Active Kids Safeguarding Policy

Sport can and does have a very powerful and positive influence on people, especially young people. We look to provide opportunities for enjoyment and achievement, sport can also develop valuable qualities such as self-esteem. 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.

The following policy statements and guidelines that follow have been amalgamated from ISRM “Child Protection Policy and Implementation Procedures”, FA Child Protection Policy and Kings Camps, Sheffield, Child Protection Policy 1

Policy statement
As part of Sport Sheffield’s commitment to best practice Sport Sheffield will:
- Respect and promote the rights, wishes and feelings of young people.
- Recruit, train and supervise its employees to adopt best practice to safeguard and protect young people from abuse and establish clear and safe practices.
- Require staff to adopt and abide by the organisations safeguarding policy and procedures.
- Respond to any allegations or complaints promptly and take appropriate action.

Principles
The guidance given in the procedures is based on the following principles:
- The welfare of young people (the Children Act 1989 defines a young person as under 18 years of age) and vulnerable groups.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief have the right to protection from abuse.
- All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with all relevant legislation e.g. the Data Protection Act (1998) and Human Rights Act (1998).

Important
Please note that the term parent is used throughout this document as a generic term to represent parents, carers and guardians.

Photography / video
Generally speaking photography or similar recording is discouraged. Any person wishing to engage in any video, zoom or close range photography should obtain approval from the event organiser or Head of Sport. We accept that parents may wish to record their child’s achievements and as such parents should make arrangements with the instructor/organiser/ Head of Sport as appropriate. However, it should be noted that approval may not be given.

If parents/spectators raise concerns about photography taking place please refer them to the instructor / organiser/ Head of Department, as appropriate. If appropriate, the person about who there are concerns may be asked to stop recording/photographing and if necessary asked to leave the venue.

Parents who have registered children for the Active Kids Programme will be asked permission as part of the application process for photos to be taken of their children. If a parent refuses permission their child will not be involved in any photographs.

Recruitment of Staff
Sport Sheffield undertakes reasonable steps as part of the recruitment process for staff working with children. Sport Sheffield will ensure that staff are subject to a range of checks which will include:

- Application form; which will request at least two references.
- Disclosure and Barring Service disclosure checks ensure applicants/staff who are likely to be in contact with young people do not have any criminal convictions which as a result may put young people at risk.
- At interview stage the candidates will be informed and fully briefed on the responsibilities of the job. Upon appointment University employees are bound by a code of conduct and University policies and procedures.
- In case of complaint or misconduct the University will investigate and take appropriate action.

Sport Sheffield requires staff to adhere to the following code of conduct when working with children:

It is our policy to:

- Always work in an open environment (e.g. avoiding private or unobserved situations).
- Treat all young people equally, with respect and dignity.
- Always put the welfare of each young person first, before winning or achieving goals.
- Maintain a safe and appropriate distance with performers/participants.
- Build balanced relationships based on mutual trust which empowers children to share in the decision making process.
- Make sport fun, enjoyable and promote fair play.

Practical deployment of the policy will:

- Ensure that if any form of manual or physical support is required it should be provided openly and in accordance to guidelines issued by the NGB.
- Ensure that staff keep up to date with the technical skills and attend training as required.
- Involve parents/carers wherever possible in the supervision of children in changing rooms etc.
- Give enthusiastic, constructive feedback rather than negative criticism.
- Recognise the development needs and capacity of young people, not pushing them against their will.
- Be made aware, where disclosed, of medicines being taken by young people, as well as recent injuries and history of medical conditions.
Practices to be avoided:

Staff involved with teaching and care of young people should not:

- Engage in rough, physical games including horseplay.
- Treat an injury etc in a room with the door closed, it is strongly recommended that parents are present or a suitable consenting adult be invited to attend.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child.
- Reduce a child to tears or intimidate him/her as a form of control.
- Do things of a personal nature for young people that they can do for themselves. If absolutely necessary, such actions should only be carried out with the full consent of the parent/guardian/carer.

Abuse

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Abuse is identified in four different ways:

- Neglect
- Physical Abuse
- Sexual Abuse
- Emotional Abuse

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 in sport, 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 towards a young person. Sport Sheffield staff are encouraged to raise any concerns in the strictest of confidence to their line manager or Head of Department.

Indicators of Abuse

Indicators that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Unexplained changes in behaviour.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty making friends.
- Is prevented from socialising with other children.
- Loses weight for no apparent reason.
- Becomes increasingly dirty and unkempt.
It is recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those working in sport to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

**Responding to a disclosure – Action to take**

False allegations of abuse do occur. However, they are rare and if a young person says or indicates that he/she is being abused or information is obtained which gives concern that a young person is being abused you should react immediately.

- Call for assistance from another member of staff when speaking to the child. If possible, contact the Active Kids Programme Development Officer and Sport Sheffield Safeguarding Lead.
- Listen to what the child says. Be comforting and sympathetic ensure that the child feels that it is not their fault that this has happened. Tell the child that you are glad that they have told you and they were right to tell.
- It is important not to make any suggestions to the child.
- Do not interrogate the child, except to clarify what they are saying. Allow the child time to freely recall events.
- Do not jump to conclusions.
- Do not promise to keep the information a secret, make it clear to the child that you will have to refer the matter on.
- Write down exactly what the child says and what you have said in response. Note the child’s name, address and date of birth, a description of any visible bruising or other injuries. Identify your relationship with the child and any background knowledge, observations that have been made by you.
- Sign and date what you have written and pass it to the Active Kids Programme Development Officer and Sport Sheffield Safeguarding Lead, take a copy for your own records and store it safely as confidential material.
- Do not speculate or accuse anyone or share the information beyond the Active Kids Programme Development Officer/Sport Sheffield Safeguarding Lead/Head of Department.
- The Sport Sheffield Safeguarding Lead will decide whether to seek advice from other organisations such as the Sheffield Safeguarding Board.

* In the event that the Sport Sheffield Safeguarding Lead is unavailable, the responsibility will fall to the Active Kids Programme Development Officer and/or Head of Department. Advice and sharing of information can also be found with The University of Sheffield Safeguarding Board: [http://www.sheffield.ac.uk/ssd/safeguarding/info/children](http://www.sheffield.ac.uk/ssd/safeguarding/info/children)

**Allegations against staff members**

Any suspicion that a child has been abused by a member of staff should be reported to the Head of Department immediately. Such steps as considered necessary to ensure the safety of the child in question and any other child that may be at risk will be taken. The Head of Department will inform the University Human Resources Department who will investigate the matter fully. Any such matter referred to Human Resources Department will be treated with due regard for University policies and procedures.
Referrer concerned:

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<th>Referrer's name:</th>
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<tr>
<td>Male / female:</td>
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<tr>
<td>Referrer's position:</td>
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<tr>
<td>Referrer's address:</td>
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<tr>
<td>Referrer's home telephone number:</td>
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Child concerned:

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<tr>
<th>Male / female:</th>
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<tr>
<td>Child's name:</td>
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<td>Child's address:</td>
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<tr>
<td>Any disability/specific needs:</td>
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<tr>
<td>Child's date of birth:</td>
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<tr>
<td>Parents/carers names &amp; addresses:</td>
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<td>Parents/carers home telephone number:</td>
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Name of person complained of (if applicable):

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<th>Male / female:</th>
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<tr>
<td>Name:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>Link to the child concerned:</td>
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<td>Referrer's home telephone number:</td>
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The incident:

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<th>Date &amp; time of any incident:</th>
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<td>Your observations:</td>
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Observations of any other witnesses (include names & contact numbers):

Exactly what the child said & what you said (do not lead the child):

Action taken so far:

External agencies contacted:

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<th>External agencies contacted (date &amp; time):</th>
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<tr>
<th>Police</th>
<th>YES / NO</th>
<th>If YES – which:</th>
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<td>Name &amp; contact number:</td>
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<tr>
<th>Social services</th>
<th>YES / NO</th>
<th>If YES – which:</th>
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<td>Name &amp; contact number:</td>
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</table>
Confidentiality must be maintained in order to protect the child – do not discuss this incident with anyone other than those who need to know

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<tr>
<th>National Governing Body</th>
<th>YES / NO</th>
<th>If YES – which:</th>
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<td>Name &amp; contact number:</td>
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<th>Local authority</th>
<th>YES / NO</th>
<th>If YES – which:</th>
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<td></td>
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<td>Name &amp; contact number:</td>
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<th>Other (e.g. NSPCC)</th>
<th>YES / NO</th>
<th>If YES – which:</th>
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<td></td>
<td></td>
<td>Name &amp; contact number:</td>
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<table>
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<tr>
<th>Signature:</th>
<th>Print name:</th>
<th>Date:</th>
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<tr>
<th>Signature of Head of Sport:</th>
<th>Print name:</th>
<th>Date:</th>
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Confidentiality must be maintained in order to protect the child – do not discuss this incident with anyone other than those who need to know
Important Telephone Numbers

**NATIONAL CONTACTS:**

**The NSPCC**
National Centre
Weston House
42 Curtain Road
London
EC2A 3NH
Tel: 0207 8252500
Helpline: 0808 800 3000

**NSPCC Child Protection in Sport Unit**
3 Gilmour Close
Beaumont Leys
Leicester
L4 1EZ
Tel: 0116 2347278

**Sport England**
16 Upper Woburn Place
London
SW1H 0QP
Tel: 020 72731500

**Sportscoach UK**
114 Cardigan Road
Healingly
Leeds
LS6 3BJ
Tel: 0113 2744802

**Amateur Swimming Association**
Legal affairs Department
Harold fern house
Derby Square
Loughborough
LE11 5AL
Tel: 01509 221350
**Swimline:** 0808 800 3000

**Childline UK**
Tel: 0800 1111

**LOCAL CONTACTS:**

**Safeguarding Children Advisory Service**
0114 2053535

**Local social services**
Children & Families Duty Social Worker
8.45am-5.15pm Mon-Thurs
8.45am-4.45pm Fri
Tel: 0114 2734855

**Out of hours Social Services**
**Emergency Duty Team**
Tel: 0114 2734446

**Local police**
Tel: 0114 2202020