

# Contents      Sportspark Child Protection Policy

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## **1.0 Child Protection Policy Statement - Guidance**

### **1.1 Responsibilities**

The University of East Anglia (referred to hereafter as the Sportspark) who are employing people to work in a sporting capacity agrees to:-

- accept the moral and legal responsibility to provide a duty of care for young people, and implement procedures to safeguard their well-being and protect them from abuse
- respect and promote the rights, wishes and feelings of young people and disabled adults
- recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations
- require staff to adopt and abide by the Sportspark/National Governing Bodies Code of Ethics and Conduct and the Child Protection Policy and Procedures
- respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures.

### **1.2 Principles**

The guidance given in the procedures is based on the following principles:

- The welfare of young people, (the Children Act 1989 defines a young person as under 18 years of age) and disabled adults is the primary concern.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the 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 suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998.

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

### **2.1 Introduction**

The Sportspark has adopted the procedures developed by the Norfolk Sports Alliance. Our aim is to take reasonable steps to ensure unsuitable people are prevented from working with young people and disabled adult. Please see information on the Protection of Children Act 1999 in Appendix B.

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

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

#### **Advertising**

Advertising to recruit staff will reflect the:

- responsibilities of the role
- level of experience or qualifications required (e.g. experience of working with children is an advantage)
- the appropriate equal opportunities statement.

#### **Pre-Application Information**

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

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

#### **Applications**

All applicants whether for paid, voluntary, full or part-time positions must complete a University of East Anglia application and self-declaration form which should elicit the following information:

- 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.
- 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 (previous employer).

- Any former involvement with the sport.
- The applicant's consent to criminal record checks being undertaken if necessary.
- The applicant's consent to abide by the employers Code of Ethics and Conduct appropriate to the position sought (e.g. coach, official etc.).

The forms should also state that failure to disclose information or subsequent failure to conform to the Code of Ethics and Conduct will result in disciplinary action.

### **2.3 Checks and References**

All coaches, officials or volunteers will be police checked. The UEA Personnel office will automatically initiate this process.

A minimum of two written references will 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.

A self-disclosure form will be completed by all staff. This form will be retained on the Sportspark Coaches/Helpers Register.

All coaches must be appropriately qualified to a level stated by either the Sportspark or NGB's guidelines. Original documents proving such qualifications will be requested as proof and a photocopy will be kept on the Coaches/Helpers Register.

### **2.4 Interview and Induction**

All staff will be required to undertake a formal interview.

All staff will undergo a formal or informal induction in which:

- their qualifications as a coach/official are substantiated
- they **sign** up to the Sportspark Code of Ethics and Conduct (Appendix C)
- the expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)
- child protection procedures are explained and training needs established.

### **2.5 Training**

Everyone must accept and be able to recognize their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. Everyone with substantial access to young people and vulnerable adults must have up to date training recognised by the Sportspark, this will include (in some cases the training will be given by the Sportspark):

- Child Protection awareness
- Sports Equity awareness training
- First Aid
- How to work effectively with children
- Sportspark Health & Safety procedures

## **2.6 Monitoring and Appraisal**

At regular intervals (or following a programme), all staff will be given the opportunity to receive formal (e.g. through an appraisal) or informal feedback, to identify training needs and set new goals.

## **2.7 Complaints Procedures**

The Sportspark complaints procedures should be used to deal with any formal complaints. The Sportspark should ensure that parents and young people are aware of the existence of these procedures.

### 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 your judgment about any 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. All suspicious cases of poor practice should be reported to the Sportspark/ national governing body (NGB) of sport.

#### 3.2 **Good Practice Guidelines**

All personnel in sport should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within sport:

**All employers and employees (paid or voluntary) will ensure good practice by:**

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating all young people/disabled adults 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 (e.g. 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 according to guidelines provided by the NGB. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered
- keeping up to date with the technical skills, qualifications and insurance in sport
- involving parents/carers wherever possible (e.g. 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 However, same gender abuse can also occur.)
- ensuring that at tournaments or residentials, adults should not enter children's rooms or invite children into their rooms
- being an excellent role model – this includes not smoking or drinking alcohol in the company of 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.

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

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

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking children to your home where they will be alone with you.

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

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

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

*Please note:*

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

If any of the following incidents should occur, you should **report them immediately** to another colleague and make a written note of the event. Parents should also be informed of the incident:

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

### **3.3 Code of Ethics and Conduct**

All staff are expected to sign up to and adopt the Sportspark Code of Ethics and Conduct. Appendix C.

The code will encourage:

- 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 Guidelines for Use of Photographic Filming Equipment at Sporting Events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. Staff will also adhere to the appropriate guidelines detailed in Appendix D.

Before pictures can be taken within the Sportspark complex prior permission should be granted in advance at the Sports reception. Appendix D also contains the Sportspark policy on use of Cameras, Video Cameras and other Imaging Devices.

#### 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 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. Staff are therefore encouraged and expected to discuss any concern they may have about the welfare of a person immediately with the Assistant Director of PE and Sport.

##### 4.2 **Poor Practice**

Poor practice includes any behaviour that contravenes the Sportspark Code of Ethics and Conduct, which is 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 happen wherever there are young people, and young people and disabled adults of any age can be abused. The effects of abuse can be so damaging and if untreated, 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.

##### **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. The four definitions of types of abuse are:

- **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 (e.g. 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 e.g. 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; where drugs are used to enhance performance or delay puberty.***

- **Sexual abuse** – where girls and boys are abused by adults or other children (both male and female) 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 or even the over protection of a child. 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.***

The above definitions are adapted from Department of Health (1999) *Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children.*

### **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 (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.

- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty in making friends.
- Is prevented from socializing 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 recognized that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is **not** the responsibility of those working in sport to decide that child abuse is occurring but it is their responsibility to act on any concerns. (See Section Five.)

#### 4.4 **Bullying**

It is important to recognize 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. 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.

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.

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. Young people who are the victim of bullies can become isolated and an easier target for others types of abuse.

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.

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.

Bullying can include:

- Physical: e.g. hitting, kicking and theft.
- Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring.
- Sexual: e.g. unwanted physical contact or abusive comments.

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 Disclosure, Suspicions and Allegations**

### **5.1 Introduction**

All staff have the responsibility to act if disclosure, suspicions or allegations have been brought to their attention. False allegations of abuse do occur. However, they are rare, and if a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, you should react immediately.

### **5.2 Responding to Disclosure and/or Allegations. Actions to Take**

The person receiving information concerning disclosure should:

- react calmly so as not to frighten the child
- ensure the immediate safety of the young person, this may include seeking medical attention
- tell the child he/she is not to blame and that he/she was right to tell
- take what the child says seriously, recognizing the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language
- keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- make a record of what had been said, heard and/or seen as soon as possible (completion of the Incident Record Form (Appendix G) is required in all circumstances).

#### *Please note:*

It may not be that all young or disabled performers are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young/adult disabled performer, record what has been observed in detail and follow the employers procedures and report these concerns to the designated person.

#### **Actions to Avoid**

The person receiving the disclosure should not:

- panic
- allow their shock or distaste to show
- probe for more information than is offered
- speculate or make assumptions
- make negative comments about the alleged abuser
- approach the alleged abuser
- make promises or agree to keep secrets.

### 5.3 Responding to Suspicions

**It is not the responsibility of anyone working under the auspices of sport in a paid or voluntary capacity, or those working in affiliated organizations, to take responsibility or to decide whether or not child abuse is taking place.**

However, there is a responsibility to protect children in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.

These procedures were written with guidance from the Norfolk Sport Alliance and the Norfolk Child Protection Committee (ACPC). This has ensured that this document is in line with Social Services and their own procedures and guidelines.

#### **Sharing Concerns with Parents**

Sportspark advocates working 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.

#### **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 (e.g. 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 person in charge as soon as possible and recorded.

#### **Designated Officer**

The Assistant Director of PE and Sport is responsible for child protection and oversees the policy implementation plan.

Any incidents should be referred to the Director of Physical Education and Sport or if he is unavailable the Assistant Director of Physical Education and Sport. The Director or Assistant Director in consultation with the Universities Director of Personnel and the Dean of Students will decide on what action is to be taken.

#### **Social Services**

Social services have a statutory duty under **The Children Act 1999**, to ensure the welfare of children and work with the Norfolk Area Child Protection Committee (ACPC) to comply with its procedures. When a child protection referral is made, the social services staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. If action needs to be taken urgently and out of office hours, then the police will deal with the enquiry sensitively and effectively.

## **Records and Information**

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.

Information should include the following:

- 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 and how any bruising or other injuries occurred.
- 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 police or social services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also 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.

A copy of this information should be sent to the designated NGB or Local Authority Officer. Completion of an Incident Record Form (Appendix G) is required in all circumstances.

### **5.4 Allegations against Staff or Volunteers**

This includes anyone working with children in a paid or voluntary capacity (e.g. volunteers or helpers in clubs, tournament officials, team managers on training camps, coaches). 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 (e.g. sport or other social activities). 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 officer (Assistant Director of Physical Education and Sport) or Director of Physical Education and Sport.

#### **Seek Advice**

On occasion the Assistant Director of PES 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. There may be circumstances where allegations are about poor practice rather than abuse but the Assistant Director of PES and Director of Physical Education and Sport should contact the University Director of Personnel who will gain advice from social services, police or the NSPCC if there is any doubt. This is because it may be just one of a series of other instances which together cause concern.

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

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

Sportspark assures all staff/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.

### **Types of Investigation**

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

- Criminal
- Child protection
- Disciplinary or misconduct in line with University procedures

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 the Universities disciplinary investigation, but not necessarily.

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

The following action should be taken if there are concerns:

#### **Poor Practice**

- If, following consideration, the allegation is clearly about poor practice, the Assistant Director of PES and Director of Physical Education and Sport will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Assistant Director of PES, or if the matter has been handled inadequately and concerns remain, it should be referred to the Director of Physical Education and Sport. In consultation with the University Personnel office he will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

#### **Suspected Abuse**

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Assistant Director of PES, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Assistant Director of PES will refer the allegation to the Director of Physical Education and Sport.
- The Director of Physical Education and Sport will decide whether to contact the University Personnel office or if out of hours to 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 University Director of Communication will be responsible for dealing with media enquiries.

### **Confidentiality**

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

- The Assistant Director of Physical Education and Sport
- The Director of Physical Education and Sport
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social services/police.
- Designated officers within the governing body of sport e.g. Legal Adviser; Lead Child Protection Officer.
- The alleged abuser (and parents if the alleged abuser is a child). \*

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

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

### **Internal Enquiries and Suspension**

- The Sportspark will adhere to University procedures for misconduct and should make an immediate decision about whether any individual accused of abuse should be temporarily suspended (in line with University procedure) pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries, the Sportspark must assess all individual cases under the Universities 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, the Sportspark 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.

### **Notification to Social Services.**

The University Director of Personnel has the responsibility to pass on the information to Social Services. Any incident information report must be sent in writing to the Duty Manager, Social Services, in the area in which that young person lives. Within 24 hours social services will consider the available evidence and decide how and when to proceed. Witnesses may be asked to be involved their enquiries. If Social Services decide to take no further action, feedback will

be provided to the referrer, this information will be done in a manner consistent with respecting the confidentiality of the child and family.

#### **Support to Deal with the *after affects***

- Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of Helplines, 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 (Appendix A).
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

#### **5.5 Allegations of Previous Abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the procedures detailed above should be followed and the matter reported to the 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 automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

#### **5.6 Action if Bullying is Suspected**

The same procedure should be followed as set out in Section 5. if bullying is suspected. Those responsible for bullying (who may be suffering from abuse themselves), as well as those who are bullied, need prompt and effective intervention from adults.

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

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the person in charge at the club or school (wherever the bullying is occurring).

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

The coach or person in charge should:

- 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).
- 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 organisation members of action taken.
- Keep a written record of action taken.

## Appendix A Essential Contacts

Please complete the table with local details for quick referral:

<b>Local Contacts</b>		
Local social services (including out of office hours contact)	Area Numbers Breckland 01842 754484 Broadland 01603 787363 Eastern 01493 850317 Western 01553 669300 Northern 01692 500550 Southern 01603 224100 24 Hour Duty Social Worker 01603 614022	
Local police child protection teams  In an emergency contact via <b>999</b> .	Please contact you're nearest office.  Norwich 01603 472413 Gorleston 01493 440272 Swafham 01760 720207	
NSPCC freephone 24h Helpline	0800 800 5000	
<b>National Contacts</b>		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0207 825 2500 Helpline: 0808 800 5000
Childline UK	Freepost 1111 London N1 OBR	Tel: 0800 1111
NI Childline	74 Duke Street Londonderry	Tel: 0504 311555
Criminal Records Bureau	P.O. Box 91 Liverpool L69 2UH	<b>Tel: 0870 90 90 811</b>
Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	<b>Tel: 0116 2347273</b>
<b>Sports Coach UK</b>	114 Cardigan Road Headingley Leeds LS6 3BJ	<b>Tel: 0113 274 4802</b>
<b>Department of Health</b> NB For the Protection of Children Act List, details of the Criminal Records Bureau or current legislation	Consultancy Service Room 133, DoH Wellington House 133–135 Waterloo Road London SE1 8UG	

## Appendix B      The Protection of Children Act 1999

*'This new Act enhances significantly the level of protection for children. However, it remains of paramount importance that all organisations entrusted with the care of children practice the full range of pre-employment checks. This includes interviews, the full investigation of applicant's employment history and taking up references.'* John Hutton, Minister of State, July 2000.

### The Main Provisions of the Act

The Act makes four principal changes to the Law:

- It places the existing Department of Health Consultancy Index (a list of persons considered to be unsuitable to work with children) on to a statutory basis. It then provides names to be referred to this newly created **Protection of Children Act List** and also provides a right of appeal to a new Tribunal against the inclusion on the **Protection of Children Act List** (and also inclusion on **List 99**). It also extends the scheme to health care services provided to children.
- It amends 218 of the **Education Reform Act 1988** to enable the Department for Education and Employment to identify people who are put on **List 99** because they are not fit and proper persons to work with children.
- It amends Part V of the **Police Act 1997** to enable the Criminal Records Bureau, when established, to disclose information about people who are included on the **Protection of Children Act List** or **List 99** along with their criminal records. In this way, the Act provides for a 'one-stop-shop' system of checking persons seeking to work with children.
- It requires child care organisations (as defined in the Act) proposing to employ someone in a child care position (as defined) to ensure that individuals are checked through the 'one-stop-shop' against the **Protection of Children Act List** and the relevant part of **List 99**, and not to employ anyone who is included on either list.

The Act also contains other provisions, the most important of which are:

- To enable organisations (other than childcare organisations as defined within the Act) to refer names to the **Protection of Children Act List**.
- To permit the Secretary of State to consider the transfer of names currently held on the DH Consultancy Index to be transferred to the **Protection of Children Act List**.
- To allow organisations to access the new **Protection of Children Act List** and **List 99** without first going through the Criminal Records Bureau until such time as the 'one-stop-shop' comes into operation within the Bureau.

Although sporting organisations are not covered by the mandatory aspects of the Act (unless they meet the definition of a *child care organisation*), they are encouraged to refer names to the Secretary of State for consideration of inclusion on the POCA List. Sporting organisations are also reminded that while it is not mandatory for them to carry out these checks, they are still considered an essential part of the pre-employment process.

## **Appendix C      Code of Ethics and Conduct**

Sports coaching helps the development of individuals through improving their performance. This is achieved by:

- identifying and meeting the needs of individuals
- improving performance through a progressive programme of safe, guided practice, measured performance and/or competition
- creating an environment in which individuals are motivated to maintain participation and improve performance.

**Coaches should comply with the principles of good ethical practice listed below.**

- 1 Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- 2 Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the sports governing body and hold appropriate insurance cover.
- 3 Coaches must develop an appropriate working relationship with performers (especially children), based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
- 4 Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
- 5 Coaches must hold up-to-date and nationally recognised governing body coaching qualifications.
- 6 Coaches must ensure that the activities they direct, or advocate, are appropriate for the age, maturity, experience and ability of the individual.
- 7 Coaches should, at the outset, clarify with performers (and where appropriate with their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
- 8 Coaches should cooperate fully with other specialists (eg other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
- 9 Coaches should always promote the positive aspects of their sport (eg fair play) and never condone rule violations or the use of prohibited substances.
- 10 Coaches must consistently display high standards of behaviour and appearance.

**I \_\_\_\_\_ (sign and print name) have read and understood the Sportspark Code of Ethics and Conduct and agree to adhere to them at all times.**

## Appendix D Guidelines on Use of Photographic and Filming Equipment at Competitions

**(Adapted and reproduced with the kind permission of the ASA 1999)**

**Professional photographers/filming/video operators** wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.

**Students or amateur photographers/film/video operators** wishing to record the event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club/educational establishment outlining their motive for attending the event.

**All other spectators** wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

**Accreditation procedure:** a system should be adopted whereby a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

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

**The recommended wording is:**

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

**If you have concerns:** if you are concerned about any photography taking place at an event, contact the promoter or event organizer and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers should be informed.

**Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers 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.**

## **USE OF CAMERAS, VIDEO CAMERAS AND OTHER IMAGING DEVICES IN THE SPORTSPARK**

The Sportspark is aware of the current concern about the use of cameras, video cameras and other imaging devices in sports facilities and the potential for misuse of any images.

**Our policy is to try and use a common sense approach. If you wish to take any photographs or video pictures in the Sportspark please ask permission in advance at Sports Reception**

### **Parental photography**

We do not wish to restrict parents photographing their children taking part in sport, However, we do ask that advance permission is requested at Sports Reception.

### **Commercial Photography**

We restrict any commercial photography to that directly related to a sporting event and then only under the supervision of our staff and with the consent of the people involved or the event organiser.

### **Event publicity and promotion**

Many Governing Bodies of Sport have policies restricting photography. The event organiser is responsible for ensuring that those policies are implemented and the Sportspark is notified in advance of any permitted photography.

### **Coaching photography**

We recognise the importance and value of photographs and videos in coaching and do not wish to restrict them. However, we do ask that advance permission is requested at Sports Reception.

### **If you are concerned**

If you see cameras or videos being used in the Sportspark and you are concerned that there may be potential misuse please contact Sports Reception and our staff will investigate

## **APPENDIX E**

**SELF DECLARATION FORM**

**APPENDIX F**

**REFERENCE FORM**



## Appendix G INCIDENT RECORD FORM

Your name:
Your position:
Child's name:
Child's address:
Parents/carers names and address:
Child's date of birth:
Date and time of any incident:
Your observations:
Exactly what the child said and what you said: (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)
Action taken so far:
<i>To be completed/authorized by the Director of Physical Education and Sport or University Director of Personnel</i>



## **Publications:**

Avon and Somerset Constabulary (1999) **Child-Safe protecting young people in sport and organized groups**. Tel: 0800 389 7695.

Childcare (Northern Ireland) **Our duty to care: principles of good practice for the protection of children**. Available from Childcare. Tel: 01232 234499.

Crouch, M (1995) **Protecting children – a guide for sportspeople**. ISBN 0 947850 50 3. (NB This resource is complimentary with the scUK Coach Workshop *Good Practice and Child Protection*.) \*

Home Office (1999) **Caring for young people and the vulnerable? Guidance for preventing the abuse of trust**. Home Office Sentencing and Offences Unit. Tel: 020 7273 2985.

Kerr, A (1999) **Protecting disabled children and adults in sport and recreation**. Disability Sport England. Tel: 020 7490 4919.

National Coaching Foundation (1996) **Code of ethics and conduct for sports coaches**. ISBN 0 947850 34 1\*

National Coaching Foundation (1999) **Are your young people safe? Is your coaching sound? A guide to good coaching practice** (leaflet). \*

National Coaching Foundation (1996) **The successful coach: guidelines for coaching practice**. National Coaching Foundation, Leeds. ISBN 0 947850 16 3 \*

National Coaching Foundation (1997) **Making sport fun**. ISBN 0947850 56 2 \*

National Coaching Foundation (1996) **Working with children**. ISBN 0 947850 58 9. \* (NB This resource is complimentary with the scUK Introductory Workshop *Working with Children*.)

National Society for the Prevention of Cruelty to Children (1999) **EduCare child protection awareness programme (1–4)** de Brus Marketing Services Ltd. Tel: 01926 881352.

Westcott H, 1993, **The abuse of children and adults with disabilities**. London, NSPCC.

## References:

Amateur Swimming Association (1999) **Child protection in swimming procedures and guidelines. Promoting the welfare of children within our sport**. Revision 1999. ASA.

Avon and Somerset Constabulary (1999) **Child-Safe protecting young people in sport and organised groups**.

Crouch, M (1995) **Protecting children — a guide for sportspeople**.

DH Department of Health (July 2000) **The Protection of Children Act 1999: A practical guide to the Act for all organisations working with children**.

Home Office (1999) **Caring for young people and the vulnerable? Guidance for preventing**

**the abuse of trust.** Home Office Sentencing and Offences Unit.

Kerr, A (1999) **Protecting disabled children and adults in sport and recreation.** Disability Sport England. Tel: 020 7490 4919.

National Coaching Foundation (1997) **Guidance for national governing bodies on child protection procedures.**

National Coaching Foundation (1999) **Are your young people safe? Is your coaching sound? A guide to good coaching practice.**

National Society for the Prevention of Cruelty to Children (1999) **EduCare child protection awareness programme (1–4).**

Surrey Area Child Protection Committee (1998) **Manual of child protection procedures.**

## **Appendix I**

### **The Sportspark Child Protection List – notes on completing forms**

This database, together with other information that the Sportspark receives regarding the welfare of children, is

part of the Sportspark Child Protection Procedures. Compliance with this procedure is mandatory for all those with substantial access to children.

The purpose of the Child Protection List is firstly to advise the Sportspark of people who should not work with children because they have a criminal conviction, which could put children at risk. Secondly it allows the Sportspark to fulfill its obligations in collating and reporting any complaints that are made against an individual, which may put children at risk. The information is **strictly confidential** except for the legal obligation of reporting. Each instructor/club is strongly advised to read the Sportspark Child Protection Policy and Procedures.

**Who must complete a form?** All people who by the nature of the role they fulfill have substantial access to under 18 year olds.

**Do I have to complete a form?** It is a condition of the Sportspark that these procedures are adopted. If you are unwilling to do so, then they must not be deployed in any position that gives them intimate access to young people.

**What information will be kept on me?** Obviously there will be your personal identifier information that is on the form, which in the majority of cases will be the only information. If you have a criminal conviction for an offence, which could put children at risk, the official details of the conviction will be recorded. However, specific allegations of behaviour, or details of other convictions which could put children at risk, and which are made known to the Sportspark, will also be recorded. All concerns or complaints will be reported to the police and the relevant local authority for investigation, and the outcome recorded. This information is held separately, is securely protected and will record the date, source and originator of any text. **You may at any time request to see the information held on you.**

**Who will my information be disclosed to?** All individuals on the Child Protection List will have the right to request to see the information that is held on them. This request must be made in writing to the Sportspark and they must respond within 40 days. A fee may be levied in accordance with the Data Protection Act 1998. All information will be made available to the official agencies, which have a statutory duty to investigate allegations of child abuse. The Sportspark also reserves the right to disclose information relevant to child protection to clubs/organizations and other individuals and organisations sharing concerns regarding child protection.

**Who do I send my forms to?** All forms must come **direct to the Assistant Director of PE and Sport**. It is essential that the Assistant Director of PE and Sport has seen some identification documentation, which confirms that you are who you say you are and that you have the qualifications that you have stated. This could be a passport, national insurance number card or driving licence, in addition to the coaching certificates and insurance documents.

The form should be completed in confidence by the applicant and then sent direct to the Assistant Director of PE and Sport.

**How is the information updated?** The forms will be updated in line with the Sportspark's requirements to meet Data Protection Regulations.