

**Safeguarding Guidance to support the application of School Games /School Sport and programmes / activities to support.**

**2018/2019**

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**Control Sheet**

Approvals

|  |  |
| --- | --- |
| Review Date | Decision  |
| August 31st 2017 | Robust document now shared across county. |
| August 31st 2018 |   |
| August 31st 2019 |   |

**Commitment to Safeguarding**

Everyone involved in the organising of  ***School Games Festival and School Sport Specific Events,*** at all levelshas a duty of care to safeguard all children involved in its School Games from harm. All children have a right to participate in Sport and Physical Activity in a safe environment.

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

**Policy aims**

The aim of ***School Games /School Sport*** Safeguarding Guidance is to promote good practice:

• Promoting and prioritising the safety and wellbeing of children and young people whilst participating at the School Games/school sport specific event.

• Allow all staff /volunteers to make informed and confident responses to specific child protection issues.

* Ensuring that all staff and volunteers understand their roles and responsibilities under safeguarding legislation and statutory guidance, to be alert to signs of abuse or maltreatment and refer concerns using agreed procedures
* Ensuring all children, young people, parents and carers of those participating in the school games are informed of the policies and procedures as appropriate.

There is evidence that individuals who wish to engineer themselves into roles where they will have access to children and young people. With this in mind, it is important that all staff, volunteers and participants acknowledge that safeguarding is a shared responsibility. This policy and supporting procedures is aimed at creating a culture of vigilance.

**Reporting a safeguarding concern**

**Introduction**

If an allegation, disclosure or suspicion is raised that a young person is being abused, neglected or maltreated by staff, volunteers or other participants, staff and volunteers have a duty to act.

The following offers a quick guide on how to respond in this situation. It should be read in conjunction with the following:

* Appendix 8 – SG1
* Appendix 9 – Reporting Concerns Decision Tree
* Essential Contacts – P16
* Appendix 13 - Definitions

Although it may not be practical at the time, attempts should be made as soon as possible to record notes on to the SG1 form and then to follow actions outlined in appendix 9 and contacts on P16.

**Responding to a disclosure**

Allegations of abuse or concerns about a child at risk may arise in a number of ways:

* A child or adult at risk discloses alleged abuse,
* An adult discloses concern for a child or adult at risk
* An adult discloses concerns about the behaviour of another adult, child or adult at risk,
* You notice signs of potential abuse of a child or adult at risk.

There may also be situations where you are informed of or observe behaviour which is inappropriate and may potentially lead to abuse. It is the responsibility of everyone to report abuse or concerns and all staff and volunteers must be aware of their legal and moral responsibilities.

* **For School Games/ Sport Specific events that are held on a school site, the school will be required to provide a named Welfare Officer in advance, such as an SGO /or named teacher.**
* **For School Games /Sport Specific events that are not held on a school site, the contracted partner will be required to provide a named and suitably qualified Welfare Officer in advance such as the event organiser.**
* **For the School Games Summer Festival, Tim Aldred of the Black Country Consortium will fulfil the role of Chief Welfare Officer who can be contacted on 01384 471135 or 07943504573**

Safeguarding concerns, allegations or incidents should be reported to the relevant Welfare Officer in the first instance unless if a young person is in immediate harm, risk or danger, the Police should be contacted immediately on 999 and the relevant officer LADO.

It is not often that a victim of abuse will make a disclosure. Incidents or signs of abuse or mistreatment are more often than not, observed by other parties. In the instance that a disclosure is received, the following actions should take place.

The person receiving information concerning disclosure should:

* Listen carefully to what the child at risk has to say and reassure the child at risk they have done the right thing in telling. The child or the adult at risk should never be asked to repeat their story to a colleague.
* The child is likely to have doubts and fears about what will happen and will need support. Be open and honest and explain to the child what is to happen to next. Promises to keep information secret must not be made and the child must be told that the information will be passed on.
* Ensure care is taken that children with limited communication skills and that appropriate means are used to understand what is being said without ‘leading’ the child.
* Record all that the child at risk has said on the Reporting Concerns Template (appendix 8). This should be completed as soon as possible and dated and signed. Use the same vocabulary as the child. No attempt should be made to investigate the disclosure.
* In emergencies contact the Police or Local Authority DO directly stating that you wish to discuss a referral of possible abuse and pass on the incident report form. It is likely you will asked to complete a referral form generated from the respective local authority.

Actions to avoid:

The person receiving the disclosure should not:

* Panic
* Allow their shock or distaste to show
* Probe for more information than is offered
* Speculate or make assumptions
* Make negative comments about the alleged abuser
* Approach the alleged abuser
* Make promises or agree to keep secrets

**Responding to suspicions**

It is not the responsibility of anyone working for the School Games/sport specific in a paid or voluntary capacity, to decide whether or not abuse, maltreatment or neglect is taking place. However there is responsibility to report concerns in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.

**Sharing Concerns with Parents**

There is always a commitment to work in partnership with parents or carers when there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example if a child seems withdrawn, there may be reasonable explanation. He/she may have experienced an upset in the family, such as parental separation, divorce or bereavement.

**When is it not appropriate to share concerns with Parents**

These are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situation or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the Welfare Officer as soon as possible and recorded using SG1. Once the report is made to the Welfare Officer, they may choose to consult the appropriate Local Authority Designated Officer. In this instance, the decision to consult parents lies within the jurisdiction of social services and not the person making the referral.

**Keeping Records**

Information passed to Social Services or the police must be as helpful as possible, hence the necessity for making a detailed record using SG1 (appendix 8) at the time of suspicion.

Reporting the matter to the police or Social Services department should not be delayed by attempts to obtain more information and should be done the same working day. Referrals telephoned to the social services department should be confirmed in writing within 24 hours. The decision to contact Social Services would be the responsibility of the Welfare Officer and would be part of their role. A record should also be made of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed, together with the time and date of the call, in case any follow up is needed. Keep accurate, signed and dated copies of records detailing all your actions. All records generated by a referral are highly confidential and must be held manually in a locked file, accessible only by the Welfare Officer and officer to whom the disclosure was made. This is in accordance with Data Protection Act 1998. These records must be made available to Police and/or Social Services upon request. Inappropriate distribution or sharing of these documents or records may impact or effect Police or Social Services investigations.

**Codes of Conduct**

**Introduction**

The School Games/School sport takes Safeguarding seriously and expects those involved to take these responsibilities seriously. The following codes of conduct have been introduced to support and inform all those involved in the school games of the minimum standards of conduct and behavior. They are intended to limit the likelihood of instances of abuse, maltreatment or potential criminal behavior.

**Promoting good practice**

Child abuse can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. Some individuals will actively seek employment or voluntary work with vulnerable people to harm them. As professionals it is imperative that we conduct ourselves accordingly with children and young people.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. Any suspicious cases of poor practice will be reported following the guidelines in this document.

When a child enters any sports activity having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child’s self-esteem. In such instances organisers of the event with the appropriate agencies to ensure the child receives the required support.

**Good practice guidelines**

Allpersonnel are encouraged to demonstrate exemplary behaviour in order to promote children’s welfare and reduce the likelihood of allegations being made. The following are common sense examples of how adults involved in the ***School Games/school sport*** create a positive culture and climate.

All adults involved will ensure they:

• Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).

• Treat all young people/disabled adults equally, and with respect and dignity.

• Always put the welfare of each young person first, before winning or achieving goals.

• Maintain a safe and appropriate distance with players (e.g. it is not appropriate (and illegal) for staff or volunteers to have an intimate relationship with a child).

• Build balanced relationships based on mutual trust which empowers children to share in the decision-making process;

• Make sport fun, enjoyable and promoting fair play.

• Ensure that if any form of manual/physical support is required, it will be provided openly and according to guidelines provided by the Coach Education Programme.

• If groups have to be supervised in the changing rooms’ parents, teachers, coaches or officials work will work in pairs.

• Ensure that if mixed teams are brought to the school games, they will be accompanied by a male and female member of staff.

• Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people.

• Give enthusiastic and constructive feedback rather than negative criticism.

• Recognise the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.

• Secure parental consent in writing (see appendix 1) to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.

• Keep a written record (appendix 2) of any injury that occurs, along with the details of any treatment given.

• Keep a written register of number of participants in each event

**Practices to be avoided or never sanctioned**

The following should be **avoided**. If cases arise where these situations are unavoidable it will be with the full knowledge and consent of the event organiser or the child’s parents. For example, a child sustains an injury and needs to go to hospital.

• Engage in rough, physical or sexually provocative games, including horseplay

• 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

• Fail to act upon and record any allegations made by a child

• Do things of a personal nature for children or young people, that they can do for themselves

* Allow children to develop inappropriate attitudes or views unchallenged such as homophobia, racism or radical religious views.
* To allow children or young people to share or discuss unchallenged inappropriate forms of social media or images/film from the internet whilst under their care. E.G violent, graphic or pornographic.
* Will not spend time alone with children away from others
* will not take or drop off a child to the event on a 1:1 basis

**N.B.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks will 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.

**Social Media and Photography**

Some schools have a policy whereby they allow children and young people to have phones or other mobile devices during school time. The School responsible for the participant at the event must ensure the young person under their care follows the schools policy regarding the use of mobile phones and the distribution of any images taken during events. For events that present a higher risk for potential misuse such Swimming, Gymnastics there will be ban on mobile phones use to minimise risk.

**Social Media:**

Interactive social media technology has revolutionised the way that people connect and interact. Facebook, Twitter, blogs, instant messaging and photo and video exchange sites are increasingly popular, and provide an opportunity for the world to connect with children and young people. School Games acknowledges the potential risks to children and young people using social networking and other interactive services alongside the very beneficial aspects of modern communication technologies**.**

Photographic consent will be gained from parents prior to the use of any image being used on social media sites (see Appendix 3).  Only suitable images of children will be used with no reference to the child’s name unless vital to the article (see Appendix 4). For other adults on site who wish to take photos but who are not parental guardians of participants or volunteers they must complete Appendix 11.

Any authorised person uploading material collected at the events must ensure that contact information is clearly available on the relevant interactive service providing people with the opportunity to raise any concerns.

The School Games/school sport ensures that all photography and videoing of all events and activities is done with the knowledge and permission of participants and their parents and carers. Photographs and video images can be taken on a camera, Ipad, tablet or mobile phone, and these guidelines relate to all.

**Photographers will have the consent level of children participating in the event identified to them as outlined in the Duty of Care section**

Events should have a registration form for all photographers (see appendix 4 and 11). This will include parents, carers of participants and other spectators. On completion of registration they will be given advice as to appropriate use of images (see appendix 5).

**Using Photographs of Children**

Photographs of children and young people can pose direct or indirect risks particularly if used on websites. For example, images accompanied by personal information – ‘this is X who like to play X’ – could be used by an individual to learn more about a child prior to ‘grooming’ them for abuse. Likewise the content of the photo could be used or adapted for inappropriate use.

**Use of photographic/filming equipment .**

It is an essential component of the safeguarding agenda to ensure that meaningful safeguards are put in place when children are featured in any form of media (including the internet and social media).

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. In addition photographic images may be misused through modification or distribution via the internet.

 Event Managers will ensure that

1. Parental consent is gained for use of photography and filming of the event

(Appendix 3)

2. Children are only named where it is integral to the article (either print or online)

**Photography Accreditation**

**Children**

All participants at the event who should not be photographed will be registered and will be required to wear a coloured wristband as explained on P12 in Duty of Care.

**Adults**

Any adult wishing to take photographs or video coverage of the event must register their intent to do so and complete registration form (appendix 4/11) at the information point. On completion of a registration form they will be given a YELLOW wristband which authorises them to capture images. When receiving a YELLOW wristband they will also be given advice as to appropriate use of the use of the images (see appendix 5).

Anyone taking unauthorised photographs will be asked to register with the Organisers. Failure or refusal to register will result in exclusion from the site and if necessary the police will be informed.

**Duty of care**

The duty of care for the participants will remain with the school sending them at all times except when on the playing field when they will come under the control of the referee/umpire/officiating officer. Parental Consent Forms (appendix 1) will be collected by the school before the event.. Where a child or young person has a disability or medical condition individual risk assessments must also be sent with the consent forms.

Children from each school will be identified by the wearing of their school kit.

The delivery of sport specific events and festival will operate either under guidelines of the national governing bodies or national partners such as AFPE.

 RED wristbands will only be given to participants who cannot be photographed.

**Recruitment and training of staff and volunteers**

***School Games/School Sport*** recognise that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. All adults deemed to be involved in regulated activity as part of the School Games/school sport will be DBS checked at enhanced level in accordance with their role and responsibility at the games itself.

Each authority will have a designated welfare officer.

Official adults involved in the school games/sports specific will be clearly identified by the wearing of kit/uniform.

Volunteers are recruited via the Young Leader Academy’s and will have completed a self-declaration form (appendix 6). Young leaders will be identified by t –shirts with young leader clearly identified.

Any adult involved in the School Games in an official capacity will be required to have undertaken, as a minimum, a SCUK or LSCB child protection training course.

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**Allegations or suspicions involving School Games/School Sport Staff or Volunteers**

In most instances, cases of abuse or maltreatment are committed by individuals who are known or familiar to the victims. Increasingly, offenders will take advantage of positions of trust to abuse their victims. Staff and volunteers must be vigilant to this and must be aware of their responsibility in escalating concerns to the Chief Welfare Officer or statutory authorities.

There may be occasions when a safeguarding incident or concern may not have been suitably investigated or dealt with. **School Games/School Sport** will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concerns for not escalating safeguarding issues or dealing with them in an appropriate manner.

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

• A criminal investigation,

• A child protection investigation,

• A disciplinary or misconduct investigation.

Police and Child Protection investigations will take precedent in the result of an allegation and results of these investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

**Action if there are concerns**

1. Concerns about poor practice:

• If, following consideration, the allegation is clearly about poor practice; the chief welfare officer will deal with it as a misconduct issue and will be dealt with in accordance of the organisations disciplinary and grievance policy. In accordance with Data Protections, the matter and action taken will be reported to the Black Country Consortium Safeguarding lead in a timely fashion.

2. Concerns about suspected abuse or allegations of abuse

This includes anyone working with children in a paid or voluntary capacity. It is crucial that those involved in sport are aware of the possibility of abuse and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the child, arising from abuse or harassment by a member of staff or volunteer, should be reported immediately.

An allegation is when a person who works with children has

• Behaved in a way that has harmed or may have harmed a child

• Possibly committed a criminal offence against or related to a child

or

• Behaved towards a child or children in way that indicates s/he is unsuitable to work with children

“It is important to ensure that even apparently less serious allegations are seen to be followed up and they are examined objectively by someone independent of the organisation concerned”

Working Together 2006 Appendix 5 (para 1.3)

• Any allegation or suspicion that a child has been abused by either a member of staff or a volunteer must be reported to the welfare officer within ***School Games/sport specific***, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

• The welfare officer within ***School Games/School Sport*** will refer the allegation to the Designated Officer within the social care/children’s services department where the person lives. If the matter is deemed sufficiently serious, this may be escalated to the police.

• The parents or carers of the child will be contacted as soon as possible following advice from the social care department.

**Confidentiality**

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

• The ***School Games/sport specific*** chief welfare officer.

• The parents of the person who is alleged to have been abused (if this is deemed appropriate)

• The person making the allegation.

• Social care/police.

• The relevant National Governing Body Child Protection Officer

• Seek Children’s Services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

 **GDPR.**

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

Support to deal with the aftermath of abuse:

• Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1

Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail:

bac@bacp.co.uk, Internet: <http://www.bacp.co.uk>.

• Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

**Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the chief welfare officer will follow the procedures as detailed above and report the matter to Social care or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act

1999.

**Action if bullying is suspected**

Buying can be committed by adults and other children. If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying in sport:

• Take all signs of bullying very seriously.

• Encourage all children to speak and share their concerns (It is believed that up to

12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.

• Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully (ies) separately.

• Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.

• Keep records of what is said (what happened, by whom, when – using Appendix 8).

• Report any concerns to the ***School Games/sport specific*** welfare officer

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Action towards the bully (ies):

• Talk with the bully (ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).

• Inform the bully’s parents.

• 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 Black Country School Games Organisers members of action taken.

• Keep a written record of action taken.

• Most 'low level' incidents will be dealt with at the time by coaches and volunteers. However, if the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to ***School Games/sport specific*** welfare officer as in "responding to suspicions or allegations" above.

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**Missing child procedure**

In the event of a child going missing at the school games the chief welfare officer will take control of the situation and allocate welfare officers to search the area. If after 2 announcements have been made on the official PA system and the participant has not returned within 20 minutes of first going missing, the police and parents will be contacted (see appendix 7).

**Action to be taken in the event of a fatality of a child or young person**

In the event of the death of a child or young person (up to the age of 18yrs) who is

normally resident in any of the four local authorities, or whose cause of death occurs at the school games, the chief welfare officer will notify the Child Death Review Co-ordinator in the relevant local authority as soon as is possible once the emergency services are in attendance.

Once resolved, the matter and action taken will be reported to the Black Country Consortium Safeguarding lead.

**3. Concerns outside the immediate sporting environment (e.g. a parent or carer)**:

• Report your concerns to ***School Games/sport specific***  welfare officer, who should contact Social care where the child lives or the police as soon as possible. **See 4. below for the information Social care or the police will need**:

• If the ***School Games/sport specific*** welfare officer is not available, the person being told of or discovering the abuse should contact the local authority welfare officer present at the games immediately.

• Maintain confidentiality on a **need to know** basis only.

• See 4 below regarding information needed for social care.

**4. Information for social care or the police about suspected abuse**

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:

When you contact Children’s Social Care have as much information available as possible including:

• The reasons for your concern

• Full name and date of birth of the child

• Names and dates of birth of the child's family/household members

• Other agencies/professionals involved with the family

• The child's first language and any special needs

• The child’s developmental needs, family and environmental factors and parenting capacity

• Any work you may have already undertaken with the child and family

**All incidents will be reported on a Child Protection Referral Form (appendix 8) both forms will need to be forwarded to Social Care where the child lives and the welfare officer for the School Games/Sport specific**

If you are worried about sharing concerns about abuse

**Essential Contacts**

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| --- |
| **Contacts: Regarding level 2 Events** |
| Any concerns please contact the event organizer and /or your School Games Organiser. | **Or contact the safeguarding contacts below.** |  |

|  |
| --- |
| **Local Contacts: Wolverhampton** |
| **Multi-Agency** **Safeguarding Hub****Designated Officer (DO)****THIS IS THE KEY CONTACT FOR CONCERNS RELATING TO A CHILD IN WOLVERHAMPTON** | **01902 555392**Monday -Thurs 8:30am - 5pm Monday – Friday 8:30 am - 4:30pm  | **Outside of office hours 01902 552999.** |
| **Designated Adult** **Safeguarding Manager** **(DASM)****THIS IS THE KEY CONTACT IN WOLVERHAMPTON FOR CONCERNS RELATING TO AN ADULT** | **01902 551199**Monday -Thurs 8:30am - 5pm Monday – Friday 8:30 am - 4:30pm | **01902 552999 for emergency out of hours.** |

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| **National Contacts** |
| Child line UK | Freepost 1111London N1 OB | Tel: **0800 1111** |
| NSPCC Free phone 24 hour Helpline |  | **0800 800 5000** |

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| **Radicalisation and Extremism – National/Regional Contacts**For concerns relating to Radicalisation and Extremism, first contact your Local Authority Designated Officer (DO), Designated Adult Safeguarding Manager (DASM) or in an emergency, contact 999 |
| The Department for Education – Due Diligence and Counter Extremism Group | **0207 340 7264** |  |
| Counter Terrorism Internet Referral Unit | <https://www.gov.uk/report-terrorism> |  |
| Anti-Terrorist Hotline | **101 or 0800 789 321** |  |

Appendix 1

**PARENTAL CONSENT FORM**

|  |  |
| --- | --- |
| **Sport :** |  |
| **First Name:** | **Last Name:** |
| **Age:** | **Date of Birth:** |
| **Home Address:****Postcode: Email:** |
| **Emergency Contact Number:** | **Emergency Contact Name:** |
| **School:** | **Doctors name:****Doctor’s surgery address:** |
| **MEDICAL INFORMATION (please continue overleaf if necessary)****Medication (NB if your child has asthma they must bring their blue inhaler with them), allergies, dietary/special requirements/access issues/disability etc:** |
| **Any additional information you feel may be relevant e.g English is not the child’s first language****EQUAL OPPORTUNITIES DISABILITY**The Equality Act 2010 defines a disabled person as anyone with a ‘physical or mental impairment that has substantial and long term effect upon his/her ability to carry out normal day to day activities’.**Do you consider your child to have a disability?** Yes: No: (If yes see below, If no continue to consent statement)**What is the nature of the disability?** ………………………………..…………….……………………….… Is there anything your child needs additional help or support with? …………………………………………….…. |

Please advise if there is any activity that your child is not able to participate in or you would not wish them to engage in?

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How does your child’s condition affect their ability to participate in sport and physical activity? Please give us as much information as possible. This will not prevent them taking part but will help us provide the best service we can appropriate to your child’s needs.

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Please give as much information as possible regarding your child’s condition. The more information we have the better we can cater for their needs.

Are you aware whether your child has an individual risk assessment for PE & sport at school

|  |  |  |
| --- | --- | --- |
|  | Yes:  | No:  |
| If yes do you consent to us having a copy of the individual risk assessment | Yes:  | No:  |

Any additional information regarding your child you feel maybe useful ……………………………………………

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**CONSENT STATEMENT**

I consider him/her capable of taking part in the sports activity apart from any exceptions noted above. I have completed the medical details and consent that in the event of any illness/accident, any necessary treatment can be administered to my child by an appropriately trained person. If at any time any of the above information changes I agree to inform you as soon as is reasonably possible.

Parent/Carer Name: ……………………………………………..…. Date: ……………………...……….. Parent/Carer Signature: …………………………………………….

**DATA PROTECTION / GDPR**

Personal data supplied will be held on computer and processed in accordance with all applicable data protection legislation. It will be used for the purposes of statistical analysis, management, planning and in the provision of services by the Council and the Beactive Partnership. We may share your information with our partners who will help us keep you informed of the services we offer. By providing your details you are agreeing to be contacted regarding these services. If you would prefer not to be contacted please tick this box

**Appendix 2**

**ACCIDENT / INCIDENT REPORT**

Session ………………………..…………..………………………………………….……… Name of injured person / person involved in incident ………………………........….…... Age …………………. Date …………….………… Time ……………………...……. Address …………………………….……………………………………………..……..…….

……………………………………………………… Tel :………………………….…….…...

By whom and when it was reported …………………………..…………….…………...….

………………………………………………………………………..………………….………

Details of injury / accident / theft and how the incident occurred

………………………………………………………………………..………………….………

………………………………………………………………………..………………….……… What action was taken and by whom …………………………………..……….…….…... Have parents / carers been informed …………………………………..…………….…….

Exact place where the injury / accident / incident occurred

………………………………………………………………………..………………….………

Were the emergency services contacted? Police Fire Ambulance Badge No. of attending Police Officer (where applicable) ……………………..………... Name & addresses of witnesses obtained (if none taken give reason why)

………………………………………………………………………..………………….……… Signed …………………..…………. PRINT NAME ……………….…………..…….. Position ……………………………. Date ………………………………….….……...

**Appendix 3**

**Parental Consent form for the use of photographs, video and web**

The organising committee recognise the need to ensure the welfare and safety of children and young people. In order to comply with GDPR photographs, videos and filming for use over the internet of children and young people will not be taken without the consent of the parents or carer.

Please tick all the relevant boxes in respect of my child

(insert name)

Name of school

|  |  |  |
| --- | --- | --- |
|  | I do consent | I do not consent |
| Capturing of images for general publicity of the evente.g newspapers, publications |  |  |
| Capturing of images for useon websites |  |  |
| Capturing of live sportsparticipation which will be provided via the internet |  |  |

**Safeguarding**

As part of our commitment to safeguarding, consent is also required separately to name children and young people in material used by the press.

I do I do not give consent for my child to be named in media coverage.

Print name

Relationship to child

Signature

Date

**Appendix 4**

***Registration of intent to use photographic and /or filming equipment***

*We* recognise the need to ensure the welfare and safety of all children whilst in our care. In accordance with the Child Protection Policy it is a requirement that all parents/carers register the intent to photograph or video any images.

The parent/carer must ensure that the images are used solely for their own domestic use..

|  |  |
| --- | --- |
| Name of child: |   |
| Name of adult: |   |
| Relationship: Address: |   |

Postcode:

Contact No:

I have read and understand the conditions outlined regarding the intent to video or photograph and also understand that I must not place any recordings or images on social networking sites unless they are of my individual child only. I understand I should not place the name of the school alongside any photos or video of my child.

Signed:

Date:

Relationship to child:

***Appendix 5***

***Guidance to adults who have registered the intent to capture images or video***

*WE* recognise the need to ensure the welfare and safety of all children whilst in our care. Thank you for taking the time to register your intent to capture images. This is in accordance with the School Games/sport specific Child Protection Policy.

You must ensure that the images you capture are used solely for your own domestic use.

Photographic consent will be gained from parents prior to the use of any image being used on social media sites.  Only suitable images of children will be used with no reference to the child’s name unless vital to the article (see Appendix 5).

Any authorized person uploading material must ensure that contact information is clearly available on the relevant interactive service providing people with the opportunity to raise any concerns.

I have read and understand the conditions outlined regarding the intent to video or photograph and also understand that I must not place any recordings or images on social networking sites unless they are of my individual child only**. I understand I should not place the name of the school alongside any photos or video of my child**.

**Appendix 6**

**Self-Declaration Form**

Title: Mr/Mrs/Ms/Miss (*please circle*)

First name:………………………………… Surname:……………....…...…..………..……

**Any previous names by which you have been known:** ……………………………….………… Address:……………………………………………………………………………………………

………………………………………………………………………………………………………

………………………………………………………………………………………………………

……………………..………….……… Postcode: ……………………………………………. Telephone:……………………………….. E-mail:……………………………………………. Date of Birth: \_ \_ / \_ \_ / \_ \_ \_ \_ Gender: Male/Female (*please circle*)

PART B **–**

Self Declaration (for completion by the individual named in Part A)

**Have you ever been convicted of any criminal offences including reprimands, cautions, or formal warnings?**

YES NO

If YES, please supply details:

……………………..…………………………………….……………………………….…………

…………………………………………………………………………………..……………..……

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including ‘spent’ convictions, cautions, suspensions, formal warnings and reprimands.

**Are you a person known to any social care department as being an actual or potential risk to children?**

YES NO

If YES, please supply details:

……………………..…………………………………….……………………………….…………

……………………..…………………………………….……………………………….…………

**Have you had a disciplinary sanction (from a sports or other organisation’s governing body) relating to child abuse?**

YES NO

If YES, please supply details:

……………………..…………………………………….……………………………….…………

……………………..…………………………………….……………………………….…………

**Signature: …………………**

**Name: (please print in capitals) ………………….**

**Date:**

**Appendix 7**

Procedure for missing participants

Team Manager/staff notices an absence/is informed

by another participant of absence

Contact chief welfare officer and

inform them of Absence

 Welfare Officer and Event Manager to co- ordinate search/local area.

**DO NOT SEND OTHER PARTICIPANTS TO SEARCH**

If participant is not found within 20 minutes Chief

Welfare Officer to contact parents and police.

Incident to be logged on Incident report form ASAP

**Appendix 8**

**REPORTING CONCERNS TEMPLATE**

This form is to be used to record basic information in the light of an allegation, suspicion or disclosure of a potential safeguarding concern. **Completing this record should not stand in the way of contacting Police or Social Services in the event of an emergency or urgent safeguarding incident**.

|  |
| --- |
| Name of the person completing this form (YOU) |
| Date and time of completing this form: |
| Your position or relationship to who your safeguarding concern is about |
| Your telephone number: |
| Your Address: |
| Name/names of person/s the safeguarding concern or incident is about:  |
| Address (if known) of person the safeguarding concern is about: |
| Telephone number (if known) of the person the safeguarding concern is about: |
| Name and Address of Parent, carer or guardian of alleged victim:Telephone Number: |
| Age and Date of Birth of alleged victim (if known): |
| Date and time of any incident: |
| What have you seen or heard? |
| Has the alleged victim said anything to you? (do not lead or investigate – Just record actual details) – Continue on another sheet if requiredAny other relevant information: |
| Action taken so far: |
| **ACT NOW** - **SEE “REPORTING CONCERNS” TEMPLATE IF YOU ARE UNSURE WHAT TO DO**  |
| External agencies contacted – See Essential Contacts |
| **Police - 999** yes/no | Name and contact number:Details of advice received: |
| Social servicesyes/ no | If yes – which: Name and contact number: Details of advice received: |
| **Local Authority**yes/no  | If yes – which:Name and contact number:Details of advice received: |
| **Other** (e.g. NSPCC, NGB, OFSTED?) | Which:Name and contact number:Details of advice received: |

|  |
| --- |
| Signature: |

**A copy of this form should be sent to the relevant DASM or DO AFTER the telephone report that you have made.**

**Do not discuss this incident with anyone other than those who need to know.**

**Appendix 9**

**Reporting Concerns**

Reporting safeguarding concerns is the responsibility of **Everyone.** If you have serious concerns or feel a child, young person or adult at risk might be in immediate danger or at risk of further abuse or maltreatment, you have a legal and moral obligation to **ACT NOW.**

**If you believe something is not right, it is safer to say something now, than put a vulnerable person at further risk.**

You or a another person known to you **become suspicious** of potential harm to a vulnerable person

Contact school.

Inform services within Local authority

Contact Police

NO

YES

NO

Inform the Doctor or paramedic of your concerns

Call an ambulance immediately

YES

Is the person in need of medical attention?

Stay calm, don’t make promises. Record your observations, allegation or suspicion using form (Appendix 8) where possible

**DON’T DELAY – ACT NOW**

A Vulnerable Person **informs** you directly of alleged abuse or harm

You/a 3rd party **observe** physical or behavioral indications of harm or abuse

Is the person at risk of immediate danger or harm?

**Appendix 11**

***Registration of intent to use photographic and /or filming equipment at [EVENT NAME]- Non-parent/carer***

We recognise the need to ensure the welfare and safety of all children whilst in our care. Thank you for taking the time to register your intent to capture images.

You must ensure that the images you (or your sub-contractor) capture are used solely for the agreed purpose

. It is the responsibility of the photographer to ensure that photographs are checked prior to being published to ensure they conform to safeguarding procedures. Any photographs captured containing images of young people without permission (in a Red Wristband) should be deleted immediately.

Photographic consent will be gained from parents prior to the use of any image being used on social media sites. Only suitable images of children will be used with no reference to the child’s name unless vital to the article.

I have read and understand the conditions outlined regarding the intent to video or photograph and also understand that I must not place any recordings or images on social networking sites unless I have parental.

Signed: ………………………………………………..

NAME IN FULL (BLOCK CAPITALS): ……………………………………………..

Date: ……………………………………

**FOR OFFICE USE ONLY**

\*Remit for Photographer agreed by ………………………………………………

Date: ………………………………………………………………………………………………

Signed: ……………………………………………………………………

**Appendix 12**

**School Games /School Sport**

**Volunteer Codes of Conduct**

1. Make sport fun and enjoyable, promoting fair play as well as giving enthusiastic and constructive feedback rather than negative criticism.
2. Treat all people equally, and with respect and dignity regardless of age, disability, background or ability.
3. Always put the welfare of each young person first, before winning or achieving goals.
4. Be a positive role model and lead by example by avoiding inappropriate and unsporting behaviour.
5. Live the school games values of Determination, Honesty, Passion, Teamwork, Respect and Self Belief.
6. Be approachable for all participants and staff to help create a positive environment for all.
7. Promote positive behaviour amongst peers and participants. Encourage others to behave positively to enhance the School Games Experience for all involved.
8. Work as a team with fellow volunteers and staff to improve the experience of all.
9. Be prepared, comfortable and confident to inform staff of concerning behaviour of others to help keep people safe.
10. Enjoy your role as a volunteer and help to create a positive experience for all involved in the School Games.

**Appendix 13**

**Definitions**

**What is abuse?**

‘Abuse and Neglect’ are forms of maltreatment to an individual. These terms refers to a violation of an individual’s human and civil rights by another person or persons. THIs includes serious physical and sexually assaults as well as cases where the standard of care does not adequately support the individual health or development.

Abuse can occur in a relationship, an institution, community, home or online and may result in significant harm or exploitation of the individual.

Abuse can occur within all social groups regardless of religion, culture, social class or financial position. Children and young adults may be abused by those known to them or more rarely by a stranger. They may be abused by adult, children, peers, paid or voluntary workers.

**Types of Abuse**

**Child Abuse**

* Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.
* An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online.
* Abuse does not have to have physical outcomes and could include financial, psychological or exposure to extreme views or propaganda.

**Online Abuse**

* Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.
* Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).
* Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

**Sexual Abuse**

* A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online. Sometimes the child won't understand that what's happening to them is abuse. They may not even understand that it's wrong.
* There are two different types of child sexual abuse. These are called contact abuse and non-contact abuse.
* Contact abuse is where an abuser makes physical contact with a child, including penetration.
* Non-contact abuse covers other acts where the abuser doesn't touch the child, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing.

**Physical Abuse**

* Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.
* It isn’t accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don’t need and making the child unwell – this is known as fabricated or induced illness (FII).
* Physical Abuse, like all abuse, causes serious and often long-lasting, harm – and in severe cases, death.

**Neglect**

* Neglect is the ongoing failure to meet a child's basic needs. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care.
* A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents.
* A child who's neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death.

**Emotional Abuse**

* Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child. It’s sometimes called psychological abuse and can seriously damage a child’s emotional health and development.
* Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.

**Sexual Exploitation**

* Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status.
* Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual Exploitation can also happen to young people in gangs.

**Female Genital Mutilation (FGM)**

* Female Genital mutilation is the partial or total removal of the external female genitalia for non-medical reasons.
* Religious, Social or cultural reasons are sometimes given for FGM. However FGM is child abuse and a criminal offence.

**Bullying and Cyber Bullying**

* Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing spreading rumours or undermining someone.
* Bullying that happens online using social networks and mobile phones is often called cyber bullying and is usually repeated over a long period of time and can hurt a child physically and emotionally.

**Domestic Abuse**

* Domestic Abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship.
* Domestic abuse includes emotional, physical, sexual, financial or physiological abuse.

Domestic abuse does not just take place in adult relationships but can also take place between children and young adults. Children who witness domestic abuse at home are subject to child abuse, and teenagers can suffer domestic abuse in their relationships. Domestic abuse can seriously harm children and young people.

**Child Trafficking**

* Child trafficking is child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold.
* Examples of trafficking include sexual exploitation, benefit fraud and forced marriage.
* Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

**Grooming**

* Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation.
* Children and young people can be groomed online or in the real world, by a stranger or by someone they know. Groomers may be male or female. They could be any age.
* Many Children and young people do not understand that they have been groomed or what has happened is abuse.

**Harmful Sexual Behavior**

* Harmful sexual behaviour includes:
* Using sexually explicit words and phrases
* Inappropriate touching
* Using sexual violence or threats
* Full penetrative Sex with other children or adults.

**Radicalisation or extremism**

Radicalisation is a new and emerging risk to children and young people. All staff and volunteers engaged in the school games have a responsibility to protect children and young people from exposure to highly radical or extremist views either via social media and the internet or from volunteers, officials, coaches or staff.