

# **Safeguarding and Child Protection Policy**

# Sport Across Staffordshire & Stoke on Trent Child Safeguarding and Child Protection Policy

## Safeguarding Policy Document Format

- **Section 1** Safeguarding Policy Document – This document sets out SASSOT's commitment to safeguarding including our safeguarding principles and responsibilities
- **Section 2** Safeguarding Guidance and Procedures document – This document provides safeguarding guidance to staff working with children and young people. This document also outlines procedures to deal with a range of issues and areas of delivery, specifically these include:
  - Promoting good practice with young people
  - Recruitment, employment and deployment of staff
  - Codes of conduct
  - Use of photographic equipment
  - Transporting children and young people
  - Recognising poor practice, abuse and bullying
  - Responding to concerns, suspicions and allegations
  - The role of the Designated Person
  - Information Sharing
  - Key Contacts
  - Appendices

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# Section 1

## Sport Across Staffordshire & Stoke on Trent Child Protection Policy

### Foreword

Sport Across Staffordshire and Stoke-on-Trent (SASSOT) is a sub-regional multi agency partnership funded to increase participation in sport, physical education and active recreation. SASSOT works with a range of partners to achieve this through a combination of strategic coordination, generic support services and direct delivery.

SASSOT is one of six County Sport and Physical Activity Partnerships within the West Midlands and one of forty-three across England.

The current SASSOT Partnership consists of the following organisations:

- Sport England
- Cannock Chase District Council
- East Staffordshire Borough Council
- Lichfield District Council
- Newcastle under Lyme Borough Council
- South Staffordshire Council
- Stafford Borough Council
- Staffordshire Moorlands District Council
- Stoke on Trent City Council
- Tamworth Borough Council
- Staffordshire County Council
- Staffordshire University
- Keele University
- National Governing Bodies of Sport

As the lead strategic organisation for sport and physical activity in Staffordshire, SASSOT is committed to ensuring that all young people and adults are able to participate and enjoy all forms of sport and physical activity in a safe and supportive environment. Please note that SASSOT have a separate **Safeguarding Adults at Risk Policy** in place that has been formally adopted by the SASSOT Executive Board.

Working with key local statutory agencies and the Child Protection in Sport Unit (CPSU), SASSOT will encourage and support all partner organisations to fulfil their safeguarding and child protection responsibilities through implementing their own policies and procedures. CPSU form part of the NSPCC and receive Sport England funding to ensure safeguarding standards in sport are enhanced and maintained.

**This policy and its associated procedures are mandatory for all staff, employed or voluntary, working to deliver projects that SASSOT is directly responsible for. The purpose of this policy is to:**

- **Make clear SASSOT's commitment to safeguarding all children and young people and, alongside our safeguarding implementation plan, demonstrate how we are meeting statutory safeguarding obligations as set out in Working Together to Safeguard Children (2018)**
- **Provide guidance and clear procedures for staff working with children and young people**
- **Form part of guidance documentation for partner organisations when developing their own child protection policies and to encourage them to work in line with the national safeguarding framework**
- **Provide a reference framework for SASSOT to check partner policies and procedures meet an appropriate minimum standard when commissioning or sub-contracting work that involves delivery to young people or vulnerable adults**

SASSOT has been awarded the Preliminary, Intermediate and Advanced levels of the National Standards for Safeguarding Young People in Sport and remains committed to maintaining these standards as part of an ongoing safeguarding work programme.

SASSOT have two nominated Safeguarding Lead Officers:

Ben Hollands. Tel: 01785 619693 (office hours only). Email: [bhollands@staffordbc.gov.uk](mailto:bhollands@staffordbc.gov.uk)  
Lee Booth. Tel: 01785 619730 (office hours only). Email: [lbooth@staffordbc.gov.uk](mailto:lbooth@staffordbc.gov.uk)

The Safeguarding Lead Officers have attended the CPSU recommended Time to Listen course for CSP Safeguarding Lead Officers and receive ongoing support, training and check and challenge from CPSU.

This policy was last reviewed in March 2019 and will be recommended for formal re-adoption by the SASSOT Executive Board in April 2019, further to the previous adoption in July 2017. This policy will be reviewed within 3 years of its published date or in light of new legislation or major incidents.

## 1.0 Policy Statement

Sport can and does have a powerful and positive influence on people, especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop qualities such as self-esteem, leadership and teamwork. Young people have a lot to gain from sport. Sport provides an excellent medium in which young people can learn new skills, become more confident and maximise their own unique potential. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

The Policy reflects the updated **Working Together to Safeguard Children (2018) guidance**, building on the previous 2015 version of the guidance. Key aspects of this guidance and key updates include:

- Policies for staff are in place to follow when child safeguarding concerns are not being addressed within the CSP or by other agencies: This is reflected throughout this policy and SASSOT fall under the host organisation (Stafford Borough Council) Whistleblowing Policy.
- A senior board level champion with the required knowledge, skills and expertise is in place: SASSOT have historically had a nominated Safeguarding Board Champion and a recent re-structure of the Executive Board includes a Safeguarding Champion. The Board will ensure a Champion is recruited to the Board in the event of member turnover.
- Creating a culture of safeguarding, equality and protection: SASSOT proactively embrace the principles and procedures outlined in this document. Key examples of this include developing and maintain relationships with statutory bodies, continuous professional development of the SASSOT team and the wider sport and physical activity workforce and ensuring our commissioned partners have adequate safeguarding policies and procedures in place.
- Arrangements in place to collaborate and to work effectively with safeguarding partners as required by any local safeguarding arrangements: SASSOT will continue to maintain an open and professional dialogue with both the Staffordshire and Stoke LSCB's and ensure that SASSOT has at least two trained Lead Officers in place. SASSOT are committed to operating in a transparent way and will share information with partners as appropriate.
- The organisation needs to communicate local arrangements to paid and volunteer staff including clubs and partners who need to be aware of their responsibilities for safeguarding and promoting the welfare of children. Information will include how they should respond to concerns and how to make a referral to local authority children's social care or the police, if necessary: SASSOT coordinate an education and training programme that includes nationally recognised safeguarding training (UK Coaching SPC and club welfare officer training) as well as signposting to other local and national safeguarding training opportunities. SASSOT will ensure that safeguarding responsibilities are reflected in all our sub-contracting and commissioning arrangements with partners. SASSOT will maintain and develop our safeguarding marketing and communications campaigns with the LSCBs.

The SASSOT Child Protection Policy is based on the following core values and principles:

### 1.1 Core Values

- All young people's sporting experiences must be guided by what is best for that young person.
- Adults interacting with young people in sport should do so with integrity and respect for the child.
- All young people's sport should be conducted in an atmosphere of fair play.
- Young people's sport should be conducted in a safe, positive and encouraging atmosphere.
- Adults who take a responsibility for young people in sport have a duty to ensure that they are competent to provide safe and rewarding experiences for those in their care, through appropriate training and education.

## **1.2 Principles**

- The welfare of young people, (the Children Act 1989 defines a young person as under 18 years of age) is the primary concern.
- All people, but especially young people, whatever their age, culture, disability, gender, language, racial origin, religious belief or sexual identity have the right to protection from abuse.
- It is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns.
- All incidents of poor practice and suspicions or allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with GDPR and the Human Rights Act 1998.

## **1.3 Responsibilities**

SASSOT will

- accept the moral and legal responsibility to provide a duty of care to young people and implement procedures to safeguard their well-being and protect them from abuse.
- work with all partner organisations to promote safeguarding in sport, including local statutory agencies such as the Local Safeguarding Childrens Boards (LSCB)
- respect and promote the rights, wishes and feelings of children and young people.
- promote equity through all the work staff and volunteers undertake including child protection and welfare
- work with all staff that are directly involved in the delivery of SASSOT's initiatives and programmes (whether they be paid employees or unpaid volunteers) to adopt best practice to safeguard and protect young people from abuse and themselves against allegations.
- require all staff (both voluntary and paid) to adopt and abide by the SASSOT Code of Behaviour (see Appendix IX) and the SASSOT Child Protection Policy and Procedures.
- ensure that any partners or external organisations contracted or commissioned by us to deliver work that involves young people or vulnerable adults have effective safeguarding policies and procedures in place
- respond to any suspicions or allegations of abuse or poor practice appropriately and implement the appropriate disciplinary and appeals procedures.
- work with partners to access support from the local statutory safeguarding agencies where required
- deliver a sub regional education and training programme that provides access for all sports development staff, coaches and volunteers to basic awareness safeguarding training

## **Section 2 SASSOT Safeguarding Procedures and Guidance**

### **2.0 Recruitment, Employment and Deployment of Staff and Volunteers**

#### **2.1 Introduction**

Stafford Borough Council are the 'host authority' for SASSOT and all recruitment and employment procedures undertaken by the Partnership will adhere to the Borough Council's corporate policies.

All reasonable steps will be taken by SASSOT to ensure unsuitable people are prevented from working with children and young people. The same procedures will be adopted whether staff are paid or unpaid, full or part-time.

#### **2.2 Pre-recruitment Checks**

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

### 2.2.1 Advertising

If any form of advertising is used to recruit staff, it should reflect the:

- aims of SASSOT and where appropriate, the particular programme involved
- responsibilities of the role
- level of experience or qualifications required (eg experience of working with children is an advantage)
- SASSOT's open and positive stance on child protection.

### 2.2.2 Pre-Application Information

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

- a job description including roles and responsibilities
- a person specification (eg stating qualifications or experience required)
- an application form.

### 2.2.3 Applications

All applicants for paid full or part-time positions will complete an application form and if applicable enclose their CV. Volunteers should send their CV's. Successful applicants will complete a Disclosure and Barring Service (DBS) Enhanced Disclosure should they meet the thresholds and requirements of a DBS check. However this may not be practicable for volunteers and self-declaration forms will be issued.

The following list is the minimum information required from applicants for any position whether paid or voluntary:

- Name, address and National Insurance number (to confirm identity and right to work).
- Relevant experience, qualifications and training undertaken.
- Listing of past career or involvement in sport (to confirm experience and identify any gaps).
- Any criminal record including convictions, cautions and formal warnings.
- Whether the applicants are known to any social services department as being an actual or potential risk to children or young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence.
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people eg. previous employer(s).
- Any former involvement with sport.
- The applicant's consent to a DBS Disclosure being undertaken.
- The applicant's consent to abide by SASSOT's recommended code of behaviour

The application and self declaration forms will also state that failure to disclose information or subsequent failure to conform to the Code of Behaviour will result in disciplinary action and possible exclusion from the SASSOT Partnership.

## 2.3 Checks and References

**2.3.1** All SASSOT employees that will be working in a position that involves frequent or intensive contact with children (or vulnerable adults) **and** involves working in a unsupervised capacity must complete a DBS check which includes a Barred List check. All SASSOT employees that will be working frequently or intensively with young people **or** working in an unsupervised capacity with young people must complete a DBS check.

**2.3.2** Two written references may be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone.

**2.3.3** A self-disclosure form will be completed by all paid full and part time staff and volunteers as part of the SASSOT employment procedures. A copy of this is in appendix IV.

## **2.4 Interview and Induction**

It may or may not be appropriate to conduct a formal interview but all coaches (volunteers and officials) will undergo an induction by someone working in an official capacity within SASSOT. The induction process will ensure that

- their qualifications as a coach/official are substantiated
- they complete a profile form to identify training needs/aspirations
- they sign up to the SASSOT Code of Behaviour and SBC Code of Conduct
- the expectations, roles and responsibilities of the job are clarified eg. through a formal or informal work programme or goal-setting exercise
- child protection procedures are explained and child protection training needs established.

## **2.5 Training**

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. All members of the SASSOT Core Team will attend safeguarding basic awareness training and equity training.

## **2.6 Monitoring and Appraisal**

At regular intervals, all staff employed by the SASSOT should be given the opportunity to receive feedback (e.g. through an appraisal) to identify training needs and set new goals. Appraisers (mentors) should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

## **2.7 Probationary Period**

Employees new to Local Government, or returning to Local Government from a break in service, are subject to a 6 month probationary period. Formal reviews for a new employee usually take place after 3 months service, and again after 5 months service. The Probationary Assessment Guidelines and Probationary Period Monitoring form which detail this procedure along with the assessment criteria are available from HR or the SBC website.

# **3.0 Promoting Good Practice with Young People**

## **3.1 Introduction**

Child abuse, particularly sexual 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 any judgements about what action to take. 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.

A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection as a result of negative experiences outside of the sporting environment.

All suspicions of abuse or poor practice should be reported to the **Designated Person** (see section 5.6 and appendices II and V). For information on the designated person see appendix I.

## **3.2 Good Practice Guidelines**

All staff employed by SASSOT must demonstrate exemplary behaviour in order to safeguard the children in their care and to reduce the likelihood of allegations being made. The following are good examples of how to create a positive culture and climate within sport:

### **3.2.1 Good practice means:**

- always working in an open environment (eg avoiding private or unobserved situations and encouraging an open environment ie. no secrets)
- treating all young people equally, and with respect and dignity
- always putting the welfare of each young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with performers (eg it is not appropriate 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 in accordance with guidelines provided by the appropriate NGB. Young people and their parents should always be consulted and their written agreement gained
- keeping up to date with the technical skills and qualifications of a sport
- ensuring adequate insurance is held and where applicable a current coach licence
- involving parents/carers wherever possible (eg for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB. Be aware that same gender abuse can also occur.)
- ensuring that at tournaments or 'residential's', adults do 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 young people
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to acting *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- awareness of any medicines being taken by participants, or existing injuries
- 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 young people in their cars.

### **3.2.2 Practice to be avoided**

There may be circumstances where a member of staff has to take sole charge of a child. This may be because a parent has failed to collect their child at the end of the coaching session. If this is unavoidable the member of staff should ensure other people are aware of the situation eg. designated person, facility staff, club official.

### **3.2.3 Practice never to be sanctioned**

The following should never be sanctioned:

- engaging in rough, physical or sexually provocative games, including horseplay
- sharing a room with a child
- allowing or engaging in any form of inappropriate touching
- allowing children to use inappropriate language unchallenged
- making sexually suggestive comments to a child, even in fun
- reducing a child to tears as a form of control
- failing to respond, act upon or record any allegation made by a child



- doing things of a personal nature for children or disabled adults, that they can do for themselves
- inviting or allowing children to stay at a coaches home unsupervised
- spending excessive amounts of time alone with children away from others.

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 should only be carried out with the full understanding and written consent of parents. There is a need to be responsive to a person's reactions. For example. 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.

If any of the following incidents should occur, they should be reported immediately to another colleague and a written note of the event be made. Parents should also be informed of the incident:

- if a coach accidentally hurts a performer
- if a child seems distressed in any manner
- if a child appears to be sexually aroused by a coaches actions
- if a child misunderstands or misinterprets something a coach has done.

### 3.3 Code of Conduct

The Government produced *Caring for the Young and Vulnerable? Guidance for preventing abuse of trust*, 1999. The guidance is based on the principle that all organisations involved with caring for young people or vulnerable adults should have codes of conduct to protect against sexual activity within relationships of trust.

In line with this guidance, all staff employed by SASSOT will be required to abide by the **SASSOT Code of Behaviour**. At events or the delivery of specific activity for young people volunteers, officials, participants, team managers and parents will also be required to agree to the SASSOT Code of Behaviour.

This code encourages:

- the development of an open and positive climate in sport
- poor practice to be identified
- investigations to be carried out
- disciplinary action to be taken if appropriate.

### 3.4 Use of Photographic Filming Equipment at Sporting Events

Historically, photography and more recently video has been used to document sporting events. Whilst the vast majority of photography is legitimate, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. Modern digital cameras, video and the new generation of mobile phones need no third party to develop and print images making unauthorised use of photographs easy. Images taken with a mobile phone can, in seconds, be transmitted on to the World Wide Web.

SASSOT will ensure that staff and volunteers are vigilant to the possibilities of misuse. Any concerns should be referred to an official or responsible person in the first instance and thereafter, the person responsible for child protection issues.

If professional photographers/press are invited to attend and photograph events, it is important that they are made aware of the guidelines and SASSOTs expectations in relation to child protection. Likewise, parents/relatives and carers should similarly be made aware of the guidelines.

The use of video as a legitimate coaching aid should not be prevented but it is important that coaches make the young people and their parents/carers aware that this is part of the coaching programme and that the film will be stored safely.

There are two key principles involved with photographing young people in sporting situations:

- children and parents have a say in the taking of and use of photographs
- all photographs portray a positive image.

The key issues and guidelines are detailed in appendix VI.

### **3.5 Transporting Young People to and from Sports Events**

Transporting children to and from venues is a common challenge for all those providing sports activities for young people. If followed these good practice guidelines will help to reduce the risk associated with providing transport to both the sports organiser and the young people involved. These guidelines will be applied to all circumstances where SASSOT is responsible for providing transport for young people.

- Always use a reputable transport company which has all the necessary insurance cover
- Drivers should be DBS checked or have completed a self declaration from
- Sufficient supervisors (team managers or welfare officers) are on each vehicle
- Ensure all participants have a seat with a seat belt that adheres to the latest seat belt regulations.
- Parents/carers are issued with all the relevant information of passengers i.e.
  - Name & contact number
  - Pickup & drop off point and time
  - Name of parent/carer at to collect participant
- Participants are not left unsupervised (i.e. dropped off and a parent/carer is not present)

Where parents make arrangements for the transportation of children to and from the activity, with out the knowledge of sports organiser it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.

### **3.6 Commissioning or Sub Contracting Delivery to Local Activity Providers and Partners**

SASSOT frequently works in partnership with other organisations to deliver sport and physical activity to young people. This can involve sub contracting or commissioning other organisations to deliver initiatives or programmes such as Satellite Clubs or may simply be an agreement to work towards jointly agreed outcomes. Whatever the circumstances it is essential that the key aspects of keeping children and young people safe are understood by all partners and addressed before the activity begins.

SASSOT is committed to ensuring that children are not put at risk or actually harmed either because adequate safeguards were not put in place or because partners were unclear about their respective responsibilities. To achieve this SASSOT will undertake the following when working in partnership, sub contracting or commissioning other organisations to deliver activity to young people or vulnerable adults:

- Always apply and adhere to any recommended programme safeguarding criteria i.e. Satellite minimum safeguarding criteria

- In the absence of appropriate programme safeguarding guidance or criteria SASSOT will use the CPSU Check and Challenge Tool to ensure that appropriate safeguarding arrangements are in place prior to any activity starting
- Ensure all SASSOT's partnership agreements, contracts or service level agreements stipulate safeguarding requirements and make clear respective organisations roles and responsibilities for adhering to these, including when partners further sub contract work or collaborate with other organisations to deliver agreed outcomes.

### **3.7 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 sporting world to connect with children and young people.

Alongside the very beneficial aspects of modern communication technologies we have to recognise that there are also increased risks to children and young people. The NSPCC Child Protection in Sport Unit has produced safeguarding guidelines for County Sports Partnerships, National Governing Bodies and other sports organisations.

SASSOT has developed a Safe Social Media Policy based on these recommendations which is mandatory for all staff that use any form of social media in the context of their work for SASSOT. This policy can be viewed in Appendix XII. Further resources are available on the CPSU website.

## **4.0 Recognition of Poor Practice, Abuse and Bullying**

### **4.1 Introduction**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Staff, coaches, officials and volunteers whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a young person. SASSOT therefore encourages and expects 'staff' to discuss any concern they may have about the welfare of a person immediately with the designated person.

### **4.2 Poor Practice**

Poor practice includes any behaviour that contravenes SASSOT's recommended codes of conduct which are constituted around the following:

- Rights - for example of the player, the parent, the coach, the official etc.
- Responsibilities - for example responsibility for the welfare of the players, the sport, the profession of coaching, their own development.
- Respect - for example of other players, officials and their decisions, coaches, the rules.

### **4.3 Abuse**

Abuse can and does occur in a wide range of settings including sport and can be carried out by both men and women and sometimes by other children and young people. The effects of abuse can be so damaging they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

#### **4.3.1 Disabled People**

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

This policy has its focus on young people but many of the principles of good practice and safeguarding are common with ensuring the safety of disabled people. If required, further information and guidance can be sought from the Activity Alliance (previously the English Federation for Disability Sport)

#### **4.3.2 Race and Racism**

Children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. However this may be categorised as emotional abuse under local child protection procedures. All organisations working with children, including those operating where black and minority ethnic communities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report on Stephen Lawrence as *'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'*

#### **4.3.3 Abuse and Neglect**

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. Children can be abused by adults or other children. There is growing evidence to suggest that peer abuse is an increasing concern for young people.

- Neglect - where adults fail 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 (eg failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give children love, affection and attention. Neglect in sport could include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.
- Physical abuse - where someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after eg. factitious illness by proxy or Munchausen's syndrome by proxy. Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body or where drugs are used to enhance performance or delay puberty.
- Sexual abuse - where girls and boys are abused by adults (both male and female) or other children who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.
- Emotional abuse - is the persistent emotional ill treatment 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 feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child. Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

There is a growing awareness that children, who live in extreme poverty, are socially excluded, live with domestic violence or where alcoholism or mental health problems exist, may be at greater risk of long term emotional abuse.

#### **4.3.4 Indicators of Abuse**

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

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour (eg 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 normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt.

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 the Partnership to decide that child abuse is occurring but it is their responsibility to act on any concerns by reporting to the appropriate organisation. (See Section 5.2.1)**

#### 4.4 Bullying

It is important to recognise that in some cases of abuse it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. This behaviour may relate to other problems in a young person's life eg. bereavement. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are physical (e.g. hitting, kicking, theft) verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of the peer group).

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

**4.4.2** Girls and boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools' research shows it can and does occur anywhere where there is inadequate supervision - on the way to and from school, at a sporting event, in the playground and changing rooms.

**4.4.3** Bullies come from all walks of life, they bully for a variety of different reasons and may even have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

**4.4.4** 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 who intimidates inappropriately
- an official who places unfair pressure on a person.

**4.4.5** Bullying can include:

- Physical: eg hitting, kicking and theft.
- Verbal: eg name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
- Emotional: eg tormenting, ridiculing, humiliating and ignoring.

- Sexual: eg unwanted physical contact or abusive comments.

**4.4.6** The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and disabled adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a young person or disabled adult is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club.
- A drop off in performance at school or standard of play.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

## **5.0 Responding to Concerns, Suspicions and Allegations**

### **5.1 Introduction**

People working in sport are well placed to recognise or receive concerns relating to the welfare of young people. They have a responsibility to respond to these concerns whether it relates to a child's family situation or concerns arising from their involvement in sport. It is important to note that most children do not share their concerns with adults and therefore rely on those adults they have contact with to be alert to the fact they may be experiencing problems in their lives.

### **5.2 Responding to concerns about possible abuse within the home, family or community.**

The primary responsibility for SASSOT is to ensure that the concerns and any related relevant information is passed to the police or social services without delay. The police and social services have the statutory responsibility to make enquiries to establish if a child is at risk from harm.

#### **5.2.1 Actions to Take**

The person receiving information should ensure they are aware of the SASSOT guidelines for responding to concerns and pass on the information to the designated person with responsibility for child protection. If these people are not available the information should be passed directly to the statutory organisation (police or social services – contact details in Appendix I). Remember delay may place a child at further risk.

It is important that as much information as possible is recorded and that this information is given to the statutory organisation within 24 hours. This may be the 'Reporting Concerns about Children Form' (see 5.8 and appendix V) This information should also be passed to the designated person.

Furthermore the person receiving information concerning the safety and welfare of a young person should:

- react calmly so as not to frighten the young person
- take what the young person says seriously. Recognise any difficulties inherent in interpreting what is said by them as they may have a speech disability and/or differences in language
- avoid asking direct questions other than those that seek to clarify an understanding of what has been said. The young person may be formally interviewed by the police or social services and they should not have to repeat their account
- reassure the young person but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- explain to the young person that they will have to share their concerns with someone who is able to act
- tell the young person he/she is not to blame and that he/she was right to tell
- make a full record of what had been said, heard and/or seen as soon as possible.

NB. It may not be that all young people are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. However, where there are concerns about the safety of a young person, record what has been observed in detail and follow SASSOT's procedures to report these concerns.

#### **5.2.2 Actions to Avoid**

The person receiving the disclosure should not:

- dismiss the concern
- 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

### 5.3 Social Services

Social services have a statutory duty under The Children Act 1989 to ensure the welfare of children. When a child protection referral is made, the social services staff have a legal responsibility to make enquiries when it appears a child or young person may be at risk of “significant harm”. This may involve talking to the child and family and/or gathering information from other people who know the child. Enquiries may be carried out jointly with the police where a criminal offence is suspected. If action needs to be taken urgently contact the police immediately by dialling 999. If concerns identified are ‘out of hours’ the police and social services provide an out of hours service.

### 5.4 Sharing Concerns with Parents

There is always a commitment to work in partnership with parents or carers where 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 a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. If concerns still exist it is important that the Designated Person (see 5.6) is contacted. If they are not available the situation should be referred on to the police or social services.

### 5.5 When it is not appropriate to Share Concerns with Parents

There are circumstances in which a young person might be placed at even greater risk if concerns are shared (eg where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the Designated Person as soon as possible and recorded. Advice and guidance should be sought from the local social services officer with respect to consulting with parents.

### 5.6 Designated Person

The Partnership have identified a **Designated Person** (or Lead Officers) to handle child protection issues. This person will have completed a self-declaration form and undergone a DBS disclosure. The designated person will require support from SASSOT together with appropriate training and information. This support should be provided as part of the Child Protection Policy and Implementation Procedures adopted by Sport Across Staffordshire and Stoke on Trent.

It is the responsibility of the designated person to inform social services or the police without delay. If the designated person is not available or the concern is about this person, then the individual who has the concerns should immediately contact social services or the police. Social services and the police, together with the designated person where appropriate, will decide how and when parents or carers will be informed (See Appendices II - A Quick Guide to Procedures).

It is essential that written records are kept and that copies of these are given to social services and/or the police and the designated person. If the concern is about the designated person copies of the written records should be sent to social services and/or the police and the SASSOT Director.

### 5.7 Expert Advice

In the event of the designated person not being available or the concern is about the designated person, advice can be sought by telephoning the local social services department and speak to the duty worker or by telephoning the NSPCC 24-hour free phone Helpline on 0808 800 5000. The police also have specially



trained child protection teams who will give guidance and support and deal with out-of-office-hours enquiries (see appendix I for contact details and appendices II for procedures).

## **5.8 Records, Confidentiality and Information Sharing**

### **Records**

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Appendix V has a copy of the 'Reporting Concerns about Children Form'. If this is not available the following information should be recorded:

- The young persons name, address and other relevant information
- The nature of the allegation.
- A description of any visible bruising or other injuries.
- The child's account, if it can be given, of what has happened.
- Details of the alleged or suspected abuser.
- Witnesses to the incident(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.

Reporting the matter to the designated person (or police or social services department) should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the designated person, social services or the police should be confirmed in writing within 24 hours. A record should be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. It is the responsibility of the person reporting the concerns to ensure written confirmation is completed.

If details have been sent to either social services and/or the police a copy should also be sent to the designated person. If the concern is about the designated person this information should be sent to the SASSOT Director.

### **Confidentiality and Storage of Information**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information will be stored in a locked cabinet with limited access to designated people, in accordance with GDPR requirements. The people designated to receive information are:

- The Partnership designated child protection officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- Designated Officers within Stafford Borough Council according to the Councils policy and procedures
- The alleged abuser (and parents if the alleged abuser is a child). \*

\*Seek social services advice on who should approach alleged abuser.

If an allegation is made against a member of SASSOT staff all information will be stored by Stafford Borough Council Human Resources section in line with the authorities Discipline and Dismissals Policy.

### **Information Sharing**

Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor in many serious case reviews has been a failure to record information, to share it, to understand the significance of the information shared, and to take appropriate action in relation to known or suspected abuse or neglect. To help ensure that SASSOT makes the correct and informed decision when considering whether to share information with other organizations relating to child protection issues we have adopted the non statutory guidance procedures as laid out in the Government document *Information sharing: Practitioners Guide*.

When considering whether to share information with other organizations SASSOT will always follow the following six key points:

1. Explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement. The exception to this is where to do so would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime (see glossary for definition) including where seeking consent might lead to interference with any potential investigation.
2. Always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.
3. Where possible, respect the wishes of children, young people or families who do not consent to share confidential information. SASSOT may still share information, if in the judgement on the facts of the case, there is sufficient need to override that lack of consent.
4. Seek advice when in doubt, especially when doubt relates to a concern about possible significant harm to a child or serious harm to others.
5. Ensure that the information shared is accurate and up-to-date, necessary for the purpose for which it is being shared, shared only with those people who need to see it, and shared securely.
6. Always record the reasons for the decision – whether it is to share information or not

Decisions on whether to share information will where possible be taken collectively by the Designated Person, the SASSOT Director and an appropriate representative (either from HR or the Legal Department) from the host authority. As part of this decision making process the six above points will be considered along with the other guidance set out in the *Information sharing: Practitioners Guide* documentation.

Appendix III provides a quick guide to the information sharing protocol adopted by SASSOT.

## **5.9 Allegations against Staff or Volunteers of SASSOT**

An allegation against anyone working with children in a paid or voluntary capacity (eg volunteers or helpers in clubs, tournament officials, team managers on training camps, coaches) could occur. Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings (eg sport or other social activities). Recent inquiries indicate that abuse that takes place within a public setting is rarely a one-off event. It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the child, arising from abuse or harassment by a member of staff or volunteer, should be reported immediately to the Designated Person, as in section 5.2.1.

### **5.9.1 Seek Advice**

On occasions, the designated person may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or not and therefore is unclear about what action to take. In all circumstances whether the allegations are about poor practice or abuse advice should be sought from social services, police or the NSPCC. This is because staff working for SASSOT including the designated person are not experts and will not be able to make judgements as to whether a child is being abused or not.

### **5.9.2 Support for the Reporter of Suspected Abuse**

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be abusing a child, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

SASSOT assures all staff, coaches, officials and volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the

possibility that a child may be being abused. Stafford Borough Council have a number of policies and procedures which are appropriate to this. These include

- Code of Conduct
- Whistle blowing policy
- Disciplinary and Grievance procedure

Copies of these policies and procedures are available from the Human Resources Department, Stafford Borough Council, Civic Centre, Riverside, Stafford, ST16 3AQ

### **5.9.3 Types of Investigation**

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

- Criminal (carried out by the police)
- Child protection (carried out by social services and/or the police)
- Disciplinary or misconduct (carried out by Stafford Borough Council)

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse.

The results of the police and social services investigation may well influence Sport Across Staffordshire's disciplinary investigation, but not necessarily.

Further information on the potential actions of social services etc may be found in the local LSCB guidelines. A copy of these guidelines is held in the SASSOT office at Stafford Borough Council.

### **5.9.4 Action if there are Concerns**

The following action should be taken if there are concerns (See Appendix II)

#### **Poor Practice**

- If, following consideration, the allegation is clearly about poor practice alone, the designated person will deal with it as a misconduct issue and instigate the procedures of Stafford Borough Council.
- If the allegation is about poor practice by the designated person, or if the matter has been handled inadequately and concerns remain, it should be referred to the Partnership Director. The Partnership Director will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
- If there is a suspicion of abuse within the incident of poor practice, all details should be recorded and reported to the designated person or if it concerns the designated person, be referred to the SASSOT Director.

#### **Suspected Abuse**

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the designated person, who will take steps to ensure the safety of the child in question and any other child who may be at risk
- The designated person will refer the allegation to the social services department who may involve the police, or go directly to the police
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department

- The designated person will also notify the SASSOT Director who will ensure the appropriate procedures are followed
- If the designated person is the subject of the suspicion/allegation, the report must be made directly to the SASSOT Director who is then responsible for taking the action outlined above.

### **Internal Enquiries and Suspension**

- SASSOT should make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries, the SASSOT must assess all individual cases under Stafford Borough Councils misconduct/disciplinary procedure, to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled with other staff or volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, SASSOT must reach a decision based on the available information that could suggest, on a balance of probability, it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

### **Support to Deal with the Aftermath**

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

## **5.10 Allegations of Previous Abuse**

Allegations of abuse may be made some time after the event eg. 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, SASSOT should follow the procedures as detailed above and report the matter to social services 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 and has been 'disqualified' under Part 11 Criminal Justice and Courts Services Act and are automatically excluded from working with children.

## **5.11 Action if Bullying is Suspected**

The same procedure should be followed as set out in Section 5.2 if **serious or persistent** bullying is suspected. Minor incidents of bullying should be dealt with at the time by the appropriate staff. Advice should be sought from the designated person if there is some uncertainty. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

### **5.11.1 Action to Help the Victim and Prevent Bullying in Sport:**

- Take all signs of bullying very seriously.
- Everybody has the responsibility to work together to stop bullying
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the designated person or someone in authority. Children should know who will listen to and support them. Create an open environment.
- Children should be encouraged and supported to take a role in stopping bullying.

- 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). Children should be told what is being recorded, in what context and why
- Report any concerns to the person in charge at the club or school (wherever the bullying is occurring).
- Children should have access to helpline numbers
- Services should be established to enable children to have access to a safe adult to talk about bullying or any other issue that affects them. These adults need to be trained in listening skills, particularly in counselling. They must also know the limits of their confidentiality and understand the nature of consent
- Anyone who reports an incident of bullying will be listened to carefully and will be supported, whether it is the child being bullied or the child who is bullying
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- Children being bullied will be supported and assistance given to uphold their right to learn, develop and play in a safe environment which allows them to reach their potential

#### **5.11.2 Support to the parents or carers:**

- Parents should be advised on local policy and practice about bullying, in all settings and environments used by children.
- Any incident of bullying will be discussed with the child's parent(s) or carer.
- Parental advice on action will be sought and agreements made as to what action should be taken when a child's bullying behaviour is not responding to approaches within the club or other setting.
- Information and advice on coping with a child's bullying behaviour should be made available to all parents/carers.
- Support should be offered to the parent(s) or carer(s) including information on other agencies or support lines.

#### **5.11.3 Action Towards the Bully(ies):**

The coach and/or the designated person should:

- Support those who bully and encourage them to stop bullying. It should be recognised that the bully may well be a victim as well as the bully.
- Talk with the bully(ies), explain the situation, try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Avoid sanctions involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others
- Inform the bully's parents.
- Insist on the return of *borrowed* items and that the bully(ies) compensate the victim.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all Partnership staff of action taken.
- Keep a written record of action taken.

# APPENDICES

## Appendix I Contacts – Key local and national safeguarding contacts and helpline services

SASSOT Partnership Designated Child Protection Officer	Stafford Borough Council Civic Centre Riverside Stafford ST16 3AQ	Ben Hollands <a href="mailto:bhollands@staffordbc.gov.uk">bhollands@staffordbc.gov.uk</a> Tel. 01785 619317 (office hours only)  Lee Booth <a href="mailto:lbooth@staffordbc.gov.uk">lbooth@staffordbc.gov.uk</a> Tel. 01785 619730 (office hours only)
SASSOT Partnership Director	Stafford Borough Council Civic Centre Riverside Stafford ST16 3AQ	Jude Taylor Partnership Director <a href="mailto:jtaylor@staffordbc.gov.uk">jtaylor@staffordbc.gov.uk</a> Tel. 01785 619299 (office hours only)
Staffordshire Police	Police Central Referrals Unit	0300 123 44 55  <b>In emergency dial 999</b>
Staffordshire Social Services	Staffordshire First Response Helpline	0800 1313 126  Emergency Duty Service: (Children & Families Out of Hours Service): 0845 6042886
Stoke on Trent Social Services	Children's Specialist Services team or the emergency duty team on	01782 235100
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel. 0207 825 2500  <b>HELPLINE</b> <b>0808 800 5000</b>
Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel. 0116 234 7278
Childline UK	Freepost 1111 London N1 0BR	Tel. 0800 1111

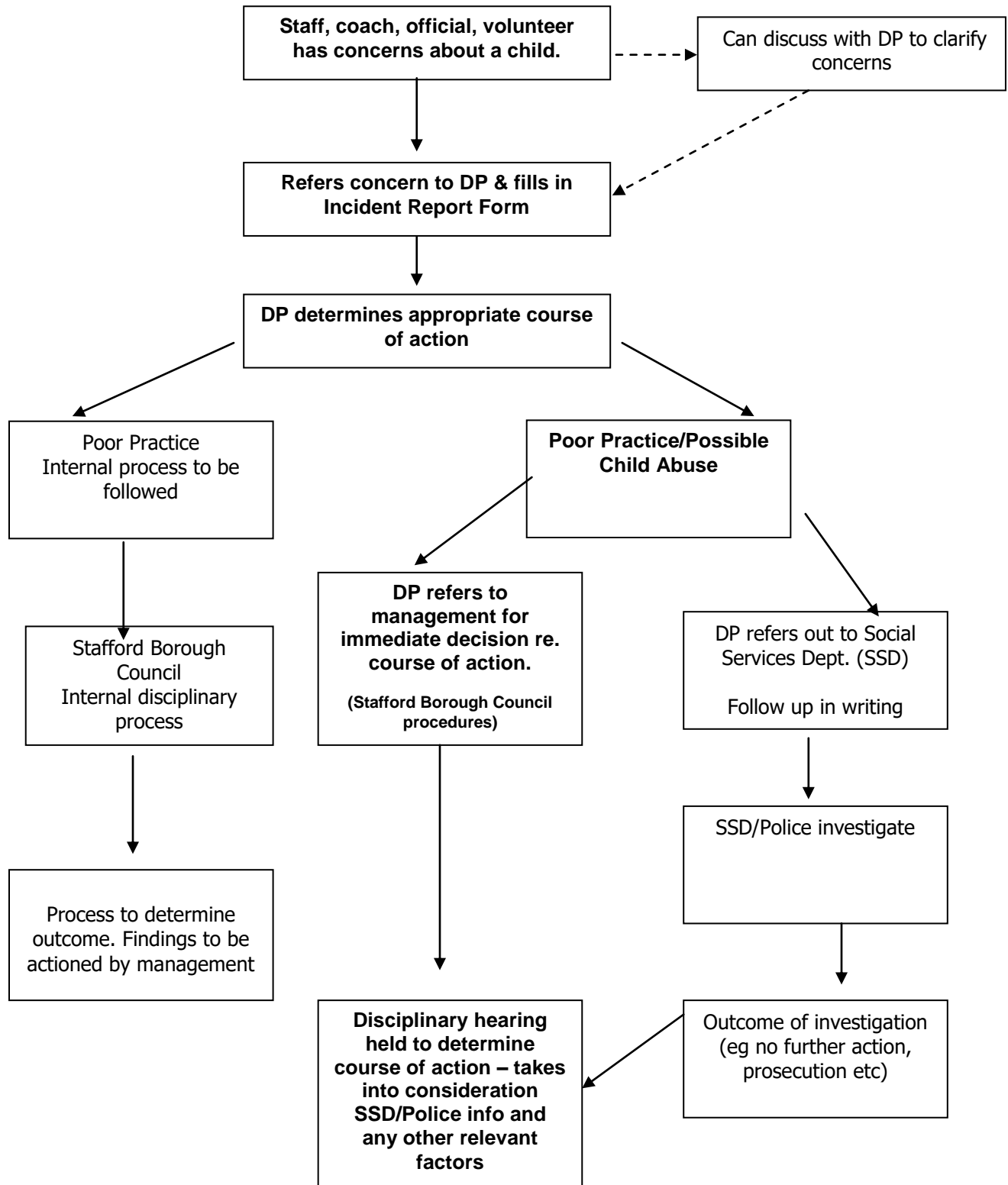
<b>Sports specific welfare contacts</b>	The contact details for all the sports National Governing Body child protection lead officers can be found by following the link below to the relevant pages of the Child Protection in Sport Units website  <a href="http://www.nspcc.org.uk/Inform/Applications/Search/default.asp">http://www.nspcc.org.uk/Inform/Applications/Search/default.asp</a>
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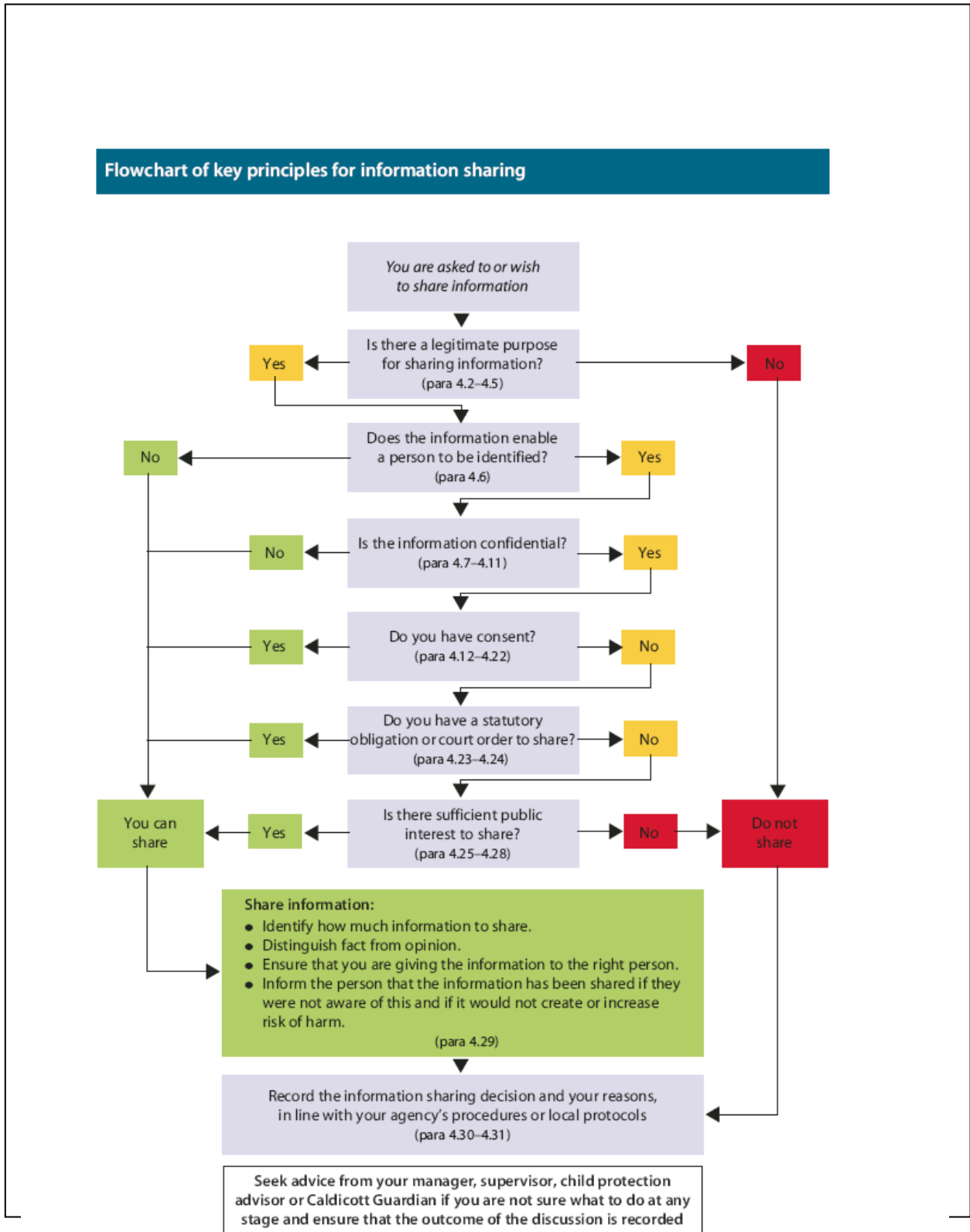
## Appendix II

### A Quick Guide to Reporting Procedures

#### SASSOT Flow Chart for Reporting Concerns about Children



## Appendix III Information Sharing Guide



This is a non-statutory guidance document *Information sharing: Practitioners' guide*. A full copy of this document can be obtained from the Designated Person

## Appendix IV Self-Declaration and Disclosure Form

**This form may be adapted to include individuals working with vulnerable adults**

Private and Confidential

***For roles involving contact with children (under 18 year olds).***

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you.

### Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification ( <i>tick box below</i> ):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
<b><i>Either</i></b>	
UK Passport Number and Issuing Office	
UK Driving Licence Number ( <i>with picture</i> )	
<b><i>Plus</i></b>	
National Insurance Card or current Work Permit Number	
<b>Signature of authorised Employing Officer:</b>	
<b>Print name:</b>	
<b>Date:</b>	

## Part Two

### NOTE:

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

Appendix V



**SASSOT  
REPORTING CONCERNS ABOUT CHILDREN FORM**

<b>Name of child</b>	
<b>Age and date of birth</b>	<b>Ethnicity</b>
<b>Religion</b>	<b>First language</b>
<b>Disability</b>	<b>Any special factors</b>
<b>Parent's/carer's name(s)</b>	
<b>Home address (and phone number)</b>	
<b>Are you reporting your own concerns or passing on those of somebody else? Give details</b>	
<b>Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents</b>	
<b>Any physical signs? Behavioural signs? Indirect signs?</b>	

<b>Have you spoken to the child? If so, what was said?</b>	
<b>Have you spoken to the parent(s)? If so, what was said?</b>	
<b>Has anybody been alleged to be the abuser? If so, give details</b>	
<b>Have you consulted anybody else? Give details</b>	
<b>Your name and position</b>	
<b>To whom reported and date of reporting</b>	
<b>Signature</b>	<b>Today's date</b>

This form should be returned **DIRECT** without delay to:

**The Child Protection Officer  
c/o The Partnership Director  
SASSOT  
Stafford Borough Council  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ**

Please mark your envelope PRIVATE & CONFIDENTIAL

## Appendix VI

# SASSOT

## Guidelines on Use of Photographic and Filming Equipment

SASSOT ensures that all photography and videoing of sports sessions and events is done with the knowledge and permission of participants and their parents and carers. The following guidelines have been developed to clarify procedures in relation the taking and use of images.

### Using professional photographers

The use of a professional photographer or inviting the press to an event is an important part of the marketing and promotion of SASSOT. However it is important the photographers understand their role and obligation in relation to child protection. The following guidelines should be observed:

- SASSOT will contact the photographer(s) in advance and issue a self declaration form (see appendix IV). This form must be returned to the SASSOT office 14 days in advance of the event together with a copy of their official identification.
- The photographer must have their official identification with them on the day and be able to produce it on request.
- SASSOT will provide a clear brief about what is considered appropriate in terms of their behaviour and the content of the photography
- SASSOT will inform young people and parents that a photographer will be present at the event and ensure they consent to filming and/or photography and to its publication (see appendix VIII)
- SASSOT will not allow photographers unsupervised access to children or one-to-one photo sessions during the event.

### Events

In addition to the guidelines above (Using professional photographers) SASSOT will ensure the following is undertaken at events:

- SASSOT will publish prominently in event programmes and announce over the public address system prior to the start of the event the following statement

*“In line with the recommendation in the Partnership’s Child Protection Policy, SASSOT 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. SASSOTC reserve the right to decline entry to any person unable to meet or abide by the Partnerships guidelines”*

- SASSOT will provide registration forms for **all** photographers to register at events (see appendix VII). This will include parents and carers of participants and other spectators.
- SASSOT will take seriously any concerns about photography taking place at an event. If appropriate the person about whom there are concerns should be asked to leave and the venue manager(s) will be informed.

**(continued)**

### **Videoing as a coaching aid**

- SASSOT do not intend to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, participants and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films. The use of the SASSOT consent form will be applied where this is the case

### **Using photographs of children**

Photographs of children and young people can pose direct or indirect risks to their subjects particularly if used on websites. For example, images accompanied by personal information - 'this is X who likes 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. This kind of adapted material has appeared on child pornography sites.

SASSOT recommends the following:

- Avoid using children's names (first name or surname) in photograph captions. So if the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child.
- Use of the activity registration form to record parental permission to use an image of their child is recommended. This ensures that parents/carers know that an image of their child is being used to represent the sport.
- Asking for children's permission to use their image is a good way of ensuring that they are aware of the way their image is being used to represent the sport.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. It is difficult to specify exactly what content is appropriate given the wide diversity of sports. However, certain sports activities - swimming, gymnastics and athletics, for example - present a much greater risk of potential misuse. Images of these sports should focus on the overall activity, not on a particular child, and should avoid full face and body shots. This means, for example, that photographs of children in a pool would be appropriate if shot poolside from waist or shoulder up. The age of children is another factor to be considered when deciding what is appropriate.



## Appendix VII Photographer / Video Registration Form

*This form should be issued to the photographer / cameraperson and completed before any photographs or film is taken. Return promptly.*

*This form should be completed and handed in with proof of ID on event day at an information point to receive accreditation to photograph.*

*All media organisation wishing to take pictures must abide by the Sport England guidance notes for the use of images from the event. This information is available at the Information Point.*

*This form is used to provide safety for the participants at the event any photographers not accredited or deemed to be taking inappropriate images will have the images deleted or removed and asked to leave the premises. Further action will be taken if deemed appropriate by the Event Co-ordinator and the Event Welfare Officer.*

*Photography is not allowed in any changing areas, the Swimming Pool or medical areas and mobile phones with picture capability should also be registered.*

### **To be completed by the photographer / cameraperson**

Name: \_\_\_\_\_

Address(please print): \_\_\_\_\_  
\_\_\_\_\_

Post Code : \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

### **Please sign this statement – MEDIA ONLY**

*I hereby grant Sport England & SASSOT and any assignees or licensees the absolute right to use the images resulting from this photo / film shoot. This includes any reproductions or adaptations of the images for all general purposes, and at any time, in relation to SASSOT's work.*

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Please sign this statement – PARENT / GUARDIAN / PHOTOGRAPHER**

*I hereby agree that all details are correct on this form and will abide by the Event rules on photography.*

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

All completed forms should be handed to the information point at main reception and you will be accredited with a wristband.

**Appendix VIII PHOTOGRAPH CONSENT FORM**

**Name of Event / Activity** \_\_\_\_\_

**Name of parent or guardian** \_\_\_\_\_

Please list the names and ages of all the young people that you are consenting or not consenting to being photographed or videoed as part of SASSOT's coverage of this event or activity.	
<b>Name</b>	<b>Age</b>

**Address** \_\_\_\_\_

\_\_\_\_\_ **Tel** \_\_\_\_\_

*Sport Across Staffordshire & Stoke-on-Trent (SASSOT) would like to take a photograph of \*your child / \*the child in your care for promotional purposes. These images may be sent out to the media with a press release, used for our publications or on our website. We may also use the image on our social media related pages (Facebook and Twitter). These photographs will be sensibly and responsibly in line with SASSOT's Child Protection Policy.*

To comply with the Data Protection Act 1998, we need your permission before we take any photographs. Please answer the question below and sign and date the form where shown. We will not use the images taken, or any other information you provide, for any other purpose

**To the parent / guardian:**

*I grant permission for photographs of those named above to be used for:*

- Press releases, SASSOT publications and website**
- SASSOT Social Media Pages (Facebook & Twitter)**
- None of the above**

**I have read and understood the conditions of use overleaf.**

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

Name (block capitals) \_\_\_\_\_

## Appendix IX

### The Roles and Responsibilities of the Designated Person

Every organisation should designate a person or persons with lead responsibility for dealing with any concerns about the protection of children. The details of SASSOT's designated persons are in Appendix I.

The designated person will not necessarily have sole responsibility for issues relating to child protection. They will be part of a management team that ensure there are proper arrangements to ensure all children taking part in the activities organised on and on behalf of SASSOT do so in a safe and non-threatening environment.

The role of the designated person is to:

- Receive information from staff, coaches, officials and volunteers and parents and/or carers who have concerns and to record this information
- 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 Dept. or NSPCC, to test any doubts or uncertainty about the concerns
- Make a formal referral to a statutory child protection agency (social services or police) without delay. It is NOT the role of SASSOT to decide whether a child has been abused or not. However it is everyone's responsibility to ensure that concerns are shared and appropriate action taken
- Ensure the internal organisation (Stafford Borough Council) are kept informed of the whole process.

It is important that the designated person receives the appropriate level of training (see table overleaf).

### **Partnership Designated Person**

READER CHAPTER	KNOWLEDGE TO BE ACQUIRED THROUGH TRAINING	SKILLS	TASKS
	<ul style="list-style-type: none"> <li>• Primary legislation, government guidance and national framework for child protection.</li> <li>• Roles and responsibilities of statutory agencies and Safeguarding Children Boardss.</li> <li>• Local arrangements for managing child protection and reporting procedures.</li> <li>• Poor practice and abuse – behaviour which is harmful to children.</li> <li>• Our organisation’s role and responsibilities to safeguard the welfare of children and young people, boundaries of welfare officer’s role.</li> <li>• Own organisation’s policy and procedures Related to safeguarding children and young people.</li> <li>• Core values and principles underpinning good practice.</li> <li>• Awareness of equalities issues and child protection.</li> </ul> <p><b><u>Recommended Knowledge</u></b></p> <p>Basic knowledge of how abusers gap ‘target and groom’ organisations to abuse children. Best practice in prevention.</p>	<ul style="list-style-type: none"> <li>• Administration.</li> <li>• Advice and support provision.</li> <li>• Child-focused approach.</li> <li>• Communication skills.</li> <li>• Recording skills.</li> <li>• Ability to take responsibility for providing information about local resources such as written materials.</li> <li>• Promote organisation’s policy procedures and resources.</li> </ul> <p><b><u>Recommended Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to provide basic training on child protection at club level where supported and suitably trained by the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the organisation to fulfil its responsibilities to safeguard children and young people at local level.</li> <li>• Assist the organisation to implement its child protection plan at local level.</li> <li>• Maintain contact details for local statutory agencies.</li> <li>• Make links with local statutory agencies (Police and Social Services) and Safeguarding Children Boards/s.</li> <li>• Liaise with Social Services and Police on individual cases – where this is not done by the national organisation.</li> <li>• Provide advice and support to local clubs regarding child protection and poor practice.</li> <li>• Maintain locally held records related to poor practice/child abuse cases, (where these are not held nationally).</li> <li>• Ensure confidentiality is maintained.</li> <li>• Advise their national organisation regarding local contacts/procedures during child protection investigations.</li> <li>• Provide support networks for local</li> <li>• Provide resources and (where appropriate) child protection training for local clubs, coaches and people working with children and sport.</li> <li>• Promote anti-discriminatory practice.</li> </ul>

## **Appendix X Codes of Behaviour**

The “Codes of Behaviour Guidance” recommends good practice for participants, parents, coaches, officials, spectators, administrators, teachers and the media when involved in any sporting activity delivered by SASSOT. All staff employed by SASSOT to deliver on its behalf to young people will be required to abide by this Code of Behaviour. This document has been adapted from the Cumbria Sports Partnerships Code of Behaviour document.

### **PARTICIPANTS – CODE OF BEHAVIOUR**

- Always play by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal and physical abuse is not acceptable in life and in sport.
- Work equally hard for yourself and/or your team. Your team’s performance will benefit and so will you.
- Treat all participants in your sport as you would like to be treated. Do not bully or take unfair advantage of another competitor.
- Support your coach, manager, team-mates and opponents. Without them, there would be no competition.
- Participate for your own enjoyment and benefit, not just to please your parents and coaches.
- Respect all of your fellow participants.
- Behave responsibly. Discriminatory, offensive and violent behaviour towards any individual is unacceptable and will be acted upon.
- Do not leave the playing/training venue unless the coach or manager is aware.
- Remember, it is your responsibility to always be on time and prepared for all activities.
- Always take time to thank all those who help you take part in your chosen sport/activity.

### **PARENTS / GUARDIANS – CODE OF BEHAVIOUR**

- Remember that young people participate in sport for their enjoyment, not yours.
- Encourage young people to participate, never force them.
- Focus on, and praise the effort and performance displayed, rather than the winning or losing.
- Encourage young people to play according to the rules and to settle disagreements without resorting to argumentative behaviour.
- Never ridicule a young person for making a mistake or losing a competition.
- Remember that young people learn best by example. Always show appreciation for good performances displayed by all participants.
- Support all efforts to remove verbal and physical abuse from all sporting activities.
- Respect coaches’ and officials’ decisions and teach young people to do likewise.
- Always show appreciation for the coaches, officials and administrators. Without them there would be no activity for your child to participate in.
- Respect the rights and dignity of every young person regardless of their gender, ability, cultural background or religion.
- Behave responsibly. Discriminatory, offensive and violent behaviour towards any individual is unacceptable and will be acted upon.
- Always ensure you are punctual when dropping off and collecting your children, do not put the coach/club in a difficult position by arriving late.

### **COACHES – CODE OF BEHAVIOUR**

- Any physical contact with a young person should be appropriate to the situation.
- Remember that young people participate for many reasons, and winning is only part of the fun of taking part.
- Never ridicule a young player for making a mistake.
- Be reasonable in your demands on players’ time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are

deserving of equal attention and opportunities.

- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Obtain the appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Respect the rights and dignity of every young person regardless of their gender, ability, cultural background or religion.
- Behave responsibly. Discriminatory, offensive and violent behaviour towards any individual is unacceptable and will be acted upon.
- Place the well-being and safety of the performer above all else.
- Follow all guidelines laid down by the sports governing body and hold the appropriate insurance cover.
- Encourage and guide performers to accept responsibility for their own behaviour and performance.
- Ensure all activities are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with performers (and where appropriate with their parents/carers) exactly what is expected of them and what performers are entitled to expect from the coach.
- Co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, and physiotherapists) in the best interests of the performer.
- Always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- Consistently display high standards of behaviour and appearance, set a good example which others can follow
- Arrive in plenty of time to set up the activity

### **OFFICIALS (REFEREES / UMPIRES ETC) – CODE OF BEHAVIOUR**

- Place the safety and welfare of the participants above all else.
- Modify rules and regulations, where appropriate, to match the skill levels and needs of the young people taking part.
- Compliment and encourage all participants.
- Be consistent and objective when making decisions.
- Promote respect amongst participants.
- Always emphasise the spirit of the game.
- Encourage and promote rule changes, where appropriate, that will make participation more enjoyable for the participants.
- Be a role model, actions speak louder than words.
- Keep up to date with the latest developments in officiating and the principles of growth and development of young people.
- Your behaviour and comments should always be positive and supportive unless condemning unsporting behaviour.
- Behave responsibly. Discriminatory, offensive and violent behaviour towards any individual is unacceptable and will be acted upon.
- Respect the rights and dignity of every young person regardless of their gender, ability, cultural background or religion.

### **SPECTATORS – CODE OF BEHAVIOUR**

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Acknowledge good performances from all individuals and teams.
- Congratulate all participants on their performance, regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule a young player for making a mistake. Positive comments are always motivational.
- Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or players.

- Show respect for your team's opponents. Without them, there would be no game.
- Encourage all players to follow the rules and the officials' decisions.
- Do not use foul language or harass players, coaches or officials.
- Behave responsibly. Discriminatory, offensive and violent behaviour towards any individual is unacceptable and will be acted upon.
- Respect the rights and dignity of every young person regardless of their gender, ability, cultural background or religion.

### **ADMINISTRATORS (SPORTS DEVELOPMENT OFFICERS ETC) – CODE OF BEHAVIOUR**

- Make it clear that abusing young people in any way is unacceptable and will result in severe disciplinary action.
- Involve young people in planning, leadership, evaluation and decision-making related to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport, not just as a player but as a coach, referee, administrator, etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players.
- Remember that young people participate for their enjoyment and benefit. Do not overemphasise results.
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasises fair play, rather than winning at all costs.
- Promote "Codes of Behaviour" to spectators, officials, parents, coaches, players and the media where appropriate, and encourage their use.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Behave responsibly. Discriminatory, offensive and violent behaviour towards any individual is unacceptable and will be acted upon.
- Respect the rights and dignity of every young person regardless of their gender, ability, cultural background or religion.

### **TEACHERS – CODE OF BEHAVIOUR**

- Encourage young people to develop basic skills in a variety of sports and discourage overspecialisation in one event, sport or playing position at the expense of other sports and activities.
- Create opportunities to teach appropriate sports behaviour as well as basic skills.
- Give priority to free play activities, skill learning and modified sports over highly structured competition for primary school aged children.
- Prepare young people for competition by teaching them basic sport skills.
- Make young people aware of the positive benefits of participation in sporting activities.
- Keep up to date with coaching practices and the principles of physical growth and development. Read and use the latest coaching and teaching resources for junior sport.
- Help young people understand the differences between the junior competition they participate in and professional sport.
- Help young people understand that playing by the rules is their responsibility.
- Give all young people equal opportunities to participate in leadership, administration, coaching and refereeing as well as playing.
- Behave responsibly. Discriminatory, offensive and violent behaviour towards any individual is unacceptable and will be acted upon.
- Respect the rights and dignity of every young person regardless of their gender, ability, cultural background or religion.

### **MEDIA – CODE OF BEHAVIOUR**

- Provide coverage of young people's competitive and non-competitive sport as well as reporting

adult sport.

- Be aware of the differences among adult sport, professional sport and modified sports programs for young people.
- Do not highlight isolated incidents of inappropriate sporting behaviour.
- Focus on a young player's fair play and honest effort.
- Do not place unfair expectations on young people.
- Describe and report on the problems/barriers to young people participating in organised sport.
- Focus on the abilities and not the disabilities of young people.
- Avoid reinforcing stereotypical views on the involvement of boys and girls in particular sports.
- Give equal time and space to reporting boys and girls sports.
- Behave responsibly. Discriminatory, offensive and violent behaviour towards any individual is unacceptable and will be acted upon.
- Respect the rights and dignity of every young person regardless of their gender, ability, cultural background or religion





## Appendix XI

# Sport Across Staffordshire & Stoke-on-Trent Safe Social Media Policy

### Introduction

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 sporting world to connect with children and young people.

Alongside the very beneficial aspects of modern communication technologies we have to recognise that there are also increased risks to children and young people. The NSPCC Child Protection in Sport Unit has produced safeguarding guidelines for County Sports Partnerships, National Governing Bodies and other sports organisations.

### 1) Purpose of Using Social Media

Social media provides unique opportunities for sports organisations to engage, connect and develop unique relationships with people through online communities. SASSOT has embraced the use of social media with the aim of:

- Reaching people who do not use traditional communication methods
- Having timely and efficient conversations which result in meaningful outcomes for those using our services
- Increasing the awareness and reputation of SASSOT
- Developing stronger relationships with our audiences and listening to feedback

### 2) Why Develop a 'Safe Social Media' Policy

SASSOT has identified the need to develop a 'Safe Social Media Policy'. This policy is designed to do the following:

- Outline a clear set of procedures for staff
- Identify potential risks and how these can be minimised
- Establish guidelines on dealing with problems or complaints
- Advocate good practice and provide links to useful resources
- To act as a reference document for partner organisation
- Outline acceptable use by partners and the general public

### 3) Potential Risks

SASSOT acknowledges the potential risks to children and young people using social networking and other interactive services (see Figure 1). SASSOT will adhere to good practice guidelines to minimise these risks and eliminate inappropriate behaviour.

**Figure 1**

	Commercial	Aggressive	Sexual	Values
Content (child as recipient)	Adverts Spam Sponsorship Personal Info	Violent/hateful content	Pornographic or unwelcome sexual content	Bias Racist Misleading info
Contact (child as participant)	Tracking Harvesting personal info	Being bullied, harassed or stalked	Meeting strangers Being groomed	Self-harm Unwelcome persuasions
Conduct (child as actor)	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material	Providing misleading info/advice

*(Figure 1: Byron Review: Safer Children In A Digital World)*

For more information on how to minimise the risk please view the full CSPU guidelines (Appendix 1)

#### **4) Privacy Settings**

No child under the age of 13 is able to register on a social networking site due to US law. SASSOT will decline or remove any child who has provided false age information.

SASSOT will follow guidelines to ensure that full privacy settings are enabled, these include:

- Pre-moderating users comments before they are posted
- Removing the ability for individuals to add photos and videos
- Turning off online chat

#### **5) Staff responsibility**

When using social media as a form of communication it is important to ensure that the content is managed responsibly. Careful consideration should be taken to ensure that the content is audience appropriate and that clear procedures are adhered to.

- Staff have the responsibility to be professional and act as an ambassador for the partnership. They are expected to act in a helpful, transparent and positive way.
- Staff must ensure that permission is sort before mentioning a specific project as there may be circumstances where a privacy agreement is in place or an embargo that prevents early release of information.
- Sharing internal communications outside SASSOT is prohibited and the publishing of any email content should be agreed with the sender.
- Copyright laws must be respected. Images and content from external sources should not be used unless the owner has granted permission or it is in the public domain. Links to all sources must be cited where possible.
- Staff must ensure that mistakes are corrected promptly
- Treat people as you would like to be treated
- When responding to messages via the 'SASSOT Inbox' staff must state their name and job title. If an individual has a specific query staff must request that they message the 'SASSOT Inbox' rather than continuing the discussion publically.
- Staff should be honest, if they can answer questions then they should do so and if they can't then explain why and pass the query onto an appropriate team member

- Staff should ensure that they are aware of the rules and etiquette of the relevant social media sites
- Avoid giving personal opinion or disclosing personal information
- All members of staff with a responsibility for set-up, managing and moderating SASSOT social media activity will have received appropriate safeguarding training and DBS checks

## 6) Use of Language

Do not use language that may cause offence or harm to others. This includes language that is:

- Offensive
  - Insulting
  - Abusive
  - Threatening
  - Racist
  - Discriminatory
  - Derogatory
- Any use of the above language will be acted upon in line with SBC disciplinary procedures.
  - When you are talking to your reader, say exactly what you mean, using the simplest words that the reader will understand.
  - Before posting a message/information be clear of the point/action you are trying to gain.
  - Avoid writing content that can be easily misinterpreted
  - Avoid using specialist jargon
  - Be concise
  - Do not use abbreviations
  - Always check that your writing is clear, helpful, and polite

## 7) Unacceptable Behaviour of Followers/Fans

SASSOT will not tolerate unacceptable behaviour from social media followers. We reserve the right to remove comments without notification including those which:

- Bully, harass or intimidate any individual or organisation
- Are unlawful, libellous, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive
- Infringe or violate someone else's rights
- Discuss on-going legal proceedings
- Violate the law
- Advertise products or services
- Are off irrelevant or topic
- Are spam
- Are disruptive
- Are repetitive

## 8) Use of Photographs

Photographs of children and young people can pose direct or indirect risks to their subjects particularly if used on websites. For example, images accompanied by personal information - 'this is X who likes 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. This kind of adapted material has appeared on child pornography sites.

To help mitigate against these risks SASSOT will always follow the guidelines below when posting images or videos on its social media:

- Avoid using children's names (first name or surname) in photograph captions. So if the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child
- Obtain parental consent for use of images where possible
- Be clear when obtaining photo consent that images maybe used on social media sites
- Asking for children's permission to use their image is a good way of ensuring that they are aware of the way their image is being used to represent the sport.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. It is difficult to specify exactly what content is appropriate given the wide diversity of sports. However, certain sports activities - swimming, gymnastics and athletics, for example - present a much greater risk of potential misuse. Images of these sports should focus on the overall activity, not on a particular child, and should avoid full face and body shots. This means, for example, that photographs of children in a pool would be appropriate if shot poolside from waist or shoulder up. The age of children is another factor to be considered when deciding what is appropriate.

## 9) Monitoring

There will be several site administrators who will be responsible for uploading content onto social media sites. Listed below are those currently responsible for SASSOT social media activity:

- *Social Media Manager: Naomi Bird*
- *Safeguarding Manager: Ben Hollands*
- *Social Media Administrators: Nicola Hill / Leigh Morton / Ian Duckmanton*

Where possible 'Hootsuite' should be used to upload social media content, allowing for post to be pre-scheduled. Only those with administration responsibilities will have access to relevant usernames and passwords which will be stored safely.

SASSOT social media pages will be monitored every 48 hours (Mon-Fri) by 2 core members of staff. If a member of staff is absent or on annual leave alternative arrangements will be made.

SASSOT will implement a user 'House Rules' page detailing the behaviour expected by those using the relevant social media site

[https://www.facebook.com/SportAcrossStaffordshireandSoT?v=app\\_208209315900235](https://www.facebook.com/SportAcrossStaffordshireandSoT?v=app_208209315900235)

#### **10) Reporting & Recording Concerns**

SASSOT will ensure that contact information is clearly available on the relevant interactive service providing people with the opportunity to raise any concerns.

Complaints and concerns of a safeguarding nature raised by either a member of the public or the core team will be managed in line with SASSOT's child protection procedures a full copy of which can be viewed at [www.sportacrossstaffordshire.co.uk](http://www.sportacrossstaffordshire.co.uk)

All other complaints which cannot be immediately and satisfactorily resolved will be managed in line with the Stafford Borough Council complaints procedure. Further details about this procedure can be found at <http://www.staffordbc.gov.uk/Complaints>

#### **11) Training**

All SASSOT core team staff will be provided with basic awareness safeguarding training and safeguarding and social media training. This will ensure that all staff working directly with children or through a virtual environment such as Facebook are able to recognise safeguarding issues and respond appropriately.

SASSOT will always have a designated safeguarding officer that has attended lead officer training provided by the Child Protection in Sport Unit. The current lead safeguarding officer is Ben Hollands.

#### **12) Useful Resources**

1. Full CPSU Guidelines

[http://www.nspcc.org.uk/inform/cpsu/resources/briefings/social\\_networking\\_services\\_wdf69029.pdf](http://www.nspcc.org.uk/inform/cpsu/resources/briefings/social_networking_services_wdf69029.pdf)

2. FA Guidance Sheets

<http://www.thefa.com/TheFA/WhatWeDo/FootballSafe/Downloads>

3. ASA Guidance

<http://www.swimming.org/asa/clubs-and-members/wavepower/>

4. Netball Guidance

[http://www.englandnetball.co.uk/the-game/safeguarding/social\\_media\\_good\\_practice\\_guide](http://www.englandnetball.co.uk/the-game/safeguarding/social_media_good_practice_guide)

5. British Rowing

<http://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingSPCG31.pdf>

#### **ACCEPTANCE (Tick & Sign Below)**

I confirm that I have read and understand this Safe Social Media Policy

- I also fully understand and accept that my breach of any guidelines in the policy may result in disciplinary action being taken against me
  
- I agree to abide by the conditions set out in this policy

<b>Signed</b>	
<b>Print Name</b>	
<b>Date</b>	

## **Appendix XII Further Information**

Useful websites for more in depth information

Child Protection in Sport Unit  
[www.the.cpsu.org.uk](http://www.the.cpsu.org.uk)

NSPCC  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

Disclosure and Barring Service

[www.DBS.gov.uk](http://www.DBS.gov.uk)

[www.disclosure.gov.uk](http://www.disclosure.gov.uk)

Institute of Sport and Recreation Management

[www.isrm.co.uk](http://www.isrm.co.uk)

Department of Health, The Protection of Children Act 1999

[www.doh.gov.uk/scg/childprotect](http://www.doh.gov.uk/scg/childprotect)

Amateur Swimming Association

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

The Football Association

[www.the-fa.org](http://www.the-fa.org)

The Rugby Football Union

[www.rfu.com](http://www.rfu.com)

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The Child Protection in Sport Unit

The members of the County Child Protection Group

Officers from the nine local authorities in Staffordshire

Officers from Staffordshire Local Education Authority

sports coach UK

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***[www.sportscoachUK.org](http://www.sportscoachUK.org)***

## **Glossary of terms**

The policy uses a number of terms which may be interpreted differently within individual organisations in the Partnership. The following are the key ones:

**Child** “A child means every human being below the age of 18 years unless, under the law applicable to the child, majority is attained earlier” (Convention on the Rights of the Child (United Nations, Article 1)

**Children and Young People** children up to the age of 18, although may be taken to mean over 18s who are vulnerable through learning or other disability, in spirit, if not in law. The term has been used frequently in the policy and has, on occasions, been interchanged. The meaning of each should be taken to be the same.

**DBS** Disclosure and Barring Service

**ISA** Independent Safeguarding Authority

**CV** Curriculum Vitae

**DP** Designated Person. The person with lead responsibility for dealing with concerns about the protection of children within an organisation. In the case of this policy, SASSOT.

**Job description** the description of the role and tasks expected of the successful applicant for a post.

**NGB** National Governing Body of Sport.

**Organisation** generic term to cover a wide range of agencies, clubs or groups where sporting activities or services are provided for children.

**Parents and carers** anyone who has parental responsibility or who undertakes day to day care of a child. It may include step parents, grandparents or other members of the family.

**Person specification** the list of qualifications, skills and attributes required for a post within an organisation.

**SASSOT** Sport Across Staffordshire and Stoke on Trent

**Staff, volunteers and workers** anyone paid or unpaid who provides services or activities on behalf of SASSOT. This includes staff, coaches, officials and volunteers.

**Volunteer** "a person who performs an activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives" (Disclosure and Barring Service)

**Notes**