



Sporting Communities

Safeguarding and Protecting Young People and Vulnerable Adults Policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Sporting Communities CIC.

The purpose of this policy:

- to protect children and young people who receive services from Sporting Communities CIC. This includes the children of adults who use our services.
- to provide staff and volunteers with the overarching principles that guide our approach to child protection.

Sporting Communities CIC believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice to that principle.

Sporting Communities CIC is committed to creating and maintaining an enjoyable and safe environment for all involved in our activities while providing the highest possible standard of service.

We are dedicated to devising and implementing policies to ensure everyone in Sporting Communities CIC understands their responsibilities and the company's procedures.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Sporting Communities CIC and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

NB: A young person is defined as a person under the age of 18 (Children's Act 1989)



The definition of a Vulnerable Adult, as stated by 'Who Decides – Lord Chancellors Department 1997', is:

'A Vulnerable Adult is someone who is aged 18 or over who; is or may be in need of community care services by reasons of mental health or other disability, age or illness and is or may be unable to take care of him or herself, or unable to protect him or herself against harm or exploitation'

Policy principles

Sporting Communities CIC is dedicated to the following:

- the welfare of the young person is paramount and should be the first consideration
- all children and young people, regardless of age, ability, gender, ethnic origin, religious belief, race or sexual identity have a right to participate in a fun and safe environment
- the rights, wishes and feelings of young people should always be respected
- all reasonable steps to protect children from harm, discrimination and degrading treatment will be taken
- all members of Sporting Communities CIC have a responsibility to operate to this policy. Failure to comply may lead to disciplinary action
- Allegations of poor practice will be taken seriously and investigated in accordance with good practise.
- all Sporting Communities CIC employees will be recruited via a fair recruitment procedure and be exempt from Rehabilitation of Offenders Act. They will be provided with guidance and training in child protection procedures and good practice
- working in partnership with parents and carers is essential for the safeguarding and protection of young people
- confidentiality should be upheld in line with legislation and government guidance
- all Sporting Communities CIC employees who work with children should adhere to the e-safety policy and related procedures

Government guidance and legislation

Sporting Communities CIC's safeguarding policy and procedures are based upon principles within UK, international legislation and government guidance. Below is an overview of relevant legislation and guidance. We all have a legal and moral obliga-



tion and responsibility to contribute to making Sporting Communities CIC a safe and child-friendly place to be. Our policies and procedures take into account the following:

- GDPR 2018
- The Children Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Act 1997
- The Criminal Justices and Court Services Act 2000
- The Rehabilitation of Offenders Act 1974
- The Data Protection Act 1998
- Every Child Matters 2003
- “Caring for the young and vulnerable” - Home Office guidance for preventing the abuse of trust 1999
- The ‘What to do if you are worried a child is being abused’ - 2006
- Working Together to Safeguard Children - 2006
- The UN Convention on the Rights of the Child - 1990
- The Human Rights Act 1998
- The Safeguarding Vulnerable Adults Act 2006
- Information sourced from the Royal Pharmaceutical Society of Great Britain, ‘Guidance on the protection of Vulnerable Adults’, August 2005

Promoting good practice

Sporting Communities CIC acknowledges that good practice is essential when working with young people. To provide children with the best possible experience and opportunities all of our staff must operate within an accepted ethical framework. Below is a list showing what is meant by good practice and poor practice, so that employees and volunteers are able to identify whether poor practice and possible abuse may be taking place.

Good practice:

All people at Sporting Communities CIC should adhere to the following actions:

- always be publicly open when working with young people
- avoid any unobserved situations and encourage open communication
- treat all young people equally and with respect and dignity
- promote fairness and confront and deal with bullying

- always put the welfare of the young person first
- respect the personal space of the young person; avoid any situation that could appear to encourage an intimate relationship
- avoid unnecessary physical contact with young people. Where any physical support is compulsory it should only be provided with the consent of the young person and done openly involve parents or guardians wherever possible
- parental consent to be obtained if employees are required to transport young people who are a legal minor
- request written parental consent for any significant travel arrangements e.g. overnight stays
- ensure that at residential activities adults do not enter a young person's room without good reason and then with another member of staff present.
- at residential activities members of staff will not invite young people into their rooms
- be a good role model, this includes not smoking or drinking alcohol in the company of young people
- always operate from a premise of constructive feedback .
- recognising the developmental needs and capacity of the young person and in so doing ensures the persons wellbeing is not put at risk to gain other success
- ensures any injury is recorded along with details of any treatment given
- ensure that in emergencies treatment of the young people is carried in accordance with first 'aid at work' practise.
- to ensure that the correct ratio of adults to young people is maintained at all times – for the protection and welfare of the young people and the adults involved
- to dress in appropriate clothing for the activity, and not wear or carry anything that could be injures to ones self or participants.

Poor practice

These actions are regarded as poor practice.

- unnecessarily spending excessive amounts of time alone with a young person away from others
- reducing a young person to tears as a form of control
- doing things of a personal nature that the young person is able to do for themselves
- engaging in rough, highly physical or sexual activity

- making inappropriate comments to a young person
- taking young people alone in a car on journeys*
- sharing a room with a young person
- taking a young person anywhere where they will be alone with you
- engaging in improper touching of any form
- allowing young people to openly use unsuitable language
- allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon.

* When a case arises where it is impossible to avoid certain situations, for example transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of a Sporting Communities CIC's director, the parent or guardian and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents or guardians should also be informed of the incident.

In emergency cases referrals of concern must be made to the Social Care Duty Team (0300 111 8010), who has a statutory duty to investigate. If it is after hours then the Emergency Duty Social Care Team (0800 131 3126) or Police Child Protection Team (101 / 0300 123 4455) must be contacted. Referrals involving a professional should be made to the Child Protection Officer. Any telephoned referral must be followed by a written referral.

Use of photographic / filming equipment

Sporting Communities CIC are alert to the concerns of inappropriate photography or filming and will ensure to the best of their ability to stop and or report as soon as possible.

Defining child abuse

It is not always easy to recognise where abuse has occurred, however all adults working within Sporting Communities CIC have a duty to be watchful and respond appropriately to suspicions of poor practice, abuse or bullying. This does not mean



that it is our employee's or volunteer's responsibility to make a decision as to whether the situation is poor practice, but it does mean that it is our employee's or volunteer's duty to report absolutely any concerns.

Child abuse has many forms, but essentially it is a term, which describes the way in which young people can be harmed by individuals or groups, this does not necessarily excluded those know well.

Child abuse tends to be categorized into four main forms; physical, emotional, sexual or neglect that leads to injury or harm. It is most common within a relationship of trust or responsibility, where an abuse of power or breach of trust occurs. Abuse in all of its forms can affect any young person. It is so critical that any child abuse is prevented as the effects can be so destructive that if not prevented they may follow the individual into later life.

Physical abuse

Defined as when individuals deliberately inflict injuries on a young person, or knowingly do not prevent such injuries. It includes harm caused by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or using excessive force. Giving young people alcohol or inappropriate drugs would also constitute child abuse, along with the failure to supervise their access to these substances.

In relation to sporting activities, no abuse of any kind will be tolerated

Emotional abuse

Emotional abuse can be described as repetitive emotional ill treatment of a young person, which is likely to cause harsh and permanent unfavourable effects on the child's emotional development. Examples can be telling a child that they are a waste of time, making them feel insignificant and unwelcome or calling them names and bullying them.

Sporting activities can easily fall foul of creating such effects as described above via over enthusiastic coaching e.g. criticising a child and expecting too much of them. As a result it may cause a young person to be anxious which in turn can make the young person lose self-confidence.

Sexual abuse

This can occur when adults, both male and female, use children to meet their own sexual needs. This includes any sexual contact, showing young people pornography or talking to them in a sexually overt manner. In sporting activities this can occur if there is any inappropriate physical contact with the young people.

Neglect

Neglect occurs when adults fail to meet a young person's physical or mental needs, which then in turn results in serious harm to their growth or health. An example of neglect would be failing to provide a person's basic needs such as food, water, shelter, protection, medical care, etc. Or in sports this could be exposing the young person to unbearable heat or cold.

The definitions above are a guidance Sporting Communities CIC will deal with the above issues in depth within it's induction training.

Signs of abuse - action

As mentioned previously it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such detection however it is important to remember that it is not the responsibility of those working in Sporting Communities CIC to decide that child abuse is occurring. It is their responsibility to act on any concerns. Some of the signs that a child is being abused, which should be looked out for, may include one or more of the following:

- another young person or adult expresses concern about the welfare of a young person
- difficulty in making friends
- unexplained changes in a young person's behaviour e.g. bad tempered, upset, quiet, reserved, clingy, tearful and reluctance

- unexplained or suspicious injuries
- an injury for which an explanation seems inconsistent
- mistrust of adults, particularly those with whom a close relationship
- the young person describes what appears to be an abusive act involving them
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- being prevented from socialising with others
- displaying variations in eating patterns including over eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt
- a shortage of money or frequent loss of belongings

There are many ways in which we may become aware of the possible occurrence of child abuse, mainly through some of the ways listed above, or even witnessing it occur. In some cases it may be reported to us or we may be directly informed by the young person affected.

How to respond to any suspicions

It is important to remember that no matter how you have been made aware, it is not the responsibility of any of Sporting Communities CIC's employees or volunteers to make the decision as to whether a child is actually being abused, it is simply your responsibility to act on any concerns by contacting the appropriate authorities so that the correct and necessary action can be taken to protect the young person.

If you believe a disclosure is about to be made, or a child or young person is in the process of disclosing, you must tell them that you will have to talk to other people. Never tell them that you will keep it a secret. Tell the child or young person that you must talk to other people who can help. Be open and honest. Tell the child or young person who you will have to speak to and why.

If the young person directly informs you then it is important that you respond in a caring calm manner. Support the child and listen carefully to show that you are taking them seriously, avoid questioning them, to avoid it being argued that the child has been led during questioning.



The main priority is the safety of the young person. If any medical attention is needed you must call an ambulance immediately. Ensure that the child knows that you will need to tell other people in order to stop the abuse continuing.

Make certain that you record all information straight away and report the incident as soon as possible to Sporting Communities CIC's Welfare Officer. Information recorded should be very thorough and should be made at the time of the concern, detailing all the facts and not including your own opinions. The record should include the following:

- child's details e.g. name, age, address, phone number, etc.
- the nature of the allegation, including the dates, times, etc.
- a description of the signs, for example any visible injuries or indirect signs
- details of the witnesses
- an account of what the child has said
- who the alleged abuser is if known
- who was consulted, give details.

Sporting Communities CIC expects its members to talk about any concerns they may have about the welfare of a child immediately with the Welfare Officer. If this person is not available then you should seek advice from NSPCC, local social services department or the police, whose telephone numbers can be found in your local directory.

NB: If there is any doubt, you must report the incident, as it may be just one of a series of other incidents which together cause concern.

Internal inquiries and suspension

The Welfare Officer will make an instant decision, potentially after a conversation with the Directors about whether the accused should be momentarily suspended until further police and social services inquiries. Irrespective of the police or social services inquiries, Sporting Communities CIC will review all individual cases in order to make a decision as to whether the accused person can return and how it would carefully be handled. The welfare of the child will however remain of paramount importance throughout.



Recruiting people who will be working with children

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid, volunteer, full time and part time staff. To ensure unsuitable people are prevented from working with children the following points should be taken into consideration when recruiting:

- all staff and volunteers to complete an application form. The application form will elicit information about the applicants past and a self-disclosure about any criminal record
- all staff and volunteers, where relevant should undertake an enhanced level Criminal Records Bureau (CRB) check/will provide their CRB which will be verified, should the CRB check not be completed before employment commences, a risk assessment will be undertaken and the necessary safeguards put in place. This information will be treated confidentially, sensitively and in accordance with the GDPR 2018.
- two confidential references, including one regarding previous work with children should be obtained
- evidence of identity, for example passport or driving licence with photo
- a check will be made that the application form has been completed in full, including sections on criminal records and self-disclosures
- qualifications to be confirmed
- the job requirements and responsibilities will be clarified
- child protection procedures are explained and training needs identified e.g. basic child protection awareness

In addition to pre-selection checks, the safeguarding process includes training after recruitment to ensure all staff and volunteers are fully conversant with all aspects of this policy.

Sporting Communities CIC will comply with the new requirements of the Independent Safeguarding Authority and ensure that they are aware of the legal expectations of them.

The Coalition Government has confirmed that until all the appropriate legislation has been introduced and the new arrangements are established, the existing responsibilities of employers and the ISA will remain.



These include:

- A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups.
- An organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law.
- If your organisation works with children or vulnerable adults and you dismiss or remove a member of staff or a volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left, you must tell the Independent Safeguarding Authority.

www.isa.homeoffice.gov.uk

Confidentiality

Every effort should be made to make sure that confidentiality is maintained for everyone that is concerned in any allegations. Information should be handled on a need to know basis only. This includes the following people:

- the Welfare Officer - Ross Podyma ross@sportingcommunitiescic.org (07809 536703)
- the Director
- the young person's parents or guardians
- the person making the allegation
- Social Services (0300 111 8010) and the police (101 / 0300 123 4455)
- the alleged abuser (and parents if the alleged abuser is a child)

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

Safeguarding Team Contacts

Cheshire West - 0151 356 6614

Cheshire East - 0300 123 5012

Staffordshire - 01785 277151

Stoke-on-Trent - 01782 235863

Derbyshire - 01629 535716

Derby City - 01332 642351

Leeds - 0113 3786018

We are committed to reviewing our policy and good practice annually

This policy was last reviewed on 03/07/18

Chief Executive - Kevin Sauntry



Managing Director - Ben Rigby

