

Active Gloucestershire

Safeguarding handbook

Version 1

Contents

ACTIVE GLOUCESTERSHIRE CHILD PROTECTION AND SAFEGUARDING POLICY	5
1.0 INTRODUCTION	6
1.1 Active Gloucestershire – “Everyone in Gloucestershire, active every day”	6
1.2 Policy adoption, implementation and review	6
2.0 POLICY STATEMENT.....	7
2.1 Policy aims	8
2.2 Policy objectives	8
3.0 RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS	9
3.1 Pre-application information	9
3.2 Applications	9
3.3 Checks and references	10
3.4 Interview.....	10
3.5 Induction.....	10
3.6 Training.....	11
3.7 Monitoring and appraisal	12
3.8 Complaints.....	12
4.0 PROMOTING GOOD PRACTICE	13
4.1 Good practice guidelines	13
4.2 Off Duty Contact between Staff / Volunteers and Children.....	14
4.3 Transport Policy Guidelines.....	14
4.4 Photographic and videoing policy guidelines.....	15
5.0 RECOGNITION OF POOR PRACTICE, ABUSE AND BULLYING	16
5.1 Recognising poor practice	16
5.2 Main forms of abuse	18
5.3 Bullying and cyberbullying.....	20
5.4 Indications of potential abuse/bullying.....	20
5.5 Effects of abuse	21
6.0 RESPONDING TO DISCLOSURE, SUSPICION AND ALLEGATIONS	22
6.1 Dealing with allegations	22
6.2 Designated Child Protection Officer (DCPO)	25
6.3 In the absence of the Designated Child Protection Officer (DCPO)	27
6.4 Confidentiality	28
6.5 Do not share concerns with parents / carers	28
6.6 Allegations against staff or volunteers	28

6.7 Whistle blowing procedures.....	29
6.8 Dealing with the media	29
6.9 Timescales	29
APPENDIX A.....	31
APPENDIX B.....	34
APPENDIX C.....	35
APPENDIX C (<i>continued</i>).....	36
APPENDIX D.....	37
APPENDIX E(i).....	40
APPENDIX E(ii).....	41
APPENDIX E(iii)	42
APPENDIX F	43
ACTIVE GLOUCESTERSHIRE ADULTS AT RISK POLICY	46
1.0 INTRODUCTION	46
1.1 Active Gloucestershire – everyone in Gloucestershire, active every day.....	46
1.2 Scope.....	46
1.3 Terminology/Definitions	46
2.0 POLICY STATEMENT	47
2.1 Principles.....	48
2.2 Responsibilities	49
3.0 PROCEDURES.....	51
3.1 Adults with impairments at risk of abuse	51
3.2 Types of abuse and how it can be recognised	51
3.3 Who may be an abuser?	54
3.4 Recognising abuse – indicators.....	54
3.5 Promoting good practice	55
3.6 Practices to be avoided.....	56
3.7 Reporting and referrals procedure	56
4.0 ASSESSING CAPACITY	57
5.0 CONFIDENTIALITY.....	57
6.0 INFORMATION SHARING.....	58
7.0 APPENDICES	59
7.1 APPENDIX A – ‘Active Gloucestershire reporting of alleged abuse of an adult at risk’ form.	59
7.2 APPENDIX B –Useful Contacts.....	64



CHILD PROTECTION AND SAFEGUARDING POLICIES AND PROCEDURES

Designated Lead Child Protection and Safeguarding Officer:

Tom Hall, Physical Activity Specialist for Children and Young People 01452
393609 / 01452 303528

Designated Lead Adults at Risk Officer:

Sarah Haden-Godwin, Physical Activity Specialist for Older Adults and Disabled
People – 01452 393605

/01452 303528

Deputy Child Protection and Safeguarding Officer

Sarah Haden-Godwin, Physical Activity Specialist for Older Adults and Disabled
People 01452 393605/01452 303528

ACTIVE GLOUCESTERSHIRE CHILD PROTECTION AND SAFEGUARDING POLICY

Foreword

In 2010, Active Gloucestershire achieved the Advanced Safeguarding Standards for Sport, set up by the NSPCC Child Protection in Sport Unit (CPSU), on behalf of Sport England. Through the advice and support of the CPSU, Active Gloucestershire has developed policies and procedures that give us the confidence to safeguard children and young people participating in sport and physical activity, and by following the framework standards set out by the CPSU, we are able to create a safe sporting environment for children and young people, and protect them from harm. These standards allow us to promote good practice and challenge practices that are harmful to children. Active Gloucestershire has developed an action plan that allows us to continually assess the changes and developments in child protection and safeguarding advice.

Deborah Potts

Chief Executive Officer

Acknowledgement

Active Gloucestershire would like to publicly acknowledge and thank the NSPCC Child Protection in Sport Unit for their assistance, guidance and support in updating this document.

Important Note

- The term **parents** is used throughout this document as a generic term to represent parents, carers and guardians.
- The term **children and young people** also refers to children and young people with disabilities. Active Gloucestershire has a separate 'Adults at Risk' Safeguarding Policy, available upon request.
- The term staff or employee covers all permanent, temporary, full time, part time Active Gloucestershire employees along with volunteers, work placements, student interns, consultants, self-employed contractors and Active Gloucestershire's Trustees

For more information, please contact Tom Hall, Designated Child Protection Officer ('DCPO') at Active Gloucestershire on 01452 393609 / 01452 303528

If you would like this policy in a different format, such as large print or Braille, or if you require this document in a different language, please contact Tom Hall, DCPO at Active Gloucestershire:

tomhall@activegloucestershire.org

01452 393609 / 01452 303528

“All children have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect. Although hundreds and thousands of children have wonderful experiences, abuse does happen within sport. In addition, adults involved with children in sport are uniquely placed to recognise and respond to safeguarding concerns arising outside the sports environment”.

1.0 INTRODUCTION

1.1 Active Gloucestershire – “Everyone in Gloucestershire, active every day”

Active Gloucestershire is a charity responsible for the strategic co-ordination and development of sport and physical activity across the Gloucestershire county. Working closely with a range of agencies, including Local Authorities (LAs), CPSU / NSPCC, local health agencies, schools, National Governing Bodies (NGBs) of sport and sports clubs, we aim to provide strategic direction for sport and physical activity across Gloucestershire, whilst also ensuring the provision of high quality participation and coaching opportunities that enable people of all ages and abilities to participate and develop in sport and physical activity.

It is widely accepted that it is the responsibility of every adult to protect children from abuse. The Children’s Act 1989, covers young people under the age of 18. As an organisation with responsibility for children, we have both a moral and a legal obligation to ensure a duty of care under the Children’s Act 1989 and the Protection of Children’s Act 1999. In 2014, NSPCC figures indicated that over 56,000 children were registered as being ‘in need of protection from abuse’. Children may be abused regardless of their age, racial origin, social class, gender, culture, religious belief, disability or sexual identity. They are often abused by people they know and trust, both from within and outside the family.

Active Gloucestershire is committed to providing safe, enjoyable activities and opportunities for young people. To this end, our child protection & safeguarding policy has been compiled with reference to principles of good practice. The purpose of the policy is to help protect children placed in our care, and to protect Active Gloucestershire, its staff, coaches, volunteers and its partners, and as such, compliance with this policy is mandatory for all staff, coaches and volunteers working on behalf of Active Gloucestershire.

1.2 Policy adoption, implementation and review

The child protection & safeguarding policy was initially written and adopted by Gloucestershire Sports Partnership in 2001, and subsequently reviewed in line with the new “*Standards for Safeguarding and Protecting Children in Sport*” (CPSU - 2005) and readopted by Active Gloucestershire’s Executive Board in February 2016.

An implementation plan has also been developed to ensure that the policy and procedures meet the recognised *Standards for Safeguarding and Protecting Children in Sport* (CPSU - 2005) produced by the NSPCC Protection in Sport Unit. The document will be subject to ongoing review, which will be led by the Designated Child Protection Officer (DCPO) (see overleaf) and will be formally reviewed at least every three years, or in light of changes to the organisation’s structure or to relevant legislation.

Following consultation with CPSU, Active Gloucestershire has reviewed its Child Protection Policy to meet the requirements of the revised Working Together to Safeguard Children 2018 guidance, which can be accessed by following the link below:

<https://thecpsu.org.uk/news/2018/july/revised-guidance-working-together-to-safeguard-children-2018/>

Designated Child Protection and Safeguarding Officer

Tom Hall

Physical Activity Specialist for Children and young people

Telephone: 01452 393609 / 01452 303528

Designated Lead Adults at Risk Officer

Sarah Haden-Godwin

Physical Activity Specialist for Older Adults and Disabled People

Tel: 01452 393603/ 01452 303528

Deputy Child Protection and Safeguarding Officer

Sarah Haden-Godwin

Physical Activity Specialist for Older Adults and Disabled People

Tel: 01452 393605/ 01452 303528

2.0 POLICY STATEMENT

Active Gloucestershire is committed to ensuring that children are protected and kept safe from harm (whilst they engage in any physical activity locally). We will endeavour to do this by meeting the requirements of the “Standards for Safeguarding and Protecting Children in Sport” (CPSU - 2005) and

- Provide parents, children, staff and volunteers with information about Active Gloucestershire and its partners; what it does and what you can expect from us.
- Ensure that our staff and volunteers are carefully selected, trained and supervised.
- Provide clear procedures for parents, staff, coaches, volunteers, children and young people to voice their concerns or lodge complaints, regarding child welfare, abuse or poor practice.
- Implement and demonstrate best safeguarding practice when core staff, volunteers or others are providing services, activities and programmes for children and young people.

- Work with partners and schools to establish and implement agreed, consistent minimum safeguarding standards for activities locally.
- Require those individuals or organisations, who are funded or commissioned to provide any services for children and young people, to effectively address child protection and safeguarding requirements.
- Maximise its influence to promote safeguarding practice and principles within its wider partnership roles and relationships.

2.1 Policy aims

Active Gloucestershire's child protection & safeguarding policy is provided as part of an induction package to all those employed by Active Gloucestershire (whether paid or unpaid) who will have direct contact with children for a regulated time. The aims of the policy are:

- To create a healthy and safe environment during all activities.
- To ensure children are listened to and kept safe from harm.
- To support and encourage parents, staff, coaches and volunteers to voice their concerns regarding the welfare of their children.
- To ensure staff and volunteers who work with children are well informed, supported and protected.
- To influence partner agencies to produce and implement policies and procedures that raise safeguarding standards.

2.2 Policy objectives

The specific objectives we pursue in order to achieve our aims are:

- To raise the level of awareness with staff, volunteers and partners about child abuse and to recognise signs that could indicate abuse.
- To ensure that all staff, volunteers, participants, parents and partners are aware of how to respond appropriately to concerns about poor practice or abuse.
- To promote the general welfare, health and full development of children through the promotion of good practice.
- To develop effective procedures for recording and responding to accidents, complaints and alleged or suspected incidents of poor practice or abuse.

Active Gloucestershire's Board of Trustees endorses these aims and objectives and supports the work and the development of our implementation plan.

3.0 RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS

All reasonable steps must be taken to ensure that people are suitably qualified, and/or experienced to work with children and young people. The same procedures should be adopted for paid staff and volunteers and whether they work full-time or part-time.

3.1 Pre-application information

Any form of advertising to recruit staff will reflect the aims and objectives of Active Gloucestershire's policy, and the main responsibilities of the role including the level of experience or the qualifications required.

An application pack, requested by potential applicants, must include:

- An application form, together with a clear job description and person specification, stating clearly the skills and characteristics that are expected and required to fill the post, specifically with regards to working with children and young people.

3.2 Applications

All applicants must complete an application form which should elicit the following information:

- Past career, relevant experience, qualifications and training undertaken, relevant interests, any gaps in employment and reasons for leaving.
- National Insurance number (to confirm identity and right to work.)
- Employment self-declaration and disclosure form (Appendix A,) within which they must disclose any previous criminal convictions, cautions or formal warnings.
- A minimum of two references will be taken up from reputable sources for all members of staff and, where relevant, followed up by letter or telephone. Where applicable, references should specifically include the person's suitability to work with children.
- The application form must state that failure to disclose information will result in disciplinary action, and possible dismissal from the organisation.
- It should be made clear that effective measures are in place to ensure confidentiality of information under the Data Protection Act (2018).

3.3 Checks and references

- Successful applicants may be subject to the Disclosure and Barring Service (DBS) criminal record check to an enhanced level, if this is eligible for their role – if they are working with children for a ‘regulated’ period – “once a week or more often, or on 4 or more days in a 30-day period, or overnight” (*Regulated Activity in relation to Children: scope; Factual note by HM Government*).
- Confirmation of personal identification should be made by the inspection of an original passport or birth certificate. Similarly, another form of identification which gives the applicant’s full name, date of birth and current address, together with signature and photograph, for example, a driving licence should be checked.
- The employing agency will check coaching qualifications with the National Governing Body (NGB). All coaches working for Active Gloucestershire will be qualified to the level stipulated in the sports framework or other such direction, as stipulated by the NGB.
- Only original documentation will be accepted as proof of qualification. A copy of these will be taken prior to interview, and the original will be returned to the applicant.

3.4 Interview

- At least two representatives of Active Gloucestershire will conduct an interview at which, information contained in the application form should be explored against the kind of qualities and skills needed in the post.
- All coaches will undergo a formal interview and may be asked to give a practical demonstration by leading a coaching session. A reference will be sought to assess competency and suitability for the role.

3.5 Induction

It is important that the recruitment and selection process is followed up by relevant induction and training in awareness of child protection and safeguarding. All staff and volunteers require an awareness of the signs and indicators, and an understanding of the responsibility to act swiftly and sensitively when such concerns arise.

- Staff should be made aware that child abuse and poor practice can, and does occur and that it could be perpetrated by colleagues, who are members of staff within their own organisation.
- It needs to be made clear that most abusers are not the ‘monsters’ some people picture them to be, but ordinary men and women, and, at the extreme, clever, manipulative and powerful.
- Staff should be made aware that children can find it very difficult to speak about abuse. They need to be listened to, taken seriously, and have their concerns acted upon.

- Staff should be made aware of what they need to do in response to any concerns they may have.
- Managers should ensure that this policy document is read and understood by all new and existing staff, and the manager should ensure that he/she obtains the signed agreement on the Child Protection & Safeguarding Policy Declaration Form (Appendix B.) The DCPO and Operations Manager, should lead a joint induction for new staff, taking them through the process of how to handle a safeguarding or child protection incident.
- Staff must read and sign up to Active Gloucestershire’s Code of Ethical Conduct (Appendix C.)
- Staff must read and sign up to Active Gloucestershire’s Equity Statement (see Equity Policy.)
- Coaching Staff need to provide evidence of adequate professional liability insurance and/or personal liability insurance, where they are working with children for a ‘regulated’ period – “once a week or more often, or on 4 or more days in a 30-day period, or overnight” (*Regulated Activity in relation to Children: scope; factual note by HM Government*).
- To help to maximise the protection of individual employees within Active Gloucestershire, all staff (upon their induction) will be made aware of the organisation’s lone working policy and the guidance contained within it.

3.6 Training

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regards to their own good practice and reporting of suspected poor practice or concerns of abuse.

All staff working for Active Gloucestershire must be able to demonstrate that they have attended training, or are committed to attend training, ideally within a three-month timeframe in the following areas:

- Safeguarding and Protecting Children

Active Gloucestershire is committed to organising training to ensure that staff are able to access the above courses and other relevant courses in the necessary time frame, and on an ongoing basis as part of their continual professional development. Active Gloucestershire will facilitate and meet the full cost of these minimum requirement courses.

3.7 Monitoring and appraisal

In general, staff work most effectively where there is a supervisory structure that ensures they are supported, managed and developed. Staff and volunteers working on behalf of Active Gloucestershire are required to work in accordance with the good practice guidelines contained within this policy. It is the collective responsibility of all representatives of Active Gloucestershire to ensure that good practice is observed. This should be done in a number of ways; for example:

- Observation of any activity sessions.
- Annual appraisals of staff.
- Providing feedback on performance against work programme.
- Collecting feedback from participants attending activities.

If poor practice is observed, it is the responsibility of staff to report it. It is the responsibility of the DCPO to ensure that appropriate advice, guidance and further training is provided to ensure that poor practice is not allowed to continue.

At regular intervals, all staff should be given the opportunity to give and receive formal feedback relating to their performance and to identify training needs in relation to safeguarding children, through a structured system of appraisal. This can be done at the monthly team meeting or monthly reviews with their manager.

3.8 Complaints

Active Gloucestershire will ensure that all people involved in its work are aware of their employing authority's procedure for complaints and have copies of the following:

- Disciplinary and grievance procedures (see Employee Handbook)
- Whistle blowing procedures (see section 6.9)

These will be provided as part of staff induction and can be accessed in the Employee Handbook (see Employee Handbook).

4.0 PROMOTING GOOD PRACTICE

The following basic guidelines have been developed to help safeguard children, prevent abuse occurring and to reduce the likelihood of allegations being made against staff, volunteers, Active Gloucestershire or other organisations concerned. All staff working on behalf of the organisation are required to sign up to Active Gloucestershire's code of ethical conduct (Appendix C) and to abide by National Governing Body (NGB) or other guidelines and requirements relating to specific sports and activities.

4.1 Good practice guidelines

Active Gloucestershire is committed to reducing situations where poor practice or abuse of children may occur and promoting good practice to help protect all staff. The following are specific examples of care that should be taken when working with children:

- Role modelling the behaviour you expect to see in others
- Executing a position of trust
- Giving enthusiastic and constructive feedback
- Always be publicly open when working with children. Avoid situations where a member of staff and an individual child are completely unobserved; encourage an open environment.
- Where possible, children should not be left unattended.
- Personal contact with a child should be avoided. If any form of personal contact is required, it should be provided openly, and with the consent and views of the child and parents / carers.
- Where possible, parents should take responsibility for their children in changing rooms. If groups have to be supervised in changing rooms, ensure staff, where possible, work in pairs and do not enter changing rooms of the opposite sex. Entering the changing rooms alone, or of the opposite sex, should only be done in an emergency situation, or in appropriate circumstances, with the consent of the children and parents/carers – for example, a coach giving a team talk before a game when the weather is adverse.
- Where there are mixed groups, supervision, where possible, should be by a male and female member of staff.
- Staff must respect the rights, dignity and worth of every person, and treat everyone fairly within the context of their sport and physical activity.
- The member of staff must place the well-being and safety of the performer above the development of performance.

- Building balanced relationships based on mutual trust that empowers children to share in the decision-making process.
- Making sport and physical activity fun, enjoyable and promoting fair play.
- Awareness of any medication being taken by participants, or existing injuries. Should this information change, it is the responsibility of the child or parent/carer to inform their school and Active Gloucestershire.
- Keeping a written record of any injury that occurs, along with details of any treatment given, in accordance with guidelines in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences, 2013)
- All Active Gloucestershire staff must comply with the Codes of Ethical Conduct.
- All clubs and coaches should have their own codes of conduct in accordance with their specific NGB regulations.

4.2 Off Duty Contact between Staff / Volunteers and Children

Members of staff must ensure that they maintain a professional relationship with children during any off-duty contact, continuing to follow the guidelines and policies set out for working contact. In particular, staff should ensure they limit, and if possible eliminate, any one-to-one contact. This should also include not driving children to and from events unaccompanied, even where a prior arrangement has been made with the child's parent.

4.3 Transport Policy Guidelines

As stated above, it is strongly advised that staff working on behalf of Active Gloucestershire do not take children in their vehicles unaccompanied, even with the prior consent of parents.

When transport is provided by the organisation to take children to sporting events, competitions or festivals, members of the organisation will take responsibility for ensuring the safety of children by ensuring that the following standards are adhered to:

- Use a reputable company providing transport and necessary insurance.
- A minimum of two members of staff must always be present.
- Parental consent must be obtained for all children and young people being transported.
- All vehicles must be fully roadworthy, fully insured and feature fitted seatbelts, which must be worn at all times.
- All staff, including drivers, involved in overnight trips, tours or events must undergo DBS checking.

- All supervisory staff are issued with all the relevant information for passengers, e.g. name/contact number, pick up/drop off point, name of parent/carer to collect and emergency telephone number.
- Participants are not to be left unsupervised, i.e. dropped off when a parent/carer is not there.

4.4 Photographic and videoing policy guidelines

Parental consent will always be sought, via schools, prior to children and young people participating in an activity/event, organised through Active Gloucestershire. Only photographers and videographers acting on behalf of the organisation directly, or with the prior authorisation of the organisation, will be allowed to take photographs and record video footage.

In order to discourage inappropriate photography and videoing, event staff should feel confident to politely challenge or question any photographer/videographer. Concerns regarding inappropriate or intrusive photography should be reported to an event official at the main information point.

Active Gloucestershire follow the Child Protection in Sport Unit (CPSU) guidelines on “Guidance on photographing and videoing children in sport”. If you wish to see a copy of this document, it can be emailed to you at your request. Please contact Tom Hall, DCPO on tomhall@activegloucestershire.org.

“Parents/carers often want to be able to celebrate the achievements of their children when taking part in sporting activities through taking photographs or films. Sports organisations may also want to promote their activities to encourage increased participation. The Child Protection in Sport Unit does not advocate the banning of photography and the use of images and videos of children, but recommends that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for children and young people. This briefing will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.” *(NSPCC / CPSU: Guidance on photographing and videoing children in sport 2012)*

Active Gloucestershire reserves the right to use any official photographs or videos for appropriate publicity purposes. Parents who do not wish photos or videos of their children to be taken and used for promotional purposes should indicate their unwillingness, in the first instance, to their child’s school, who will then be asked by Active Gloucestershire staff to register this unwillingness on a form, on the day of the event, as part of the event registration process. Subsequently, any child who is not allowed to have their photo taken, will be given a form of identification to wear, to ensure he or she is not photographed or videoed at the event. Active Gloucestershire also ensures that photography and videography guidelines are distributed to anyone wishing to take photos or videos at events. In addition, Active Gloucestershire ensures all event attendees are made aware of the best practice guidelines, during the initial event briefing.

5.0 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. Coaches and volunteers are not experts at such recognition; however, they do have a responsibility to act if they have concerns about the behaviour of someone (whether an adult, or another child) towards a young person by reporting their concerns in line with these procedures.

5.1 Recognising poor practice

Staff should never:

- Condone or promote the use of illegal substances.
- Condone or promote the use of unhealthy activity, including the use or consumption of alcohol, cigarettes and e-cigarettes.
- Use inappropriate language in the presence of anyone under 18 years old.
- Allow children to use inappropriate language unchallenged.
- Bully:
 - Physical: pushing, hitting, kicking, pinching etc.
 - Verbal: name-calling, spreading rumours, constant teasing and sarcasm
 - Emotional: tormenting, ridiculing, humiliating and ignoring
- Be alone with an unaccompanied child.
- Take children to your home where they will be alone with you.
- Engage in rough, physical and sexually provocative games.
- Share a room with an unaccompanied child.
- Allow or engage in any form of inappropriate contact with a child.
- Spend time alone with children away from others.
- Take children alone on car journeys, however short.

- Ridicule a child, or reduce a child to tears, as a form of control.
- Make sexually suggestive comments to a child, even in fun.
- Allow allegations made by a child to go unheard, unrecorded or not acted upon.
- Do things of a personal nature that children can do for themselves.
- Enter the changing rooms of the opposite sex, unless:
 - in an emergency situation.
 - in exceptional circumstances – such as a coach, of the opposite sex, needing to give a team talk before the match and adverse weather prevents them from taking the team outside. In this situation, ensure all children are fully changed.
 - accompanied by a member of the staff, over 18 years old, of the same sex as the children.

If any of the above incidents occur, you should make a written note of the event, complete an Incident Report Form (Appendix D) and report it to the DCPO immediately (see section 6.2).

If a child is accidentally injured as a result of your actions, seems distressed in any manner, appears to be sexually aroused by your actions, misunderstands or misinterprets something you have done, report such incidents as soon as possible to the DCPO and make a written record using the Incident Report Form (see Appendix D). The DCPO should then inform parents of all incidents.

Members of staff, volunteers, coaches and partners must AVOID doing anything of a personal nature for children – such as any physical contact of any form: lifting or assisting, touching, cuddling or comforting, holding hands and so on. Members of staff, volunteers, coaches and partners should only have physical contact with a child if it is deemed wholly necessary to aid a child during physical activity.

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. It is acknowledged that Active Gloucestershire staff, whether in a paid or voluntary capacity, are not experts at such recognition. It is important to remember that it is not our responsibility to decide whether or not child abuse is taking place, but to report where we have concerns or an allegation has been made to protect the child.

5.2 Main forms of abuse

There are many forms of abuse. The following list is not exhaustive but gives an indication of what form of abuse a child may be suffering, and some signs of what to look out for:

○ *PHYSICAL ABUSE*

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. It isn't accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, shaking or hitting babies, slapped or having objects thrown at them. Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell. In severe cases, physical abuse can cause death. In sport, this could relate to giving the wrong type of training for a specific group; telling a child to lose or gain weight; giving physical punishments for poor performances or recommending performance enhancing drugs.

○ *SEXUAL ABUSE*

A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online. Sometimes the child won't understand that what's happening to them is abuse. They may not even understand that it's wrong. Where children are abused by adults, or other young people - 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 or involving children in the production of pornographic material (books, videos, and pictures) is also a form of sexual abuse. Physical contact with children could potentially create situations where sexual abuse may go unnoticed. In sport, this includes taking photographs or videos taken in the changing rooms; using incorrect techniques for supporting children physically and placing your hands in inappropriate places on the child's body.

○ *NEGLECT*

Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents. A child who is neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death. In sport, this may include not giving a child enough attention or not following guidelines for quality coaching – enough breaks / rehydration, praise and encouragement and so on.

○ *EMOTIONAL ABUSE*

Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. A persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Emotional abuse may also occur when there is constant overprotection (which prevents children from socialising), or there is neglect, physical or sexual abuse. Emotional abuse might occur if children are subjected to excessive criticism, inappropriate personal or sexual remarks, bullying, being exposed to undue or inappropriate pressure or exposed to danger. Children who are emotionally abused are usually suffering another type of abuse or neglect at the same time – but this isn't always the case. In sport, this can include not following the code of conduct, for example, teachers / coaches / parents shouting or threatening a child before, during or after a sporting activity; not giving praise or feedback to a child, favouring children within the sporting activity and therefore ignoring others and not recognising effort.

- *ONLINE ABUSE*

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

- *GROOMING*

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

- *RADICALISATION*

Radicalisation is a process by which a child comes to adopt increasingly extreme political, social, or religious ideals and aspirations that can reject or undermine the status quo, or undermine contemporary ideas and expressions of freedom of choice. We are obligated to prevent children from being drawn into terrorism, whether these come from within their family or are the product of outside influences. We must be aware of the increased risk of online radicalisation, as terrorist organisations seek to radicalise young people through the use of social media and the internet. In sport, look out for any concerning or unusual behaviours or language being used by an individual. Also, be aware of behaviour or language being used by parents or spectators at an event. Another sign may be that of refusing to participate in physical activity.

(For *BULLYING* information, see below)

5.3 Bullying and cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of the day or night.

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person, as regularly is the case with bullying. Bullying may be seen as deliberately hurtful behaviour, often repeated over a period of time, and most commonly occurs where there is insufficient supervision. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure and are sometimes singled out for physical reasons – being overweight, being small, having a disability or belonging to a different race, faith or culture.

The damage inflicted by bullying is frequently underestimated. It can cause considerable distress to young people, to the extent that it affects their health and development, or in extreme cases, causes them significant physical or emotional harm.

Active Gloucestershire strongly encourages staff to observe carefully the behaviour of children and young people and fellow colleagues, to ensure that bullying is not allowed to occur or persist. Where bullying persists, despite the attempts of staff to deal with it, or where more serious incidents of abuse (e.g. physical assaults) are reported or suspected, staff should report any incidents or their concerns to the DCPO in accordance with the Reporting Procedures outlined in Section 6.1.

5.4 Indications of potential abuse/bullying

Indications that a child is, or maybe being abused include:

- Inconsistent, unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on parts of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- A child describing what appears to be an abusive act involving him/her.
- A child or adult expresses concern about the welfare of another child.
- Unexplained changes in behaviour in a child over time, e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper, tearful, depressed, emotionally up and down, reluctance to go to school training or sport/physical activity club.
- A drop off in performance at school or standard of play.
- They are not happy to go home with whomever is collecting them.

- Inappropriate sexual awareness.
- A child engages in sexually explicit behaviour in games.
- A child is distrustful of adults, particularly those with whom a close relationship would normally be expected.
- A child having difficulty in making friends.
- A child being prevented from socialising with other children.
- A child displaying variations in eating patterns, including overeating or loss of appetite.
- A child losing weight for no apparent reason.
- A child might disappear or fail to attend an activity for no apparent reason.
- A child has too much responsibility for their age.
- A child becomes increasingly dirty or unkempt, or may be constantly hungry and tired.

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. Remember, it is not your responsibility to decide whether child abuse is taking place or not, but to report where you have concerns or an allegation has been made to protect a child.

5.5 Effects of abuse

Abuse, in all its forms, can affect a child at any age. The effects can be so damaging that, if untreated, they follow an individual into adulthood. For example, an adult who has been abused as a child may find it difficult or impossible to maintain a stable, trusting relationship, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

There have been a number of studies that suggest children with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be doubly powerless.

6.0 RESPONDING TO DISCLOSURE, SUSPICION AND ALLEGATIONS

If a young person says, or indicates, that he/she is being abused, or information is obtained that gives concern that a person is being abused, immediate action must be taken.

As stressed, it is not the obligation of an employee to take individual responsibility for deciding whether or not child abuse is actually taking place. However, it is the responsibility of staff to protect children by reporting these concerns in order that appropriate agencies (e.g. local Social Services) can then make enquiries and take any necessary action. In being vigilant of child protection, it is crucial that all employees are aware of the steps used to recognise signs of child abuse (see section 5.4).

6.1 Dealing with allegations

What to do when responding to allegations of abuse or bullying

Children who are being abused will only tell people they trust and with whom they feel safe. By listening to, and taking seriously what a child is telling you, you will already be helping to protect them. It is useful to think in advance how you might respond to this situation. Here are some brief guidelines:

- Create a safe environment by:
 - Staying calm and not rushing into actions that may be inappropriate.
 - Confirming you know how difficult it must have been for them to confide in you and that they have done the right thing.
 - Reassuring the child and stressing he/she is not to blame.
 - Listening to what the child says. Show you are taking what is being said seriously.
 - Where possible remain in view, do not go somewhere on your own.
- Be honest and do not make promises you cannot keep. Explain you will have to tell other people in order to stop what is happening.
- Ensure you are quite clear about what the child says so you can pass it on to child protection professionals. Keep questions to a minimum and avoid closed questions (i.e. ones which are answered by a single 'yes' or 'no'). Use open questions to encourage the child to use their own words. The law is very strict and a child abuse case can be dismissed if it appears the child has been led or words have been suggested.
- Record exactly what the child has said to you by completing an Incident Report Form (Appendix D), as soon as possible after the incident. Stick to the facts and do not give your opinions.

- Report the incident to the DCPO and pass a copy of the report onto them (see section 6.3 if the DCPO is unavailable).

The flow chart below, and in Appendix E, illustrates the steps that need to be taken in the event of a suspicion or allegation.

- Maintain confidentiality. It is extremely important that any allegations are not discussed (unless absolutely necessary) as any breaches could be damaging to both the child and to any investigation that may follow. Refer to section 6.4 'Confidentiality'.

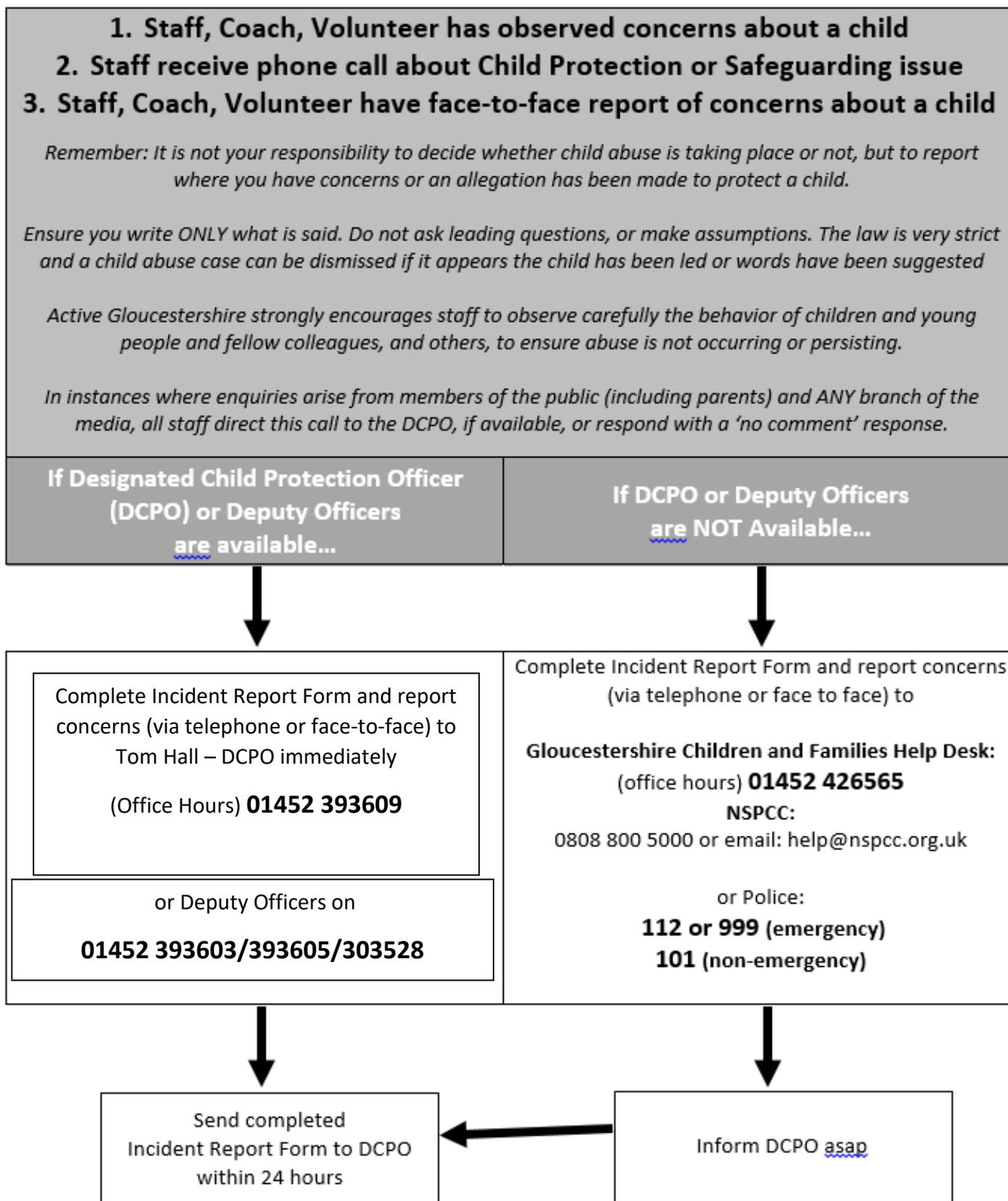
Often concerns are not made directly by the child being abused, but a non-direct disclosure is made by a girlfriend/boyfriend, parent, other coach, friend etc. If this happens, you must follow the same guidelines detailed above.

It is recommended that the person receiving the information DOES NOT:

- Panic
- Allow your shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Judge or investigate

FLOW CHART FOR REPORTING CONCERNS ABOUT CHILDREN: Part 1 – Staff procedure

****CONFIDENTIALITY is key in child protection work****



6.2 Designated Child Protection Officer (DCPO)

It is the responsibility of the DCPO to consult with, or refer, to Social Services where abuse is indicated or suspected. The DCPO will be responsible for following up any referral in writing within 24 hours. If the DCPO is not available, or the concern is about the DCPO, the referrer should contact the Lead Officer for Adults at Risk, or one of the Deputy Child Protection Officers, or Social Services or police directly.

Designated Child Protection and Safeguarding Officer

Tom Hall

Physical Activity Specialist for Children and Young People

Telephone: 01452 393609 / 01452 303528

Designated Lead Adults at Risk Officer

Sarah Haden-Godwin

Physical Activity Specialist for

Older Adults and Disabled People

Tel: 01452 393605

Deputy Child Protection and Safeguarding Officer

Sarah Haden-Godwin

Physical Activity Specialist for Older Adults and Disabled People

Tel: 01452 393605

6.2.1 Role of the Designated Child Protection Officer

A Designated Child Protection Officer should be:

- Someone who understands the context in which coaches and young people are operating.
- Someone who has basic knowledge of core legislation, government guidance and roles and responsibilities of statutory agencies, along with Active Gloucestershire's policy and procedures.
- Someone who has the skills, knowledge and understanding of development of young people.
- Someone who understands the need to safeguard and promote the welfare of young people and can recognise poor practice or abuse.
- Someone who has undertaken appropriate checks (e.g. DBS) and received the appropriate level of training (as a minimum the DCPO should have attended a basic recognised Child Protection Awareness Course. This should be followed by undertaking a course specifically designed to develop their knowledge and skills, to equip them to fulfil the role and responsibilities of the Designated Officer).

6.2.2 *Key responsibilities of the Designated Child Protection Officer*

- Be familiar with child protection procedures of the organisation, national and regional policies, and maintain up to date knowledge.
- Ensure there are effective internal procedures to handle concerns.
- Ensure that systems are in place for effective record keeping.
- Be the link person with Social Services or the police and consult or refer to/with Social Services or Police on concerns that have been raised.
- Undertake such training as is necessary in pursuance of his/her role.
- Ensure information is reported (directly or via statutory agencies) to the relevant NGB or other partner (e.g. LA) if the allegations concern a volunteer/coach who operates in a specific sport or within another organisation.
- Receive, advise and act on all reports of incidents, allegations or suspicions of child abuse or poor practice.
- Offer an advice service to assist potential referrers to clarify their concerns.
- Update appropriate third parties (including NGB's, LA's and schools) on results of investigations in the interest of young people.
- Establish and maintain a record system in line with the requirements of the Data Protection Act.
- Act as the main contact point within the organisation when handling any enquiries from members of the public (including parents) and the media about any incident, allegation or report of child abuse or poor practice.

6.3 In the absence of the Designated Child Protection Officer (DCPO)

If the DCPO is not available, the person being informed of the reported abuse should contact any of the officers listed below. Failing that, IMMEDIATELY contact Social Services or the police without delay. These agencies will decide how and when parents will be informed and ultimately become responsible for what steps to take next.

Emergency Contacts if the Designated Child Protection Officer is NOT available:

Deputy Child Protection and Safeguarding Officer

Sarah Haden -Godwin

Physical Activity Specialist for Older Adults and Disabled People

Tel: 01452 393605

Children's Help Desk:

Opening hours Monday to Friday between 08:00 to 17:00

01452 426565

NSPCC:

0808 800 5000 or email: help@nspcc.org.uk

Gloucestershire Police Control Room:

101 or email: 101@gloucestershire.police.uk

Expert Advice

On occasions, the DCPO may be informed of situations where there is uncertainty about whether an 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 DCPO should always be informed, and may seek advice from Social Services, Police or NSPCC before agreeing on an appropriate course of action. This is because it may be just one of a series of other instances which together cause concern. If you are unsure of what to do, you can obtain advice by telephoning the NSPCC 24 hours free phone help line on 0808 800 5000 or email: help@nspcc.org.uk.

6.4 Confidentiality

Confidentiality is a key issue in child protection work. In dealing with any case, suspicion or allegation relating to child abuse, all staff should be made aware that any breaches in confidentiality can be very damaging to the child, family and any child protection investigations that may take place. Whilst information should not be shared freely, it must be shared with appropriate agencies to ensure that a child is not left unprotected. Decisions on who needs to be informed should be taken by the DCPO, after discussions with Social Services.

Information should be stored in a secure place with limited access to designated people, in line with Data Protection Act (2018).

6.5 Do not share concerns with parents / carers

It is not your responsibility to decide whether child abuse is taking place or not, but to report where you have concerns or an allegation has been made to protect a child. It is not your responsibility to discuss any issues with anyone outside of the Flow Chart advice (see below and in Appendix E). You should not share concerns with Parents / Carers. If you have concerns about a child, please inform the DCPO, or a Deputy Officer. If they are not available, please follow the information on the Flow Chart (Appendix E).

6.6 Allegations against staff or volunteers

'Allegations against staff or volunteers' includes anyone working with children in a paid or voluntary capacity (e.g. helpers in clubs, tournament officials, team managers on training camps, coaches etc.).

Should an individual member of staff or volunteer become aware of an allegation of child abuse or poor practice against a colleague, it is vital to report it to the DCPO immediately and complete an Incident Report Form (Appendix D).

The following circumstances may lead a member of staff or volunteer to suspect that a colleague is abusing a child:

- An allegation is made by a child or adult.
- An allegation is made by a staff member against a fellow member of staff.
- A member of staff notices inappropriate behaviour by another member of staff.
- Concerning information comes to light through a DBS check.
- Information is received from another sports organisation, partner or statutory agency.

The flow chart (Appendix E) illustrates the steps that need to be taken in the event of suspicion or allegation against a staff member.

6.7 Whistle blowing procedures

Active Gloucestershire operates Whistle Blowing Procedures (Appendix F), which make it clear that concerns against another member of staff can be raised without fear of victimisation, subsequent discrimination or disadvantage. It is intended to encourage and enable employees to raise concerns. If you feel the situation allows, initial concerns could be raised with your line manager. However if the seriousness or sensitivity of the issue requires it, it is also possible to raise concerns direct with CEO, or Chair of the Board, if the allegation concerns the CEO.

6.8 Dealing with the media

All staff and volunteers should be made aware that the media are very quick to respond to hints of an allegation and will often make extreme attempts to obtain information. Therefore, it is important that all staff and volunteers are expectant and alert to any media approaches.

In an instance where enquiries arise from members of the public (including parents) and any branch of the media, it is vital that all staff be briefed that they are not at liberty to make any comments regarding the case, but that they have been told to relay all enquiries to the DCPO or the CEO. The DCPO or the CEO should then meet all questions with the 'no comment' response. Under no circumstances should any other response be given.

If the DCPO or CEO is contacted, they may either give an agreed statement (negotiated within the authority) and discussed with social services and/or the police, or meet any enquiries with the 'no comment' response.

6.9 Timescales

All incidents of suspected abuse or poor practice must:

- Be reported within 24 hours
- Concerns involving the immediate safety of a child must be referred immediately to the DCPO (by telephone, or face-to-face) and followed up within 24 hours by a completed Incident Report Form (Appendix D) as an agreed action.
- The DCPO will report the incident to the relevant agency with 24 hours and report outcomes to those necessary, e.g. coach, manager, within seven days.
- If timescales slip (which may be necessary to ensure the best outcome for an incident) then communication must be provided with valid reasons given.

APPENDICES

APPENDIX A

Employment Self-Declaration and Disclosure Form

Private and Confidential

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

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Part One

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

Part Two

NOTE:

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

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

	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature:	
Print name:	
Date:	

APPENDIX B

CHILD PROTECTION & SAFEGUARDING POLICY DECLARATION FORM

Active Gloucestershire is fully committed to safeguarding the well-being of children and young people, its staff and volunteers taking part in sport and physical activity in Gloucestershire.

When working with, or as, an employee of Active Gloucestershire, it is important that you have taken the time to thoroughly read this child protection and safeguarding policy. By being made aware of the policy, it is our intention to ensure that **all staff** are proactive in providing a safe and secure environment for the young people in their care.

Declaration

I certify that I have read and fully understood the Active Gloucestershire child protection & safeguarding policy and I agree that I will carry out my role in line with policy statements and procedures contained therein.

Signature:

Date:

Name (please print):

(Completed form to be photocopied and filed, as per Data Protection Act 1998)

APPENDIX C

CODE OF ETHICAL CONDUCT

All staff and volunteers working on behalf of Active Gloucestershire must comply with good ethical practice, especially when working with children and young people, and should work in ways that reflect the following:

DO:

- Be a positive role model to every person; displaying consistently high standards of behaviour and appearance, and demonstrate good time keeping, showing commitment to your work.
- Follow all guidelines on conduct and behaviour laid down by the relevant NGB ('National Governing Body'), associated club or Active Gloucestershire, at all times.
- Ensure the safety of all participants by providing effective supervision and safe methods of work at all times; demonstrate appropriate pre-planning of work, including considering the wellbeing and safety of all; ensure the activities are age appropriate, as well as considering ability and experience.
- Encourage and guide participants to accept responsibility for their own actions, performance and behaviour. Discourage others from bullying behaviour or using bad language and challenge these actions.
- Develop an appropriate working relationship with all participants, based on mutual trust and respect, treat everyone fairly and have no favourites; ensure they are respected, listened to, and feel valued. Ensure their rights and responsibilities are enforced. Be positive, approachable, offer praise and expect participants to have respect for each other.
- Maintain confidentiality about any sensitive information, sharing only with necessary officers, such as the DCPO at Active Gloucestershire and your club/NGB designated person.
- Ensure you hold the appropriate certificates and insurances, as appropriate.

DO NOT:

- Abuse children or young people physically, emotionally or sexually. Do not bully or use sanctions that humiliate or harm children or young people. Do not use bad language or engage in inappropriate behaviour.
- Discriminate on the grounds of religious beliefs, race, gender, sexual orientation, social class or ability, and encourage others to behave in the same manner.
- Spend time alone with children or young people, or engage in sexually provocative, overly-physical or rough play, and never take children in your car alone, nor take them to your house.
- Smoke or consume alcohol whilst working, or work under the influence of alcohol or illegal drugs.
- **Let allegations of abuse or poor practice go unchallenged, or unrecorded.** Incidents and accidents must be recorded in line with Active Gloucestershire / Club / NGB procedures, and always given to the Designated Child Protection Officer at Active Gloucestershire.

APPENDIX C *(continued)*

CODE OF ETHICAL CONDUCT *(continued)*

Consequences:

- Any minor misdemeanours or general misbehaviour will be dealt with immediately, and/or reported to the designated person within the club, NGB or Active Gloucestershire, as appropriate.
- A serious or persistent breach of the code will result in disciplinary action from club, NGB or Active Gloucestershire, as appropriate, and could lead to dismissal from the role.
- Dismissal can be appealed, with the final decision taken by the club committee, Active Gloucestershire board or followed up by NGB disciplinary procedures, as appropriate.

Declaration

I certify that I have read and understood the Active Gloucestershire Code of Ethical Conduct and agree to abide by the guidelines that are outlined:

Signature:

Date:

Name (please print):

(Completed form to be photocopied and filed, as per Data Protection Act 1998)

APPENDIX D

CHILD PROTECTION INCIDENT REPORT FORM

CHILD PROTECTION INCIDENT REPORT	
Date of incident	
Time of incident	
Location of Incident	

SECTION A – CHILD’S PERSONAL DETAILS			
Name of Child			
Date of Birth		Ethnicity	
Disability Y/N <i>If yes, please detail:</i>			
Full Address		Telephone	
Name of Parent/Carer			
Address <i>(if different from above)</i>			

SECTION B – NATURE OF INCIDENT
<p>Is this report based on: (please tick as appropriate)</p> <p><input type="checkbox"/> An incident you have witnessed?</p> <p><input type="checkbox"/> A concern you have based on potential indicators of abuse?</p> <p><input type="checkbox"/> An allegation or concern that has been reported to you by someone?</p> <p>If the allegation has been reported to you by someone else, other than the child, please give their details:</p> <p>Name:</p> <p>Address:</p> <p>Post code:</p> <p>Telephone Number:</p>

CHILD PROTECTION INCIDENT REPORT FORM *(Continued)*

SECTION C – DETAILS OF THE INCIDENT/CONCERN/ALLEGATION

DETAILS - Please give full details of the incident(s) / concern(s) / allegation(s) including exactly where (venue / exact location), when (date/time) and what is alleged or believed to have happened:

OBSERVATIONS - Please include a description /location of any visible injuries and a description of the child's behaviour, and physical and emotional state:

CHILD'S ACCOUNT OF INCIDENT - Complete this section if the child reported the incident to you, recording exactly what the child has said has happened (including how any bruises or other injuries have been caused) and anything you have said to the child:

OTHER DETAILS

Tick here if you have continued on a separate sheet. Ensure you have attached the sheet to this document.

ALLEGED ABUSER - Do we have the name and any contact details of the alleged abuser?

CHILD PROTECTION INCIDENT REPORT FORM (Continued)**SECTION D – REPORTING OF INCIDENT**

Are parents / carers aware of the concerns / allegations?	
If yes, how did they become aware?	
Is the alleged abuser aware of the concerns/allegations?	
If yes, how did they become aware?	
Have Social Services been informed?	
If so, who did you speak to?	
At what time did you speak to them?	
Case Reference Number:	
Have the police been informed?	
If so, who did you speak to?	
At what time did you speak to them?	
Case Reference Number:	

SECTION E – YOUR DETAILS

Your Name	
Your Address	
Contact Telephone Number – Daytime	
Contact Telephone Number – Evening	
Signature	
Date	

This form must now be passed immediately to:

Designated Child Protection Officer,

Active Gloucestershire, City Works, Alfred Street, Gloucestershire, GL1 4DF

APPENDIX E(i)

FLOW CHART FOR REPORTING CONCERNS ABOUT CHILDREN: Part 1 – Staff procedure

****CONFIDENTIALITY is key in child protection work****

- 1. Staff, Coach, Volunteer has observed concerns about a child**
- 2. Staff receive phone call about child protection or safeguarding issue**
- 3. Staff, Coach, Volunteer have face-to-face report of concerns about a child**

Remember: It is not your responsibility to decide whether child abuse is taking place or not, but to report where you have concerns or an allegation has been made to protect a child.

Ensure you write ONLY what is said. Do not ask leading questions, or make assumptions. The law is very strict and a child abuse case can be dismissed if it appears the child has been led or words have been suggested

Active Gloucestershire strongly encourages staff to observe carefully the behaviour of children and young people and fellow colleagues, and others, to ensure abuse is not occurring or persisting.

In instances where enquiries arise from members of the public (including parents) and ANY branch of the media, all staff direct this call to the DCPO, if available, or respond with a 'no comment' response.

If Designated Child Protection Officer (DCPO) or Deputy Officer are available...

If DCPO or Deputy Officers are NOT Available...

Complete Incident Report Form and report concerns (via telephone or face-to-face) to Tom Hall - DCPO immediately (Office Hours) **01452 393609**

or Deputy Officer on **01452 393605 /303528** (Office Hours)

Complete Incident Report Form and report concerns (via telephone or face to face) to

Gloucestershire Children and Families Help Desk:
(office hours) **01452 426565**

NSPCC:
0808 800 5000 or email: help@nspcc.org.uk

or Police:
112 or 999 (emergency)
101 (non-emergency)

Send completed Incident Report Form to DCPO within 24 hours

Inform DCPO asap

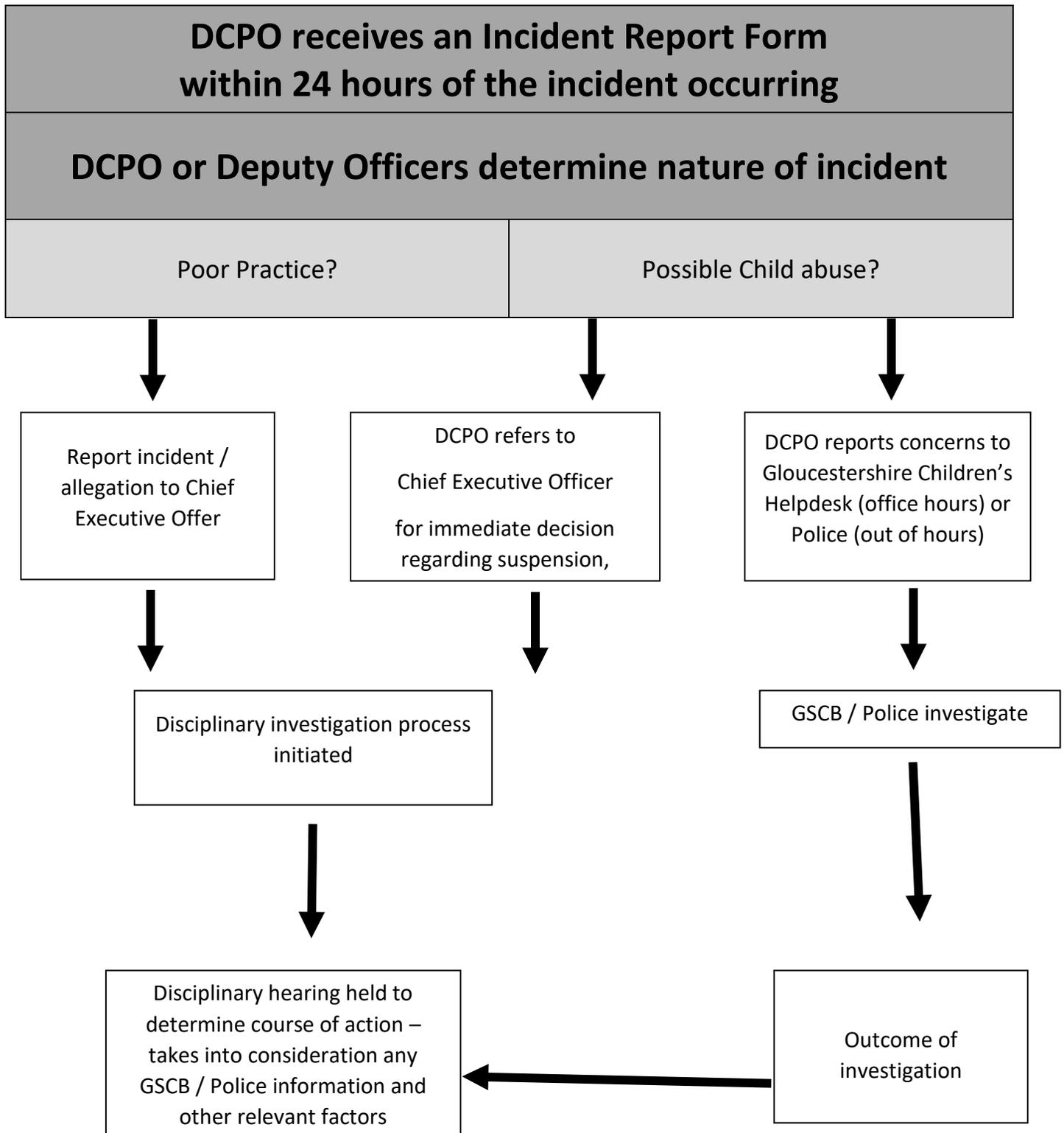
SUGGESTED QUESTIONS TO ASK REGARDING REPORTING CONCERNS ABOUT CHILDREN

Remember:

- ✓ Stay calm and don't rush. Do not allow your personal opinion to show, or influence your actions.
- ✓ Be sensitive.
- ✓ Reassure the person / child.
- ✓ Confirm you realise how difficult it must have been to confide in you, and that they have done the right thing.
- ✓ Confidentiality: Let them know that you won't be able to keep everything they tell you confidential. In order to stop it happening, you will have to ask certain child protection professionals to help you
- ✓ Listen to what they have to say and take it seriously.
- ✓ Keep questions to a minimum and keep questions open-ended, in order to let them speak.
- ✓ Remain in view of others (*if face-to-face.*)
- ✓ Record exactly what is said (either at the time or immediately after) – do not ask leading questions or make assumptions. Stick to the facts... but do encourage for as much information as possible.

Questions:

1. What is your name?
"Hello _____. My name is _____."
"I realise how difficult it must have been to confide in me; you have done the right thing. I won't be able to keep everything you tell me confidential. In order to stop it happening, I will have to ask certain child protection professionals to help me. Do you understand that?"
2. Is this something you have witnessed, have concerns about, or have been a part of?
Add detail here:
 - Where, when? Date, time and location of incident?
 - What happened / what did you see? Provide description.
3. Details of the child in question.
4. Any visible injuries? Description of the child's behaviour / emotional state.
5. Do you know who did this? Are they aware?
6. Are parents aware? Or Social Services, or the Police?
7. Can I take your details?



APPENDIX F

WHISTLEBLOWING POLICY & PROCEDURES

General Statement

This Policy is designed to encourage employees to raise legitimate concerns in a responsible way through the Grievance Procedure in circumstances where they believe that there has been some form of malpractice and where disclosure is in the public interest.

General Principles

- Any disclosure made under this Policy must be in good faith. If you make an allegation you must have a reasonable belief that the allegation is true and it must not be made for personal gain.
- These procedures should not be used for the purpose of furthering a personal grievance or private dispute - such matters must be dealt with through the Company's Grievance Procedure (see Employee Handbook.)
- Victimising employees who make a disclosure, or deterring them from raising a genuine concern about fraud, corruption, malpractice or unethical conduct, will constitute a serious disciplinary offence.
- Abuse of this procedure, by maliciously or mischievously raising unfounded allegations, either internally or externally, will be regarded as a serious disciplinary offence.
- Where an allegation is made, the person(s) against whom the allegation is made will be informed of the allegation and the evidence supporting it, and be allowed to comment, before the investigation is completed.
- Any allegation of malpractice will be treated in the strictest confidence and investigated immediately.

Procedure

This procedure applies to allegations where any of the following has occurred, is occurring, or is likely to occur:

- A criminal offence
- A breach of a legal obligation
- A miscarriage of justice
- Danger to the health or safety of an individual
- Damage to the environment
- Fraud
- Corruption
- Accounting irregularities
- Dishonesty
- Deliberate concealment of any of the above

WHISTLEBLOWING POLICY & PROCEDURES *(continued)*

Any allegation covered by this procedure should be made in writing to the CEO, or Chair of the Board, if the allegation concerns the CEO.

A record will be made of receipt of the disclosure and the CEO, or Chair of the Board, if the allegation concerns the CEO, will either investigate the disclosure or arrange for an appropriate member of the senior management team to do so.

Once the investigation has been completed, the CEO, or Chair of the Board, if the allegation concerns the CEO, will report back to you as soon as possible, normally within 2 weeks and, subject to any third-party rights, inform you of the outcome of the investigation.

If you have any concerns or complaints about the manner in which you feel you are being treated because you made the disclosure, whether by the alleged wrongdoer or any colleagues, you should raise this with the CEO, or Chair of the Board, if the allegation concerns the CEO, and this may be dealt with as a disciplinary matter in relation to such individuals.

If you are dissatisfied with the outcome of the investigation, or feel unable to report it to the CEO in the first instance, disclosure should be made in writing to the Chair of the Board, who will investigate the matter and report back to the individual. The decision of the Chair of the Board will be final.



SAFEGUARDING ADULTS AT RISK: POLICIES AND PROCEDURES

Designated Adult Safeguarding Officer:

Sarah Haden-Godwin, Physical Activity Specialist for Older adults and Disabled people – 01452 393605

ACTIVE GLOUCESTERSHIRE ADULTS AT RISK POLICY

1.0 INTRODUCTION

1.1 Active Gloucestershire – everyone in Gloucestershire, active every day.

Active Gloucestershire is a charity responsible for the strategic co-ordination and development of sport and physical activity across the Gloucestershire County. Working closely with a range of agencies, including Local Authorities (LAs), CPSU / NSPCC, local health agencies, schools, National Governing Bodies (NGBs) of sport and sports clubs, we aim to provide strategic direction for sport and physical activity across Gloucestershire, whilst also ensuring the provision of high quality participation and coaching opportunities that enable people of all ages and abilities to participate and develop in sport and physical activity.

1.2 Scope

Active Gloucestershire is committed to providing safe, enjoyable activities and opportunities for adults at risk. To this end, the adults at risk safeguarding policy has been compiled with reference to principles of good practice. The policy and procedures outlined in this document are designed to cover all aspects of Active Gloucestershire's work with adults at risk, and relate to all staff, coaches and volunteers, and our partners, employed or deployed by Active Gloucestershire for the programmes over which it has supervision and control.

1.3 Terminology/Definitions

Abuse & Neglect

'Abuse and neglect' are forms of maltreatment of an individual. These terms refer to a violation of an individual's human and civil rights by any other person(s) and include serious physical and sexual assaults as well as cases where the standard of care does not adequately support the individual's health or development. Abuse to adults at risk may consist of a single act or repeated acts and may be an act of neglect, or omission, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not consented or cannot consent. Adults at risk may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in any relationship or in an institution or community setting and may result in significant harm to or exploitation of the individual.

Abuse can occur within all social groups regardless of religion, culture, social class or financial position. Adults at risk may be abused by those known to them or, more rarely, by a stranger. They may be abused by adults, children, peers, paid or voluntary workers, health or social care workers. Often people do not realise they are abusing and sometimes the stress of caring can cause a carer to act out of character.

Capacity

Capacity refers to an individual's ability to make a decision or take a particular action for themselves at a particular time, even if they are able to make other decisions. For example, they may be able to make small decisions about everyday matters such as what to wear for a sports activity, or what a healthy sports diet would be, but they lack capacity to make more complex decisions about financial matters.

Carers and Guardians

The term 'carers and guardians' refers to people with a duty of care towards the adult at risk.

Poor Practice

Poor practice includes any behaviour that contravenes the recognized codes of conduct (for example those of National Governing Bodies) which are based around:

- The rights of the participant, carers and guardians, leaders and coaches, officials.
- Responsibility for the welfare of the participants, and in sport, the profession of coaching and the individual's own development.
- Respect for other participants, officials and their decisions, coaches and the rules.

Safeguarding

The process of protecting children and adults at risk from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables them to have optimum life chances.

Adult at risk of abuse or neglect.

A person aged 18 or over who is or may be in need of community care services because of mental illness, disability, age or illness and is or may be unable to take care of him or herself or take steps to protect themselves from significant harm or exploitation. This could include people with learning disabilities, sensory impairments, mental health needs, older people and people with a physical disability or impairment.

The level of vulnerability may increase or decrease depending on circumstances at the time.

The term 'vulnerable adult' was set out in the government's 'no secrets' guidance in 2000. The Care Act revised the term to '**adults at risk**' of abuse or neglect. Active Gloucestershire will use the most up to date term in this document, namely adults at risk. However, we also accept that there are adults that are vulnerable but do not meet the requirements of the Care Act.

Vulnerable adults may include those who may be vulnerable as a consequence of their role as a carer in relation to any of the above. Victims of domestic abuse, anti-social abuse behaviour, hate crime, forced marriage and sexual or commercial exploitation (this is not an exhaustive list), may also be considered vulnerable.

2.0 POLICY STATEMENT

All children and adults are entitled to protection from harm and have the right to take part in sport and physical activity in a safe, positive and enjoyable environment. Active Gloucestershire and its partners have a duty of care to safeguard all children and adults involved in their sport and physical activity programmes from harm. All children, adults at risk and others who may be particularly vulnerable must be taken into account.

Active Gloucestershire recognizes that it is not appropriate to operate combined policies regarding the safeguarding of children and of adults at risk, due to the differences in legal and statutory requirements. Therefore, the information in this document only applies to the safeguarding of adults at risk.

For information regarding Active Gloucestershire's policies and procedures regarding its work with children, please refer to the Active Gloucestershire child protection and safeguarding policy and procedures, or contact the Active Gloucestershire designated safeguarding officer.

This policy aims to ensure that safeguards are put in place to keep adults at risk safe and to prevent harm from occurring when participating in sport and physical activity. Safeguarding adults at risk is an important responsibility for Active Gloucestershire and its partners and if done effectively will create wider participation in sport and physical activity and will ensure safe access to active lifestyles for everyone.

The policy and procedures will take effect from September 2018 and will be formally reviewed in September 2019, or in light of significant organisational change or legislation, or in the event of a serious incident. This work will be led by the Active Gloucestershire designated adult safeguarding officer.

Active Gloucestershire is committed to working in partnership with organisations delivering sport and physical activity within the county, to promote and deliver best practice when working with children, young people and adults at risk.

2.1 Principles

- The welfare and safety of adults at risk is of primary concern.
- Everyone has the right to be treated as an individual.
- All adults at risk have a right to be safe and to be treated with dignity and respect, with a right to privacy.
- All adults at risk, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- Active Gloucestershire will seek to actively promote good practice when working with adults at risk in order to minimize the risk of abuse.
- All incidents of suspected poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with the Data Protection Act (2018), and the Freedom of Information Act (2000), although not at the risk of safeguarding adults at risk.
- This policy will be promoted to all staff and volunteers, partners and customers, and will be available on the Active Gloucestershire website and in additional formats as required.
- All Active Gloucestershire staff, volunteers and partnering organisations have a role to play in ensuring that the responsibilities and commitments to safeguarding set out in this policy are upheld and at the forefront of everything they do.

Active Gloucestershire is committed to improving outcomes for adults at risk by adhering to current legislation that supports the safeguarding of adults, which includes:

- Protection of Freedoms Act 2012.
- Safeguarding Vulnerable Groups Act 2006.
- The Care Act 2014.
- The Mental Capacity Act 2005.

- The Equality Act 2010.
- Gloucestershire Safeguarding Adults Board (GSAB) multi-agency policy.
- Information Sharing Guidance for Practitioners and Managers (HM Government 2008).

Who this document applies to:

This document applies to everyone involved in the planning, delivery and support of any and all Active Gloucestershire events, sessions and activities which involve adults at risk, including volunteers.

2.2 Responsibilities

Active Gloucestershire defines two areas of responsibility in relation to the policy, which are as follows:

- Operational – Active Gloucestershire is directly responsible for the safety of adults at risk in our care.
- Strategic – this involves work with partners particularly on the Sport England funded projects/programmes where Active Gloucestershire cannot take overall responsibility but has a commitment to safeguarding and plays a pivotal role in advising and supporting its partners.

Operational Responsibilities

Active Gloucestershire will:

- Take a constructive approach to safeguarding adults at risk and accept the moral and legal responsibility to provide a duty of care to protect and safeguard the wellbeing of adults at risk engaged in any activity over which it has supervision and control.
- Emphasise that everyone in sport has a shared responsibility to ensure the safety of adults at risk.
- Respect and promote the rights, wishes and feelings of adults at risk.
- Promote an organisational culture of openness that ensures that all adults at risk, employees, service users and carers are listened to and respected as individuals and feel they can raise their concerns and know that they will be listened to, without worrying that something bad will happen as a result.
- Undertake recruitment procedures that take account of the need to protect adults at risk and include arrangements for appropriate checks on new staff and volunteers, in accordance with Active Gloucestershire's recruitment practice.
- Train and supervise its employees and volunteers to adopt best practice to safeguard and protect adults at risk from abuse, and reduce the likelihood of allegations of abuse against themselves
- Ensure that required staff training in the safeguarding of vulnerable adults is kept up to date. All new staff will receive adults at risk training within 3 months of induction into the organization. Additionally, a rolling programme of training for all staff will be put in place with adults at risk training and refresher training taking place every 24 months.
- Require all staff and volunteers to adopt and abide by this policy.

- Require all staff and volunteers to be DBS checked if applicable in accordance with their work remit (i.e. as per DBS guidance.)
- Seek to ensure that physical activity is inclusive and provides a positive experience for all.
- Ensure that carers and guardians, adults at risk, staff and volunteers are provided with information about this policy, what it does, and what they can expect from Active Gloucestershire.
- Ensure that carers and guardians, adults at risk, staff and volunteers are provided with clear procedures to voice their concerns or lodge complaints if they feel unsure or unhappy about anything.
- Maintain confidentiality and ensure information is shared as appropriate with other agencies in all cases involving safeguarding, in line with current legislation.
- Respond to any allegations and concerns appropriately.
- Continually seek ways to improve the safety and wellbeing of all adults at risk who are engaged in sport and physical activity.
- Commit to and lead on the continuous development, monitoring and review of this policy and the procedures outlined within it.

Strategic Responsibilities

To our partners:

Active Gloucestershire is committed to increasing awareness around the importance of safeguarding adults at risk in sport and physical activity and will promote this policy to its partners to support the development of best practice throughout the County. Partners of Active Gloucestershire can be defined as:

- Organisations that make partnership funding contributions.
- Organisations that are awarded funding from Active Gloucestershire.
- Organisations with whom Active Gloucestershire has a service level agreement or other partnership agreement.
- Organisations that Active Gloucestershire commissions to provide a service.
- Local authorities, sports clubs, governing bodies of sport, leisure/activity providers, schools, school games partnerships, community sports networks, media agencies, event management companies, training providers, youth service and sports facilities.

As part of its commitment to safeguarding adults at risk Active Gloucestershire will:

- Advise partner organisations to develop adequate policies and procedures in respect of the safeguarding of adults at risk.

- Expect partners to respond to any allegations appropriately and implement their own procedures.
- Ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements.
- Active Gloucestershire will seek to lead by example, freely share our learning in the area of safeguarding with our partners and encourage a culture in which all participants can engage safely in sport and physical activity.

3.0 PROCEDURES

All staff and volunteers should have an understanding of abuse and neglect and know how and when to take action. Active Gloucestershire will put in place training to ensure that all personnel are able to effectively deal with any suspicions of poor practice, abuse or neglect.

3.1 Adults with impairments at risk of abuse

It is important to recognize that not all disabled adults are adults at risk. However Active Gloucestershire does recognise that adults with impairments can be at higher risk. Reasons for the increased risk can include:

- Increased likelihood of social isolation.
- Fewer outside contacts.
- Dependency on others for practical assistance in daily living, including intimate care.
- Impaired capacity to resist, avoid or understand abuse.
- Speech and language communication needs may make it difficult to tell others what is happening.
- Limited access to someone to disclose information to.
- Specific vulnerability to bullying.

3.2 Types of abuse and how it can be recognised

The following categories of abuse are not mutually exclusive and adults at risk may be subjected to more than one type of abuse at the same time, whatever the setting. It is important to recognise that some adults at risk may reveal abuse themselves by talking about or drawing attention to physical signs or displaying certain actions or gestures. This may be their only means of communication and it is therefore important for carers to be alert to these signs and to consider what they might mean.

Physical

- Hitting, slapping and scratching.
- Pushing or rough handling.
- Assault and battery.
- Restraining without justifiable reasons.
- Inappropriate and unauthorised use of medication.
- Using medication as a chemical form of restraint.
- Inappropriate sanctions including deprivation of food, clothing, warmth and health care needs.

In a sport situation examples of abuse could include:

- Any unwanted physical contact.
- A coach disregarding the individual requirements of each vulnerable person's needs when setting a training programme e.g. allowing those who are limited by a physical impairment to undertake long, continuous ergo training.

Sexual

- Sexual activity which an adult cannot or has not consented to or has been pressured into.
- Sexual activity which takes place when the adult client is unaware of the consequences or risks involved.
- Rape or attempted rape.
- Sexual assault and harassment.
- Non-contact abuse e.g. voyeurism, pornography.

In a sport situation, indicators could include:

- Either direct or indirect involvement in sexual activity or a relationship whereby consent has not occurred, there is a lack of capacity to give consent or that someone has been coerced into a relationship due to another person's position of trust.
- A coach engaging in unnecessary and inappropriate physical contact.
- A coach making suggestive comments to their participants.
- An individual spending an unnecessary amount of time in the changing area where vulnerable individuals are present.

Psychological/Mental/Emotional

- Emotional abuse.
- Verbal abuse.
- Humiliation and ridicule.
- Threats of punishment, abandonment, intimidation or exclusion from services.
- Isolation or withdrawal from services or supportive networks.
- Deliberate denial of religious or cultural needs.
- Failure to provide access to appropriate social skills and educational development training.

Emotional abuse can include: threats, humiliation, intimidation, blame, control, coercion, bullying and cyber-bullying. Where a person's emotional health and development is harmed and results in distress, denial of self-expression, privacy or dignity, isolation or over dependence, this could be an indication that emotional abuse is taking place. Emotional and psychological harm rarely occur in isolation and can often co-exist together.

In a sport situation, indicators could include:

- A carer or coach subjecting an adult at risk to constant criticism, shouting, name-calling, sarcasm, bullying, discriminatory behaviour or prejudicial attitudes.
- A carer or coach putting an adult at risk under unrealistic pressure in order to perform to high expectations.

Financial

- Misuse or theft of money.
- Fraud and/or extortion of material assets.
- Misuse or misappropriation of property, possessions or benefits.
- Exploitation, pressure in connection with wills, property or inheritance.

In a sport situation, indicators could include:

- Blackmailing adults at risk by requiring financial or material payment in return for certain benefits such as sports awards or complements.
- Charging vulnerable individuals more than the standard fee for participation in sports activities.

Neglect and acts of omission

- Ignoring medical or physical care needs.
- Failure to access care or equipment for functional independence.
- Failure to give prescribed medication.
- Failure to provide access to appropriate health, social care or educational services.
- Neglect of accommodation, heating, lighting etc.
- Failure to give privacy and dignity.

In a sport situation, indicators could include:

- A coach not keeping a vulnerable individual safe by exposing them to undue cold, heat or the unnecessary risk of injury.
- A parent, guardian or carer consistently leaving a vulnerable individual without adequate provisions e.g. food, water, clothing, sun block where they are unable to provide themselves with these provisions.
- Coaches not taking a players' injuries seriously and asking them to continue playing.
- Situations where medication is given to ease the pain from injury so play can continue when rest would actually be more appropriate.

Discriminatory

- Discrimination demonstrated on any grounds including sex, race, colour, language, culture, religion, politics or sexual orientation.
- Discrimination that is based on a person's disability or age.
- Harassment and slurs which are degrading.
- Hate crime.

In a sport situation, indicators could include:

- A referee refusing to umpire female events.
- Females not being given 'prime court or facility time.'
- Using sexist or discriminatory language towards others for example male players using language such as 'you hit like a girl', or other saying 'that was gay.'

Institutional

Neglect and poor standards of care for example in hospitals, day centres and care homes.

Domestic

Adults at risk may be the victims of domestic abuse themselves or be affected by it occurring in their household. Domestic abuse is likely to have a serious effect on an adult's physical and mental wellbeing.

Use of Social Media in an abusive way

Abuse can also occur through social media and this is often harder to detect. It is important to remember that the type of abuse that can occur through social media does not always include emotional and psychological abuse and can include sexual and financial abuse. Social media includes (but is not limited to): networking sites such as Facebook, Twitter and LinkedIn, email, text messages, Skype and instant messaging services. Some examples of abuse that can occur through social media include:

- Unwanted sexual text messages (sexual abuse).
- Unwanted communication or stalking/harassment (emotional abuse).
- Inappropriate messaging; with kisses attached (emotional and sexual abuse).
- Requests for money (financial abuse).
- Intimidation (emotional abuse).
- Sexual coercion (sexual abuse).
- Cyber-bullying (emotional abuse).

3.3 Who may be an abuser?

- A family member, parent, child, spouse or other relative.
- Friend or neighbour.
- Paid or volunteer carer.
- Visitor to a facility or event.
- Professional member of staff, health worker, social carer or other worker.
- Another adult at risk.

3.4 Recognising abuse – indicators

Factors described below are frequently found in cases of abuse and/or neglect. Their presence is not proof abuse has occurred, but must be regarded as indicators of possible significant harm. Such indications justify the need for careful assessment and discussion with the designated safeguarding officer, and may require consultation with and/or referral to local adult services. It is not the responsibility of those working in sport to decide that abuse to an adult at risk is occurring but it is their responsibility to act on any concerns.

Indications that adults at risk may be experiencing abuse include the following:

- The adult at risk appears frightened of the parent/s/peers/adults.
- The adult at risk may display 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.
- The adult at risk may have an injury for which the explanation seems inconsistent.
- The adult at risk may demonstrate inexplicable changes in behavior.
- The adult at risk may demonstrate inappropriate sexual awareness.
- The adult at risk may engage in sexually explicit behaviour.
- The adult at risk may display an unusual distrust of adults, particularly those with whom a close relationship would normally be expected.
- The adult at risk may experience difficulty in making friends.
- The adult at risk may be prevented from socialising with other adults/young people.
- The adult at risk may display variations in eating patterns including overeating or loss of appetite.
- The adult at risk may experience inexplicable weight loss.
- The adult at risk may appear increasingly dirty or unkempt.

3.5 Promoting good practice

When working with adults at risk these good practice guidelines are recommended to minimise the risk of abuse:

- Sport should be fun, enjoyable and promote fair play.
- Always work in an open environment, e.g. avoid private, unobserved situations and agreeing to keep any secrets.
- Treat all participants equally, with respect and dignity.
- Put the welfare of all participants first before winning or achieving performance goals.
- Offer enthusiastic and constructive feedback rather than negative criticism.
- Ensure if any form of manual or physical support is required for participants it is provided openly, the person is informed of what is being done and their consent is obtained.
- Involve carers if necessary, especially where intimate care is needed.
- Proactively engage with carers if necessary, ensuring they are fully aware of the safeguarding process.
- Ensure the people who deliver any activity are supported, confident, aware and capable.
- Find out as much information on participants prior to your activity, this allows for you to plan appropriately in advance taking into account any additional requirements, minimising opportunities for poor practice and abuse.
- Build balanced relationships based on mutual trust that empower participants to share in the decision-making process.
- Maintain a professional relationship with participants, e.g. it is not appropriate to have an intimate relationship with a participant.
- Recognise the developmental needs and capacity of participants and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.
- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Use methods of communication appropriate to the individual.

3.6 Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or participants carers.

- Avoid spending time alone with participants away from others.
- Avoid taking or dropping off lone participants to activities.
- Avoid personal social media interaction with participants.

3.7 Reporting and referrals procedure

As soon as any form of alleged abuse becomes apparent immediate action should be as follows:

- Make sure no one is in immediate danger.
- Call the police and/or ambulance if the situation is an emergency.
- Remain calm - do not overreact or be judgmental.
- If abuse is recent, do not do anything that could disturb any possible forensic evidence.
- Inform the designated safeguarding adult officer.
- Record details of what has happened on the Active Gloucestershire 'alleged abuse of an adult at risk' reporting form. This form can be found within Appendix A of this document.

Following the alert, the designated officer, in consultation with others if necessary, will collate all information and assess whether any individual is in immediate danger or any urgent action is necessary and log the alert with the adult social care helpdesk.

If the designated safeguarding officer is not available, follow the reporting flowchart procedures outlined in this document.

If the incident is recent and/or serious and the alleged victim has injuries or is severely distressed, the priority for all must be:

- To ensure the alleged victim is as safe and comfortable as possible.
- To ensure the alleged victim gets any emergency medical treatment they need promptly.
- To contact the police if any crime is suspected.
- To ensure that any evidence of abuse is left undisturbed. For example, there may be forensic evidence that would be pertinent to a police investigation, therefore care needs to be taken if tidying up an area after an assault or if suggesting victims take a bath or shower following a sexual assault. The police will advise on this.

Allegations that appear to involve criminal behaviour: Generally speaking, all forms of abuse and neglect (including anti-social behaviour, hate crime, harassment, forced marriage, domestic violence and slavery) may also constitute a criminal offence.

Both the police and adult social care services should be informed in these circumstances. If the police are contacted initially, the incident and / or crime reference number should be passed on to adult social care services. If adult social care services are contacted initially, a discussion should take place as to who is best placed to contact the police.

Staff need to recognise that the alleged victim may not wish a particular incident or disclosure to be further investigated or reported to the police. Where the alleged victim states that they do not want the situation disclosed further or reported to the police, the situation should be discussed with line management and, where appropriate, multi-agency colleagues at the earliest opportunity. It may be appropriate to have these discussions as part of a strategy discussion or meeting following the alert.

4.0 ASSESSING CAPACITY

A person's capacity must be assessed at the point at which a decision is needed, taking into account relevant and immediate circumstances as well as possible long-term issues.

Adults are assumed to be competent to give consent in making decisions, unless otherwise demonstrated by their capacity being affected by things such as; medication, substances and some untreated mental health issues, disability or medical condition. For adults, this means that they have the capacity to choose how they live and make decisions about their safety, even if we do not agree with certain decisions. If you are unsure or concerned that the person may not have the mental capacity to make an informed choice about their safety or evaluate their own personal risk of abuse, you can report this to the Active Gloucestershire designated adult safeguarding officer, Sarah Haden-Godwin (01452 393605) or speak with the Gloucestershire social care helpline (**01452 426868**). Emergency out of hours contact numbers are detailed in the flow chart for reporting concerns.

5.0 CONFIDENTIALITY

Protection of adults at risk raises issues of confidentiality that must be clearly understood by all. The following guidelines should be adopted when concerns around adult protection arise to ensure that the referral procedure complies with the Data Protection Act (2018) and the Freedom of Information Act (2000).

- Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of adults at risk with other professionals, particularly investigative agencies and adult social care services.
- All personal information regarding an adult at risk will be kept confidential. All written records will be kept in a secure area for a specific time as identified in the data protection guidelines. Records will only record details required in the initial contact form.
- If an adult confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the adult sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies.
- Within that context, the adult must, however, be assured that the matter will be disclosed only to people who need to know about it.
- Where possible, consent must be obtained from the adult before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the adults at risk is the priority.
- Where a disclosure has been made, staff must let the adult know the position regarding their role and what action they will have to take as a result.
- Staff must assure the adult that they will keep them informed of any action to be taken and why. The adult's involvement in the process of sharing information must be fully considered and their wishes and feelings taken into account.

6.0 INFORMATION SHARING

If someone does not want you to share information or you do not have consent to share the information, please ask yourself the following questions:

1. Is the adult placing himself or herself at further risk of harm?
2. Is someone else likely to get hurt?
3. Has a criminal offence occurred? This includes: theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment.
4. Is there suspicion that a crime has occurred?

If the answer to any of the questions above is 'yes' - then you can share the information without consent and need to share the information with your designated safeguarding adults officer, NGB safeguarding team, police or adult social care.

When sharing information there are 7 golden rules that should always be followed.

1. Seek advice if in any doubt. Without disclosing the identity of the person where possible, consult with your designated adults safeguarding officer, NGB safeguarding team or the deputy adults safeguarding officer at Active Gloucestershire.
2. Be transparent. The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances whereby doing so it places the person at significant risk of harm.
3. Consider the public interest. Base all decisions to share information on the safety and well-being of that person or others that may be affected by their actions.
4. Share with consent where appropriate. Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.
5. Keep a record. Record your decision and reasons to share or not share information.
6. Ensure all information shared is accurate, up-to- date, necessary and share it with only those who need to have it.
7. Remind yourself of the purpose of the Data Protection Act (DPA). The DPA exists to ensure personal information is shared appropriately, except in circumstances whereby doing so it may place the person or others in significant harm.

SUGGESTED QUESTIONS TO ASK WHEN RECEIVING A REPORTED ALLEGATION.

Remember:

- Stay calm and don't rush. Do not allow your personal opinion to show or influence your actions.
- Be sensitive.
- Reassure the person.
- Confirm you realise how difficult it must have been to confide in you, and that they have done the right thing.
- Confidentiality: Let them know that you won't be able to keep everything they tell you confidential. In order to stop it happening, you will have to ask certain professionals to help you.
- Listen to what they have to say and take it seriously.
- Keep questions to a minimum and keep questions open-ended, in order to let them speak.
- Remain in view of others (*if face-to-face*).
- Record exactly what is said (either at the time or immediately after) – do not ask leading questions or make assumptions. Stick to the facts... but do encourage them to share as much information as possible.

Questions:

8. What is your name?

“Hello _____. My name is _____.”

“I realise how difficult it must have been to confide in me; you have done the right thing. I won't be able to keep everything you tell me confidential. In order to stop it happening, I will have to ask certain professionals to help me. Do you understand that?”

9. Is this something you have witnessed, have concerns about, or have been a part of?

Add detail here:

- Where, when? Date, time and location of incident?
- What happened / what did you see? Description.

10. Details of the adult at risk in question.

11. Any visible injuries? Description of the adult at risk's behaviour / emotional state.

5 Do you know who did this? Are they aware?

6 Who else is aware? Are social services, or the police aware?

7 Can I take your details?

ADULT AT RISK- INCIDENT REPORT FORM

INCIDENT REPORT	
Date of incident	
Time of incident	
Location of incident	

SECTION A –ADULT’S DETAILS			
Name of adult			
Date of birth		Ethnicity	
Disability Y/N <i>If yes, please detail:</i>			
Full address		Telephone	
Name of carer if applicable			
Address <i>(if different from above)</i>			

SECTION B – NATURE OF INCIDENT
Is this report based on: (please tick as appropriate) <input type="checkbox"/> An incident you have witnessed? <input type="checkbox"/> A concern you have based on potential indicators of abuse? <input type="checkbox"/> An allegation or concern that has been reported to you by someone?
If the allegation has been reported to you by someone else, other than the adult at risk, please give their details: Name: Address: Post code: Telephone Number:

INCIDENT REPORT FORM (Continued)**SECTION C – DETAILS OF THE INCIDENT/CONCERN/ALLEGATION**

DETAILS - Please give full details of the incident(s) / concern(s) / allegation(s) observed including exactly where (venue/exact location) and when (date/time) the incident is alleged to have taken place and what is alleged or believed to have happened:

OBSERVATIONS - Please include a description /location of any visible injuries and a description of the adult's behaviour, and their physical and emotional state:

ADULT AT RISK'S ACCOUNT OF INCIDENT - Complete this section if the adult at risk reported the incident to you, recording exactly what the adult has said has happened (including how any bruises or other injuries have been caused) and anything you have said to the adult at risk.

OTHER DETAILS -

Tick here if you have continued on a separate sheet. Ensure you have attached the sheet to this document.

ALLEGED ABUSER - Do we have the name and any contact details of the alleged abuser?

INCIDENT REPORT FORM (Continued)**SECTION D – REPORTING OF INCIDENT**

Are carers aware of the concerns or allegations?	
If yes, how did they become aware?	
Is the alleged abuser aware of the concerns/allegations?	
If yes, how did they become aware?	
Have social services been informed?	

If so, who did you speak to:	
At what time did you speak to them:	
Case reference number:	
Have the police been informed?	
If so, who did you speak to:	
At what time did you speak to them:	
Case reference number:	

SECTION E – YOUR DETAILS	
Your name:	
Your address:	
Contact telephone number – daytime:	
Contact telephone number – evening:	
INCIDENT REPORT FORM (Continued)	
Signature	
Date	

SECTION F –ADULT AT RISK’S CONSENT
Is the adult aware of the reporting of this concern? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they consent to this concern being reported onwards – i.e. to LA or lead officer Yes <input type="checkbox"/> No <input type="checkbox"/>
Please complete here any further information in respect of the adult’s wishes:

This form must now be passed immediately to the Active Gloucestershire designated adult safeguarding officer or deputy adult safeguarding officers:

Designated adult safeguarding officer,

Sarah Haden-Godwin,

Active Gloucestershire Ltd,

City Works, Alfred Street,

Gloucestershire, GL1 4DF.

7.2 APPENDIX B –Useful Contacts

Primary Contacts:

Active Gloucestershire adult safeguarding officer:	01452 393605
Active Gloucestershire general enquiries:	01452 303528
Gloucestershire County Council adult social care helpdesk	01452 426868
Gloucestershire County Council emergency out of hours service	01452 614194
Police emergency	999
Police non-emergency	101

Other Useful Contacts.

Gloucestershire adult safeguarding board. This is the multi-agency lead organisation for the safeguarding of adults at risk in Gloucestershire.

Website: <http://www.gloucestershire.gov.uk/gsab/article/110212/Useful-contacts>

Action on elder abuse

National organisation who aim to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

02088 359280 – London Office 0808 8088141 (UK helpline)

Ann Craft Trust (ACT)

ACT is a national organisation working with staff in the statutory, independent and voluntary sectors in the interests of people with learning disabilities, who may be at risk from abuse.

01159 515400

Carers Direct

Free, confidential information and advice for carers.

0808 802 0202

Lines are open 9am to 8pm Monday to Friday (except for Bank Holidays), 11am to 4pm at weekends. Calls are free from UK landlines and mobiles or you can request a free call back.

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

0808 8080700 (Helpline) 02073 830700 – London Office

Gloucestershire Fire and Rescue Service Community Safety Team 01452 753333

Gloucestershire Trading Standards 01452 426201

NHS 111

Victim Support 01452 317444

Gloucestershire Rape & Sexual Abuse Centre 01452 526770

Gloucestershire Domestic Abuse Support Service 0845 602 9035

Gloucestershire Community PALS (Patient Advice And Liaison Service) 0800 015 1548

Healthwatch Gloucestershire 0800 652 5193 or 01452 504989

Age UK (formerly Age Concern and Help the Aged) 01452 422660

Alzheimer's Society 01452 525222

Citizens Advice Bureau 01453 762084

Cross Roads Caring for Carers:

- Forest of Dean - 01594 823414
- Cheltenham and Tewkesbury - 01242 584844
- Stroud and Gloucester - 01453 755999

Dementia Care Trust 01452 550066

