



Getting more people active for life

**CHILD
PROTECTION
*Leap (Bucks and MK Sport
Partnership)***

**POLICY AND
PROCEDURES**

Updated April 2023

Foreword

Sport can and does have a very powerful and positive influence on people – especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. 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. Adults in sport play a very positive role and with the correct training and support can help youngsters to achieve all these things.

Leap(Bucks & Milton Keynes Sports partnership) is committed to working in partnership with all agencies to ensure that information and training opportunities are available to all people involved in youth sport to guide them in best practice when working with all children, young people and disabled adults. Adopting best practice will help to safeguard young people and vulnerable adults from potential abuse as well as reducing the likelihood of allegations being made against coaches and other adults in positions of responsibility from allegations of abuse.

We all have a duty of care towards young and vulnerable Participants and can help to protect them from abuse.

	Page
1.0 Background	5
1.1 Introduction & Purpose	5
1.2 Policy Statement	7
1.3 Principles	7
1.4 Responsibilities	7
1.5 Terms & Abbreviations	8
2.0 Recruitment, Employment and Deployment of Staff and Volunteers	9
2.1 Pre-recruitment Checks	9
2.2 Checks and References	10
2.3 Selection	10
2.4 Induction	10
2.5 Training	11
2.6 Monitoring and Appraisal	12
2.7 Complaints Procedures	12
3.0 Promoting Good Practice with Young People	13
3.1 Good Practice Guidelines	13
3.2 Code of Ethics and Conduct	14
3.3 Guidelines for Use of Photography and Images of Children	14
3.4 Transporting Children	15
4.0 Recognition of Poor Practice, Abuse and Bullying	16
4.1 Poor Practice	16
4.2 Abuse	16
4.3 Bullying	18
4.4 Extremism	19
5.0 Responding to Disclosure, Suspicions and Allegations	20
5.1 Responding to Disclosure	20
5.2 Responding to Suspicions	20
5.3 Information Sharing Protocol	22
5.4 Allegations against Staff or Volunteers	23
5.5 Allegations of Previous Abuse	25
5.6 Action if Bullying is Suspected	25
5.7 Reasonable Adjustments	26
6.0 Implementation and Monitoring Procedures	27

Appendices:

- A** Minimum Operating Standards
- B** Partnership Designated Person Job Role
- C** Recruitment & Induction Checklist
- D** Sample Application Form
- E** Coaching UK Code of Ethics & Conduct
- F** Guidelines for Use of Photographic Filming Equipment
- G** Sample Incident Form
- H** Designated Person Contact List
- I** Statutory Child Protection Agency Contact Details
- J** Quick Guide to Procedures for Reporting Concerns
- K** Buckinghamshire Multi-Agency Data and Information Sharing Protocol for Children and Young People
- L** Information Sharing Procedures
- M** Self Declaration Form

<p>1.0</p>	<p>Background</p> <p>Leap is the brand name of the Bucks and Milton Keynes Sport & Activity Partnership , one of 43 county sports partnerships nationally and the key strategic organisation for sport and physical activity locally.</p> <p>We are a non-profit making organization, established in 2005 by Sport England and the department of Culture, Media and Sport. We changed our name in January 2014 from Bucks Sport to reflect our wider remit around physical activity and better position ourselves for developing business demands.</p> <p>Leap translates national policy into bespoke programmes to benefit our population , whilst attracting investment and creating local delivery programmes. These programmes engage the whole population across the spectrum of sport and physical activity. We predominantly work in Buckinghamshire and Milton Keynes, but increasingly work across county borders, and often lead on pioneering national programmes.</p> <p>Vision (2022-26)</p> <p>We want to improve lives through physical activity and sport by reducing the number of inactive residents in Buckinghamshire and Milton Keynes.</p> <p>Key challenges across Buckinghamshire and Milton Keynes are created by the geography of the area and the changing population. The challenges include an increasing ageing population, growing inequalities and rural deprivation, increasing poor mental health and large scale housing growth. We believe physical activity and sport can improve lives and help reduce the pressure on local health, housing, social care and community services.</p> <p>Our work will be guided by three key principles:</p> <ul style="list-style-type: none"> •Reaching the right people •Broadening our partnerships •Improving places and spaces to be active
<p>1.1</p>	<p>Introduction & Purpose</p> <p>Safeguarding the welfare of children has been a central objective to the Partnership since its conception. Partnership Child Protection Policy and Procedures were originally written in 2001 and updated in February 2004, 2007 and 2009. The policy and procedures are now nearly 3 years old and this, combined with the Government’s revised ‘Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children¹, and the transition from an Active Sports Partnership to a wider County Sports Partnership provide a strong rationale for the need to update them again.</p> <p>Working Together to Safeguard Children is a key guidance document for all organisations providing services for or working with children and young people. It sets out how organisations and individuals should work together to safeguard and promote the welfare of children. It also highlights that all organisations that work with children need to have the following arrangements in place to fulfill their commitment to safeguard and promote the welfare of children:</p> <ul style="list-style-type: none"> • Clear priorities for safeguarding and promoting the welfare of children explicitly stated in strategic policy documents; • A clear commitment by senior management to the importance of safeguarding and promoting children’s welfare; • A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children; • Recruitment and human resources management procedures that take account of the

	<p>need to safeguard and promote the welfare of children and young people including arrangements for appropriate checks on new staff and volunteers;</p> <ul style="list-style-type: none"> • Procedures for dealing with allegations of abuse against members of staff and volunteers; • Arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up to date by refresher training at regular intervals; and that all staff, including temporary staff and volunteers who work with children, are made aware of the establishment’s arrangements for safeguarding and promoting the welfare of children and their responsibilities for that; • Have policies in place for safeguarding and promoting the welfare of children (for example, pupils/students), including a child protection policy, and procedures that are in accordance with guidance from the local authority and locally agreed inter-agency procedures; • Have arrangements in place to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information; • A culture of listening to and engaging in dialogue with children – seeking their views in ways appropriate to their age and understanding, and taking account of those both in individual decisions and the establishment or development of services; and • Appropriate whistle blowing procedures and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed. <p>The updated policy and procedures aim to ensure that all these arrangements are in place and will be used for three key purposes:</p> <ol style="list-style-type: none"> 1) To develop a coordinated approach to the protection of children across the county which is specific to the sporting context and includes procedures for all those involved in youth sport including administrators, coaches, instructors, officials, teachers, parents and young people; 2) To provide a set of minimum safeguarding standards and procedures for all Partners to meet in the provision of Partnership activities including all activities where the Partnership provides funding/grants (e.g. Community Sports Coach Scheme); and 3) To provide a set of minimum safeguarding standards and procedures to influence and encourage all partners to meet in the provision of their own activities involving young people¹ <p>In addition to these procedures the Partnership has developed a set of “Minimum Operating Standards” (See Appendix A) for delivery of activities to young people. Through its development work the Partnership is also working with local sports clubs to support and encourage them to meet the criteria of their respective National Governing Body, or Sport England, Club Accreditation Scheme, which provides a set of minimum standards in this context.</p>
<p>1.2</p>	<p>Policy Statement</p> <p>Leap (Bucks and Milton Keynes Sports Partnership) is committed to ensuring the safety and welfare of all young people, coaches, volunteers and other workforce members involved in youth sport across the county.</p> <p>Leap will:</p> <ul style="list-style-type: none"> • Develop, implement and review clear mechanisms for reporting child protection concerns and issues; • Establish clear lines of communication for any child protection issue; • Adhere to locally and nationally agreed policies and procedures for responding to child protection issues;

	<ul style="list-style-type: none"> • 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 all staff within the Partnership to adopt and abide by the organisation’s Code of Ethics and Conduct and the Child Protection Policy and Procedures; • Respond to any allegations appropriately and in accordance with the Partnership procedures; • Actively promote safeguarding within all Partnership work and establish minimum safeguarding standards; • Provide, or signpost , safeguarding support and resources to partner organisations; and Prevent organisations duplicating work on child protection issues. <p>The policy is reviewed by Sport England and NSPCC bi-annually in light of changes in legislation and/or occurring incidents. The current version will be formally adopted by the Leap Executive Board on behalf of the Partnership.</p>
<p>1.3</p>	<p>Principles</p> <p>The guidance given in the procedures is based on the following principles:</p> <ul style="list-style-type: none"> • The welfare of children and young people, (the Children’s Act 1989 defines a young person as under 18 years of age) and disabled adults is paramount. • All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from harm. • 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 according to agreed procedures. • All incidents of poor practice and allegations and concerns should be taken seriously and responded to swiftly and appropriately. • Confidentiality should be upheld in line with General Data Protection Regulation and Human Rights legislation.
<p>1.4</p>	<p>Responsibilities</p> <p>As part of our commitment to safeguarding children and young people, the Partnership expects all stakeholders, officers, employees and volunteers who come into contact with children at any event organised by, funded by or held under the authority of the Partnership, to comply with the policy and regulations within it. This includes funded/grant schemes operated by the Partnership.</p> <p>All these groups should understand their responsibility to act on any information they receive that may indicate a child has been or is at risk of being harmed. These responsibilities include:</p> <ul style="list-style-type: none"> • To accept a duty of care towards all children and young people they come into contact with; • To promote and safeguard the welfare of children and young people they come into contact with; • To respect, listen to and promote the rights of children and young people; • To take any child protection concern seriously; • To respond promptly and appropriately to any allegations or concerns that are Raised; • To follow the Partnership and other locally agreed procedures relating to the protection of children and young people. <p>The Head of Children and Young People will act as the Designated Child Protection Person for the Partnership and will have responsibility for coordinating the monitoring, implementation</p>

	and review of this policy (see Appendix B for Job Description).
1.5	Terms and Abbreviations The following terms and abbreviations are used throughout this document: <ul style="list-style-type: none">• Anyone under the age of 18 is considered to be a child/young person;• The term young people also refers to individuals with disabilities and vulnerable adults (?); and• The term ‘parents’ is used throughout this document as a generic term to represent parents, carers and guardians. LSCB – Local Safeguarding Children’s Board NGB – National Governing Body of Sport CPO – Child Protection Officer UK Coaching formerly SCUUK The Partnership – Leap (Bucks and MK Sport and Physical Activity Partnership)

2.0	<p>Recruitment, Employment and Deployment of Staff and Volunteers</p> <p>All reasonable steps will be taken to ensure unsuitable people are prevented from working with young people and disabled adults. The same procedures will be adopted whether staff are paid or unpaid, full or part-time. It is the recruiting officers' responsibility to ensure all requirements have been carried out. A recruitment and Induction checklist are available in Appendix C.</p>
2.1	<p>Pre-recruitment Checks</p> <p>The following pre-recruitment checks should always be carried out:</p> <p>Advertising</p> <p>If any form of advertising is used to recruit staff, it should reflect the:</p> <ul style="list-style-type: none"> • aims of the organization and, where appropriate, the particular programme involved; • responsibilities of the role; • level of experience or qualifications required (e.g. experience of working with children is an advantage); • the organisation's open and positive stance on child protection and the requirement for all post holders with direct contact with children, or access to children's data/information, to undergo an DBS check. <p>Pre-Application Information</p> <p>Pre-application information sent to interested or potential applicants should contain:</p> <ul style="list-style-type: none"> • a job description including roles and responsibilities; • a person specification (e.g. stating qualifications or experience required); • an application form (see Applications below); • a self-declaration form including (see Appendix M): <ul style="list-style-type: none"> - Any criminal record; - Whether the applicants are known to any Social Care department as being an actual or potential risk to children or young people and whether they have ever had action taken against them in relation to child abuse, sexual offences or violence; and - The applicant's consent to criminal record checks being undertaken if necessary and the sharing of information with appropriate agencies (e.g. Social Care) as per the Partnership Information Sharing Procedure (see Section 5.3). <p>If the self-declaration or subsequent DBS Check (Disclosure and Barring Service) raise concerns about the suitability of an individual to work with young people, advice from the personnel department at AVDC and if necessary, the Police, will be sought.</p> <p>Applications</p> <p>All applicants whether for paid or voluntary, full- or part-time positions should complete an application form which should elicit the following information:</p> <ul style="list-style-type: none"> • 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). • 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, covering a minimum two year period). • Any former involvement with the sport. • The applicant's commitment to abide by the UK Coaching and National Governing Body Code of Ethics and Conduct. <p>The form should also state that failure to disclose information or subsequent failure to conform to</p>

	<p>the Code of Ethics and Conduct will result in disciplinary action and possible exclusion from the organisation. A sample is provided in Appendix D.</p>
<p>2.2</p>	<p>Checks and References</p> <p>Proof of qualification All coaches delivering Partnership activities must be qualified to the level stipulated by their respective NGB and only original documents will be accepted as proof of qualification.</p> <p>References A minimum of two written references should 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.</p> <p>Proof of identification Proof of Identification should be obtained (e.g. driving license, birth certificate, passport).</p> <p>Disclosure and Barring Service Check All applicants who have direct contact with young people, or data/information relating to young people, will undergo an Enhanced Disclosure and Barring check.</p>
<p>2.3</p>	<p>Selection</p> <p>Selection decisions should be based on the following:</p> <ul style="list-style-type: none"> • The application form; • A practical assessment (where appropriate e.g. coaching posts); and • A formal interview (may not be appropriate for casual posts). <p>All components of the selection process must be designed to test only those essential and desirable factors contained within the person specification. Guidance notes and a toolkit are available from the Partnership to support all aspects of the selection process</p> <p>If an interview is carried out, it should be carried out according to acceptable protocol and recommendations.¹ The Partnership will follow the Recruitment & Selection procedures of the Partnership host authority (Aylesbury Vale District Council).</p>
<p>2.4</p>	<p>Induction</p> <p>All staff, paid or voluntary, involved in the delivery of Partnership activities, will undergo an induction programme in which:</p> <ul style="list-style-type: none"> • their qualifications as a coach/official are substantiated; • they complete a profile to identify training needs/aspirations; • they sign up to the Partnership's & NGB Code of Ethics and Conduct; • they sign up to the Partnership's & NGB Equity Statement; • they sign up to the Partnership's Child Protection Policy; • the expectations, roles and responsibilities of the job are clarified; • child protection and complaints procedures are explained and training needs established.
<p>2.5</p>	<p>Training</p> <p>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.</p>

Coaches

All coaches delivering Partnership activities must attend the training courses outlined below within the time frame stipulated. It is also recommended that all volunteers working with children should be kept up to date or receive training in the following areas:

- Child protection awareness - *UK Coaching Workshop on 'Safeguarding & Child Protection in Sport'* (within 6 months).
- First Aid (recognised by Health and Safety Executive eg *UK Coaching/BRC 'Emergency First Aid for Sport'*, St John or St Andrew's Ambulance First Aid qualifications), (with 12 months).

Where for good reason coaches are unable to attend the 'Safeguarding & Child Protection in Sport' in the appropriate time scale, consideration should be given to the use of the NSPCC / Sport England home-study resource "Making Sport Safe".

Additional recommended areas / courses are:

- How to work effectively with children (e.g. UK Coaching workshops on '*Working with Children*', '*Coaching Children and Young People*', '*Responsible Sports Coach*')
- Child-centered coaching styles (e.g. UK Coaching workshop '*Coaching Methods and Communication*').
- Running Sport/UK Coaching 'Equity in your Coaching' (within 6 months)
- UK Coaching 'Working with Disabled Sports People'/'Coaching Disabled Sports Performers'.

The Partnership will organise, and part-fund, the recommended training courses throughout the year to ensure that coaches will be able to attend the courses in the necessary time frame and on an ongoing basis as part of their continual professional development. Where NGB's are running similar courses within a sports specific environment, attendance will be also encouraged.

Club Welfare Officers

The Partnership will continue to work with junior sports clubs in the county to ensure they meet the requirements of their respective NGB / Sport England club accreditation scheme. These schemes include criteria relating to safeguarding children including the appointment of a club welfare officer, the development of policy/procedures and attendance at training (e.g. 'Time to Listen' training provided by some NGB's for club welfare officers). The Partnership will provide training opportunities for club welfare officers where there is no NGB provision.

Leap Employees

All Leap Employees will be encouraged to attend the UK Coaching 'Safeguarding & Child Protection' workshop. Additional training and updates will be provided to officers throughout the year by the Partnership Designated Person.

Partnership, Local Authority & Other Designated Persons

The Partnership Designated Person will attend the Child Protection Sport Units 'Time to Listen training for Partnership Designated Persons' and any other training deemed appropriate by the CPSU. They will also attend bi-annual regional child protection update meetings held by the CPSU. The Partnership will also arrange equivalent training, and encourage attendance, for LA and other Designated Persons

2.6 Monitoring and Appraisal

At regular intervals (or following a programme), all staff or volunteers will be given the opportunity to receive feedback (e.g., through an appraisal / coach mentoring programme) to identify child protection training needs and set new goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage.

2.7	<p>Complaints Procedures</p> <p>As the host council, the Aylesbury Vale District Council complaints and appeals procedures will be adopted for activities that are organised by Partnership staff. Each partner organisation has its own complaints and appeals procedures which should be used to deal with any formal complaints and/or appeals.</p> <p>Partners should ensure that all people involved in delivering Partnership activities are aware of these procedures including:</p> <ul style="list-style-type: none">• Disciplinary and grievance procedures;• Appeals system; and• Clear reinstatement criteria. <p>This will all be available from the employing authority.</p> <p>As with partner organisations, the Partnership will take steps to ensure that parents and young people are aware of the existence of these procedures (e.g. through newsletters and website articles).</p>

<p>3.0</p>	<p>Promoting Good Practice with Young People</p> <p>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 judgement 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 cases of poor practice should be reported in accordance with the guidelines in Section 5.4.</p>
<p>3.1</p>	<p>Good Practice Guidelines</p> <p>As a matter of good practice, all personnel in sport should be encouraged to demonstrate exemplary behaviour. The following are common sense examples of how to create a positive culture and climate within sport:</p> <p>Good practice means:</p> <ul style="list-style-type: none"> • 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 (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 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 and their carers should always be consulted and their agreement gained; • 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 <i>in loco parentis</i>, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment; • keeping a written record of any injury that occurs, along with the details of any treatment given; and • requesting written parental consent if club officials are required to transport young people in their cars. <p>Practice never to be sanctioned</p>

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

- spending 1 to 1 time alone with children away from others.
- take children to your home where they will be alone with you;
- 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*;
- use violence or humiliation as a form of discipline;
- 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; or
- invite or allow children to stay with you at your home unsupervised.

NB: 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 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; or
- if a performer misunderstands or misinterprets something you have done.

3.2 Code of Ethics and Conduct

The Partnership has adopted the Sports coach UK "*Code of Ethics and Conduct for Sports Coaches*" (see Appendix E). All staff will be required to sign up to this document as part of the induction process (see 2.4) and will be provided with a copy as part of the Coach Induction pack.

3.3 Guidelines for Use of Photography and Images of Children

Use of Photographic Filming Equipment at Sporting Events

The Partnership does not want to stop people taking legitimate photographs during sporting events, but it recognises the need to establish safeguards and controls to avoid inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. The Partnership will adhere to the appropriate guidelines detailed in Appendix F. These guidelines have been adapted from the Amateur Swimming Association and are reproduced with their kind permission.

Photographs and Images of Children Used for Promoting and Advertising.

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Therefore, it is important for the Partnership to identify the type of images that are considered to be suitable and that appropriately represent the sport, without putting children at increased risk. The Partnership will adhere to the following guidelines:

	<ul style="list-style-type: none"> • If the athlete is named, avoid using their photograph; • If a photograph is used, avoid naming the athlete; • Ask for the athlete's / parents' permission to use their image; • Only use images of athletes in suitable dress; and • Apply an increased level of consideration to images of children and young people used on the website.
3.4	<p>Transporting Children</p> <p>While Partnership staff do not directly transport young people to events, a number of partners do. Where transport to an event is necessary, the Partnership recommends the following general guidelines issued by the NSPCC¹ are adopted:</p> <ul style="list-style-type: none"> • Use a reputable transport company which has all the necessary insurance cover; • Drivers are DBS checked or have completed self disclosure form; • Sufficient supervisors (Team Managers/Welfare Officers) are on each coach; • All participants should have a seat with a seat-belt and booster and ensure that the most up to date seat-belt regulations are adhered to; • Parents/carers are issued with written detailed information of pick up and drop off points and times; • All supervisory staff are issued with all relevant information of passengers i.e. name/contact number, pick up/drop off point and time, name of parent/carer to collect participant; and • Participants are not left unsupervised (i.e. dropped off and a parent/carer is not present) <p>Various good practice checklists are also available from the CPSU website (www.thecpsu.org.uk) for away trips, group trips and travel abroad</p>

<p>4.0</p>	<p>Recognition of Poor Practice, Abuse and Bullying 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. The staff and volunteers in sport, 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. The Partnership will therefore encourage and expect staff to discuss any concern they may have about the welfare of a person immediately with the designated person (see 5.2).</p>
<p>4.1</p>	<p>Poor Practice Poor practice includes any behaviour that contravenes the organization’s Code of Ethics and Conduct which is constituted around the following:</p> <ul style="list-style-type: none"> • 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.
<p>4.2</p>	<p>Abuse Abuse can happen wherever there are young people, and young people and disabled adults of any age can be abused. People who can abuse include adult men and women, young people and sometimes children. In the majority of cases the abuser is related/known to the child. One third of those convicted for child sexual abuse are under the age of 17. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood.</p> <p>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 a powerlessness to protect themselves, or adequately communicate that abuse has occurred. Safeguards for Disabled young people are essentially the same as for non-disabled children.</p> <p>Race and Racism Children from black and minority ethnic groups (and their parents) are more? likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. 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 <i>‘the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion’</i>.</p> <p>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.</p> <ul style="list-style-type: none"> • 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 adults/ young people/ children physically hurt or injure 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 fictitious 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/ young people /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. 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 or unrealistic pressure to perform to high expectations consistently.
- **Peer Abuse** – Young people are also vulnerable to physical, sexual and emotional bullying and abuse by their peers. For example, a significant proportion of sex offences are committed by teenagers and young people are more likely to be bullied (see section 4.3) by their peers. Such abuse should always be taken as seriously as abuse perpetrated by an adult. Coaches and volunteers should not dismiss some abusive sexual behaviour as ‘normal’ between young people and should not develop high thresholds before taking action.

The above definitions are adapted from Department of Health (2006) *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 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 sport to decide that child abuse is occurring, but it is their responsibility to act on any concerns. (See Section Five.)

4.3 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. 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. Nancy Duin defined bullying as *repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons* (*Bullying, a Survival Guide*, produced by BBC Education).

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 schools¹ 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.

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;
- an official who places unfair pressure on a person; or
- a player who intimidates inappropriately

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; or
- 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

	<p>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:</p> <ul style="list-style-type: none"> • 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 <i>loss</i> of possessions.
<p>4.3.1</p>	<p>Extremism Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.</p> <p>County Lines As set out in the Serious Violence Strategy (see link below), published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.</p>

5.0	<p>Responding to Disclosure, Suspicions and Allegations 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, immediate action should be taken.</p>
5.1	<p>Responding to Disclosure</p> <p>Actions to Take The person receiving information concerning disclosure should:</p> <ul style="list-style-type: none"> • react calmly so as not to frighten the child; • tell the child he/she is not to blame and that he/she was right to tel;l • take what the child says seriously, recognising 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; and • make a full record of what had been said, heard and/or seen as soon as possible. (See Appendix G for a sample Incident Record Form that can be completed by a person receiving information). <p>NB. 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 procedures to report these concerns. Further guidance on protecting young people and adults with disabilities is available ¹</p> <p>Actions to Avoid The person receiving the disclosure should not:</p> <ul style="list-style-type: none"> • 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; or • make promises or agree to keep secrets.
5.2	<p>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 organisations, to take responsibility or to decide whether or not child abuse is taking place.</p> <p>However, there is a responsibility to report concerns in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.</p> <p>Designated Persons (refer to Appendix H for contact details)</p> <p>i. The CYP Development Manager is the designated person and principal contact for child protection in the Partnership. In the event that the CYP Manager is unavailable the Partnership Director will act as the principal contact.</p> <p>ii. Each Local Authority has identified a designated person to deal with child protection</p>

issues (to be termed **LA Child Protection Officer**). The Partnership will provide training and support for LA designated persons.

iii. Each NGB has identified a designated person (Locally or Nationally) to deal with child protection issues (to be termed **NGB Child Protection Officer**).

iv. The Partnership encourages all clubs to have a designated person who will require support and training from the Partnership and/or their respective NGB (to be termed **Club Welfare Officer**).

v) The Partnership requires all organisations who deliver activities on its behalf, or to whom they provide grant funding, to appoint a designated person/child protection officer.

A Designated Person should be someone who;

- understands the context in which coaches and young people are operating and
- has at least a basic knowledge of child protection issues and procedures.

The individual with a concern should complete an 'Incident Record Form' (Appendix G) with as much information as possible and immediately contact the appropriate designated person. For example, if the person is working for a Local Authority on behalf of the Partnership, or involved with a Local Authority organised activity, this would be the LA Child Protection Officer. If it were within a Club it would be the Club Welfare Officer. For activities delivered by Partnership officers, concerns should be reported to the Children and Young People Manager.

If the designated person or the deputy is not available or the concern is about the designated person, the person with concerns or being informed of them should immediately contact social care or the police with as much of the information on the form as possible. The numbers are listed in appendix I and are also available in the telephone directory.

It is the responsibility of the designated person to inform social care without delay. Social care, together with the designated person (and CSP Designated Person if different) where appropriate, will decide if, how and when parents and other sporting organisations should be informed (see Information Sharing Section 5.3). The relevant NGB Child Protection Officer should also be contacted if the allegations concern an individual within a specific sport.

(See Appendix J – A Quick Guide to Procedures.)

Other responsibilities of Designated Persons include;

- To be familiar with child protection procedures of the Partnership ;
- To ensure there are effective internal procedures to handle concerns;
- To ensure that systems are in place for effective record keeping; and
- To attend training and meetings provided by the Partnership, to include "UK Coaching 's Good Practice & Child Protection", Partnership Policy briefings and refresher sessions.

Social Care

Social care has a statutory duty under **The Children Act 1989**, to ensure the welfare of children and work with the Local Safeguarding Children Board (LSCB) to comply with its procedures. When a child protection referral is made, social care 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. The Partnership is committed to strengthening links with the Bucks and Milton Keynes LSCB's respectively and has cross-referenced the guidance produced by the LSCB's.

Records and Information

Information passed to Social Care or the police must be as accurate and complete as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. The 'Incident Record Form' in Appendix G should be used to record as much information as possible.

Reporting the matter to the police or Social Care department should not be delayed by attempts to obtain more information. In these circumstances, it would be helpful (but not mandatory) if you could provide your name, job title and telephone number to enable contact to be made if necessary. Wherever possible, referrals telephoned to the Social Care department will be confirmed in writing within 24 hours by the designated person. A record should also be made of the name and designation of the Social Care 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 Partnership Designated Person and the appropriate NGB child protection officer if the allegations concern a volunteer/coach in a specific sport.

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.

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.

Expert Advice

If you are not sure what to do, you can obtain advice by telephoning the local Social Care department and speak to the duty worker (see Contacts) or call 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 when Social Care are not available.

5.3 Information Sharing Protocol

The Partnership will sign up to, and endorse to partners, the 'Buckinghamshire Multi-Agency Data and Information Sharing Protocol for Children and Young People'. A copy of the protocol is available in Appendix K.

The type of Information that will be shared:

- Information relating to safeguarding/welfare/child protection concerns which meets the threshold for referral to external safeguarding agencies (Police or Social Care) will be shared in all cases;
- Information which raises safeguarding concerns arising from CRB disclosures. The threshold that will be applied is that the Partnership's judgment is that the individual is unsuitable to work with children;
- Information indicating safeguarding/child protection concerns, but which is not acted on by statutory agencies (for example, where prosecution is not possible, or has been unsuccessful; where a referral is 'bounced back' by Social Care or the Police as not meeting their threshold, but the Partnership judges that concerns remain; or where risks are identified from information arising as a result of recruitment or other internal

- processes;
- Information relating to poor practice cases (for example, breach of codes of conduct/ethics) involving a perceived risk to children, but not meeting the threshold for referral to external safeguarding agencies; and
 - where the Partnership has either suspended or excluded the individual, or has put in place special arrangements or monitoring to ensure children's welfare as a result of its disciplinary process.

Information Sharing Procedure - Please refer to Appendix L.

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:

- CYP and Safeguard Lead.
 - The parents of the person who is alleged to have been abused.
 - The person making the allegation.
 - Social Care/police.
 - Designated Persons 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). *
- *Social Care advice will be sought on who should approach alleged abuser (and parents if the alleged abuser is a child).

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

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). Recent inquiries¹ 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

Seek Advice

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. There may be circumstances where allegations are about poor practice rather than abuse but the designated person should always consult senior colleagues and gain advice from social care , 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.

Whistle Blowing

The Partnership openly encourages all staff/volunteers to report concerns about the behaviour of an individual towards a young person. The Partnership also recognizes that individuals may not express concerns because they feel that speaking up would be disloyal or they may fear harassment or victimisation. All information received and discussed by Partnership staff will be treated in confidence and only shared with those individuals who are able to manage and resolve the situation. All concerns will be taken seriously and managed accordingly within the procedures laid down in this policy.

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.

The Partnership 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.

Support for Accused

Where appropriate, employees of the Partnership will receive support from the AVDC personnel department and further support is available from the respective NGB.

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
- Child protection
- Disciplinary

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse. Further information on the potential actions of Social Care etc may be found in the local LSCB guidelines.

Action if there are Concerns

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

Poor Practice

- If, following consideration, the allegation is clearly about poor practice, the designated person will deal with it as a potential capability issue.
- 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 NGB and Partnership Director. The Partnership Director will decide how to deal with the allegation.
- If the incident of poor practice is suspicious of abuse, all details should be recorded and reported to the Designated Officer who will refer it to Social Care.

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 such steps as considered necessary 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 Care 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 Care department.
- The designated person should also notify the NGB and the Partnership Director who will decide who should deal with any media enquiries.
- If the designated person is the subject of the suspicion/allegation, the report must be made directly to the Partnership Director who is then responsible for taking the action outlined above.
- The designated person will seek advice from Social Care as to whether and how information should be shared with other organisations.

	<p>Internal Enquiries and Suspension The Partnership will make an urgent but considered decision about whether any individual accused of abuse should be temporarily suspended (in line with constitutional powers) pending further police and Social Care inquiries, and the conclusion of the partnerships own investigation.</p> <p>Irrespective of the findings of the Social Care or police inquiries, the Partnership will investigate all individual cases under the appropriate disciplinary procedure (e.g. Aylesbury Vale District Council for partnership activities). Any decisions about the reinstatement of a member of staff must be considered carefully and the organisation must reach a decision based on the available evidence. The welfare of children should always remain paramount.</p> <p>Support to Deal with the <i>Aftermath</i> 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 Directory¹ may be a useful resource.</p> <p>Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse. Where appropriate, employees of the Partnership will receive support from the AVDC personnel department and further support is available from the respective NGB.</p>
5.5	<p>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 Organisation should follow the procedures as detailed above and report the matter to the Social Care or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.</p>
5.6	<p>Action if Bullying is Suspected The same procedure should be followed as set out in Section 5.2 if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.</p> <p>Action to Help the Victim and Prevent Bullying in Sport:</p> <ul style="list-style-type: none"> • Take all signs of bullying very seriously. • Encourage all children to speak and share their concerns.² 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 respective designated person or person in charge. <p>Action Towards the Bully(ies):</p> <ul style="list-style-type: none"> • 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 <i>borrowed</i> 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.

5.7 Reasonable Adjustments

When any decision is made about an individual, the only personal characteristics that may be taken into account are those that are consistent with any relevant legislation and are relevant to the substance of the decision being made.

Leap recognises that it has a duty to make reasonable adjustments for disabled persons. Leap will consider all requests for adjustments and where possible will accommodate reasonable requests and will work with disabled Stakeholders to implement any adjustments that will enable them to participate more fully in sports related activities.

Transgender Athletes

No policy in relation to participation by transgender athletes currently is in place. However, any transgender athlete looking to participate in a gender affected sport (as stated by the National Governing Body for that sport) is requested to contact the Equality Officer who will work with the transgender athlete to formulate a policy. Where an appropriate National Governing Body policy is already in place that policy will be used. Any such request will be dealt with in the strictest confidence.

6.0 Implementation and Monitoring Procedures

A separate implementation and action plan is available showing the steps needed to be taken to safeguard children, who is responsible for what actions and when these will be completed in order to implement the Partnership's Child Protection Policy and Procedures. The plan will be developed around the 'Standards for Safeguarding and Protecting Children in Sport'¹.

Reviewing and evaluating the implementation of the plan is a crucial part of the process and the Partnership will attempt to evaluate levels of awareness and knowledge, perceptions and attitudes, behaviour and skills as well as incidents and processes. The policy and plan will be reviewed by Sport England and the NSPCC bi-annually, and revised in the light of changing needs; changes in legislation and guidance; or following significant incidents.

The purpose for the implementation plan is to:

- disseminate the partnership's Child Protection message so that it reaches and influences all related sporting organisations to safeguard the welfare of young people and disabled adults in sport;
- operate sound recruitment procedures for paid and voluntary staff in sport;
- identify and enable the appropriate child protection training for staff;
- remain updated with legislation related to child protection;
- monitor and update the implementation plan annually to keep child protection high on the sporting agenda; and
- measure the impact of the policy and procedures on an annual basis.

Appendix A – Minimum Operating Standards

Minimum Operating Standards Checklist

The Lead Activity Officer should use the following checklist while planning an activity to ensure that all the required criteria are met **before** activity commences.

Completing the checklist

First, fill in the details below and then, as each of the standards in the three following sections is attained, tick the relevant box. Should you have difficulty in fulfilling any of the criteria, contact the relevant NGB officer. Finally, the completed checklist should be signed and dated by the activity organiser and returned to the relevant NGB Officer *prior to commencement of the activity*.

Name of activity organiser:

Activity/Sport:

Venue: **Date(s):**

Activity

- Activity has been planned in accordance with the relevant Sports Development Framework.
- Activity has been planned to meet the coach: player ratio stipulated in the relevant Sports Development Framework.
- Activity has been organised and promoted to encourage the involvement of young people from priority groups.
- All young people taking part have completed a Player Registration form.
- Coaches have been informed of any medical conditions declared on Player Registration forms.
- There is a designated person to stay at the facility until all young people have left or have been collected. This person has completed a Personal Disclosure Self-declaration form and has been made aware of their responsibilities.

Coaches and other support personnel

- All coaches and competition officials are qualified to the level stipulated in the relevant Sports Development Framework.
- All coaches have been profiled and received a full induction.
- All coaches hold adequate professional indemnity and/or personal liability insurance, to cover their coaching role.
- All personnel who are likely to have personal contact in any capacity with under-18 year olds through the activity have completed a Personal Disclosure Self-declaration form, plus enhanced CRB check for all staff, and have agreed to abide by the child protection procedures of the Partnership and the NGB.
- All paid and voluntary coaches involved with the activity have signed up to and agreed to abide by the NGB/scUK code of conduct.
- All paid and voluntary persons involved with the activity have signed up to and agreed to abide by the relevant sports equity policy statement.
- All paid personnel (coaches and officials) and key volunteers have agreed to attend the scUK 'Safeguarding & Protecting Children', 'Equity in Your Coaching' Working with Disabled Sports People' (if appropriate) courses (or equivalents) within six months of starting work

Facility

- The facility complies with the minimum requirements stipulated in the relevant Sports Development Framework.
- The facility has in place accident and incident recording and reporting procedures which have been communicated to coaches.
- There is access to first aid equipment on site.
- There is access to a working telephone on site.

Signed: **Name:**

Position:

Date:

Appendix B – Designated Person Job Role

Job Purpose:

- i) To take responsibility for the development and implementation of the Leap Child Protection Policy and Procedures.
- ii) To raise standards of child protection and safeguarding throughout the Partnership.
- iii) To take overall responsibility for child abuse/poor practice case management in relation to Partnership activities.

Main Duties & Responsibilities:

- 1.0 Take lead responsibility for the development & implementation of the Partnership's child protection policy and strategy.
- 2.0 Provide regular updates to the Leap Sport Board on Safeguarding issues and developments.
- 3.0 To facilitate and support the safeguarding work of Sports Development practitioners in the county to help raise safeguarding standards across the Partnership.
- 4.0 To take lead responsibility for the reception, management and referral of cases of poor practice/abuse reported to the Partnership including appropriate management and storage of records and information.
- 5.0 To take lead responsibility for achieving all levels of the Child Protection in Sport Unit's 'Standards for Safeguarding and Protecting Children in Sport' including the production of an annual implementation plan.
- 6.0 Establish a 'Safeguarding through Sport Group' to facilitate a 'joined up' strategic approach to safeguarding children and young people through sport in Bucks & Milton Keynes and support the local implementation of the Strategy for Safeguarding Children and Young People through Sport.
- 7.0 Act as a central point of contact for internal and external (e.g. Social Care) safeguarding enquiries.
- 8.0 Develop links and attend meetings with relevant safeguarding organisations including the Child Protection in Sport Unit and the Local Safeguarding Children's Boards.
- 9.0 Provide advice, support and training to other designated child protection persons within the Partnership including those from clubs and Local Authorities.
- 10.0 Where appropriate, provide support to individuals both during and following an incident or allegation of abuse or a complaint.

Experience & Knowledge:

Knowledge and awareness of Primary legislation, government guidance and the Strategy for Safeguarding Children and Young People through Sport.

Knowledge of roles and responsibilities of statutory child protection agencies including Social Care, Police and Local Safeguarding Children's Boards.

Knowledge of local arrangements for managing child protection cases, reporting procedures and information sharing

Knowledge of identifying poor practice and abuse – behaviour which is harmful to children.

Knowledge of the Bucks & Milton Keynes Sports Partnership Child Protection Policy and Procedures.

Skills:

Excellent communication and inter-personal skills including the ability to provide advice and support to others.

A demonstrable commitment to child welfare and to delivering safe and effective services to children and young people.

Ability to develop policy and strategy and produce, implement and review implementation plans.

Appendix C Coach, Official & Volunteer Induction Checklist

To be completed by the Respective Local Authority Officer for individuals delivering activities for them on behalf of the Partnership staff for individuals employed directly by Leap.

Induction Stage 1: Local Authority Checklist (Prior to commencement of delivery)

This stage is designed to outline the employment procedures of the Local Authority responsible for the employment/management of the individual (AVDC procedures to be followed for staff directly employed by Bucks Sport). The areas outlined in italics are considered mandatory and are included to ensure that all reasonable steps are taken to prevent unsuitable people from working within the programme. If you have any questions relating to the procedures please contact the Bucks Sport Coaching Development Officer

Date:
Employee-'s Name:
Local Authority / Leap Sport Representative:

Task	Completed	Comments
<i>Complete application form (to include 2 references)</i>		
<i>Complete Enhanced (DBS) Check form</i>		
<i>Complete self-declaration form</i>		
Check qualifications		
Complete health check form		
Outline payment procedures <ul style="list-style-type: none"> - Rate of pay - Time Sheets - Bank Account Information Form 		
Outline respective Health & Safety procedures: <ul style="list-style-type: none"> - Accident Reporting Procedures - First Aid Procedures - Risk Assessment 		
Outline respective Local Authority complaints procedure		
Distribute equipment (to be returned at end of programme)		
Distribute register (to be returned at end of programme) including: <ul style="list-style-type: none"> - medical conditions - emergency contacts & telephone numbers 		

Induction Stage 2: Leap Sport Checklist (Prior to commencement of employment)

The resources for this stage of the induction are included in the Induction Pack

Task	Resource/s	Completed	Comments
Explain commitment to workforce development: <ul style="list-style-type: none"> - Mentoring programme - Personal Development Opportunities 	- Leap Sport Workforce Education Programme - UK Coaching information		
Review Job Description	Head or Assistant Coach Job Description		
Explain and distribute Partnership policies: <ul style="list-style-type: none"> - Child Protection - Equity - Code of Conduct/Managing Challenging Behaviour 	Leap Sport child protection, equity and policies. UK Coaching code of ethics for coaches/workforce. CPSU guidance		
Explain mandatory attendance at UK Coaching workshops within 6 months: <ul style="list-style-type: none"> - Safeguarding & Protecting Children Workshop - Equity in Your Coaching - First Aid - Working With Disabled Sportspeople (12 months -if appropriate) 	Coaching Development Officer will distribute information to coaches on forthcoming workshop dates/times etc by post):		
Check coach holds adequate professional indemnity / personal liability insurance			
Distribute Benefits Package <ul style="list-style-type: none"> - Clothing - Sportplan Registration form 	Clothing Sport Plan Registration Form		

Declaration:

I have received a copy of the Bucks Sport Equity Policy, Child Protection Policy and Code of Conduct. I agree to abide by each of these policies whilst coaching on any Bucks Sport activities.

Employees Signature:

Date:

On completion of the coach induction please return the following information to Shay Fenlon, Coaching Development Officer, Leap, New Century House Pembroke rd, Aylesbury, Bucks, HP20 1DB:

Appendix D – Sample Application Form

This form is to be completed by employees and volunteers in sport.

Confidential

Position applied for:	
Surname and title (Mr/Mrs/Ms/Miss/Dr.):	
Any first name, surname or maiden name previously known by:	
First name(s):	
Date of birth:	Place of birth:
Present address:	
Postcode:	
Telephone Number(s):	
E-mail address:	
Former address (if moved within the previous three years):	
Current occupation:	Name of organisation:
Role:	Address:
Start date:	
Previous occupations:	
Name of organisation:	
Start date:	
Finish date:	
Relevant experience:	
Previous experience of working with young children in a voluntary or professional capacity:	

Qualifications

Academic/school:
(not essential for those applying to voluntary posts to complete)

Vocational/interests:**Sporting qualifications and experience:****Reason for applying:**

Name and address of two people who know you well (and are not related to you) who have first-hand experience of you working with children and who we can contact for a reference, or who have provided you with a reference testimonial:

With your approval we shall also contact your current employer (where appropriate) for a reference.

I agree to abide by any Code of Ethics and Conduct which the Organisation has in force.

Signed:

Date:

Print name:

NB Failure to disclose this information may result in exclusion from the club or organisation

Appendix E – UK Coaching Code of Ethics & 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; and
- 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 should hold up-to-date and nationally recognised governing body coaching qualifications.
- 6 Coaches must ensure 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.

The previous text is taken from the UK Coaching Code of Ethics and Conduct for Sports Coaches. The full version (single copy £2.50) is available from Coachwise Ltd, Units 2/3 Chelsea Close, Off Amberley Road, Armley, Leeds LS12 4HW (0113 231 1310). You are also recommended to the UK Coaching Hot Topic Workshop, the Responsible Sports Coach. Contact the Sports coach UK on 0113 274 4802 for details on this and other relevant workshops

Appendix F - Use of Photographic Filming Equipment at 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 sportspeople. To reduce the risk of this happening, the guidelines/procedures on the use of photographic filming equipment issued by the relevant venue will be adopted by partnership officers. Where an event is being held at a venue with no formal guidelines/procedures, the following procedures will be adopted.

1) Parental / guardian consent

Permission should be gained from all parents/guardians prior to photographs being taken at events organized by the partnership.

2) Use of Professional photographers/filming/video operators

If a professional photographer or members of the press are invited to an activity the following procedures should be adopted:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Inform athletes and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films/photographs
- Do not allow unsupervised access to athletes or one to one photo sessions at events
- Do not allow/approve of photo sessions outside the event or at an athlete's home.

3) Parents / other spectators

If parents or other spectators are intending to photograph or video at the event they should be made aware of the following procedures:

- Registering with the event organiser if they wish to use photographic equipment
- Promote the double check when taking photographs
- If they, or the athletes, have concerns they should report them to the organiser
- Any concerns regarding inappropriate or intrusive photography reported to the event organizer should be recorded on an incident report form (Appendix F)

4) Public information: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and displayed at the event venue. The following wording should be included in event programmes /promotional material:

In line with the recommendation in the Leap (Bucks and Milton Keynes Sports Partnership) Child Protection Policy, we request that any person wishing to engage in any photography should double check with individuals featured before taking photographs, not photograph anyone who has a sticker, . Leap 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 conditions.

If you have any concerns regarding inappropriate or intrusive photograph during this event please report them to the event organiser.



Getting more people active for life

Child Protection Incident Report Form

To be completed by a coach or volunteer working through Impact Sports Coaching following concerns/allegations/disclosures regarding the welfare of children or vulnerable adults.

Please remember your responsibility is to report any concerns you have about the welfare of a child, young person or vulnerable adult but NOT to decide or to investigate whether they are being abused.

Your name:
Your position:
Your Telephone Contact Nos:
Child's name:
Child's address (if known):
Parents/carers' names and address (if known):
Child's date of birth (if known):
Are you reporting your own concerns [] or those of someone else []? (Please tick) If someone else's please state their name, position and contact number if known
Who is the allegation about? If known, what are their Date of Birth and contact details?
Date and time of any incident/disclosure:
If you are reporting your own concerns/disclosure made to you, report the facts as you observe them (including visible injuries / behaviours) and the account of the person making the disclosure to you (in their own words if possible)
If you are reporting the concerns of someone else report their account (using their own words where possible)

--

Detail any other actions taken, including anyone else who has been consulted, with names, contact details and organisation where possible.
--

Have the child's parents been contact? Yes [<input type="checkbox"/>] No [<input type="checkbox"/>] (please tick). If yes, what has been said to and by the parents
--

Please use the space below to record any other facts, circumstances which you think may be relevant

Signature:
Print name:
Date:

All concerns about the welfare of a child should be reported immediately to the Safeguarding Officer (Mark Stokes 01296 585204 or 07738314190). If your concerns are serious and the Safeguarding Officer is not available please contact the Police (101) or Social Services 01296 383962 (Mon-Fri 9-5) 01494 817750 (out of hours) ASAP.

Please ensure this form is completed as soon as possible after a disclosure or a concern is raised. Once completed the original copy of this form should be given to the Safeguarding Officer within 48 hours.

Remember to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Appendix H – Designated Person Contacts List

Essential Contacts

Designated Persons		
Mark Stokes (Leap) CYP Development Manager	01296 585204	Leisure Services, AVDC, 66 High Street, Aylesbury, Bucks, HP20 1SD
Aylesbury Community and Leisure services	01296 585221	Leisure Services, AVDC, 66 High Street, Aylesbury, Bucks, HP20 1SD
Milton Keynes Sports Development	01908 253274	Milton Keynes Council, PO Box 106, Saxon Court, Avebury Boulevard, Milton Keynes, MK9 3HS
Wycombe Wanderers Sport and Education Trust	01753 748348	Adams Park, Hillbottom rd, HP124HJ
Active-In	02033567129	Green Park Centre - Coach House, Aston Clinton HP22 5NE

Appendix I – Statutory Child Protection Agency Contact Details

National Contacts		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 020 7825 2500 Helpline: 0808 800 5000
Childline UK	Freepost 1111 London N1 OBR	Tel: 0800 11111

Local Contacts		
Local social services (including out of office hours contact) In an emergency, the Samaritans will hold the SS Duty Officer's contact number	Bucks Out of Hours Milton Keynes: For enquiries about children under 12 For enquiries about children over 12	01296 383962 01494 817750 01908 253170 01908 253285
NSPCC Freephone 24 hour Helpline		0808 800 5000

Appendix J – Quick Guide to Procedures for Reporting Concerns

Appendix J: Quick Guide to Procedures for Reporting Concerns

This guide describes the most appropriate action subsequent to a concern about the welfare of a child raised by member of staff or volunteer within sport

Concern about a child's welfare or about an adult's behaviour identified

If there are immediate concerns for the safety or welfare of a child, a referral should be made directly to the Police or Social Services

CONCERN REPORTED (and incident form completed) TO EMPLOYING AGENCY
DESIGNATED PERSON

What is the concern
about?

Behaviour of a coach, official or volunteer in sport

Is it poor practice/an alleged breach of the code of ethics?

YES

Could it also be child abuse?

Behaviour of a person outside of the sports arena or the Welfare of a child

YES

DP to inform line manager of individual concerned (if not the DP) who will deal with the matter informally or as a potential capability issue

Refer to management for immediate decision regarding suspension

Refer concerns to social services (who may involve the police). Follow up in writing within 48 hours

If concerns remain or are serious follow the Partnership or Employing Body Disciplinary procedures

Seek advice from Social services regarding whether information should be shared with other organisations and if so what, and by whom (Process agreed with CSP – see guidelines)

Social Services / Police Investigation including Multi-agency strategy group (Process agreed with CSP – see guidelines)

Possible Outcomes of Hearing:

- No case to answer
- Warrants advice/warning as to future conduct/sanctions
- Further training and support needed

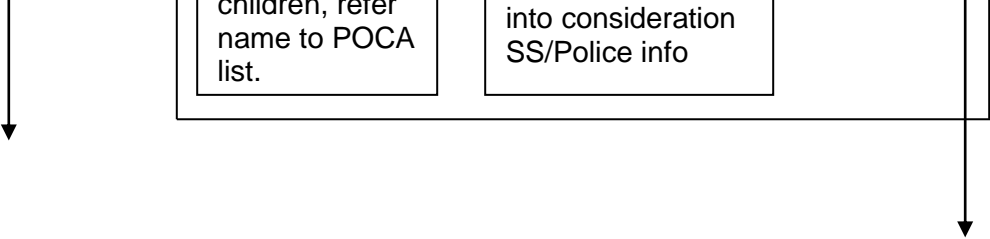
Disciplinary investigation process initiated (may need to be delayed pending outcome of social

Outcome of Investigation

Appeals:
Appeals procedures are available to anyone under investigation as part of natural justice

If hearing concludes that individual is unsuitable to work with children, refer name to POCA list.

Disciplinary hearing held to determine course of action – takes into consideration SS/Police info



Appendix K – Buckinghamshire Multi-Agency Data and Information Sharing protocol for Children & Young People

CONTENTS

1	General Purpose of the Protocol	15
2	Legal Basis for Sharing Information	16
3	Agencies are involved with different age groups	16
4	Conditions for Sharing Information	17
5	Nominated Representatives	17
6	Responsibilities	17
7	Monitoring and Review Procedures	17
8	Agents and Sub-contractors	18
9	Security and Retention of Information	18
10	Accuracy of Information	19
11	Complaint, Breaches and Decisions not to share	19
12	Secondary Disclosure	20
13	Informed Consent	21
14	Multi-Agency Consent Form	21

1 General Purpose of the Protocol

The purpose of this Protocol is to ensure appropriate information sharing between agencies for the purposes of identifying, safeguarding and promoting the welfare and protection of all children and young people.

It also enables the sharing of aggregated and depersonalised information in order to plan services and to baseline and monitor performance and initiatives.

The Protocol sets out the legal framework that enables information sharing between agencies. It provides guidance on how the exchange of sensitive, personal and depersonalised information can be managed.

The procedures and supporting documentation are contained in the Guidance Handbook.

2 Legal Basis for Sharing Information

In order to facilitate the exchange of personal information between and across the above agencies, the parties agree:

Each agency must comply with the General Data Protection Regulation and the Human Rights Act 1998.

The Protocol is underpinned by the following legislation:

Access to Health Records Act 1990
Adoption of Children Act 2002
Anti-Social Behaviour Act 2003
Childcare Act 2006
Children Act 1989
Children Act 2004
Children (Leaving Care) Act 2000
Computer Misuse Act 1990
Crime and Disorder Act 1998
General Data Protection Regulation
Education Acts 1996 and 2002
Freedom of Information Act 2000
Health and Social Care Act 2001
Housing Act 1996
Human Rights Act 1998
Learning and Skills Act 2000
Local Government Acts 1972 and 2000
Mental Health Act 1983
National Health Service Act 1977
Proceeds of Crime Act 2002
NHS & Community Care Act 1990
Race Relations (Amendment) Act 2000
Regulation of Investigatory Powers Act 2000
and the Common Law Duty of Confidentiality

In addition to the above-mentioned legislation, consideration will be given to the Caldicott Principles (these are set out in the Guidance Handbook).

A number of terms are used in this agreement, which are defined in the Data Protection Act 1998.

3 Agencies are involved with different age groups

The norm is 0-18, but some go beyond this age, and others are involved with a discrete age group. Where there is an overlap with services for vulnerable adults, involvement will form part of transition arrangements.

4 Conditions for Sharing Information

All parties agree that they may share information with one another providing the following conditions are met:

There is a legal basis for sharing information.

That it is necessary to share information for the purpose specified in Paragraph 1.1 of this document.

That it is proportionate.

Information will be exchanged and stored in compliance with the required security standards – see Appendix H

Care must be taken to ensure that no subject is identified when the data is aggregated or de-personalised.

5 Nominated Representatives

Each agency shall have a Nominated Representative for the purpose of this Protocol to perform management functions in relation to data processing.

Each Nominated Representative will work to local standards.

The Information Sharing Manager will take overarching responsibility for the operation of the Protocol. A list of these Representatives and contact details will be appended to this Protocol.

Requests and responses to requests will be recorded on the standard form and sent by the secure method agreed between the services. Appendix F. Subject to agreement this could be oral, fax, email or in writing

6 Responsibilities

The Nominated Representatives will ensure there are Designated Persons who will make and receive data-sharing requests. The role of Designated Person needs to be identified and contact arrangements made which do not depend on an individual's name.

The Information Sharing Manager shall be responsible for organising a meeting between all the Nominated Representatives and the person with designated statutory responsibility, annually, or as necessary, to discuss the working of the Protocol. CM

Any disputes or disagreements between parties shall be resolved by discussion between their Nominated Representatives. Issues that cannot be resolved will be referred to the Nominated Representatives group. If the issue involves Child Protection immediate action is necessary.

The Nominated Representatives shall ensure that any problems encountered by staff are recorded and an audit will be carried out on a regular basis, but at least annually to identify any such problems. The findings will be addressed during the annual meeting to show how the Protocol can be improved. Procedural issues will be referred to the Children and Young People's Strategic Partnership (CYPSP) and operational issues to the Safeguarding Children Board (SCB) .

7 Monitoring and Review Procedures

Agencies will participate in the monitoring of the use of this Protocol in order to improve it, and the processes underlying it.

Nominated Representatives, with the Information Sharing Manager, will be responsible for carrying out the monitoring and review process. The Children and Young People's Strategic Partnership has oversight.

Monitoring will be carried out in a number of ways:

Following adoption of the Protocol, Nominated Representatives will provide confirmation that procedures have been implemented within their organisation in accordance with the Protocol.

Complaints received by organisations relating to information disclosure will be analysed to determine whether they relate to a breakdown or an inadequacy of the Protocol. Inadequacies in the Protocol will be referred to the Children and Young People's Strategic Partnership with recommendations for change.

Where the Protocol specifies the provision of statistics and reports, Nominated Representatives will be asked to confirm receipt of these.

All reported breaches of the Protocol will be followed up in accordance with the Breach Procedure – Section 11.

Agencies will record improvements in information sharing between each other, for example where information was not readily available before but where professionals now feel able to share. The Nominated Representatives will monitor these improvements.

Reviews will be carried out as follows:

The Information Sharing Manager and the Nominated Representatives will carry out Reviews annually, unless legislative changes require more immediate action. In the first year of the Protocol's operation there will be a six monthly review.

One month prior to the review date, all parties to the Protocol will be asked to submit feedback on the use of the Protocol and procedures and put forward proposals for addressing any problems that may have arisen and for any amendments that may be felt necessary. Legal advice will be obtained about any major changes.

The Information Sharing Manager will co-ordinate reviews, refer recommended changes to the Children and Young People's Strategic Partnership and implement agreed changes.

8 Agents and Sub-contractors

Each agency shall ensure its agents and sub-contractors comply with the provisions of this Protocol. Compliance with the Data Protection Act should be specified in any contracts with sub-contractors.

Each agency shall be responsible, towards the other parties of this Protocol, for the acts and omissions of their agents or sub-contractors.

9 Security and Retention of Information

Each agency will state by which means it agrees to transmit or receive information and by doing so certifies that those methods are compliant with the Data Protection Act. The Method Matrix appears in the Appendix F

Each recipient must ensure the secure storage of data received and disposal in compliance with the Data Protection Act. See Appendix H

10 Accuracy of Information

When an agency has reason to believe that information is inaccurate that agency has a duty to check the source and make the appropriate corrections.

Each party must ensure that if there are inaccuracies, the correction is made. Failure to correct could be a breach of the Data Protection Act.

11 Complaint, Breaches and Decisions not to share

Complaints

In the event of a complaint being received by any agency included in this Protocol about the use or disclosure of personal information, all appropriate agencies must be advised as soon as practicably possible and in any event within seven working days.

Each agency will deal with the complaint in accordance with their own procedures, the results of which will be advised to all other agencies and any necessary action to amend the Protocol will be taken.

Each agency will be accountable for any misuse of the information supplied to it and the consequences of such misuse by its employees, servants or agents.

Any disclosure of information by any employee, which is done in bad faith or for motives of personal gain, may lead to internal disciplinary action and / or criminal proceedings.

Each agency will be responsible for establishing a process to ensure it is informed about complaints received within their organisation that relate to information disclosure.

Breaches reported by a member of staff

If a member of staff of one of the partner agencies becomes aware of a possible breach of the Protocol (whether this arises within their own or a partner organisation) they should raise the issue with their line manager.

Breaches reported by members of the public

11.3.1 All service users who provide personal information to partner organisations should be given details of how that information may be used. They should also be made aware of their rights in relation to information disclosure and be given details of how to make a complaint.

11.3.2 If an organisation receives a complaint about information disclosure from a service user this should be investigated in accordance with the organisation's complaints policy. If any disciplinary action is felt to be necessary this will be an internal matter for the organisation concerned. However, in order to be able to monitor adherence to the Protocol, as effectively as possible and to consider remedial action where appropriate, it is important that information on all breaches is collated. Procedures should therefore be put in place within each organisation to ensure that details of complaints relating to the inappropriate disclosure of information (and the outcomes) are passed to their Nominated Representative

and the Information Sharing Manager. A report will be made to the Children and Young People's Strategic Partnership about procedural breaches and to the Safeguarding Children Board about operational breaches with recommendations for appropriate follow up action in relation to key issues raised. (There will be no involvement by the Board with individual complaints.)

- 11.3.3 The manager should check whether the concern justifies follow up action. If they consider that there has been a breach they should first try to resolve the issue informally. If it is considered that the breach cannot be resolved informally the manager should write to the manager of the member of staff who was involved in the alleged breach and raise the relevant concerns. If the response is not satisfactory then a meeting should be requested to try to resolve matters. The outcome of each investigation should be recorded and fed back to the Information Sharing Manager and should be made available for monitoring purposes. Any implications arising from breaches, particularly if these are persistent will be considered by the Nominated Representatives.

Process for requesting reconsideration of a decision not to share information

- 11.4.1 It is expected that this procedure will only be implemented in exceptional circumstances
- 11.4.2 Any agency may report a refusal to share via their Nominated Representative in writing either by email or letter. If that Nominated Representative supports the request it will go to the ISA Manager who will convene a group of three other Nominated Representatives from the list in Appendix I to consider the grounds. This will take place within 10 working days.
- 11.4.3 A report will be made to a person nominated by the Chief Executive in the agency in which the decision not to share has been made. They will be required to re-examine the original decision and respond to the report within 5 working days. Failure to respond to the report, or to reach agreement with the Nominated representatives, will become an issue for the Safeguarding Children Board.
- 11.4.4 The report will not contain details that identify the child, young person or family.
- 11.4.5 The Annual Report will record incidences where sharing did not take place and the reasons why.

All alleged breaches of the Protocol will be analysed as part of the formal review of the Protocol.

12 Secondary Disclosure

Ownership of personal information remains with the data subject. Supply of data from one organisation to another includes an implied permission for the receiving organisation to hold it on behalf of the data subject and to use it for agreed purposes. The identity of the originator must be recorded against the relevant information.

A receiving organisation will obtain the consent of the data subject before making any disclosure of the information to a further person or organisation, including an agency outside this Protocol, unless there is an over-riding duty under statute, case law or order of the court or other tribunal empowered to do so to disclose the information.

If a receiving organisation is asked by a third organisation for disclosure of personal information, the receiving organisation must either obtain explicit data disclosure permission from the data subject, or refer the third organisation to the original supplying organisation. However, the receiving organisation does not need further permission from the data subject if the further sharing of information falls within the approval given

by the data subject or to protect an individual from harm it is necessary to share such information.

Where a data controller cannot comply with the request without disclosing information relating to another individual who can be identified from that information he or she will give a summary of the information by letter excluding the third party information, unless:

The other individual has consented to the disclosure of the information to the person making the request; or

It is reasonable in all the circumstances to comply with the request without the consent of the individual. In determining whether it is reasonable regard shall be had to all the circumstances but in particular to:

- Any duty of confidentiality owed by or to the other individual;
- Any steps taken by the data controller with a view to seeking the consent of the other individual;
- Whether the other individual is capable of giving consent; and
- Any express refusal of consent by the other individual.

13 Informed Consent

Consent should always be sought where appropriate. Many of the data protection issues surrounding disclosure can be avoided if the consent of the individual or the parent / carer (whichever is appropriate) has been sought and obtained. See Guidance Handbook – Fraser Guidelines.

There are some clear circumstances in which professionals have a duty to share information in order to protect a child or young person from risk or significant harm. Additionally, it is increasingly recognised in practice that a failure to share information, even at the level of a “niggling concern”¹ may have serious consequences for the welfare of a child, if not considered together with the concerns of others.

Practitioners are often concerned about the possible legal or ethical restrictions on information sharing and about the impact of disclosure on their relationship with their client.

This Protocol emphasises the importance of seeking consent to information sharing in all cases.

Where consent is withheld the guidance emphasises how decisions may be made about sharing information through specific legal powers and application of principles such as proportionality (See Guidance Handbook – Information Sharing Checklist paragraph 3, and Appendix 3 of the “What To Do If You’re Worried A Child Is Being Abused” DoH Children’s Services Guidance 2003).

14 Multi-Agency Consent Form

14.1 The consent form

Multi-agency Information Sharing Consent Form

➤ Why do we need to share information?

In order for us to offer the most appropriate care and support it helps us to have the fullest possible picture of you and/or your child's needs. We share in order for us to deliver the best service that we can. We will always share the minimum that is necessary in the circumstances

➤ What is the purpose of this form?

To inform you what we will do with the information that you give us

➤ Who will we share with?

Access will only be given to professionals that have reason to see it

➤ Where will the information be kept?

The details that you have given us will be stored on our client database and/or in a paper record. It will be kept safe and secure in accordance with the Data Protection Act 1998.

➤ When will it be passed to anyone else?

If you have agreed, some personal details may be shared between services. It will always be for the reason that you gave it to us - to get the support that you and/or your child need.

➤ Could the information be shared without my permission?

Yes, where there might be a child/young person at risk or who has been harmed, where a serious crime has or may be committed, or if you need urgent medical treatment.

➤ What are my rights?

Your information is protected by the Data Protection Act 1998. This means that the information will only be used for the reasons we have given. It will be kept safe and secure and you have the right to see what information is being kept about you – if you want more information about this please ask the relevant service.

➤ Your Privacy

Under the Human Rights Act 1998 you have a right to privacy. We have a duty not to tell anyone. This means we will not give out any information about you to other people without your consent unless the law allows us to.

This section is to be signed by the young person or person with parental responsibility.

(NB in most circumstances young people are able to sign for themselves from around the age of 12)

As a service, which offers support to children, young people and families, we work together with other services. This means that when there is a need to share information to further your/ your child's best interest we will share relevant information as described on the first pages of this leaflet.

Personal Information is made up of Basic and Additional Information:

Basic Information – means name, address, gender, date of birth, school attended, GP, parent or primary carer, staff members involved

I agree to my/my child's personal information being processed and used for the purpose of providing services to promote my/my child's welfare, and to meet identifiable need.

Or

I do not agree to my/my child's personal information being processed. I understand this may make it more difficult to the help needed

Additional Information - means any identified needs you/your child may have and how they may be met, and it also may include other relevant 'sensitive' information such as ethnic origin, religion, mental health, sexual health, offences alleged or committed

Are there any agencies you do not want us to share additional information with? Please write them here. You are entitled to change your mind and amend this form.

I agree to my/my child's 'additional' information being shared between services

Or

I do not agree to my/my child's 'additional' information being shared, even if it is in my/my child's interest. I understand that this may make it more difficult to get the help needed.

Name: (Print).....

Signed:.....

(Young person or parent/guardian)

Name: (Print).....

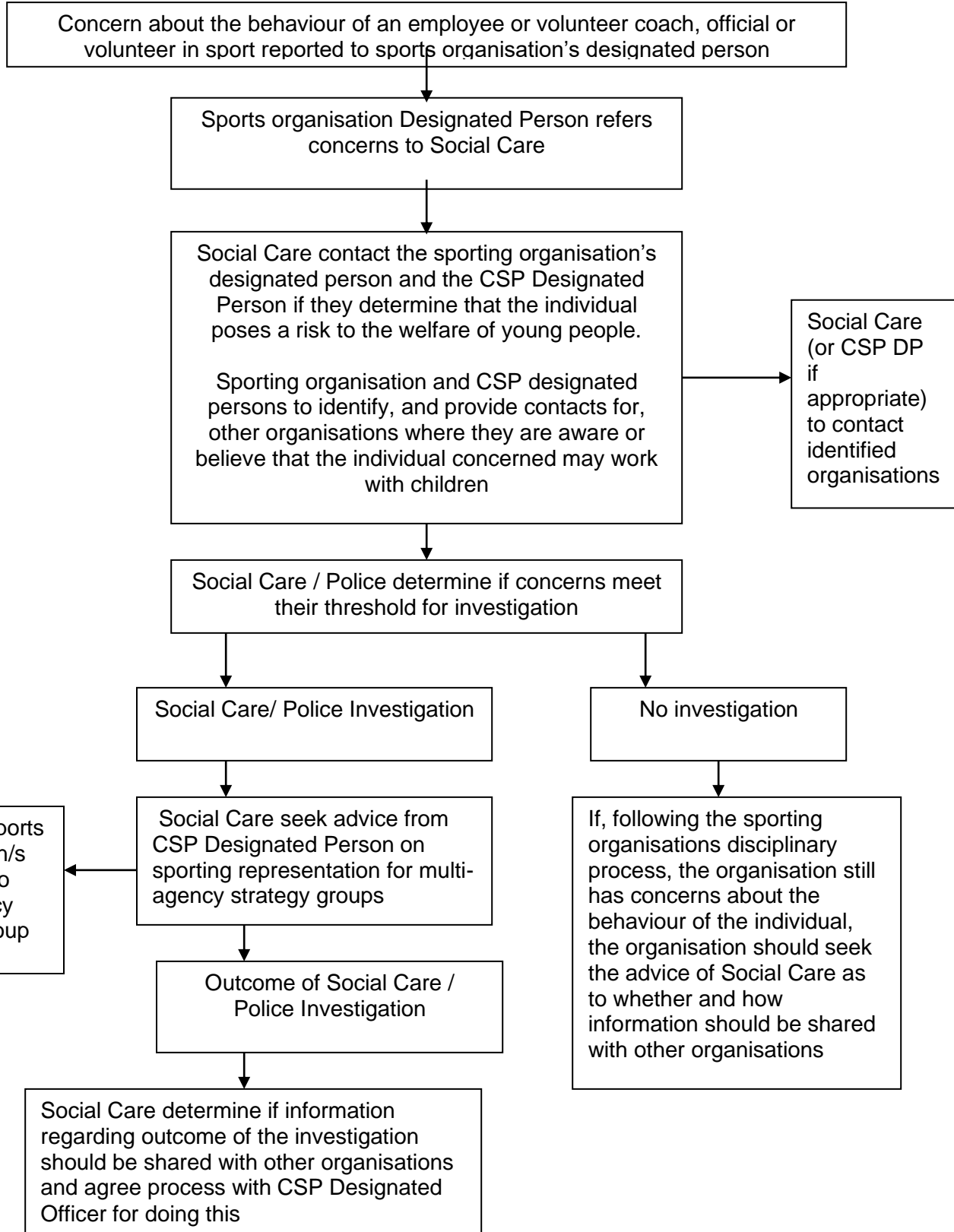
Signed:.....

(Worker)

Date:

Appendix L – Information Sharing Procedures

Appendix K: Information Sharing Procedure for Sports Organisations



NB: At all stages, consent to share information will be sought from the individual to whom the information refers unless: (1) this may put young people or other parties at risk of harm, (2) refusal to consent is unreasonable or not in the public interest, (3) consent cannot be obtained or (4) the organisation is advised by a statutory agency not to do so, or there is a Court order which directs

Appendix M: SELF DECLARATION FORM

You have a right of access to information held on you and other rights under the Data Protection Act 1984

Part A

Title	First Name	Surname	Any previous names by which you may have been known
Address:			
Postcode:			
Telephone number(s):			
E-mail address:			

Postcode MUST be completed

DATE OF BIRTH

--	--	--	--	--	--	--

SEX	M	F	
-----	---	---	--

Current Club(s)	Position	Start Date
	Coach/Helper/Team manager /Chaperone/Other *	
	Coach/Helper/Team manager /Chaperone/Other *	
	Coach/Helper/Team manager /Chaperone/Other *	

* Please delete as appropriate

Club	Date	Club	Date	Club	Date

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. **Please detail which documents:**

.....

Signature of club secretary or other designated officer:

Print name: **Date:**

Part B

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

**1 Have you ever been convicted of any criminal offence or received a formal warning or caution?
YES/NO***

If YES, please supply details of any criminal convictions:

.....
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

1 Are you a person known to any social services department as being an actual or potential risk to children? YES/NO*

If YES, please supply details:

.....
.....

2 Have you had a disciplinary sanction (from a sports or other organisation's governing body) relating to child abuse? YES/NO*

If YES, please supply details:

.....
.....

* Delete as appropriate

IMPORTANT

I have read and understood the information leaflet regarding the Organisation's Child Protection List. I hereby consent to Bucks Sport undertaking police and/or social services checks against me. I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, will be included on the Organisation's Child Protection List, may be notified to my club/organisation and may be supplied by the Organisation to other persons or organisations who have an interest in child protection issues. I agree to inform the organisation's child protection officer should I subsequently be arrested or investigated for any matters in reference to child protection.

Please put a cross in this box if you do not wish to receive any other sports related information

Signed by the above named individual: Date:

Print name:

This form should be returned **DIRECT** to: **The Child Protection Officer**
Details as appropriate ...

The Organisation's Child Protection List – notes on completing forms

This database, together with other information that your club/organisation receives regarding the welfare of children, is part of the Organisation's Child Protection Procedures. Compliance with this procedure is mandatory for all those with substantial access to children. The procedures were developed in conjunction with the NSPCC and are reproduced with the kind permission of the ASA. The procedures set out below were developed in full consultation with the Data Protection Register.

The purpose of the Child Protection List is firstly to advise clubs and organisations of people who should not work with children because they have a criminal conviction, which could put children at risk. Secondly it allows the Organisation to fulfil 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 club/organisation is strongly advised to read the Organisation's Child Protection Policy and Procedures.

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

Do I have to complete a form? It is a condition of the Organisation that these procedures are adopted. If 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 Organisation, 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 Child Protection Officer and the Association must respond within 40 days. A fee may be levied in accordance with the Data Protection Act 1984. All information will be made available to the official agencies, which have a statutory duty to investigate allegations of child abuse. The Organisation also reserves the right to disclose information relevant to child protection to clubs/organisations and other individuals and organisations sharing concerns regarding child protection.

Do I send my form in direct or does it have to go through the club/organisation? All forms must come **direct to the Organisation**. The Club/organisation secretary or designated officer will sign Part A as it is essential that the relevant person at the club has seen some identification documentation which confirms that you are who you say you are. This could be a passport, national insurance number card or driving licence, but more than a household letter or bill.

However, Part B may be completed in confidence by the applicant and the form sent direct to the Organisation's Child Protection Officer. If it is deemed that the Organisation do not consider someone suitable to work with children then appropriate action will be taken and the club/organisation will be informed.

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

This form should be returned **direct to: The Child Protection Officer – please complete as appropriate.**