

**Old Town Hub CIC/Set2Win**

# **Child Protection Policy**



# Child Protection Policy

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## 1. Introduction:

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All Sporting organisations/ individuals within Old Town Hub CIC/ Set2Win, which make provision for children and young people, must ensure that:

- the welfare of the child is paramount
- all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- all persons working in sport have a responsibility to report concerns to their line manager (if this is not appropriate then approach a colleague of similar seniority)

Department of Sports Development and Recreation (DSDR) staff/ volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. **Their role should be to ensure concerns are reported to the appropriate authorities in order for appropriate action to be taken.**

All activities run by the Department of Sports Development and Recreation will be covered by this Child Protection Policy, including Team Bath Tribe, Holiday Camps, Work experience, Children's Parties, events etc. This Policy will not be relevant to external groups/clubs/organisations who hire the facilities. However, in order to hire the facilities they should have in place their own Child Protection Policy and procedures. If a complaint is made to either the Old Town Hub CIC/Set2Win or to the external club then that organisation will inform the other of the incident and any subsequent action that is taken.

## 2. Policy Statement:

Old Town Hub CIC/Set2Win has an overarching Child Protection and Safeguarding Policy, however this policy document is

specifically covering DSDR activities. All issues or complaints will be followed through this policy and the Old Town Hub CIC/Set2Win Safeguarding Officer (Mark Cole) will be informed of incidents. Old Town Hub CIC/Set2Win's policy can be found at <https://clubspark.lta.org.uk/OldTownHubCIC/Welfare>

Old Town Hub CIC/Set2Win acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. The Department of Sports Development and Recreation (DSDR) will ensure the safety and protection of all children involved in department activities through adherence to the Child Protection Policy adopted by DSDR and endorsed by Old Town Hub CIC/Set2Win.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive and enjoyable experience of sport at Old Town Hub CIC/Set2Win in a safe and child centred environment are protected from abuse whilst participating in activities provided by the provider or outside of the activity.

Old Town Hub CIC/Set2Win acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy DSDR will:

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children

and young people

- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in sport at Old Town Hub CIC/ Set2Win. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/ exclusion from the organisation.

Sporting activities involving under 18's using Old Town Hub CIC/ Set2Win facilities but organised and run by an external group, club or organisation will be expected to have their own Child Protection Policy and their internal incidents or complaints will be dealt with through their own policy processes.

A child is defined as a person under the age of 18 years (The Children Act 1989).

### **Monitoring**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance as required by the Local Safeguarding Children Board, UK Sport and/or Sport England
- as a result of any other significant change or event.

### **3. Policy Aims:**

The Aim of the Department of Sports Development and Recreation Child Protection Policy is to promote good practice by:

- providing children and young people with appropriate safety and protection whilst in the care of the Department of Sports Development and Recreation
- allowing all staff/volunteers to make informed and confident responses to specific child protection issues

### **4. Definitions:**

Any form of abuse, bullying or harassment will be dealt with according to this Policy. The section below highlights these areas and offers brief definitions of the terms and the indicators that may be present in such a situation.

#### **What is abuse and neglect?**

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

#### **Physical abuse**

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

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of



another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or ●● ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **b. What is Bullying?**

Bullying, racism and other types of discrimination are forms of child abuse, even though those responsible are often young people. It is important to recognise the impact and extent of bullying and discrimination in the lives of young people. Sports organisations have a duty of care to safeguard children from harm, including disabled children and others who may be particularly vulnerable.

Bullying can be **psychological**, **verbal**, or **physical** in nature. It involves an imbalance of power in which the powerful attack the powerless, and occurs over time rather than being a single act. Examples of bullying behaviour include:

- being called names, insulted or verbally abused;
- being deliberately embarrassed and humiliated by other children;
- being made to feel different or like an outsider;
- being lied about;
- being physically assaulted or threatened with violence;
- being ignored.

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

- a parent who pushes too hard
- a coach who adopts a win-at-all costs philosophy
- a player, coach or team who intimidates inappropriately

- an official who places unfair pressure on a person
- inappropriate behaviour

### **c. Indicators of Abuse:**

Indicators that a child may be being abused can be difficult to recognise even for the experienced. There are a number of signs that can indicate a child may be experiencing abuse. If you have a concern then you should consider taking appropriate action. Signs a child may be experiencing abuse can include:

- 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 describing what appears to be an abusive act involving him/her
- someone else (a young person or adult) expressing concern about the welfare of another child.
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly those with whom a close relationship would be normally be expected
- difficulty in making friends

- being prevented from socialising with other children
- displaying variations in eating patterns including overeating or loss of appetite.
- loses weight for no apparent reason
- becoming increasingly dirty and unkempt NB it should be 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 report any concerns.**

## 5. Good Practice with Children:

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### **GUIDELINES FOR OLD TOWN HUB CIC/SET@WIN'S MEMBERS WORKING WITH CHILDREN**

Old Town Hub CIC/Set2Win Members are reminded that it is a criminal offence for an adult to engage in sexual activity with a person under the age of 18 where the adult is in a position of trust in relation to the under 18 year old.

Old Town Hub CIC/Set2Win recommends that all providers Members take steps to ensure that they do not put themselves in a position where an allegation of abuse can be made against them. Such steps include, but are not limited to:

- Maintaining a register of children they are working with
- Always working in an open environment with children
- Avoiding unnecessary physical contact with children
- Avoiding unaccompanied journeys with a child. Always use the official mode of transport for the event and ensure the appropriate

parental consent has been received

- Avoiding inappropriate familiarity with children
- Always acting upon and recording allegations/reports of abuse made by children
- Always reporting potential concerns/allegations/reports of abuse made by children to one of the Department's Child Protection Officers
- Not inviting or allowing children to socialise with them and/or to visit them at home
- Reporting any potential concerns to their head of department

In appropriate cases and in accordance with the law, Old Town Hub CIC/Set2Win reserves the right to report to the appropriate authorities any concerns it has that a provider Member (or former member) ought to be included in any list of people who should be restricted from working with children.

**a. Coaching specific good practice means:**

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- treating all children equally, and with respect and dignity
- always putting the welfare of each child first, before winning or achieving goals
- maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)

- building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- making sport fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme for each sport. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Children should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered
- keeping up to date with technical skills, qualifications and insurance in sport
- involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur
- ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms
- being an excellent role model – this includes not smoking or drinking alcohol in the company of children
- giving enthusiastic and constructive feedback rather than negative criticism

- recognising the developmental needs and capacity of children– by e.g. avoiding excessive training or competition and not pushing them against their will
- at the beginning of the child's involvement- securing parental consent in writing to act *in loco parentis*, should the need arises at a later time to administer emergency first aid and/or other medical treatment
- keeping a written record of any injury that occurs, along with the details of any treatment given
- requesting written parental consent if club officials are required to transport children in their cars
- any unusual events/ happenings to be reported

#### **b. Practices to be avoided**

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending amounts of time alone with children away from others
- avoid taking or dropping off a child to an event

#### **Practices never to be sanctioned**

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

- engage in rough, physical or sexually provocative games, including horseplay share a room with a child
- allow or engage in any form of inappropriate touching

- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised

**N.B. It**

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

may sometimes be necessary for staff or volunteers to do things of a personal nature for

**c. Incidents that must be reported/recorded**

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a player
- if he/she seems distressed in any manner
- if a player appears to be sexually aroused by your actions



- if a player misunderstands or misinterprets something you have done

## **6. Guidelines on Use of Photographic and Filming Equipment**

It is DSDR's policy that **NO PHOTOGRAPHY IS ALLOWED TO TAKE PLACE IN ITS**

**FACILITIES** unless;

- 1) It is a legitimate coaching aid and parents/ guardians of those within the group being coached, and a general notice in the facility for other users, have been informed that it will/is being used as part of the coaching programme. Care should be taken in the storing of such film/ photographs.
- 2) Events run by external organisations where the event organiser has agreed it is allowable.
- 3) Media photography/ filming where Matchtight Ltd have agreed and those participating (parents/ guardians) have also agreed.
- 4) DSDR appointed photographer/s gathering promotional shots for leaflets, website and other material. Prior permission from parents/ guardians will be sought prior to the session.
- 5) All cameras in the above situations are registered at reception and a date stamped sticker put onto the camera (for more information see Agreement appendix G)

There is evidence that some people have used sporting events/ facilities as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. **All staff should be vigilant and any concerns should be reported to your line manager or Duty Manager.**

The purpose of the guidelines are:

- to ensure children, parents/carers and organisations have control over the images of children
- to deter unsuitable people from misusing sporting activities to obtain images of children
- to prevent unsuitable images of children or inappropriate representation of the sport from being produced
- to protect the identity of children who may be made vulnerable through the publication of their personal details

**Public information for Events:** the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event. The recommended wording is-

*In accordance with the Department of Sports Development and Recreation Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography. The promoter reserves the right of entry to this event and reserves the right to decline entry to any person unable to meet or abide by the promoters conditions.*

## 7. Guidelines for Transporting Children

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Transporting children by members of staff in their own vehicles should not be required (apart from the Tennis Academy travel to external Tournaments) however staff driving Old Town Hub CIC/Set2Win minibuses may be required for Department activities. In either case it is important to ensure that all steps are taken to ensure the safe transportation of children.

If children are to be transported either by the sport coach or an external transport company the following should be undertaken:

- Use only Department recognised, reputable company providing transport with all necessary insurance.
- Ensure sufficient supervisors (team managers/coaches/parents) are on each vehicle.
- All participants must have a seat and seat belt regulations adhered to.
- Parents/carers are issued with detailed information of pick up and drop off points and times.
- All supervisory staff are issued with all relevant information of passengers i.e.:
  - Name/contact number
  - Pick up/Drop off point and time
  - Name of parent/carer to collect participant/ emergency telephone contact.

**Staff shall ensure that participants are not left unsupervised (i.e. dropped off and parent/carer is not present).**

If private cars are used for transport you should ensure written parental consent has been obtained, and if the driver is undertaking this role on behalf of the Department or activity (not as a parent) all relevant documentation has been seen and recorded (see appendix

A). Official drivers should also be aware of guidance in relation to working with children (see Code of Conduct and the Good Practice Guidelines). In the event of using Students' Union Mini Buses ALL drivers must be in possession of a current MIDAS qualification.

Tennis Academy – Transportation of Tennis Academy players may be required when attending tournaments with coaches. If this is the case, Parental consent must be obtained and the coaches car/s be registered with appropriate MOT and Insurance for this type of travel (Appendix A). Coaches would normally transport children in small groups (3 or 4) rather than 1-to-1, however this may be required on occasion. Taxis may also be used to transport children to and from school, the Academy uses an established firm which undertakes its own Disclosure and Barring Service (DBS) checks and the movement of children is timetabled and monitored.

All events (on or off campus) will be organised in accordance with guidelines from the 'Sports Safe Event' document (NSPCC/ CPSU). Reference copies are held with the Child Protection Lead Officer.

## **8. Recruitment, Employment and Deployment of Staff and Volunteers.**

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### **Introduction**

All reasonable steps must be taken to ensure unsuitable people are prevented from working with clients under the age of 18. The same procedures should be adopted whether staff are acting in a paid or voluntary capacity.

### **Pre/Post-recruitment Checks**

Advertising, pre application information and applications will be administered following Old Town Hub CIC/Set2Win's Human Resources Department (HR) processes, including requesting references and ascertaining applicants' suitability to work with children and vulnerable adults. It will be clearly stated on the job advert that there is an expectation that for certain roles staff will be expected to provide an Enhanced Disclosure in order to meet the requirements of working in an environment where young people regularly participate in sporting or educational activities (see definition below). The forms will also state that failure to disclose information or subsequent failure to re-apply for Enhanced Disclosure, will result in disciplinary action and possible exclusion from the organisation.

Line managers must ensure that the 'current or most recent employers' contact details are given on all application forms (including casual staff appointments) in order to obtain references. HR must ensure that references are gained for all appointments.

### **Definition of Regulated Activity Relating to Adults**

- No longer have a definition of 'vulnerable adult'
- Focus now on activities required by the adult, which may make any adult vulnerable for example:
  - Healthcare
  - Personal care
  - Social work
  - General household matters

- Assisting adults in conducting their own affairs
- Conveying

### **Definition of Regulated Activity Relating to Children (under 18)**

- Unsupervised activities:
  - - Any form of teaching, training or instruction of children , but not where under 18 year olds are part of student groups mainly composed of those who are 18 plus.
  - - Any form of caring for or supervision of children, but only where there will be frequent / intensive contact (defined as weekly or more) with under 18s (i.e. not personal tutor or director of studies to a 17 year old student).
  - - Any form of advice or guidance provided wholly or mainly to children, i.e. where a member of staff will only have contact with under 18s occasionally (less than once a week) this will not be caught.
  - - Driving a vehicle used only to convey children or any person supervising or caring for children, again subject to the frequency test.
- Work for a range of establishments – ‘specified places’ – with opportunity for contact with children, e.g. schools, nurseries, children’s homes.
- Relevant personal care.

## **Checks and References Operational Processes**

### **Existing Staff (relevant roles)**

- Department to chase outstanding DBS Checks for existing staff.  
***Department responsibility- Line managers.***
- Enhanced Disclosure guidelines indicate a renewal process every three years. Groups 2, 3, 4, 5 & 6 staff will be checked every 3 years, Group 1 will be checked at the start of their employment only. On re-application subsequent new information may lead to termination of contract if Disclosure indicates conviction and/or Chief Police Constables Discretionary comments highlighting a history of activity that is likely to fail the Departments Risk Register. The frequency of re-checking is currently being reviewed. Membership of the DBS Update Service is encouraged and may become required in due course.
- Failure to comply with the renewal process may result in further action being taken. ***Department in consultation with HR to action as appropriate.***

### **New Staff (relevant roles)**

- All Job Adverts for relevant roles within the department will have a statement explaining that successful applicants will be required to undertake a Disclosure and Barring Service (DBS) Enhanced Disclosure Check.

#### ***HR responsibility.***

- Information to go in interview invitation letters and repeated in job offer letters making it clear the expectations around completing a DBS check.

#### ***HR responsibility.***

- Short listed candidates will be asked in the interview invitation letter to bring identification documents for purposes of ID checking (passport, driving licence, bill showing current address for example).

***HR responsibility.***

- At interview the Chair of the Panel will be responsible for checking ID and photocopying documentation which will be kept in the interview file. Chairperson to sign photocopies to confirm identity.

***Department responsibility- Chair of interview panel.***

- DBS form to be sent to successful candidate within offer letter pack. Instructions to also be included along with, when and where to return it to. The offer letter is to state when they will be unable to commence their employment until the Department is in receipt of an acceptable Enhanced Disclosure post) and may contain a deadline for receipt of a satisfactory DBS check, beyond which the offer may be withdrawn.

***HR responsibility.***

- Relevant casual posts also require DBS forms to be included with contract pack and returned before they start or a valid DBS certificate (issued after 17 June 2013) to be presented. In exceptional circumstances the Department and HR may allow a person to commence employment prior to the receipt of a successful Enhanced Disclosure. In this unusual event all documentation must be completed at the earliest opportunity after commencement of employment duties. If employee is required to start immediately then they will be expected to go to HR Reception with ID to complete the form as soon as possible.

***HR responsibility.***

Where valid DBS certificate not already provided, HR to complete the DBS check application form using ID documents photocopied at interview stage and send to DBS.



## ***HR responsibility.***

Please see Appendix H regarding diagram of procedures.

## **Returned DBS Disclosures**

In the event of any Disclosure concerns, candidate suitability to commence employment will be reviewed with respect to new information received. When appropriate, consultation with senior Old Town Hub CIC/Set2Win management will be sought to ascertain suitability of employment.

## **Other information**

It is a criminal offence if an employer does not take sufficient steps to check an employee working with children and/or knowingly gives a job to someone for whom it is inappropriate to work with children.

It is a criminal offence if a convicted sex offender seeks employment and is appointed to work with children.

The Disclosure and Barring Service has been set up as an executive agency of the Home Office. Its purpose is to provide a disclosure service, to help organisations in their recruitment checking process, for employees and volunteers. Old Town Hub CIC/Set2Win is an affiliated body with the DBS.

**Overseas Staff** – all practical steps will be taken to verify coaching qualifications and gain specific references. If necessary, and available, a DBS check will be requested from other countries.

**Joint appointments with National Governing Bodies / other organisations-** All joint appointments will reflect existing Department procedures

## **Interview and Induction**

Depending on the role of the member of staff they will undergo a formal or informal induction in which:

- their qualifications as a coach/official are substantiated

- they complete a profile to identify training needs/aspirations
- the expectations, role and responsibilities of the job are clarified (e.g. through formal or informal work programme or goal setting exercise)
- Child Protection Policy explained and training needs established.

### **Training**

Checks are only part of the process to protect young people 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.

It is recommended that all staff working with young people must be aware of their responsibilities and receive the appropriate training in the following areas:

- Child Protection awareness (e.g. sports coach UK (scUK) Workshop ‘Good Practice and Child Protection’)
- First Aid (e.g. scUK/British Red Cross emergency First Aid for Sport, St John Ambulance First Aid qualification)
- How to work effectively with children (e.g. scUK ‘How to Coach Children in Sport’, ‘Coaching Children and Young People’, ‘The Responsible Sports Coach’)
- Child-centred coaching styles (e.g. scUK ‘Coaching Methods and Communication’)
- Department Inductions to Child Protection Policy and other DSDR/ Old Town Hub CIC/Set2Win policies

- Police Child Protection awareness sessions from Every Child Matters Officer
- Tribe Coaches induction for staff annually and through out the year to ensure all staff attend a session

### **Monitoring and Appraisal**

At regular intervals staff and volunteers will be given the opportunity to receive formal and informal feedback. Appraisals will be administered according to Old Town Hub CIC/Set2Win's Human Resources Departments procedures, where checks will be made to ensure all DSDR Staff and all others who coach in the building have completed a recognised and approved training course on safeguarding within a 3 year period.

The DSDR recommend that all staff complete the NSPCC on-line training course "Child Protection in Sport", an introduction to safeguarding that will take approximately 3 hours (DSDR will pay the £20 induction fee).

**9. What to do if you have a concern about a child or young person? It is not the responsibility of anyone working in the Department of Sports Development and Recreation, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.**

The DSDR will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- criminal investigation
- child protection investigation
- disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Once a complaint is received, the communication of concern will also be reported to the relevant personnel in directly interested parties, such as NGBs, Clubs and schools. For example; if an incident is reported to Old Town Hub CIC/Set2Win with regards a coach who belongs to an NGB or a particular club then Old Town Hub CIC/Set2Win would inform these other organisations that a complaint has been made, that it will be investigated and of the outcome of that investigation. Similarly, Old Town Hub CIC/Set2Win would expect to be informed if NGB's, Clubs or other organisations are concerned over staff that also work for Old Town Hub CIC/Set2Win, or coach at Old Town Hub CIC/Set2Win facilities.

#### **a. Action if there are concerns of Abuse**

The Primary responsibility of the Department of Sports Development and Recreation is to ensure that concerns and any relevant information is passed to police or social services without delay.

**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.

#### **Recognising and responding to concerns**

Concerns about the welfare or safety of children can come to light in various ways:

- We may directly observe worrying behaviour on the part of a child, young person or adult
- Someone (e.g. another child, spectator or coach) may report seeing or hearing something concerning
- Worrying information may come to light during a recruitment process
- Information may come to light (e.g. from the police) to indicate that someone involved in the event may represent a risk to others

- A child may choose to tell someone (disclose) about something that is worrying them – a well-run sports event with trustworthy and approachable people in charge may provide just the opportunity or trigger for them to talk to someone they trust.

**If a child tells you that he or she is being abused:**

- react calmly so as not to worry, alarm or deter them
- reassure them that you are glad that they told you
- don't promise to keep it to yourself – explain that you need to make sure that they will be safe and may have to pass on the information to someone trusted to deal with it appropriately
- listen to what the child or young person says and take it seriously
- only ask questions if you need to clarify what the child is telling you – don't ask the child about explicit details
- don't ask leading questions – a leading question is one that pre-supposes the answer, e.g. "Sam hit you, didn't he?"
- make a detailed record of what the child has told you and don't delay passing on the information onto the Lead Child Protection Officer. Even though it is not your responsibility to decide whether a child or young adult is being abused, you have a duty to act on your concerns. Make a detailed record of what you have seen or heard (preferably using the incident report form), but don't delay passing on the information to the Lead Child Protection Officer.

**Your written information should include:**

- the name of the child or young person about whom there are concerns, noting any disability or special needs (e.g. communication/ language) they may have

- the nature of the concern, suspicion or allegation
- a description of any visible injury or other physical or behavioural indicators, taking care to be as accurate as you can, e.g. is the bruise on the right- or left-hand side?
- the individual's account of what has happened (whether they are the person to whom it happened or the person reporting it)
- dates, times and any other factual information, including details of the person suspected or alleged to have harmed the child
- the distinction between fact, opinion or hearsay.

*Recording information:*

It is essential that the details of the alleged abuse be recorded correctly and legibly, as this will be critical later on in the proceedings. A disclosure form is enclosed within this document.

*Informing the appropriate authorities:*

You must ensure that you inform the Lead Protection Officer or one of the two Child Protection Officers within the Department of Sports Development and Recreation as soon as possible.

If none of them are available you must ensure that you inform Old Town Hub CIC/Set2Win Safeguarding Officer or Deputy Safeguarding Officer as soon as possible. (Old Town Hub CIC/Set2Win Safeguarding Officer is contactable out of normal working hours via Security Services).

In the unlikely event that both Old Town Hub CIC/Set2Win Safeguarding Officer and the Deputy Safeguarding Officer are unavailable, contact East Sussex Council Social Services (01424 724120).

You may also wish to advise the relevant line manager.  
If you can not contact social services contact the police (999)

If you are unsure of what to do you can obtain advice from the NSPCC 24hr Child Helpline (0800 800 500) or Child Line on 0800 1111.

- the Child Protection Officer and/or Senior Manager will notify other relevant organisations, for example NGBs, Schools, Clubs; if the person is also involved with those organisations. Due to data protection Old Town Hub CIC/Set2Win will not give other organisations specific details of the reported incident/s, however they will inform them that a complaint has been made against a person with regard to Child Protection and that person has been suspended (if applicable) pending further investigation, and they will be kept informed of the outcome
- if the Child Protection Officer or Senior Manager is not available at the time of the report, you should notify them as soon as possible after you have contacted the organisations listed above
- if Line Manager is alleged to have acted suspiciously contact Lead Child Protection Officer or Child Protection Officer

## **b. Specific practice guidance**

### **Deaf or Disabled Participants**

#### **Vulnerability**

It is important to recognise that deaf or disabled children are more vulnerable to all types of abuse than other young participants.

Reasons for this include:

- increased likelihood of social isolation
- fewer outside contacts than children without a disability
- dependency on others for practical assistance in daily living, including intimate care
- impaired capacity to resist, avoid or understand abuse

- speech and language communication needs may make it difficult to tell others what is happening
- limited access to someone to disclose to
- their particular vulnerability to bullying.

### **Key steps to safeguard and protect disabled young people**

Everyone who will be responsible for or in contact with disabled children and young people should appreciate and understand their increased vulnerability and additional needs. In consultation with the young person and their carer(s), consider:

- use of language and appropriate communication methods, including signers or interpreters when appropriate
- access to sports (and non-sport) facilities, transport and accommodation
- adaptations needed to coaching practices, equipment and activity
- increased supervision ratios during all parts of the event, including any specialist support required, e.g. chaperones
- relevant training, information or other learning opportunities and support for staff and volunteers
- what information is required about the young person's impairment or disability, or any medication they may require
- how the young person will understand and be able to access means to express any safeguarding concerns that arise, including poor practice and bullying.



Additional considerations include:

- Are changing and showering facilities at the venue appropriate for wheelchair users or others with physical impairments – in terms of both physical access and privacy?
- Is information about all aspects of the event provided in an appropriate and accessible format for disabled participants?
- Are all forms of transport to be used, and all routes around, within and between the venue and accommodation, fully wheelchair accessible and reasonable for young people with a range of mobility impairments?
- Have issues of privacy been addressed when carers need to assist with a young person's personal care in a public changing area?
- Do venue changing facilities and toilets have all the required adaptations and equipment, e.g. for athletes with a spinal injury?

## **Elite young athletes**

There is increasing evidence (Alexander et al, 2011; Brackenridge and Rhind, 2010<sup>1</sup>) that children and young people at the pre-peak and peak performance stages of their sporting career are particularly vulnerable to poor practice and abuse.

Increased risk factors for elite young athletes include:

- high levels of dependency on their coach
- intensity of the training/competition schedule
- isolation from family and wider support network
- frequent travel and trips away.

Those responsible for elite or pre-elite young athletes should be aware of and address the additional vulnerability of this group of participants within safeguarding planning, training and practices.

## **Children from minority ethnic groups**

<sup>1</sup> Elite Child Athlete Welfare: International Perspectives Brackenridge, C., H., and Rhind, D., (2010). Total Health Publications Book

The Experiences of Children Participating in Organised Sport in the UK

Alexander, K., Stafford, A., and Lewis, R., (2011). NSPCC [http://](http://www.nspcc.org.uk/globalassets/documents/research-reports/experiences-children-participating-organised-sport-uk-main-report.pdf)

[www.nspcc.org.uk/globalassets/documents/research-reports/experiences-children-participating-organised-sport-uk-main-report.pdf](http://www.nspcc.org.uk/globalassets/documents/research-reports/experiences-children-participating-organised-sport-uk-main-report.pdf)

When running or taking part in any event or competition, it is important that you take account of the diversity of participants and avoid making assumptions about cultural or language differences. Your code of conduct should cover discrimination and the need to challenge any discriminatory remarks or behaviour, but you need to bear other considerations in mind.

## **Vulnerability**

Children and young people from minority ethnic communities can be additionally vulnerable to abuse because of:

- increased likelihood of social isolation due to language or cultural differences
- stereotypes and prejudicial assumptions can lead to abuse not being detected or being misinterpreted
- language/communication needs may make it difficult to tell others what is happening
- limited access to someone to disclose to
- particular vulnerability to bullying.

## **10. What to do if Bullying is suspected?**

Old Town Hub CIC/Set2Win is committed to the prevention of unlawful discrimination in its working and learning environment and wishes to encourage a culture where harassment and bullying are unable to thrive. Incidents of harassment and bullying are regarded extremely seriously and may be grounds for disciplinary action which may include dismissal or expulsion.

Action

to help the victim and prevent bullying in sport:

Action

- take all signs of bullying very seriously
- encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment
- investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- keep records of what is said (what happened, by whom, when)
- report any concerns to the Child Protection Officer or the school (wherever the bullying is occurring) towards the bully(ies):
- talk with the bully(ies), explain the situation, and ask for an explanation. If the bully (ies) admit the bullying or there is evidence to support the allegation try to get the bully (ies) to understand the

consequences of their behaviour. Seek an apology to the victim(s)

- inform the bully's parents. Care must be taken to distinguish fact, opinion and unsupported allegations
- insist on the return of 'borrowed' items and that the bully(ies) compensate the victim
- provide support for the victim's coach
- impose sanctions as necessary
- encourage and support the bully(ies) to change behaviour
- hold meetings with the families to report on progress
- inform all organisation members of action taken
- keep a written record of action taken

## **11. Information for social services and police about suspected abuse:**

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To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- the child's name, age and date of birth of the child
- the child's home address and telephone number
- whether or not the person making the report is expressing their own concerns or those of someone else
- the nature of the allegation. Include dates, times, any special factors and other relevant information
- make a clear distinction between what is fact, opinion or hearsay
- a description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
- details of witnesses to the incidents
- the child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- whether the parents been contacted?
- if so what has been said?
- whether anyone else has been consulted? If so record details
- if the child was not the person who reported the incident, whether the child has been spoken to? If so what was said?

- whether anyone has been alleged to be the abuser? Record details
- where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded

## **12. Dealing with Complaints and Disciplinary**

The following procedures relate to Child Protection issues as laid out in this Policy, for other complaints (such as facility, staffing issues) follow the relevant procedures in place within the Department and/or Old Town Hub CIC/Set2Win.

### **Complaints Procedure**

#### **Complaints made by Staff**

Follow the guidelines on the chain of contact for staff members

If appropriate have your complaint in writing

If not possible, ensure that your complaint is written down at the time of the complaint Your senior will then take the appropriate measures on your behalf

#### **Complaints made by Parent (s)/ Guardian (s)**

- Complaints should be in writing to any of the Department's Child Protection Officers - If necessary, complaints can be sent to the Lead Child Protection Officer

- The parties above will take the appropriate follow-up measures

#### **Complaints by a Child**

- If the complaint involves another member of the group, report to the coach

- If the complaint involves the coach, report to the Child Protection Officer

- If the above is not possible, an outside agency should be contacted

### **General Guidelines**

All complaints must be in writing, this can be in the form of a written complaint from the party involved or written documentation from the

person who takes the complaint from a child/ parent/ guardian/ staff member.

Written details should include dates and times and exact details of the complaint. These are essential should any action have to be taken.

All complaints when dealing with issues of abuse will be forwarded onto the appropriate external authorities (e.g. Police and/or Social Services).

If a member of staff raises a complaint (grievance) or disciplinary action is required, procedures to be followed will be as set out in the relevant conditions of service for that member of staff.

If a member of staff is accused of an alleged incident the Department and Human Resources will support them through the process of investigation as well as recommend any further support from Occupational Health depending on the complaint and the outcome of the investigation.

### **Malicious Complaints**

Old Town Hub CIC/Set2Win have a duty to protect both children and staff, and as such we take accusations very seriously. Complaints or accusations made by an individual or individuals which are concluded to be false and/or malicious will be dealt with appropriately. In such circumstances, assessment will be conducted on an individual case by case basis.

## STAGE 1

### Reporting Allegations against a member of staff

This guide is designed to inform the most appropriate action in relation to concerns about the behaviour of members of staff, coaches or volunteers on Department Activities.

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Staff, coach, volunteer, parent or young person has concerns about a child or behaviour of a member of staff.

Concerns may be received from public in writing, phone call or visit.

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If necessary ensure the immediate safety of the child (and other children) clarify

concerns.

Immediately report your concerns to Craig Wells and fill in an Incident Report Form.

If CP Officers are unavailable contact Old Town Hub CIC/Set2Win Safeguarding Officer or Deputy Safeguarding Officer. If they are unavailable contact Social Services or the Police direct, complete the IRF. Notify LCPO at earliest opportunity and pass on the form.

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CP Officers determine appropriate course of action



## **STAGE 2**

LCPO deals with concern as a misconduct issue using disciplinary procedures as appropriate. LCPO makes decision re informing Sports NGB.

### **Possible Child Abuse**

### **Poor Practice**

Or breach of code of conduct

LCPO informs Old Town Hub CIC/Set2Win Safeguarding Officer

LCPO refers to Human Resources for immediate decision re suspension, notification of other bodies e.g. NGB.

LCPO consults with or refers out to Social Services or Police and follows this up in writing using IRF.

If concerns remain, disciplinary investigation undertaken and hearing held.

Outcome of disciplinary process (no case to answer, advice or warning as to future conduct, training/ support, other sanctions, exclusion).

Disciplinary investigation process initiated (may need to be delayed pending outcome of Social Services/ Police investigation)

SS/Police investigation

Outcome of SS/Police investigation. (e.g. NFA, prosecution etc)

Disciplinary hearing held to determine course of action- takes into consideration SS/ Police info and other relevant factors

## **Reporting Concerns arising from the disclosure of abuse away from Department Activities.**

### **Remember:**

Maintain Confidentiality

Ensure the person in charge follows up with social services

**If the concerns are about someone who also plays a role within sport,** then the person in charge should inform the Lead Child Protection Officer.

Staff, coach or volunteer has concerns about a child- through direct disclosure, observation, third party report etc.



If CP Officers are unavailable – refer concerns to your line manager or Social Services or Police.

Complete Incident Report Form. At the earliest opportunity contact LCPO and send/ give IRF to your line manager.

## **13. Process of Review for Child Protection Policy**

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### **Child Protection Officer**

The Child Protection Officer will review this Policy every 6 months for the first two-years in consultation with the coaching staff who will be implementing the policy. After this period, the policy will be reviewed yearly.

### **Child Protection Lead Officer**

The Child Protection Lead Officer will review this Policy every six-months for the first two-years in consultation with the Child Protection Officer. After this period, the policy will be reviewed yearly.

## **Process of Review**

All relevant staff will have the opportunity to comment on the Policy.  
All relevant athletes, parents and coaches will have the opportunity to comment on the Policy

All comments will be written up and made available by the Child Protection Officer to the following.

- staff within Old Town Hub CIC/Set2Win but external to the Department, who have an area of expertise with regard to Child Protection, Human Resources, Law and Policy development and any other area as necessary
- external bodies such as the Child Protection in Sport Unit and other relevant organisations

## **14. Useful contact numbers and websites NATIONAL:**

**The Child Protection in Sport Unit** – [www.thecpsu.org.uk](http://www.thecpsu.org.uk) and 0116 2347278  
3 Gilmour Close  
Beaumont Leys  
Leicester  
L4 1EZ

**The NSPCC**- [www.nspcc.org.uk](http://www.nspcc.org.uk) and 0800 800 500 (24 hour helpline)  
National Centre  
42 Curtain Road  
London  
EC2A 3NH

**Childline UK** – 0800 1111 Freepost 1111  
London  
N1 0BR

**sports coach UK** – [www.sportscoachuk.org](http://www.sportscoachuk.org) and 0113 274 4802  
114 Cardigan Road  
Headingley  
Leeds

LS6 3BJ

**LOCAL:**

**East Sussex Council** – <https://www.eastsussex.gov.uk/childrenandfamilies/> or **Social Services** 01424 724120.

other concerned individuals giving advice and counselling.

**‘Shout Out’** for children and young people, free, confidential and independent advice 0800 3895551

## **DEPARTMENT:**

**Child Protection Lead Officer-  
Child Protection Officers-**

## **Appendix A: Transportation of Children and Young People – Private Vehicle Registration Form**

### **To be completed by drivers**

Purpose of the form:

- to register the private vehicles used for the transport of individuals in connection with away fixtures or tours
- to inform drivers of the need to amend their insurance, if they intend to use their vehicle on behalf of the club and if passengers are being carried in connection with club activities or events
- the form must be completed by the driver of any private vehicle used for the transportation of individuals and from an activity
- completed forms must be handed to the Child Protection Officer, before undertaking any trips
- It is good practice to have 2 adults in the car with U18's.

**Driver Details**

Full Name: Address:

Postcode:

Tel:

Driving Licence No and Type (e.g. full):

**Vehicle Details**

Registration No: Colour:

Name of Registered Keeper:

Make: Model:

Other members authorised to drive vehicle:

MOT Expiry Date Insurance Company Insurance Expiry Date: Road Tax  
Expiry Date: Name of 2<sup>nd</sup> Adult in car:

**Declaration:** Appendix A Continued Please tick each box that applies to you:

I have informed the insurance company of my intention to transport members on behalf of the Department of Sports Development and Recreation

I have stated if I will be claiming expenses in connection with this additional use.

I have extended the insurance policy and paid any additional premium as required by the insurance company

My vehicle is roadworthy and complies with all current traffic legislation.

I will inform all passengers of the legal requirements to wear seatbelts when the above vehicle is being used on behalf of the club

I am aware that it is not good practice to give individuals a lift on their own unless they are adults.

I declare that the information stated here is correct and that I will inform the Department of any changes.

Signed Printed Date

**APPROVED DRIVER Name**

**Registration number Signed  
Date**

*Department representative*

*Office Use Only*



## Appendix B - Incident Record Form Your Name:

Your position:

Child's Address:

Parents/Carers names and Address:

Child's date of birth:

Date and time of any incident:

How complaint made (letter/ phone call/ in person etc) and by whom:

Nature of complaint:

Child's Name: Gender M/F:	<b>Staff Conduct Concern-</b> Staff members name: Job Title:
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Child's ethnic background:

Any Identified special needs or disability:

Your observations:
<ul style="list-style-type: none"><li>• Exactly what the child said and what you said: remember, do not lead the child- record actual details. Continue on separate sheet if necessary.</li><li>• If concerns are raised by a 3<sup>rd</sup> party who were they and what did they say?</li></ul>
Action taken so far:

**External agencies contacted (date and time):**

<b>Police</b> Yes/no	If yes- which: Name and contact number: Details of advice received:
<b>Social Services</b> Yes/no	If yes- which: Name and contact number: Details of advice received:
<b>NGB</b> Yes/no	If yes- which: Name and contact number: Details of advice received:
<b>Local Authority</b> Yes/no	If yes- which: Name and contact number: Details of advice received:
<b>Other</b> Yes/no	If yes- which: Name and contact number: Details of advice received:

Signature: Print name:

Date:

**Please send a copy of this incident Record form to the Child Protection Officers as soon as possible.**

## Appendix C - **sports coach UK** Code of Conduct for Sports Coaches Information:

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For more information on the **sports coach UK** Coaches Code of Conduct please contact them on the following details:

[www.sportscoachuk.org](http://www.sportscoachuk.org)

114 Cardigan Road Headingley  
Leeds  
LS6 3BJ

Tel: 0113 274 4802

## **Appendix D - Lead Child Protection Officer Job Description-**

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It is recommended that the role of this position is as follows:

### **General**

Old Town Hub CIC/Set2Win, Department of Sports Development and Recreation has designated a person to be responsible for dealing with any concerns about the protection of children.

The Child Protection Policy and procedures should include the name of this person, his/her role and responsibilities and how he/she can be contacted. The person designated should ensure that he/she is knowledgeable about Child Protection and that he/she undertakes any training considered necessary to keep him/herself updated on new developments.

### **The roles of the designated person**

- establish contact with the senior social services staff responsible for child protection in the organisation's catchment area
- provide information and advice on child protection within the organisation
- ensure that the organisation's child protection policy and procedures are followed and particularly to inform social services/health board of relevant concerns about individual children
- be aware of the Local Safeguarding Children Board (LSCB) and to be familiar with local procedures
- ensure the appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover
- liaise with social services (Social work services) and other agencies, as appropriate

- keep relevant people within the organisation, particularly the head or leader, informed about any action taken and any further action required, for example, disciplinary action against a member/s of staff
- ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome
- advise the organisation of child protection training needs

### **Responsibility**

The designated person is responsible for acting as a source of advice on child protection matters, for coordinating action within the organisation and for liaising with health and social services departments and other agencies about suspected or actual cases of child abuse. He/she may also be responsible for implementing child protection training within the organisation.

## Appendix E - **Child Protection Officer Job Description**

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### **A designated person**

Old Town Hub CIC/Set2Win, Department of Sports Development and Recreation have identified a person to be responsible for dealing with allegations or suspicions of abuse.

Everyone in the organisation should know who this is and how to contact them. If you are organising an event or competition away from home it is also advisable to nominate a designated person for that activity.

### **The role of the designated person**

- receive information from staff, volunteers, children or parents and carers who have child protection concerns and record it.
- assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- consult initially with a statutory child protection agency such as the local social services department or health board, or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible
- make a formal referral to a statutory child protection agency, e.g. social services department or the police, without delay. It is NOT the role of the organisation to decide whether a child has been abused or not. This is the task of the social services department and the police who have the legal responsibility, or the NSPCC who also have powers to investigate child protection concerns under the Children Act. It is however everybody's responsibility to ensure that concerns are shared and appropriate action taken
- report the concerns to Old Town Hub CIC/Set2Win

The designated person should be aware of the local statutory child protection network, the role of the Local Safeguarding Children Board (LSCB) and the existence of local inter-agency child

protection procedures.

The designated person needs to be aware of the relevant contact numbers and addresses of the statutory agencies in their locality. If concerns arise, for example, when away on a competition or training camp, contact should be made with local agencies whose details will be in the phone directory. Social services departments have an out-of-hours duty team who can be contacted at any time.

Old Town Hub CIC/Set2Win will ensure that they receive the appropriate level of training in child protection.

## Appendix F

### **Work Experience Students and Child Protection**

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In conjunction with the Department's Child Protection Policy this document will guide those members of staff dealing with work experience students within the department.

#### **Introduction**

The Department of Sports Development and Recreation has a duty of care to safeguard all children from harm who are involved in activities run by the department. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The Department of Sports Development and Recreation will ensure the safety and protection of all children involved in department activities through adherence to the Child Protection Policy adopted by the Department of Sports Development and Recreation and endorsed by Old Town Hub CIC/Set2Win.

A child is defined as a person under the age of 18 years (The Children Act 1989).

#### **Good Practice Guidelines for staff dealing with Work Experience Students**

*Please also see pages 9-11 of the Department's Child Protection Policy 'Good Practice with Children'.*

- Always work in an open environment (e.g. avoiding private or unobserved situations and *encouraging open communication with no secrets*).
- *Treat the student/s equally and with respect and dignity.*
- *Always put the welfare of the student first.*
- *Maintain a safe and appropriate distance with the person (it is not appropriate for staff to have an intimate relationship with a child).*
- *Keep a written record of any injury that occurs along with the details for any treatment given.*



***Practices never to be sanctioned:***

- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon

***Incidents that must be reported/ recorded:***

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

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

## **Specific procedures to follow:**

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- o all staff to follow the Child Protection Policy when dealing with children under 18 years old
- o all work experience students to be informed of health and safety procedures and receive a copy of the 'Young Persons Guide' to the Departments Child Protection Policy when they first arrive
- o obtain an emergency contact number for the students parents
- o gain parental consent from parents if the work experience student is to be taken off campus for any reason
- o gain parental consent from parents if work experience student is to be travelling in a staff members car
- o the car driver will have to complete a 'Transporting of Children and Young People' Form (in the CP Policy Appendix) and ensure that they have the appropriate insurance cover. Also the driver to follow the Transporting Children guidelines within the CP Policy
- o any incidents that occur staff are to follow the instructions within the Child Protection Policy

## **Appendix G Photographic and Filming Protocol**

This is to outline access to the Old Town Hub CIC/Set2Win and other sports venues at Old Town Hub CIC/Set2Win for all individuals and organisations wishing to take still or video images (the protocol applies to all forms of technology that can be used to record images, including mobile phones).

Permission can only be granted subject to the acceptance and agreement of the following photographic rules;

- 1) Comply immediately with any instructions given by a member of staff or event organiser without delay while in the Old Town Hub CIC/Set2Win and other sports venues at Old Town Hub CIC/Set2Win.
- 2) Be responsible for not photographing or filming a person unless you have their permission prior to filming – even if they are in the background. In the case of anyone under 18 you need permission from their parent/guardian in writing in advance, even if they are only going to be in the background. This means, for instance, you cannot take a general view of the swimming pool or the fitness suite, unless you have the prior permission of anyone who is recognisable on these images except in the case of point 3.
- 3) Public sporting events: coaches, parents or spectators wishing to video/photograph a public sporting event can do so but must register themselves with the Duty Manager prior to the filming.
- 4) Be liable for any injury caused by their actions or equipment during the period of their visit.
- 5) Old Town Hub CIC/Set2Win, employees and agents are not liable for any loss or damage to any equipment which they need to move due to health and safety requirements.
- 6) Old Town Hub CIC/Set2Win reserves the right to terminate or cancel any photography or filming without notice or liability.
- 7) Prior agreement must be obtained from either the Duty Manager (all non-press and media) stating where you will be photographing, at what time and duration and for what purpose.

- 8) Videoing as a coaching aid: there is no intention to prevent coaches and teachers using video equipment as a legitimate coaching aid. However, for performers under 18 years old, their parents/ carers should be aware that this is part of the coaching programme and care should be taken in the storing of such film. Equipment is still required to be registered as stated above.

These rules are to protect the privacy and maintain a safe working environment to our members, staff and all users of the Old Town Hub CIC/Set2Win and other sports venues at Old Town Hub CIC/Set2Win, as well as to adhere to the Departments Child Protection Policy (for more information please ask the Duty Manager). **I/We agree to be bound by the above photographic rules** (delete as applicable).

**Name** (Please Print)

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**Address**

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**Signed** \_\_\_\_\_ **Date**

\_\_\_\_\_ *Approved By* \_\_\_\_\_

*Date* \_\_\_\_\_ *Sticker No.*

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## **Appendix H - DBS Check Process- New Staff Permanent and Casual (for relevant roles)**

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Please note not all DSDR job roles will require a DBS check. All roles are categorised and if appropriate the role (and therefore the role holder) may require a check.

### **Stage**

**Full Time / Part Time Permanent / Volunteers**

**Casual Contract / Volunteers**

### ***Job Advert/ Recruitment***

DBS Statement in relevant Department Job Adverts and relevant Job Descriptions must include details of the appropriate DBS Category (if applicable) before an advert will be placed.

At interview Chair of Panel responsible for checking and photocopying ID brought in by attendees. They also need to sign the photocopies to confirm they have seen the originals. Their name will be put in Section W for successful candidates' DBS form. These documents should be returned to HR along with the other interview pack documents.

DBS Statement in Department Job Adverts (if applicable), or through verbal discussion with applicant.

### ***Interview Invitation***

Short Listed candidates' Interview Letter asks candidates to bring forms of ID (e.g. Passport, Driving Licence, National Insurance number and two Bill's with current address).

N/A

### ***Interview***

Line Manager completes a Casual Staff 'Application Form' and sends it to HR Administrator (email or hard copy). Info on category and method of getting DBS form completed to be put on this form, either:

- a) If employee starting immediately they MUST go URGENTLY to HR reception with forms of ID and complete the DBS form, or

- b) If employee is starting and there is time to spare, a DBS form will be sent out to them with their casual contract to be completed and brought into the department or HR reception with ID to get checked off.
- c) If job role requires DBS check prior to start, form will be provided by DSDR and ID checked by DSDR staff and form sent to HR prior to casual staff application form being sent.

If option a) Line manager must inform employee of requirements, if b) HR to send out instructions regarding DBS form within contract pack (pack to include return details).

If role requires a DBS check HR will inform the line manager when DBS form is returned or completed, depending on category, and the person is allowed to start work.

**PLEASE NOTE- if the role requires a DBS check, staff will not be put onto payroll until a DBS form is completed or completed and returned.**

### ***Offer Letter/ Contract***

HR to send DBS form and instructions on what to do with it to be sent in contract pack and return all to HR.

### ***DBS Form returned***

ID, photocopied at interview, to be used as ID check for DBS form. HR Support Services Team to complete section W and X using copies of ID/proof of address. DBS Form should then be passed to an HR Manager for Countersigning in Section Y.

### ***Other Information***

DBS identified roles, category 3-5, must have completed a DBS form and have had **a disclosure produced BEFORE** they start work.

If this is ever to be varied, a DBS form will be completed at the earliest opportunity once they start work. Line managers must obtain authorisation to do this from HR Manager, in which case extra supervision would have to be put in place.