, Hatfield Business Park, Hatfield, Herts, AL10 9EU

Appendix G – Role Description for Herts Sports Partnership Lead Child Protection Officer

The Herts Sports Partnership Lead Child Protection Officer is responsible for:

- Leading on the development and implementation of Herts Sports Partnership's Safeguarding Policy and Procedures
- Ensuring that all relevant staff receive training on the Policy and Procedures
- Ensuring that the Policy and Procedures are updated as necessary
- Leading on the promotion of good safeguarding practice across the wider Partnership, including promoting the adoption of the guidance within the Partnership's Safeguarding Policy or similar
- Keeping their Child Protection and Safeguarding knowledge up-to-date and as comprehensive as possible, through attendance at relevant meetings and training
- Acting as the lead contact for Herts Sports Partnership on all matters relating to child protection and safeguarding. This will include contact with:
 - Other members of the Herts Sports Partnership team
 - Other Partner Organisations
 - The wider sporting community
 - The general public
 - Social Care Services / the Police
 - Other Child Protection organisations such as the CPSU, LSCB and SAFE
- Representing Herts Sports Partnership on the Regional Child Protection Group
- Disseminating relevant information to the Herts Sports Partnership team and wider Partnership, including:
 - Training opportunities
 - Information gained from training attended by the Lead Officer themselves
 - Changes to legislation
 - New guidance from the CPSU
- Providing advice upon request to any individual / organisation, and recording the details of this advice on a Record of Advice Form
- Receiving and acting upon any reported Child Protection concerns. This includes:
 - Deciding when to refer to Social Care Services / the Police
 - Deciding when it is appropriate to share information with other organisations
 - Seeking advice from Social Care Services, the CPSU or University of Hertfordshire's HR Department as appropriate before making either decision
 - Ensuring that all of the above follows the procedures outlined in the Safeguarding Policy
- Ensuring that all Child Protection Reporting Forms and Record of Advice Forms are stored securely and are only made available to others on a 'need to know' basis
- Ensuring that Herts Sports Partnership achieves the Intermediate Level of the Standards for Safeguarding and Protecting Children in Sport by 31st March 2007 and the Final Level of the Standards by 31st March 2008
- Arranging for the Partnership's Deputy Child Protection Officers to take over the Lead role if the Lead Officer is planning to be on leave / absent for a substantial period of time

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

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

Appendix H – Role Description for Herts Sports Partnership Deputy Child Protection Officer

The Herts Sports Partnership Deputy Child Protection Officers are responsible for:

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

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

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

Appendix I – Useful Contacts

Herts Sports Partnership

John O`Callaghan (Lead Child Protection Officer)
Graham Keen (Deputy Child Protection Officer)
Carina Page (Deputy Child Protection Officer)

www.sportinherts.org

01707 281009 / 07704 115049
01707 281006 / 07984 633459
01707 281004 / 07990 555372

Hertfordshire Social Care Services

Hertfordshire Police

01438 737500 / 01923737402
0845 330 0222

The Child Protection in Sport Unit (CPSU)

Nick Slinn (CPSU National Development Officer)

0116 234 7278 / 7280

www.thecpsu.org.uk

0116 234 7289 / 07968 889024

The Safeguarding Children Partnership (SAFE)

Rosie Carter (Director)

01379 678961

www.oursafesite.org.uk

www.safenationalstandard.co.uk

01449 677497 / 07974 703554

Hertfordshire Safeguarding Children Board

01992 588285

NSPCC Helpline

0808 800 5000
www.nspcc.org.uk

ChildLine

0800 1111
www.childline.org.uk