



## London Sport Safeguarding Children and Young People Policy

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## Forward

London Sport provides a strategic lead in the delivery of sport and physical activity within London. The Partnership consists of a range of different partners including Local Authorities, School Sports Partnerships, National Governing Bodies of Sport, sports clubs and a range of other strategic and delivery organisations. Through collective working and a joined up strategic approach, the Partnership's primary aim is to increase participation rates, which are sustainable and provide long-term health and social benefits for local people across London.

As a lead strategic agency, London Sport is firmly committed to ensuring that all children and young people enjoy sport and physical activity opportunities to a high standard and in a safe environment. This policy does not include scope for ensuring the welfare of Vulnerable Adults; a separate policy was developed in 2017.

The role of London Sport is firmly situated at a strategic level with an emphasis on facilitating, enabling and supporting local partners to provide opportunities, rather than providing direct delivery. As a result, the emphasis of this policy will reflect the strategic role of London Sport.

In the context of safeguarding and the implementation of this policy, the Partnership will have a clear role in the following areas:

The promotion of good practice (minimum safeguarding standards) at an operational level

Provision of advice and support for partner organisations

Signposting (eg training opportunities)

Influencing and advocating at a strategic level

Ensuring the sub-contracting of any activities are protected through clear guidelines on safeguarding children within a signed agreement

Sport can and does have a very powerful and positive influence on people, especially 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.

London Sport has worked closely with the NSPCC Child Protection in Sport Unit (CPSU) to ensure that it meets the requirements of the Standards for Safeguarding and Protecting Children in Sport. London Sport has developed this Policy which is endorsed by the Board, who are committed to the annual review of this document. The review will be led by the Child Protection Officer in conjunction with all relevant staff and the Board.

This document provides guidelines that outline London Sports approach to Safeguarding and Protecting Children and Young people. London Sport's approach Safeguarding is based on the principles recognised within the UK and International legislation and Government guidance. The document works to the guidance within the London Child Protection Procedures (2007) and Working Together (2015) and has taken into consideration: The Children Act 1989, The

Children Act 2004, Working Together to Safeguard Children (HM) 2006 & 2010, The Human Rights Act 1998 and the United Nations Convention on the Rights of the Child 1990.

## Acknowledgement

London Sport would also like to thank the NSPCC Child Protection in Sport Unit and in particular Nick Slinn for their support and guidance.

We would also like to thank all our partner organisations who are fully committed to the welfare of children and young people

## Policy Definitions

<b>Abuse</b>	means significant harm as more specifically set out in section 2, pg 10 & 11
<b>Codes of Conduct</b>	means codes of conduct developed or adopted and issued by London Sport as set out in Appendix 1
<b>Discrimination</b>	means a form of harassment
<b>Employee or Volunteer</b>	means a person currently elected, appointed or holding a position, whether in the form of employment, contract or otherwise, paid or unpaid (includes coaches, officials, referees, umpires and volunteers)
<b>Harassment</b>	occurs when a person, to whom this Policy applies, is subject to offensive, abusive, belittling or threatening behaviour and which is directed at a person or a group of people because of a particular characteristic/s of that person or group of people
<b>DLSO/DDLSO</b>	Designated Lead Safeguarding Officer – The Partnership’s Designated Officer who is the lead contact and has responsibility for safeguarding issues. Deputy Designated Lead Safeguarding Officer- will be the designated Lead Officer in his absence.
<b>DBS Check</b>	means a Disclosure and Barring Service check which comprises a search of several national databases for information relevant to assessing the suitability of a person to work with children
<b>Parents</b>	used as generic term to represent parents, carers and guardians unless otherwise stated
<b>Person of Concern</b>	means a person whose reported or alleged behaviour has raised concerns about a child/children’s welfare, whether or not this resulted in a criminal conviction
<b>Preferred Applicant</b>	means a person short listed for a position, whether in the form of employment, contract or otherwise, paid or unpaid



<b>Barred Person</b>	means a person who is barred from working within regulated activity with children
<b>Sport</b>	refers to the definition of Sport by the Council of Europe European Sports Charter 1993
<b>Their Nominee</b>	means the person who is empowered to act in the CEO's absence
<b>Child or Young Person</b>	is defined as 0 – 18 or 0 – 19 if disabled (The Children's Act 1989) and when using the term child within this policy. The good practice guidelines and reporting structures advocated should apply equally to vulnerable adults
<b>CPSU</b>	Child Protection in Sport Unit
<b>NSPCC</b>	National Society for the Prevention of Cruelty to Children
<b>LSCB</b>	Local Safeguarding Children Board



## **Section 1: Introduction and Policy**

### **1.1. Policy Statement**

Our responsibility under the terms of Working Together to Safeguarding Children guidance 2015, the Race Relations Act 1976, Sex Discrimination Act 1975, the Children Act 1989 and 2004 and the Disability Discrimination Act 1995, seeks to enable every child who participates in an activity in London, to do so in a fun, safe and friendly environment and be protected from harm.

All staff and Board members involved with London Sport, whether in paid or a voluntary capacity recognise that they have a duty of care towards children and young people.

London Sport will also provide guidance to partners to ensure sporting and physical activity opportunities within London is provided to the highest possible standard of care.

London Sport is committed to maintaining and embedding the Standards for Safeguarding Children in Sport through the Safeguarding Framework process as required by Sport England and the NSPCC Child Protection in Sport Unit.

This Policy was developed with the formation of London Sport in April 2014 and was reviewed in August 2017.

### **1.2 Key principles and aims of the Policy**

The guidance given in the procedures is based on the following principles:

- This policy recognises and builds on the legal and statutory definitions of a child,
- The distinction between ages of consent, civil and criminal liability are recognised but in the pursuit of best practice in the delivery and management of sporting activities and events across London, a child is recognised as being under the age of 18 years (Children Act 1989 definition),
- The child's welfare is paramount,
- All children, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse and poor practice,
- All incidents of suspicious or poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately,
- All children have a right to engage in sporting activity in London in an enjoyable and safe environment,
- Young people have a right to expect appropriate management, support, personal and social development with regard to their involvement in sport, whether they are playing, officiating or volunteering,



- It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns and,
- Confidentiality should be upheld in line with the Data Protection Act 1999 and the Human Rights Act 1998.

Working in partnership with children, their parents and other agencies is essential for the protection of children.

## **1.3 Roles and Responsibilities**

### **1.3.1 Responsibilities of London Sport**

London Sport is committed to accepting the moral and legal responsibility, under the Children's Acts 1989 & 2004, to provide a duty of care to protect all children and young people and safeguard their welfare, whilst they are engaged in any activity provided directly by London Sport.

We will endeavour to do this by:

- Working to the guidance within the London Child Protection Procedures and Working Together (2006 & 2015),
- Leading on the production, monitoring and review of this Safeguarding Policy,
- Ensuring that all our staff and volunteers are carefully selected, trained and supervised and adopt and abide by the Safeguarding Policy,
- Influence other partner agencies at a strategic level to ensure safeguarding matters are at the forefront of delivery,
- Set and agree minimum operating standards for safeguarding practice with partner agencies, and organisations delivering work on behalf of London Sport,
- Ensuring that the inclusion of adequate safeguarding arrangements is a key requirement within all commissioning, funding or partnership agreements, including a clear statement about responsibilities of all parties/partners in responding to safeguarding concerns,
- Taking reasonable action to ensure that sub-contractor staff and volunteers are subject to a safe recruitment process (including DBS checks for eligible roles), and are trained to recognise and respond to concerns about children and young people,
- Ensure that the Safeguarding Policy and any Codes of Conduct are endorsed by and are developed in accordance with London Sport's regulations and to follow these procedures at all times,
- Effectively engage with the London Safeguarding Children Board to ensure an awareness of inter-agency procedures,



- Respond to any concerns or allegations appropriately and promptly, in line with these procedures

London Sport is committed to promoting the adoption of effective and consistent safeguarding policies and procedures that meet the requirements of the Standards for Safeguarding and Protecting Children in Sport (CPSU 2003) by all organisations within the wider Partnership.

### **Setting the context**

London Sport is one of a network of 44 County Sports Partnerships in the country. It is a Company Limited by Guarantee formed in late 2013. This policy works in conjunction with London Sport's associated Policies and Procedures such as those governing safe recruitment practices, dealing with complaints and codes of conduct for staff amongst others.

As previously referenced at the start of the Policy (Introduction section), London Sport will primarily work at a strategic level. As a result, the amount of direct delivery that will be undertaken by staff within the Partnership will be negligible.

### **1.3.3 Working together**

The commitment of all the partners within London Sport will be needed to successfully implement this policy. Through working together coherently by adhering to the guidelines it is the aim to ensure any child protection issues are eradicated within the sporting infrastructure of London.

It is expected that partners and delivery agencies (including London Boroughs, Governing Bodies, Health Agencies, Interactive, Sport England etc.) will:

- Work with London Sport to agree to and formally adopt (when appropriate) the standards and procedures set out in this Policy,
- Respond to all allegations appropriately and promptly (including referral to statutory agencies where appropriate), and implement the appropriate disciplinary and appeal procedures, involving appropriate authority when necessary,
- Ensure protocols for information sharing between partnership agencies are developed and implemented,
- Ensure that local policies and procedures are in place and that staff, coaches and volunteers are trained in accordance with the guidelines and national standards,
- Respect and promote the rights, wishes and feelings of children and young people.

#### **1.3.3.a Children's Services**

Children's Services have a statutory duty to ensure the welfare of children and work with the Local Safeguarding Children Boards (LSCB) to comply with its procedures. Children's Services will work in conjunction with the Police to investigate concerns about the safety and welfare of children and young people. When a child protection referral is made, Children's Services staff have a legal duty to investigate under section 47 of the Children Act (1989). This will involve talking to the child and may include talking with family members or parents/carers, and gathering information from other people who know the child. Enquiries may be carried out jointly with the Police.

### **1.3.3.b NSPCC**

The NSPCC operates a free 24 hour helpline (0808 800 5000) to provide advice and support to anyone with concerns about the welfare or safety of a child. In addition, the Child Protection in Sport Unit (CPSU) has been established to assist sports organisations and individuals in developing and implementing effective safeguarding policies and procedures. The CPSU website is a valuable source of information and advice ([www.thecpsu.org.uk](http://www.thecpsu.org.uk)).

### **1.3.3.c Disclosure and Barring Service (DBS)**

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions. It also prevents unsuitable people from working with vulnerable groups, including children, through its criminal record checking and barring functions.

DBS was established when the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) merged in 2012.

This guide describes how the DBS criminal record checking service works. It also provides details of how and when to make referrals to DBS. It includes details of fees, links to factsheets for referral bodies. You can also see [the guide to requesting checks for employers](#).

## **Criminal record checking**

The checking service allows employers to access the criminal record history of people working, or seeking to work, in certain positions, especially those that involve working with children or adults in specific situations. If you have a query about an application, find out [how to contact the DBS](#).

### **Eligibility to ask 'an exempted question'**

An exempted question is a valid request for a person to reveal their full criminal history, including spent convictions. Access to the DBS checking service is only available to [registered employers](#) who are entitled by law to ask an individual to reveal their full criminal history, including spent convictions - also known as asking 'an exempted question'.

An exempted question applies when the individual will be working in specific occupations, for certain licenses and specified positions. These are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

The minimum age at which someone can be asked to apply for a criminal record check is 16 years old. To find out more information about who is eligible for a criminal record check, download the [DBS eligibility guide](#).

Currently no existing members of staff are eligible for a DBS check to be undertaken as part of their role within London Sport, however as the organisation evolves, this may change in the future and therefore eligibility to undertake a check will be viewed on a case by case basis by recruiting managers.

### **Stages of the DBS checking process**

The DBS checking process involves several different stages before an applicant receives their certificate.

#### **Stage 1 - application form received and validated**

The application form is checked for errors or omissions. Within 24 hours of receipt the form is either scanned onto the DBS computer system or returned for correction to the counter signatory.

#### **Stage 2 - Police National Computer searched** **Stage 3 - children and adults lists searched, where applicable** **Stage 4 - records held by the police searched**

Enhanced checks are sent by secure, electronic means to the police for an additional check of local records before the information is sent back to the DBS.

#### **Stage 5 - DBS certificate printed**

All the information to be disclosed is printed under highly secure procedures and sent to the applicant.

### **Types of check**

Organisations who are entitled to use the DBS checking service can ask successful job applicants to apply for one of the following types of check depending on the job role:

- standard check - details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions



- enhanced check - the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for
- enhanced with a barred list check:
- child barred list information is only available for those individuals engaged in regulated activity with children and a small number of posts as listed in the Police Act regulations, for example prospective adoptive parents
- adult barred list is only available for those individuals engaged in regulated activity with adults and a small number of posts as listed in the Police Act regulations
- child and adult barred list is only available for those individuals engaged in regulated activity with both vulnerable groups including children and a small number of posts as listed in the Police Act regulations
- [adult first](#) - an individual can be checked against the DBS adult barred list while waiting for the full criminal record check to be completed

## Fees

Both standard and enhanced checks require a fee. The fees to process criminal record checks are:

- standard DBS criminal record check - £26
- enhanced DBS criminal record check - £44
- enhanced DBS criminal record check and barred list check (child) - £44
- enhanced DBS criminal record check and barred list check (adult) - £44
- enhanced DBS criminal record check and barred list check (both) - £44
- DBS adult first check - £11

## Criminal record checks for volunteers

DBS criminal record checks are free of charge to volunteers. The DBS defines a volunteer as: 'A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than, or in addition to, a close relative.'

The **Safe Network** is jointly managed by the NSPCC and Children England, and was recently created as a result of the Government's Staying Safe Action Plan.

### 1.4 Communication of the Policy

To ensure the successful implementation of this policy it is essential that London Sport communicates to its partners in London its commitment to safeguarding children and young people, and that this is openly displayed and available to all. This Policy has been agreed and formally approved by the London Sport Board. Communication of the Safeguarding Policy and discussion regarding the Implementation Plan takes place with partners, including relevant bodies



such as the NSPCC, Local Children's Safeguarding Managers, LSCBs and National Governing Bodies.

In addition, the Policy is available to all partners, customers, parents, participants and the general public at large via the London Sport website. This ensures people have access to this information, and are able to understand how the Policy will be implemented, and the process they should follow should an issue arise.

### **1.5 Implementation, monitoring & review**

The implementation and monitoring of this Policy will be guided by the London Sport Designated Lead Safeguarding Officer and Deputy Lead Safeguarding Officer and is underpinned by an annual implementation plan which highlights key areas of work to be progressed within each year to ensure continuous improvement. The implementation by the team within London Sport will be through partnership working with key delivery agencies. London Sport is also committed identifying processes/mechanisms to consult children, young people and parents as part of the review of this Policy.

The CEO/Designated Board Champion of London Sport will oversee the implementation and be responsible for the review of actions undertaken and the overall implementation and review of this Policy. The review of the Policy will take place annually as part of the overall review of London Sport's implementation plan, or whenever there is a major change in legislation related to Safeguarding or the Partnerships organisational structure.

## Section 2: Procedures and Systems

### 2.1 Introduction

#### 2.1.1 What is child protection?

Any adult working in the provision of sport/physical activity for young people, in either a paid or voluntary capacity, has a duty to the young people to provide a safe and caring environment. It is vital that any coach, umpire, official or any other person assisting with young people's activities has the ability to be patient, understanding and encouraging. Knowledge of young people's emotional and physical development and the ability to communicate with them is more important than knowledge of the sport.

Young people have a right to protection from the risk of child abuse. They must be protected from all forms of discrimination and abuse and treated equally, regardless of age, gender, race, culture, religion, language, sexual orientation or ability. Agencies which utilise the services of employees, volunteers, sessional workers and others, whether paid or unpaid, and the person undertaking the work themselves must be aware of dangers of child abuse, how to identify possible signs, symptoms or indicators of abuse, and be able to demonstrate good practice.

#### 2.1.2 What is Child Abuse?

The forms of Abuse are:

##### NEGLECT

"Neglect involves 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 and development. This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs"<sup>1</sup>. For example, young people whose parents fail to ensure that they attend school, or are not given appropriate medical treatment may be being neglected. Young people who are under or overfed or who are not given basic boundaries may also be being neglected. Neglect in a sporting situation could include an employee not ensuring that young people were safe, exposing them to undue heat or cold, or to unnecessary risk of injury.

##### PHYSICAL

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. It may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child..."<sup>2</sup>

Physical abuse may also include squeezing, punching, pinching or biting, or giving young people alcohol, inappropriate drugs or poisonous substances. In sports situations, physical abuse might occur when the nature and intensity of training exceeds the capacity of the immature and growing body of the child, or a coach pushing or physically forcing a child.

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<sup>1</sup> London Child Protection Procedures, p52

<sup>2</sup> Ibid, p51



## SEXUAL

“Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening and includes penetrative (ie vaginal or anal rape or buggery) and non-penetrative acts. It may also include non-contact activities, such as involving children in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways”<sup>3</sup>

Coaching or activities which involve physical contact with young people could create potential situations where sexual abuse could go unnoticed. The power of the adults over young people, if misused, could also lead to the development of situations in which abuse may occur.

## EMOTIONAL

“Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent effects on the child’s emotional development, and may involve”<sup>4</sup>:being constantly shouted at, threatened, humiliated or taunted, or being caused to feel frightened or in danger. A young person may become very nervous and withdrawn as a result of being made to feel worthless or unloved. Emotional abuse could also occur when there is constant overprotection (which prevents a child from socialising), or there is neglect, physical or sexual abuse. Emotional abuse might occur in sport sessions if young people are subjected to constant criticism, bullying or unrealistic pressure to perform to high expectations.

## BULLYING

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It could be that the abuser is a young person themselves, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Although anyone can be the target of bullying, victims are often shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Bullying often takes place in schools or other environments where children meet, and research shows it can and does occur where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms. Bullying can also take place online and via social media and organisations should monitor and develop appropriate safeguards to manage online activity.

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<sup>3</sup> London Child Protection Procedures, p52

<sup>4</sup> Ibid,



### 2.1.3 Indicators of Harm and Abuse

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- Living in a home where there is domestic abuse (which may be physical, sexual, emotional or financial);
- An injury for which the explanation seems inconsistent or for which multiple explanations are given;
- The child describes what appears to be an abusive act involving him/her;
- Someone else (a child or adult) expressing concern about the welfare of another child;
- Unexplained changes in behaviour over time e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper;
- Inappropriate sexual awareness and sexualised behaviour;
- Engaging in explicit sexual behaviour or being over-familiar with unknown adults and peers;
- Distrust of adults, particularly those with whom a close relationship would normally be expected;
- An apparent difficulty in making friends;
- The prevention by an adult from socialising with other young people;
- Displaying variations in eating patterns including overeating or loss of appetite;
- Weight loss/gain for no apparent reason;
- An increasingly dirty or unkempt appearance;
- over-tiredness;
- Suicidal threats or behaviours;
- Displaying frequent unexplained minor injuries.

**This list is not exhaustive and the presence of one or more indicators is not proof that abuse has actually taken place.** It is not the responsibility of those working with young people to decide if child abuse has occurred but it is their responsibility to recognise and act on any concerns by reporting any incident to the London Sport Designated Lead Officer and completing an Incident Report Form for referral to the appropriate authority. (See Appendix 6 for an example copy of an Incident Report form).

### 2.1.4 How does it affect children?

Abuse in all its forms can affect a child at any age. The effects can be so damaging that, if untreated, may follow an individual into adulthood. For example, an adult who has been abused as a child may find it difficult or impossible to maintain a stable, trusting relationship. They may become involved in drugs or prostitution, attempt suicide or even abuse a child themselves.

There have been a number of studies which suggest that young people with disabilities are at an increased risk of abuse due to various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or to adequately communicate that abuse has occurred. Young people from ethnic minorities, who may also be experiencing racial discrimination, may also be more vulnerable as are young talented athletes on specific high performance programmes.

## **2.2 Recruitment, employment and deployment of staff and volunteers**

### **2.2.1 Introduction**

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid and unpaid, full and part time staff, coaches, volunteers and officials. Under the Protection of the Children Act 1999, all individuals working on behalf of, or otherwise representing an organisation are treated as employees whether paid or voluntary.

To ensure unsuitable people are prevented from working with children, London Sport will take a number of steps through its recruitment process, which take into account the standards outlined within this Policy.

### **2.2.2 Pre-Recruitment checks**

The following pre-recruitment checks should always be carried out:

#### **ADVERTISING**

If any form of advertising is used to recruit staff, whether paid or voluntary, it will reflect the:

- Aims of the organisation
- Responsibilities of the role,
- Level of experience or qualifications required (e.g. experience of working with children is an advantage),
- London Sport's open and positive stance on safeguarding and protecting children.

#### **PRE-APPLICATION INFORMATION**

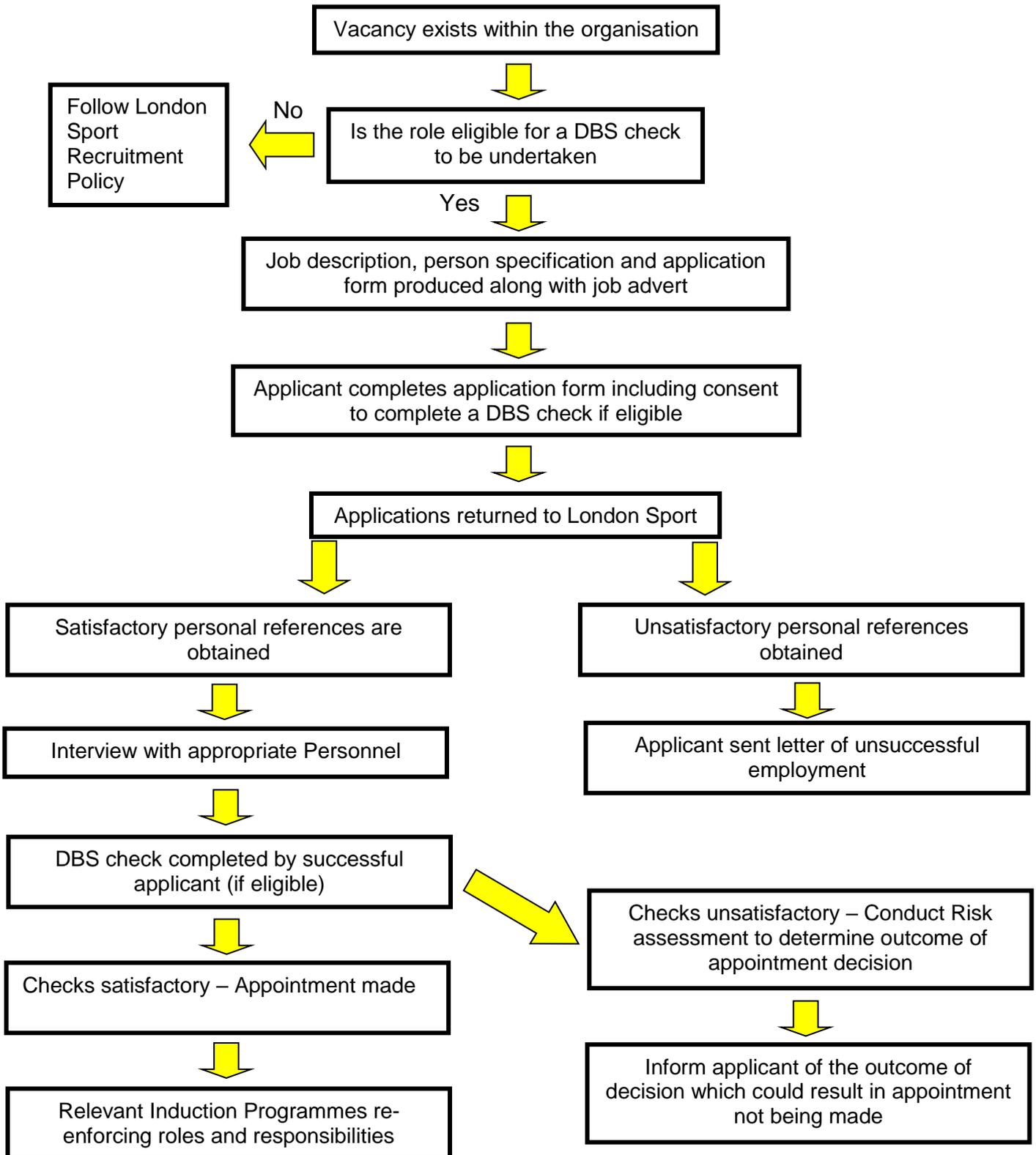
Pre-application information sent to interested or potential applicants will contain:

- A job description, including roles and responsibilities,
- A person specification (e.g. stating qualifications or experience required),
- An application form (if applicable).

#### **APPLICATIONS**

All applicants, whether for paid or voluntary, full-time or part-time, will complete an application form. A minimum of two written references will be taken up and at least one will be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended.

2. Recruitment and selection of employees / volunteers





### 2.2.3 Interview, disclosure and induction

All employees and volunteers will be required to undertake an interview carried out to the acceptable protocol and recommendations of London Sport's HR Policies and Procedures.

All those with significant or sole access to or supervisory responsibility for young people will be required to complete an Enhanced Level Disclosure and Barring Service (DBS) check (currently no roles within the organisation are eligible to be checked).

All staff with any contact with children within their role paid or voluntary, should undergo an induction in which:

- Their qualifications are substantiated,
- They complete a profile to identify training needs/aspirations,
- They are reminded that they have agreed to abide by London Sport Code of Conduct for deliverers (Appendix 1) and they may face disciplinary action if there is an allegation that the code has been broken,
- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise),
- Safeguarding and Protecting Children and Young People Policy is explained and training needs established,
- If practicable, the new recruit should be mentored by an experienced person.

The applicant will be required to sign and agree via a contract, to abide London Sport's Policies and Codes of Conduct. Each applicant will be provided with a copy of the relevant Policies and Codes upon commencing employment.

### 2.2.4 Training

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. As mentioned above, all employees with significant contact with young people will undergo an induction process, which will familiarise them with the Safeguarding Policy and Procedures.

Staff and volunteers with designated responsibilities in relation to safeguarding children will have reference within their job description for that role, and will be provided with training to enable them to develop the necessary skills, and knowledge, and to have regular opportunities to update their knowledge and understanding.

Training will be provided to those responsible for dealing with complaints and disciplinary processes in relation to child abuse and inappropriate behaviour towards children and young people.

A range of free multi-agency training opportunities are available through Local Safeguarding Children Boards which is freely available to anyone delivering services to children and young people. London Sport will assist with the promotion of available training opportunities as they arise.

### **2.2.5 Monitoring & appraisal**

When a new member of staff is employed London Sport, they will be given a contract, which will stipulate the appraisal system, which they will enter into, and further details will be issued in the induction process. Existing members of staff will receive a briefing regarding the Safeguarding Policy, and copies will be distributed to staff whose sign up to the Policy is mandatory. For all funded projects, London Sport require Policies and Procedures that meet its Minimum Operating Standards.

Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage following the guidelines in this document. The organisation employing the staff should also offer appropriate support, through liaison with the Designated Lead Safeguarding Officer, or to those who report concerns/complaints.

## **2.3 Promoting good practice guidelines when working with children and vulnerable adults**

### **2.3.1 Introduction**

By promoting good practice the occurrence of abuse of children should be reduced, and this should also protect staff and volunteers, thus reducing the likelihood of allegations arising.

### **2.3.2 Good practice guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote young peoples' welfare and reduce the likelihood of allegations being made. The following are examples of how to create a positive culture and climate within sporting activities/events:

- 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 equally, and with respect and dignity,
- Never engaging in personal contact via telephone, mobile phone, email, Facebook or Twitter or other means with a young person, without the specific permission of a manager or a supervisor. All contact with children and young people should be approved by their parents or carers, and should be conducted by a nominated person who will ideally make a brief written record,
- Always putting the welfare of each young person first, before winning or achieving goals,

- Maintaining a safe and appropriate distance with young people (e.g. it is not appropriate to have an intimate relationship with a young person or to share changing facilities, showers or accommodation with them),
- Building balanced relationships based on mutual trust which empowers young people 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 Governing Body. Care is needed, as it is difficult to maintain hand positions when the young person is constantly moving. Young people and carers should always be consulted and their agreement gained,
- Keeping up to date with the technical skills, qualifications and insurance in sport,
- Involving parents wherever possible (e.g. for the responsibility of their young people 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 gender participants are taken away on trips/tours, they should always be accompanied by a male and female member of staff. (N.B. however, same gender abuse can also occur),
- Ensuring that at competitions or residential events, adults should not enter young people's rooms or invite young people into their rooms,
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people and promoting a healthy diet,
- Giving enthusiastic and constructive feedback rather than negative criticism,
- Recognising the developmental needs and capacity of young people - avoiding excessive training or competition and not pushing them against their will,
- Securing parental consent in writing to act in loco parentis (Appendix 9), if the need arises to give permission for the administration of emergency first aid and/or other medical treatment,
- Ensuring that the parent or carer giving their consent is legally entitled to do so because they have Parental Responsibility (see p4&5),
- Follow any specific guidelines issued including codes of conduct and any other requirements.
- Keeping a written record of any injury that occurs, along with the details of any treatment given,
- Where staff witness an injury this must be reported to the parents at the first opportunity (Appendix 6)
- Requesting written parental consent if young people are required to be transported in staff/coaches/officials/volunteers etc cars (see guidance on transporting children in Appendix 9).

### *COACHING/STAFFING RATIO'S*

All activities/events must comply with the Governing Body/Event recommendations. If no NGB guidelines ref CPSU briefing/guidance?

### *CHANGING ROOMS*

- Young people should be supervised at all times in the changing rooms by two members of staff,
- Adult staff should not change or shower at the same time using the same facility as young people,
- If you are involved in a mixed gender activity, separate facilities should be made available,
- If young people are uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to do this at home,
- If your activity/event has participants with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered,
- No photographic equipment should be used in the changing room environment. This includes cameras, video cameras, mobile phones with photographic capabilities etc.

### *MEDICAL TREATMENT OF YOUNG PEOPLE*

- It is recommended that no young person should be treated in any way in a situation where the young person is on his/her own in a treatment room with the door closed. It is strongly recommended that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents of the young person should be invited to attend,
- Prior to medical or health treatment being carried out on a young person, parental consent in the written form must be sought where appropriate (Appendix 9),
- It is recommended that all treatment procedures are explained fully to the young person and verbal consent is given before they are carried out,
- It is recommended that if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin) a suitable adult (ideally a parent) acting as a chaperone, must be present,
- It is important to maintain medical confidentiality and patient dignity at all times.

### **2.3.3 Practice to be avoided**

The following should be avoided except in emergencies.

- Avoid transporting young people in your car unless in a medical emergency,

- Avoid spending time alone with young people away from others.

If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge at the activity/event or the young person's parents. For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session.

#### **2.3.4 Practice never to be sanctioned**

The following should never be sanctioned. You should never:

- Take young people to your home,
- Spend time with a young person in a place where they will be alone with you,
- Engage in rough, physical or sexually provocative games, including horseplay,
- Share a room with a young person,
- Allow or engage in any form of inappropriate touching,
- Allow young people to use or engage in inappropriate language unchallenged,
- Make sexually suggestive comments to a young person, even in fun,
- Reduce a young person to tears, humiliate or bully a young person,
- Allow allegations made by a young person to go unrecorded or not acted upon,
- Do things of a personal nature for young people or disabled adults that they can do for themselves,
- Invite or allow young people to stay with or visit you at your home,
- Never engage in personal contact via telephone, mobile phone, email, Facebook or other means with a young person, without the specific permission of a manager or a supervisor. All contact with children and young people should be via their parents or carers, and should be conducted by a nominated person who will ideally make a brief written record.

**N.B.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for young people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and written consent of parents/carers and the young people 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 young person 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, they should be reported immediately to another colleague and make a written record of the event. Parents should also be informed of the incident:



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

### 2.3.5 Relationships of trust

**“The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins.” Caring for Young People and the Vulnerable. Guidance for preventing abuse of trust (Home Office 1999)**

This statement recognises that genuine relationships do occur between the different levels of volunteers and participants in a group but that no intimate relationship should begin whilst the member of staff or volunteer is in a ‘position of trust’ over them. The power and influence that an older member of staff has over someone attending a group, activity or event cannot be underestimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person’s success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for all personnel to recognise the responsibility they must exercise in ensuring that they do not abuse their positions of trust. Young people aged 16-18 can legally consent to some types of sexual activity; however, in some provisions of legislation they are classified as children. In certain circumstances the ‘abuse of trust’ is a Criminal Offence (Sexual Offences Act 2003).

### 2.3.6 Guidelines for use of photographic filming equipment at sporting activities and events

There is evidence that some people have used sporting activities/events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. All organisations should adhere to the appropriate guidelines detailed below.

London Sport’s Good Practice Guidelines have been developed to provide advice and guidance on the making and use of images of young people.

London Sport is committed to providing a safe and enjoyable environment for young people under the age of 18. Implicit in this is the commitment to ensure that all publications, resources and media represent participants appropriately and with due respect. By adopting the points outlined in these guidelines you will be putting in place the best practice to protect young people wherever photographs or recorded images are taken and stored.

The key concerns contained within this Policy regarding the use of images of young people relate to:



- The taking of inappropriate photographs or recorded images of young people,
- Publishing details of young people that may lead to the identification of and illicit contact with that young person,
- The inappropriate use, adaptation or copying of images for use on child pornography websites.

## RECORDING IMAGES OF YOUNG PEOPLE

There have been concerns about the risks posed directly and indirectly to young people through the use of photographs on sport web sites and other publications.

Therefore, the following guidelines should be followed:

- All young people featured in photographs/recordings must be appropriately dressed for the activity they are undertaking,
- The photograph/recording should ideally focus on the activity. Where possible images of children/young people should be recorded in small groups (the group may comprise any combination of adults and children),
- Clubs' or organisations' coaches and teachers should still be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions with the written consent of parents/carers/young person,
- Care should be taken in the dissemination and storage of the material.

## PUBLISHING IMAGES OF YOUNG PEOPLE

- If a photograph/recording is used, personal details of young people such as e-mail address, home address and telephone numbers should never be revealed,
- Ask for parental/guardian permission to take and use an image of a young person. This ensures that parents/carers are aware of the way the image of their child is representing the sport. A Parent/Guardian and Child Permission Form is the best way of achieving this and can be done at the beginning of the season/programme (see Appendix 10),
- Ask for the young person's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A Parent/Guardian and Young Person Permission Form is the best way of achieving this and can be done at the beginning of the season/programme,
- Where a story concerns an individual, (e.g. their selection for representative side, triumph over adversity) particular attention should be paid to ensuring permission is gained from parent/guardian and young person to use a photograph/recording and relevant details,
- In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing). If video/film clips are delivered from your own server, that material can be downloaded. It is therefore recommended that you use an independent server so that material cannot be accessed, copied or downloaded,

- Think about the level of consideration that you give to the use of images in all publications, for example the processes used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of youngsters used on websites. Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery.

#### USE OF PHOTOGRAPHIC/FILMING EQUIPMENT BY THE MEDIA AT EVENTS/ACTIVITIES

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people.

Therefore, the following guidelines should be followed:

- If professional photographers are commissioned or the press is invited to a sporting activity or event, it is important to ensure they are clear about expectations of them in relation to the welfare of young people,
- The photographer/camera person must have bona fide identification and be able to produce it on request. They must also sign the event/activity Photographer Registration Form (10),
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure that they give written consent to both the taking and publication of films or photographs,
- Do not allow unsupervised access to participants or one to one photo sessions at events/activities,
- Do not approve/allow photo sessions outside the event/activity.

#### USE OF PHOTOGRAPHIC/FILMING EQUIPMENT BY PARENTS AND SPECTATORS

If parents or other spectators are intending to photograph or video at an event they should also be made aware of the expectations:

- Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming,
- Parents and spectators will be asked to sign a Photographer Registration Form.

In addition:

- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filming these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern,
- Event organisers should approach and challenge any person taking photographs who has not made themselves known and/or registered with them. They might need to refer it to the local police force if this person continues to record images unauthorised.



### 2.3.7 Guidelines – Transporting Children and Young People

Unless in exceptional circumstances staff, coaches and volunteers should not take children alone on a car journey however short. Where private vehicles are used all staff, coaches and volunteers should ensure that parental consent has been obtained to transport children and young people. Parental consent should also be obtained if children and young people are involved in any transport arrangements as part any London Sport activities.

## Section 3: Poor Practice and Abuse

### 3.1 Recognition of Poor Practice, Abuse and Bullying

#### 3.1.1 Introduction

Child abuse can and does occur outside the family setting. Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers involved in sporting activities/events, whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another young person) towards a young person, whether inside or outside of the sporting context and to follow the procedures in this document.

#### 3.1.2 Poor practice

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and may be a cause for concern. Poor practice includes any behavior which contravenes the Code of Conduct (Appendix 1), infringes an individual's rights and/or is a failure to fulfill the highest standards of care. Poor practice is unacceptable in the sporting environment and will be treated seriously and appropriate actions taken.

#### 3.1.3 Abuse and neglect

Abuse can happen wherever there are young people of any age. Children may be abused or neglected through the infliction of harm or by an adult's or other person's failure to protect a child from harm. The effects of abuse can be so damaging and if untreated, may create emotional or other difficulties for a young person into adulthood.

#### 3.1.4 Disabled people

There have been a number of studies, which suggest young people (or adults) with disabilities, are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.

#### 3.1.5 Race and racism

Young people from ethnic minority groups (and their parents) may have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All organisations working with children and young people from ethnic and religious minorities, including those operating where ethnic/religious minority communities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report (2000) on the death of Stephen Lawrence as *'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'*.



### 3.1.6 Bullying

Incidents arising from bullying are perhaps the cause of most concern from young people and can lead to serious incidents including suicide and self-harm.

Bullying can take various forms including verbal and physical assault, stealing, damage to personal items and social exclusion and ridicule, both in person and online and can be at different levels. It is important that staff, coaches and volunteers are aware of the issues and that they take appropriate action.

If bullying persists, regardless of the steps taken to resolve the problem or is considered serious in nature e.g. an assault, this should be reported to the Designated Lead Officer for action and referral.

### 3.1.7 Whistle Blowing

It is the policy of London Sport to encourage a free and open culture in dealings between employees and partners. London Sport recognises that effective and honest communication is essential to it achieving this.

If you have concerns relating to the activities of any employee or volunteer within the Partnership, the matter should be referred initially to the Line Manager/Supervisor of that person.

All concerns will be dealt with in the strictest of confidence and managed on a “need to know” basis. Following such notification/correspondence the procedure will follow London Sport’s Whistle Blowing Policy.

### 3.1.8 Roles and responsibilities of organisations/agencies in the provision of sporting activity of events

All partner organisations/agencies/clubs funded to deliver activities on behalf of London Sport have a duty and responsibility to ensure that the following is in place:

- An appointed person to be titled a Welfare Officer or Child Protection Officer to have designated responsibility for child protection issues. Prior to appointment, this person will be required to undertake a Disclosure and Barring Service (DBS) check if eligible.
- The designated Child Protection/Welfare Officer will require appropriate support and specific training from the organisation/agency/club they are representing. There may be a need to appoint more than one Child Protection/Welfare Officer if there are multiple activities/events under their jurisdiction.
- Develop a robust Safeguarding/Child Protection Policy and relevant Procedures that adhere to their NGB or London Sport guidelines



### 3.1.9 London Sport Designated Lead Safeguarding Officer contact details:

David Gentles

Relationship Manager

Tel: 07494 525443

Email : david.gentles@londonsport.org

The role of the Designated Lead Safeguarding Officer is as follows:

- Act as the point of contact for any concerns or allegations and implement the reporting procedures,
- Implement the London Sport Safeguarding Children and Young Policy and Implementation Procedures.
- Promote the Safeguarding best practice guidelines, including practical embedding of adequate safeguarding considerations/ arrangements in partnership agreements,
- Ensure the provision of or adherence to the training programme for employees and volunteers with designated Safeguarding responsibility,
- Take any action as advised by the Children's Services or Police. It is NOT the role of the Child Protection Officer to decide whether a young person has been abused or not,
- Responsibility to ensure key partners are aware of safeguarding concerns (via statutory agencies or directly) e.g. Coaches – employed maybe by a local authority or school, but partners may include CSP, NGB, other etc.
- Work in partnership with Children's Services and Police to ensure investigations are facilitated.

Deputy Designated Lead Safeguarding Officer:

Lawrence Roots

Grants and Governance Officer

Tel: 07920 870842

Email: Lawrence.roots@londonsport.org

The role of the Deputy Designated Lead Safeguarding Officer is to deputise for the Designated Lead Safeguarding Officer in his/or her absence, covering all of the tasks and responsibilities outlined above.

The Deputy Designated Lead Safeguarding Officer is also responsible for updating the London Sport website with Child Protection and Safeguarding information.

## **Section 4: Responding to Concerns: Allegations and Disclosures of suspected abuse and poor practice**

### **4.1 Responding to Disclosure, Suspicions and Allegations**

The following action should be taken by **anyone** who has concerns about the welfare of a young person both in the sporting environment or the home or other settings. If a young person says or indicates that he/she is being abused, or information is obtained or observations are made which gives concern that a young person is or maybe being abused, you must **RESPOND IMMEDIATELY**. **Concerns could also be raised through direct observation, reports from other participants, spectators, parents/carers, other coaches, officials or volunteers or sports and other organisations.**

#### **4.1.1 Responding to possible child abuse**

**Immediate action to take if a young person informs you directly that he/she, or another young person, is concerned about someone's behavior towards them (this is termed a disclosure).**

The person receiving information concerning disclosure should:

- React calmly so as not to frighten or deter the young person,
- Tell the young person he/she is not to blame and that he/she was right to tell,
- Take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a young person who has a speech disability and/or differences in language,
- Explain to the young person what you will do next, appropriate to their age and understanding,
- Contact Children's Services or the local Police Child Abuse Investigation team to make a referral,
- Ensure the safety of the young person - if the young person needs immediate medical treatment, take the young person to hospital, ring 999 or call an ambulance, inform medical staff of concerns and ensure they are aware it is/may be a child protection issue,
- Keep any questions to the absolute minimum, ensuring that you have a clear and accurate understanding of what has been said,
- Reassure the young person but do not make promises of confidentiality which might not be feasible in the light of subsequent developments,
- Do not contact the parents until advice is sought from Children's Services.

#### **ACTIONS TO AVOID**

The person receiving the disclosure should not:

- Panic,
- Allow their shock or distaste to show,



- Probe for more information than is offered i.e. explicit details or ask leading questions e.g. “Did Jim/Jenny hit you?”
- Speculate or make assumptions,
- Make negative comments about the alleged abuser,
- Approach the alleged abuser,
- Make promises or agree to keep secrets.

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

#### 4.1.2 Responding to a disclosure – reporting procedures

1. Using the London Sport Incident Referral Form (Appendix 6) make a full and factual hand written record of what had been said, heard and/or seen without delay. You should ensure that confidentiality should be maintained on a strictly ‘need to know’ basis and relevant documents stored in a secure location,
2. Report any concerns that may indicate abuse to the Designated Lead Safeguarding Officer immediately who will report the concerns directly to the Children’s Services or Police who will advise on the action to be taken, including advice on contacting parents. The person reporting the concerns must ensure the Incident Referral Form is completed and forwarded to the London Sport Designated Lead Safeguarding Officer. If Children’s Services are involved then a copy of the form should be sent to the case officer at the Children’s Services within 24 hours of the telephone report,
3. If you cannot contact the Designated Lead Safeguarding Officer or their Deputy report your concerns immediately to Children’s Services or Police who will advise you appropriately. Should wish to seek expert advice to help you decide on the best course of action you can contact the NSPCC Helpline on 0808 800 500 or Child line on 0800 1111.
  - If the concerns are about the Designated Lead Safeguarding Officer, you must report your concerns to London Sport CEO. If they are unavailable report your concerns directly to the Police, who will advise on the action to be taken including advice on contacting parents,
  - Inform the Designated Lead Safeguarding Officer as soon as possible (if he/she is not the subject of the concern) who must also receive a copy of the information you have recorded,
  - Confidentiality should be maintained on a strictly ‘need to know’ basis and relevant documents stored in a secure location,

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with the Designated Lead Safeguarding Officer.

## RECORDS AND INFORMATION

Information passed to the Children's Services or the Police must be as helpful and complete as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilising an Incident Referral Form (Appendix 6). Information required at the referral stage:

### Child

- Age / gender / name / disabilities / address / contact numbers / parental responsibility / language / ethnicity / agencies already working with the family / relationship between young person and accused (if known).

### Alleged perpetrator

- Name / address / whether the person is in a position within sport - employee / volunteer / paid
- Family member (if known)
- Any other allegations;
- Marital status;
- Age;
- Previous incidents or history (if known)

### Primary information

Core information about the alleged incident:

- Facts from the person making the allegation including dates/times/venue/witness details,
- Records with dates,
- Has anyone else been informed or is anyone else already involved in the investigation.

Reporting the matter to the Police or Children's Services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Children's Services department should be confirmed in writing within 24 hours by the Designated Lead Safeguarding Officer. A record should also be made of the name and designation of the Children's



Services member of staff or Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.

#### **4.1.3 Allegations against staff**

This includes anyone working with young people in a paid or voluntary capacity (e.g. volunteers or helpers in clubs, coaches, team managers, training camp personnel etc.). Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings (e.g. sport or other social activities). Previous cases indicate that abuse that takes place within a public setting is rarely a one off event. It is crucial that those involved in providing sporting activities/events are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the young person, arising from abuse, poor practice or harassment by a member of staff or volunteer, should be reported immediately as detailed above.

Allegations may relate to poor practice where an adult's or peer's behaviour is inappropriate and may be causing concern to a young person. Poor practice includes any behaviour which contravenes the London Sport Code of Conduct, infringes individuals' rights and/or is a failure to fulfill the highest standards of care. Poor practice is unacceptable in sport and will be treated seriously and appropriate actions taken.

#### **SUPPORT FOR THE REPORTER OF SUSPECTED ABUSE**

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a young person, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters. London Sport assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a young person may be being abused.

#### **TYPES OF INVESTIGATION**

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

- Criminal; Police
- Child protection; Children's Services/Police
- London Sport Child Protection Disciplinary Panel

Civil proceedings may also be initiated by the alleged victim (or family) or the person allegedly responsible for it. The results of the Police and Children's Services investigation may well inform and influence London Sport's Child Protection Disciplinary investigation, but the outcome will not necessarily depend on a successful prosecution in court.

#### **DECISION**



The Designated Safeguarding Officer in conjunction with members of the London Sport Disciplinary Panel will make the decision as to whether the case should be dealt with internally as poor practice or externally as a matter for the Children's Services /Police.

A decision will also be taken as to whether or not to suspend the individual concerned, pending the outcome of the Police/ Children's Services and the London Sport child protection disciplinary investigation.

## LONDON SPORT DISCIPLINARY PANEL HEARING

The disciplinary panel should consist of a Chair and a designated Secretary, and two additional members. It should not include anyone who has had any involvement with this case, either with the child or the person against whom there is an allegation.

### POSSIBLE OUTCOMES OF THE HEARING:

- No case to answer
- Warrants advice/warning as to future conduct/sanctions
- Further training and support needed
- The right to appeal

The appeals procedure is available to anyone under investigation as part of natural justice. The London Sport disciplinary appeal panel will exclude anyone who has advised on the case and anyone sitting on the initial panel, excluding the Secretary. The appeal panel should comprise of a Chair and two other members with the Secretary in attendance.

## CONFIDENTIALITY

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

- The London Sport Designated Lead Safeguarding Officer,
- The London Sport Deputy Designated Lead Safeguarding Officer,
- The parents of the person who is alleged to have been abused (only following advice from Children's Services),
- The person making the allegation,
- Children's Services / Police,
- The London Sport child protection disciplinary panel members,
- The alleged abuser (and parents if the alleged abuser is a young person) only following advice from Children's Services,

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

## REINSTATEMENT

Irrespective of the findings of the Children's Services or Police inquiries the London Sport child protection disciplinary panel will assess all individual cases to decide whether an employee or volunteer should be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. In such cases, the disciplinary panel must reach a decision based upon the available information which could suggest that on a balance of probability it is more likely than not that the allegation is true. The welfare of children and young people must always remain paramount.

## SUPPORT TO DEAL WITH THE AFTERMATH

- Consideration should be given about what support may be appropriate to young people, parents and members of staff. Use of Help Lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling and Psychotherapy Directory (1) may be a useful resource.
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

(1) *The British Association of Counselling and Psychotherapy Directory is available from The British Association of Counselling and Psychotherapy, 15 St John's Business Park, Lutterworth, LE17 4HB, 0870 443 5353 (phone), 0870 443 5161 (fax), bacp@bacp.co.uk or www.bacp.co.uk*

### 4.1.4 Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a young person or by a member of staff who is still currently working with young people). Where such an allegation is made, the agency/organisation should follow the procedures as detailed in Section 4.1.1. This is because other young people, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

## ACTION TO HELP THE VICTIM AND PREVENT BULLYING IN SPORT:

- Be aware of local anti-bullying policies,
- Take all signs of bullying very seriously,
- Encourage all young people to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment,
- 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),
- Report any concerns to the relevant Club Child Protection Officer or the school (wherever the bullying is occurring).

#### ACTION TOWARDS THE BULLY:

- 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(ies) parents,
- Insist on the return of borrowed items and that the bully(ies) compensate the victim,
- Provide support for the coach of the victim,
- Impose sanctions as necessary,
- Encourage and support the bully(ies) to change behavior,
- Hold meetings with the families to report on progress,
- Inform all organisation members of action taken,
- Keep a written record of action taken,
- Where bullying persists despite attempts to deal with it, or is severe in nature (regardless of whether it is repeated), concerns should be reported to the CPO inline with the procedures above.

*(1) 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.*

Any concerns should be reported on the same day or as soon as possible thereafter, if you cannot contact the Designated Lead Safeguarding Officer or their Deputy, report your concerns immediately to the Social Services or the Police who will advise you appropriately

#### **4.2 Procedures to manage cases of poor practice**

Poor practice is defined as any behaviour which contravenes the London Sport Code of Conduct for Deliverers or Guidance for Good Practice as detailed within this Policy (Appendix 1).

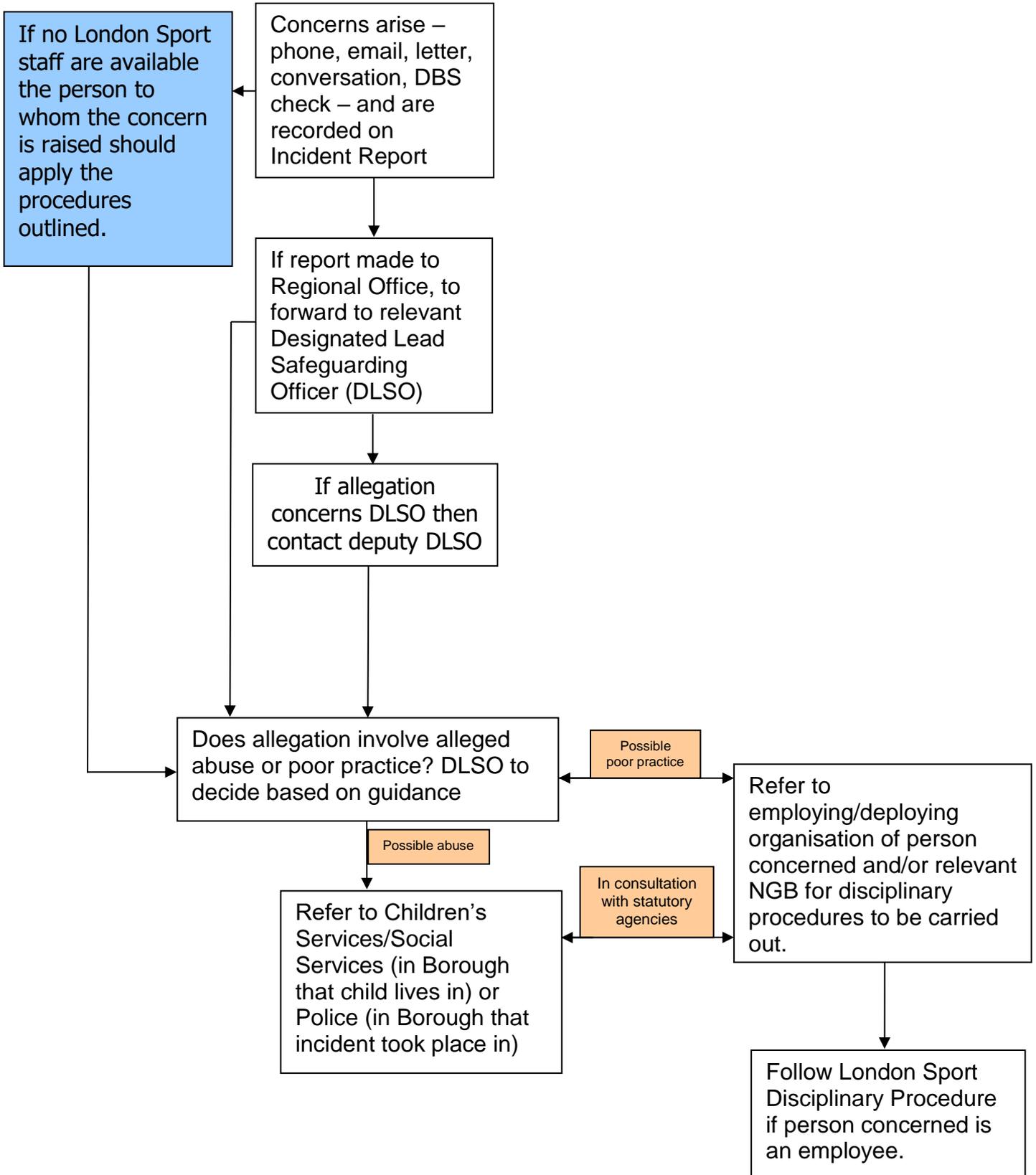
1. Once an incident is reported, the person receiving the report should consult with the London Sport Designated Lead Safeguarding Officer.
2. Once the incident has been identified as poor practice and in consultation with the London Sport Designated Lead Safeguarding Officer and external advisors (Local Authority Designated Officer, CPSU etc) a decision will be made whether or not to suspend, temporarily, the person accused pending an investigation within the formal disciplinary process. Each case will be considered on its merits.



3. If it is poor practice a disciplinary hearing may be called. The London Sport disciplinary panel should be made up of members with regard to the following criteria:
4. No person who has been involved in bringing the case to the disciplinary hearing should
  - i. sit on the Panel.
5. Senior management of the organisation must be represented,
6. If the case relates to poor coaching practice experience in this field must be represented.
7. The alleged person will be advised of receipt of the investigation report and provided with copies.
8. The alleged person will be invited to attend the hearing which must be held at a convenient time for him/her.
9. The alleged person must be given sufficient advance notice of the hearing
10. The alleged person must be given the opportunity to offer his/her side of the story and call witnesses,
11. Once the disciplinary panel reaches a decision it should be communicated to the accused and confirmed in writing.
12. A copy of the decision should be sent to the relevant employing or activity delivery organisation

Potential outcomes of the Disciplinary Panel:

- Temporary suspension
- Person may only work whilst supervised
- Person must undertake relevant and appropriate Best Practice and Child Protection Courses
- Further enquiries or investigations by Police or Children's Services.
- Further disciplinary action
- Dismissal



# APPENDICES

## Appendix No.1

### Sample Code of Conduct for Deliverers

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The Code applies to all those involved with the London Sport at every level, whether as a player, official, coach, club, volunteer or spectator, all have a responsibility to act according to the highest standards of integrity. Allegations relating to the breaking of the Code should be referred to the Partnership Child Protection Officer.

All partners must respect the rights, dignity and worth of every person, player and non-player alike, treating everyone equally within the context of activities and events. In particular, to be aware of the special needs of young people, their wellbeing, including difficulties or possible abuse experienced from within the game or from other sources. Sport has a duty to ensure that every child and young person involved in London Sport activities or related events is able to participate in an enjoyable and safe environment and be protected from abuse.

London Sport is committed to maintaining the highest possible standards of behavior and conduct at all activities and events.

#### *EQUALITY*

London Sport is opposed to discrimination of any form and will promote measures to prevent discrimination, in whatever form, from being expressed. All those involved in the Partnership must respect the rights and choices of all human beings, treating everyone fairly and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.

#### *COACHES*

This is a Sports Coach UK Code of Practice specifically for coaches adopted by London Sport (see the ScUK Booklet). Through this code, coaches who are involved in London Sport activity and related events accept their responsibility to sports performers and their parents and families, to coaching and to National Governing Bodies of Sport, employers and all other colleagues.

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#### *PLAYERS*

- Treat everyone fairly and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation,
- Know and abide by the laws, rules and spirit of the activity/event,
- Avoid all forms of gamesmanship and time wasting,



- Safeguard the physical fitness of opponents, avoid violence and rough play and help injured opponents,
- Accept the decisions of the officials without question or complaint and avoid words or actions which may mislead an official,
- Exercise self-control at all times and do not use illegal or dangerous tactics,
- Give maximum effort and strive for the best possible performance during activities/events,
- Learn to accept success and failure, victory and defeat with humility and dignity respectively and without excessive emotional displays,
- Abide by the instructions of the coaches/staff and officials provided they do not contradict the spirit of this code,
- Treat your team-mates and opponents, coaches, club officials and match officials with respect and consideration at all times - treat them, as you yourself would like to be treated,
- Do not attempt to improve individual performance by the use of banned substances or banned techniques,
- Do not use foul, sexist or racist language at any time,
- Work equally hard for yourself and your team - your team's performance will benefit and so will your own,
- Be a good sport, applaud all good performance, whether by your team or by the opponent,
- Remember that the aim of sport is to have fun, improve your skills and feel good.

#### *SPECTATORS*

- Remember the participants are taking part for their enjoyment not yours. They are not professional or international athletes,
- All spectators, on no account, must enter the field of play/activity unless authorized otherwise,
- Do not use foul, sexist or racist language or harass players, coaches, officials or volunteers,
- Verbal abuse of players, coaches, officials or volunteers is not acceptable in any shape or form,
- Condemn the use of violence in all forms,
- Do not ridicule participants, who make mistakes,
- Do not over emphasis the importance of winning.



### *PARENTS*

- Teach your child to treat everyone fairly and sensitively regardless of their gender, ethnic origin or cultural background,
- Do not force an unwilling child to take part in activity/events,
- Encourage your child always to play by rules and to respect the coaches, officials and volunteers,
- Young people are involved in organised sport for their enjoyment - not yours,
- Never ridicule or shout at your child for making a mistake or losing a game,
- Teach your child that effort and taking part is as important as victory,
- Support all efforts to remove verbal, physical and racist abuse from activity/events,
- Turn defeat into victory by helping young people towards skill improvement and good sportsmanship,
- Remember that young people learn best by example,
- Do not question publicly the judgment of officials,
- Recognise the value and importance of volunteers, coaches and administrators - they give their time, energy and resources to provide recreational activities for your child,
- Insist on fair and disciplined play - do not tolerate foul play, cheating, foul, sexist or racist language,
- As a spectator you must never enter the field of play/activity.

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### *OFFICIALS*

- Must treat everyone fairly and sensitively, regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation,
- Be consistent, objective, impartial and courteous when applying the rules of the game,
- Compliment both teams on good play when the opportunity arises,
- Use common sense to ensure that the spirit of the game is not lost,
- Encourage both teams and participants to play within the rules and the spirit of the game/competition,
- Try to ensure that the game/competition is allowed to flow with only as many stoppages as is necessary,
- Show patience and understanding towards players who may be learning the game/competition,
- Not be afraid to take decisions. An official should be fair and firm and must resist any possible influence from protests on the part of players, team officials or spectators,
- Show respect towards players and team officials,



- Be honest and completely impartial at all times, irrespective of the teams, players or team officials involved in the game/competition,
- Inform the person or body directly responsible if unable to officiate for any reason,
- Refrain from requesting hospitality of any kind, or accept any hospitality offered and considered to be excessive,
- Always have regard to the best interests of the game/competition, including where publicly expressing an opinion on the game/competition or any particular aspect of it, including others involved,
- Not tolerate foul, sexist or racist language from players, officials, spectators,
- The powers of an official must be used with wise judgment and care. Authority and a firm approach must be combined with respect,
- An official should have regard to protecting the participants,
- An official should show due respect when speaking with the participants, even in the event of Infringements,
- In reports, an official should set out the true facts and not attempt to justify any decisions,
- It is necessary for the officials' authority to be protected, not only for the sake of the game/competition, but also in the interest of fellow officials. This protection should, however, not influence the over-riding regard for protection of the participants.
- An official should refrain from publicly expressing any criticism of fellow officials.
- An official should assist with the development of less experienced officials and assistant officials.

## CLUBS

- Must treat everyone fairly and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation,
- Accept the special role that you have to play in the establishment of standards by setting a good example of behavior and conduct at all times,
- Do not manipulate the rules in order to benefit yourself personally or your club,
- Encourage all players and coaches to abide by the rules and spirit of the activity,
- Do not use foul, sexist or racist language,
- Use your official position to take action against others who harass, abuse or use foul, sexist or racist language towards participants, coaches, officials and volunteers,
- Ensure that proper supervision is provided by suitably qualified coaches and officials, who are capable of promoting good sporting behavior and good technical skills,



- Ensure all equipment and facilities meet safety standards,
- Respect the rights of other clubs,
- Show respect to players, coaches, officials and other volunteers involved in the activity/competitions,
- Not endeavor to influence the result of an activity/competition by any actions that are not strictly within the rules,
- Remember activity is enjoyed for its own sake - play down the importance of awards,
- Always have regard to the best interests of the sport, including where publicly expressing an opinion of the sport and any particular aspect of it, including others involved in it,
- Resist all illegal or unsporting influences, including banned substances and techniques,
- Promote ethical principles.

Event: .....
Date:.....
Location:.....
Name:.....
Date of Birth:..... Telephone Number:.....
Address:..... .....

## Appendix No.2

### The Protection of Children Act 1999

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*'This Act enhances significantly the level of protection for children. However, it remains of paramount importance that all organisations entrusted with the care of children practise the full range of pre-employment checks. This includes interviews, the full investigation of applicant's employment history and taking up references.'* John Hutton, Minister of State, July 2000.

#### The Main Provisions of the Act

The Act makes four principal changes to the Law:

- It places the existing Department of Health Consultancy Index (a list of persons considered to be unsuitable to work with children) on to a statutory basis. It then provides names to be referred to this newly created **Protection of Children Act List** and also provides a right of appeal to a new Tribunal against the inclusion on the **Protection of Children Act List** (and also inclusion on **List 99**). It also extends the scheme to health care services provided to children.
- It amends 218 of the **Education Reform Act 1988** to enable the Department for Education and Employment to identify people who are put on **List 99** because they are not fit and proper persons to work with children.
- It amends Part V of the **Police Act 1997** to enable the Criminal Records Bureau, when established, to disclose information about people who are included on the **Protection of Children Act List** or **List 99** along with their criminal records. In this way, the Act provides for a 'one-stop-shop' system of checking persons seeking to work with children.
- It requires child care organisations (as defined in the Act) proposing to employ someone in a child care position (as defined) to ensure that individuals are checked through the 'one-stop-shop' against the **Protection of Children Act List** and the relevant part of **List 99**, and not to employ anyone who is included on either list.

The Act also contains other provisions, the most important of which are:

- To enable organisations (other than childcare organisations as defined within the Act) to refer names to the **Protection of Children Act List**.



- To permit the Secretary of State to consider the transfer of names currently held on the DH Consultancy Index to be transferred to the **Protection of Children Act List**.
- To allow organisations to access the new **Protection of Children Act List** and **List 99** without first going through the Criminal Records Bureau until such time as the 'one-stop-shop' comes into operation within the Bureau.

Although sporting organisations are not covered by the mandatory aspects of the Act (unless they meet the definition of a *child care organisation*, they are encouraged to refer names to the Secretary of State for consideration of inclusion on the POCA List. Sporting organisations are also reminded that while it is not mandatory for them to carry out these checks, they are still considered an essential part of the pre-employment process.



## Appendix No.3

### London Child Protection Procedures

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London Child Protection Procedures 2007 – available at: <http://www.londonscb.gov.uk/procedures/>

## Appendix No.4

### Example policy for secure storage, handling, use and disposal & disclosure application information

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#### 1. General principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, London Sport complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

#### 2. Storage & Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### 3. Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

#### 4. Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### 5. Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

#### 6. Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of



the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

## Appendix No.5

### Sample Accident/Incident Report Form

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This form is to record all Accidents/Incidents or near misses occurring during activities of London Sport. Please ensure all sections are completed in full and returned (Within timescales stated in the Accident/Incident Procedure).

<b>Your Name:</b>
<b>Your Position:</b>
<b>Name of child or vulnerable adult:</b>
<b>Address of child or vulnerable adult:</b>
<b>Parents/carers names , address and telephone number:</b>
<b>Date of birth: (Children):</b>
<b>Date and time of any incident:</b>
<b>Venue of incident:</b>
<b>Your observations:</b>

<p><b>Exactly what the child or vulnerable adult said and what you said</b></p> <p>(Remember; do not lead the child or vulnerable adult – record actual details. Continue on separate sheet if necessary)</p>	
<p><b>Action taken so far:</b></p>	
<p><b>Information on alleged abuser:</b></p>	
<p><b>First Aid treatment given:</b></p>	
<p><b>External agencies contacted (date &amp; time)</b></p>	
<p><b>Police</b></p> <p>Yes</p> <p>No</p>	<p><b>If yes – which:</b></p> <p><b>Name &amp; contact number:</b></p> <p><b>Details of advice received:</b></p>

<b>Children's Services</b>  <b>Yes</b>  <b>No</b>	<b>If yes – which:</b>  <b>Name &amp; contact number:</b>   <b>Details of advice received</b>
<b>NGB</b>  <b>Yes</b>  <b>No</b>	<b>Name and Contact number:</b>  <b>Details of advice received:</b>
<b>Local Authority/Forum</b>  <b>Yes</b>  <b>No</b>	<b>If yes – which:</b>  <b>Name &amp; contact number:</b>   <b>Details of advice received</b>
<b>Other (NSPCC)</b>  <b>Yes</b>  <b>No</b>	<b>If yes - which:</b>  <b>Name &amp; contact number:</b>   <b>Details of advice received</b>
<b>Signed .....</b> <b>Print Name .....</b>  <b>Signed .....</b> <b>Print Name.....</b>  <b>Date: .....</b>	

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



# Appendix No.6

## Example Self Disclosure Form

**1. Have you ever been convicted of any criminal offences? YES/NO\***

If YES, please supply details including received or formal warnings or cautions:

.....  
.....  
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

**2. Are you a person known to any social services department as being an actual or potential risk to children? YES/NO\***

If YES, please supply details:

.....  
.....  
.....

**3. Have you had a disciplinary sanction (from a sport or other organisations governing body) relating to child abuse? YES/NO\* If YES, please supply details:**

.....  
.....  
.....

IMPORTANT

I have read and understood the London Sport Child Protection Policy and agree to follow the Code of Conducts and procedures outlined within the Policy. I hereby consent to London Sport seeking information from other agencies (police and /or social services) to clarify details provided on the DBS disclosure.

I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, may be included on Partnership's database. I agree to inform London Sport, within 24 hours, if subsequently arrested or investigated for a child



protection matter. I understand that not abiding by, fully disclosing or answering any of these questions will lead to Disciplinary procedures

I HEAR BY AGREE TO ABIDE BY LONDON Sport Safeguarding and Protecting Children Policy (copy provided)

**NAME**.....

**ADDRESS**.....

.....  
**SIGNATURE**.....**DATE**.....

## Appendix No.7

Sample Player Registration Form (Parental consent for sporting activities/events)

### PERSONAL DETAILS OF PARTICIPANT

<b>Name:</b>						<b>Gender:</b> Male / Female
<b>Address:</b>						
					<b>Postcode:</b>	
<b>Telephone Numbers:</b>	<i>Home</i>				<i>Mobile:</i>	
	<b>Please state your date of birth:</b>					
		<i>Day</i>	<i>Month</i>	<i>Year</i>	<i>Age</i>	<i>School Year</i>
<b>Local Authority</b> (to which you pay your Council Tax):				<b>Club Name</b> Please add sport if <u>not</u> in Club title (If a member of a sports club):		

### BOOKING INFORMATION

Sport Activity					
Date of Activity			Time of Activity		
Venue for Activity					

### DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as anyone with “a physical or mental impairment that has substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”.								
<b>Do you consider yourself to have a disability?</b>				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<b>If yes, what is the nature of your disability?</b>								
<b>VI</b>	Visual impairment	<input type="checkbox"/>	<b>HI</b>	Hearing impairment	<input type="checkbox"/>	<b>PD</b>	Physical disability	<input type="checkbox"/>

<b>LD</b>	Learning disability	<input type="checkbox"/>	<b>MD</b>	Multiple disability	<input type="checkbox"/>	<b>O</b>	Other (please specify)
-----------	---------------------	--------------------------	-----------	---------------------	--------------------------	----------	------------------------

**EMERGENCY CONTACT DETAILS**

In case of an emergency during the activity, please could you write down a contact name and telephone number in addition to your own.

<b>Full Name:</b>			
<b>Telephone No.s:</b>	<i>Home:</i>		<i>Mobile:</i>
<b>Relationship to participant:</b>			

**SPORTS EQUITY MONITORING**

London Sport is committed to promoting and developing sports equity in line with our Equity Policy and our Fair Play charter. By monitoring the profile of young people we can continue to develop programmes to include all young people in all of our activities.

**ETHNIC GROUP/ORIGIN**

<b>What is your ethnic group? Please TICK the most appropriate from the section below:-</b>			
<b>W</b>	<b>White</b>	<input type="checkbox"/>	<b>W1 British</b>
		<input type="checkbox"/>	<b>W2 Irish</b>
<input type="checkbox"/>	<b>W3 Any other white background (please specify):</b>		
<b>D</b>	<b>Dual</b>	<input type="checkbox"/>	<b>D1 White and Black Caribbean</b>
<input type="checkbox"/>	<b>D2 White and Black African</b>	<input type="checkbox"/>	<b>D3 White and Asian</b>
<input type="checkbox"/>	<b>D4 Any other mixed background (please specify):</b>		
<b>A</b>	<b>Asian or British Asian</b>	<input type="checkbox"/>	<b>A1 Indian</b>
<input type="checkbox"/>	<b>A2 Pakistani</b>	<input type="checkbox"/>	<b>A3 Bangladeshi</b>
<input type="checkbox"/>	<b>A4 Any other Asian background (please specify):</b>		
<b>B</b>	<b>Black or Black British</b>		
<input type="checkbox"/>	<b>B1 Caribbean</b>	<input type="checkbox"/>	<b>B2 African</b>
<input type="checkbox"/>	<b>B3 Any other Black background (please specify):</b>		
<b>C</b>	<b>Chinese or other ethnic group</b>	<input type="checkbox"/>	<b>C1 Chinese</b>
<input type="checkbox"/>	<b>C2 Any other (please specify):</b>		



**MEDICAL INFORMATION**

Please tick if you suffer from any of the following:	Asthma		Diabetes		Epilepsy	
<a href="#">Are there any other medical details you feel we should know about?</a>						
<input type="checkbox"/> Please tick if you give consent for emergency medical treatment to be administered						

**CONSENT FROM PARENTS**

My child is in good health and I consider him/her capable of taking part in the Activity. I also understand that while coaches and personnel will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered to my child.

I am aware that photographs will be taken during the Sports Activity for promotional purposes, and give consent for my child to feature in such photos, which may be used in any publications produced by London Sport. (Please tick)

Address:.....	Email
details:.....	

Parent/Guardian Name: (must be person with legal parental responsibility)	(please print)
Signature of Parent/Guardian:	

Information disclosed is protected under the Laws of the Data Protection Act

## Appendix No.8

### Example Procedures related to the transportation of children for trips/tournaments

---

Attention to the following factors will help to promote safety:

- Ensure that the company which is being used is currently licensed to transport children and young people, and that they have the appropriate insurance,
- Only use companies including buses/taxis where safeguarding checks are in place. It should be ensured that there is the correct ratio of staff to children,
- If a child suffers a significant injury or accident, the parent/guardian should be informed as soon as possible,
- Written permission of parents/guardians should be obtained for all overnight away trips. Parents/guardians should inform the club/Team Manager at the outset of any medical condition or special needs of their child,
- All adults who travel on away trips with children should be carefully chosen and vetted,
- Adults/Sports Leaders accompanying or participating in an away trip should make known any medical condition/special needs to the Governing Body/Sports club in advance,
- The roles and responsibilities of adults participating in away trips should be clearly defined,
- The Governing Body of Sport/Sports Club should appoint a Team Manager/Head of Delegation for away trips. S/he should have overall responsibility for the children's well being, behaviour and sleeping arrangements. S/he should be appointed as an official of the club for the duration of the trip,
- On away trips, coaches should be accountable to the Team Manager in all non-performance related matters,
- Where there are mixed teams there should be at least one female in the management/coaching structure,
- The Team Manager should submit a report to the Governing Body/Sports Club as soon as possible after the end of the trip,
- Adults should not share a room with children,
- Sports Leaders should not travel alone in their cars with children,
- Special care should be taken by both host and visiting clubs in the selection of homes for overnight stays and where practical more than one child should be placed with each host family,

**If a child suffers a significant injury or an accident the parents/guardians should be informed as soon as possible.**



## Appendix No.9

### Sample Photographer Registration Form

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To promote all activity we would like to take photographs and videos for publications. To ensure that the young athletes feel safe at these events and comfortable being filmed or photographed we will only use people who we have checked to be appropriate to work with young people.

**SPORT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EVENT:** \_\_\_\_\_

**VENUE:** \_\_\_\_\_

#### PHOTOGRAPHER SELF DECLARATION

**1. Have you ever been convicted of any criminal offences?** YES/NO\*

If YES, please supply details of any criminal convictions:

.....  
.....  
.....  
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

**2. Are you a person known to any Children’s Services department as being an actual or potential risk to children?** YES/NO\*

If YES, please supply details:



.....  
 .....

.....  
 .....

**3. Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse? YES/NO\***

If YES, please supply details:

.....  
 .....

.....  
 .....

\* Delete as appropriate

**IMPORTANT**

I have read and understood the information leaflet regarding London Sport Safeguarding and Protecting Children Policy. I hereby consent London Sport undertaking relevant checks against me.

I understand that the information contained on this form, the results of police and Children’s Services checks and information supplied by third parties, may be included on London Sport database, may be notified to my club/organisation and may be supplied by the Partnership to other relevant partners who have an interest in child protection issues. I agree to inform London Sport, within 24 hours, if subsequently arrested or investigated for a child protection matter. I understand that not abiding by, fully disclosing or answering any of these questions will lead to Disciplinary procedures

I hereby agree to abide by the London Sport Child Protection Policy’s Guidelines on Photographic Filming Equipment and Sporting Events and all guidelines relating to conduct at events including reproductions or adaptations of the images for all general purposes.

<b>TO BE COMPLETED BY PERSON FILMING/PHOTOGRAPHING</b>	
Name (print):	_____
Address:	_____

## Appendix No.10

### Useful Contacts

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National Organisations		London Based Organisations
<p><b>NSPCC Helpline</b>            Telephone: 0808 800 5000            Asian Helpline: 0800 096 7719            Welsh Helpline: 0800 100 2524            Deaf Users Textphone: 0800 056 0686  <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>            This is a 24 hour free and confidential telephone Helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.</p>		<p>London Safeguarding Childrens Board            Association of London Government,            59½ Southwark Street,            London SE1 0AL</p> <p>Alison Renouf - LSCB Manager            Email: <a href="mailto:Alison.renouf@londoncouncils.gov.uk">Alison.renouf@londoncouncils.gov.uk</a></p> <p>Nilam Taheem – Policy Support Officer            Email: <a href="mailto:nilam.tahem@londoncouncils.gov.uk">nilam.tahem@londoncouncils.gov.uk</a>            T: 0207 934 9683</p>
<p><u>National Organisations</u></p>		
<p>The NSPCC Child Protection in Sport Unit</p>	<p>England            3 Gilmour Close            Beaumont Leys            Leicester L4 1EZ</p>	<p>Tel 0116 234 7278  <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a></p>
<p>Network Safe</p>	<p>The Safe Network            NSPCC National Training Centre            3 Gilmour Close            Beaumont Leys            Leicester LE4 1EZ</p>	<p>Tel: 0116 234 7217  <a href="http://www.safenetwork.org.uk">www.safenetwork.org.uk</a>            Email:  <a href="mailto:info@safenetwork.org.uk">info@safenetwork.org.uk</a></p>



Child line UK	45 Folgate Street London E1 6GL	Tel 0800 1111
UK Coaching	Chelsea Road Off Amberley Road Armley Leeds LS12 4HP	Tel 0113 274 4802
Department of Health	Consultancy Service Room 113 Department of Health Wellington House 133-135 Waterloo Rd London SE1 8UG	

## Appendix No.11

### Guidance on Breaches of Conduct

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London Sport has produced example codes of conduct for young people, coaches, parents, spectators, officials and clubs which can be adopted for use by partner organisations.

This guidance document has been developed to support organisations and clubs in considering what sanctions and measures should be put in place to deal with the potential breach of a Code of Conduct, in the absence of any other disciplinary processes.

Questions to be considered when developing sanctions:

- Does your club have existing disciplinary procedures in place and do they relate to the Codes of Conduct?
- What does your club consider to be unacceptable behaviour in relation to the Codes of Conduct?
- Do your sanctions relate to those of your National Governing Body?
- What specific sanctions would you consider for a breach of conduct? E.g. Verbal warning, written warning, removal from activity, temporary ban, total ban.
- Do you ensure that any sanction taken is non-violent and does not involve the humiliation of children or young people?
- Are some breaches of conduct more serious than others?
- Who is responsible for making a decision that an individual's behaviour has breached your code of conduct?
- Who decides the relevant sanction in relation to specific breaches of conduct?
- Do you have a reporting process that all coaches are aware of?
- Do your coaches require training to implement the sanctions process you have put in place?

Do you have an open appeals process for anyone who considers their treatment to be unfair?