

CHILD PROTECTION POLICY AND PROCEDURES

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**Active Regen (SY) Limited acknowledge
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in the preparation of this policy and procedures.**



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SECTION 1 - CHILD PROTECTION POLICY

1.1 Introduction

Everyone who participates at Active Regen Limited (AR) events is entitled to do so in an enjoyable and safe environment. AR has a moral and legal obligation to ensure that, when given responsibility for children, coaches and volunteers provide them with the highest possible standard of care.

AR is committed to devising and implementing policies so that everyone within the organisation accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of AR and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

A child is defined as a person under the age of 18 (Children's Act 1989)

1.2 Policy Statement

AR fully accepts it's legal (Children's Act) and moral obligation to provide a duty of care to protect all children' AR is committed to ensuring that:

- the welfare of the child is paramount
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in sport in a fun and safe environment
- all reasonable steps are taken to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- all AR staff who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- working in partnership with parents and children is essential for the protection of children

Child Protection Policies should be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation



1.3 Legal and Procedural Framework

The practices and procedures within this policy are based on principles contained within UK and International legislation and Government guidance. **(See Appendix 16)**

- The Children Act 1989
- The Protection of Children Act 1999
- Working Together to Safeguard Children and Young People (1999)
- 'Caring for the young and vulnerable' Home Office guidance for preventing the abuse of trust (1999)
- Criminal Justices and Court Services Act (2000)
- The UN Convention on the Rights of the Child
- Human Rights Act (1998)
- The Data Protection Act (1998)



SECTION 2 - PROMOTING GOOD PRACTICE

2.1 Introduction

To provide children with the best possible experience and opportunities in sport everyone must operate within an accepted ethical framework such as The Coaches Code of Conduct and an equity policy **(See appendix 1 & 2)**.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants in organised events to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

This section will help you identify what is meant by good practice and poor practice.

2.2 Good Practice

All staff should adhere to the following principles and action:

- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- make the experience of participating in sport fun and enjoyable: promote fairness, confront and deal with bullying
- treat all children equally and with respect and dignity
- always put the welfare of the child first, before winning
- maintain a safe and appropriate distance with the child (e.g. it is not appropriate for staff to have an intimate relationship with a child or to share a room with them)
- avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child's consent has been given
- involve parents/cares wherever possible, e.g. where children need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs
- request written parental consent if staff are required to transport children in their cars



- gain written parental consent for any significant travel arrangements e.g. overnight stays
- ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff
- ensure that at away events adults should not enter a child's room or invite child to their rooms
- be an excellent role model, this includes not smoking or drinking alcohol in the company of children
- always give enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will
- secure written parental consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises
- keep a written record of any injury that occurs, along with details of any treatment given

2.3 Poor Practice

The following are regarded as poor practice and should be avoided by all personnel:

- unnecessarily spending excessive amounts of time alone with children away from others
- taking children alone in a car on journeys, however short
- taking children to your home where they will be alone with you
- sharing a room with a child
- engaging in rough, physical or sexually provocative games, including horseplay
- allow or engage in inappropriate touching of any form
- allowing children to use inappropriate language unchallenged
- making sexually suggestive comments to a child, even in fun
- reducing a child to tears as a form of control



- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature that the child can do for themselves

Where case arise where it is impractical/impossible to avoid certain situation e.g. transporting a child in you car, the tasks should only be carried out with the full understanding and consent of the parent/care and the child involved. **(See Appendix 3 & 4).**

If during your care you accidentally hurt a child, the child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

2.4 Physical Contact in Sport

Some sporting activity, by its nature, requires a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide adults and children with appropriate types and contexts for touching.

Physical contact between adults and children should only be used when the aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury
- Meet the requirements of the particular sport

Physical contact should:

- Not involve touching genital areas, buttocks or breasts
- Meet the need of the child and not the need of the adult
- Be fully explained to the child and with the exception of an emergency, permission should be sought
- Not take place in secret or out of sight of others

Records of injuries should be fully recorded



SECTION 3 - DEFINING CHILD ABUSE

3.1 Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect**. The abuser may be a family member, someone the child encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming the child.

Abuse in all of its forms can affect a child at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Children with disabilities may be 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 had occurred.

3.2 Types of Abuse

Physical Abuse: where adults physically hurt or injure a child e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving children alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a child they are looking after.

In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body.

Emotional Abuse: the persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a child they are useless, worthless, unloved, and inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of children that are not appropriate to their age or development. It may cause a child to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn. Ill-treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the child is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.



Bullying may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour. **(See Appendix 5)**

Neglect occurs when an adult fails to meet the child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the child safe, or exposing them to undue cold/heat or unnecessary risk of injury.

Sexual Abuse occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities, which might involve physical contact with children, could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young athletes, if misused, may lead to abusive situations developing.

3.3 Indicators of Abuse

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. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- an injury for which an explanation seems inconsistent;
- the child describes what appears to be an abusive act involving them;
- another child or adult expresses concern about the welfare of a child;



- unexplained changes in a child's behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper;
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- distrust of adult's, particularly those whom a close relationship would normally be expected;
- difficulty in making friends;
- being prevented from socialising with others;
- displaying variations in eating patterns including over eating or loss of appetite;
- losing weight for no apparent reason;
- becoming increasingly dirty or unkempt.

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions;
- an unexplained drop off in performance;
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes;
- a shortage of money or frequent loss of possessions.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.

It is **NOT** the responsibility of those working in AR to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

3.4 Use of Photographic/Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children.

All staff should be vigilant and any concerns should be reported to the Child Welfare Officer.

All parents and participants should be made aware when coaches use video equipment as a coaching aid. (See Appendix 6 & 7)



SECTION 4 - RESPONDING TO CONCERNS & ALLEGATIONS

4.1 Introduction

It is not the responsibility of anyone working for AR in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations/suspicions of abuse occurring within AR and to allegations/suspicions that abuse is taking place elsewhere. **(See Appendix 8 & 9)**

This section explains how to respond to allegations/suspicions.

4.2 Responding to concerns/allegations

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **stay calm** so as not to frighten the young person
- **reassure** the child that they are not to blame and that it was right to tell
- **listen** to the child, showing that you are taking them seriously
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
- **inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **record** all information



- **report** the incident to the club welfare officer

In all cases if you are not sure what to do you can gain help from the following:

Rotherham (out of hours team) Tel: 01709 364689

NSPCC 24 hour help line Tel : 0800800500

The Police Tel: 01302 202020

4.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- the child's name, age and date of birth;
- the child's home address and telephone number;
- whether or not the person making the report is expressing their concern or someone else's;
- the nature of the allegation, including dates, times and any other relevant information;
- a description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes;
- details of witnesses to the incidents;
- the child's account, if it can be given, of what has happened and how any bruising/injuries occurred;
- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details.
- has anyone been alleged to be the abuser? Record detail.

4.4 Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where



there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

AR expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated child welfare officer is not available you should take responsibility and seek advice from the duty officer at your local social services department, the police or NSPCC Helpline . Telephone numbers can be found on the previous page.

A summary of reporting procedures is provided in **Appendix 10**.

Where there is a complaint against an adult with the club, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved
- **Child protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case AR will be involved

As mentioned previously in this document AR are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern

Any suspicion that children has been abused by a coach /staff member should be reported to AR who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- AR will refer the matter to social services department;
- the parent/carer of the child will be contacted as soon as possible following advice from the social services department;
- the director of AR should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings;
- if the club Child Welfare Officer is the subject of the suspicion/allegation the report must be made to the director who will refer the matter to social services;



- Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to social services. This is because other children in the sport or outside it may be at risk from the alleged abuser.

Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.

4.5 Whistle Blowing

It is important that has procedures for enabling staff to share, in confidence with a designated person, concerns they may have about a colleague's behaviour.

This may be behaviour linked to child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are 'silenced'.

AR is fully supportive of 'whistle blowing' for the sake of the child, and will provide support and protect those who 'whistle blow'. While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated person within the club. All staff will be encouraged to talk to the designated person if they become aware of anything that makes them feel uncomfortable.

4.6 Concerns outside the immediate Sporting Environment (e.g. a parent or carer)

- Report your concerns to the Child Welfare Officer (**See Appendix 11**).
- If the Child Welfare Officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately.
- Social Services and the Child Welfare Officer will decide how to inform the parents/carers.
- The Child Welfare Officer should also report the incident to AR management. The management should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly.
- Maintain confidentiality on a need to know basis.



4.7 Confidentiality

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

- The Club Child Welfare Officer
- The parents of the child
- The person making the allegation
- Social Services/police
- The alleged abuser (and parents if the alleged abuser is a child)

Seek Social Services advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

4.8 Internal Inquiries and Suspension

- AR will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the AR management will assess all individual cases to decide whether a staff member can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such case the AR management must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true.
The welfare of the child should remain of paramount importance throughout.

4.9 Working with the Aftermath

After a suspicion or allegation about a child protection concern has been investigated, there is likely to be strong feelings amongst staff, parents and children and possibly among the wider community, which will need to be addressed.

There are likely to be issues of:

- Communication - if rumour or fact



- Guilt and blame - if suspicions had been around for some time.
- Impact - on individuals, or the nature of what occurred and to whom.
- Gaps in the organisation in terms of roles and post held.

Careful thought will need to be given to the sharing of information and the provision of appropriate support.



SECTION 5 - RECRUITING & SELECTING

5.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

5.2 Controlling Access to Children

- All staff should complete a self-disclosure form. **(See Appendix 12)**
- All applications for posts with AR should complete an application form. The application form will elicit information about the applicants past and a self disclosure about any criminal record. **(See Appendix 13)**
- Consent should be obtained from the applicant to seek information from the Criminal Records Bureau. **(See Appendix 14)**
- Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact. **(See Appendix 13)**
- Evidence of identity (passport or driving licence with photo).

5.3 Interview and Induction

All applicants will be required to undertake an interview carried out to acceptable protocol and recommendations.

All applicants should receive formal or informal induction during which:

- Checks are carried out to ensure application forms are completed in full.
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to the organization's Code of Ethics and Conduct.
- Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness.



5.4 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children

AR requires:

- All staff who have access to children to undergo a CRB check.
- All staff/ coaches, welfare officers undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.
- All staff to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.
- All coaches, assistant coaches have an up to date first aid qualification.



SECTION 6 – IMPLEMENTATION AND MONITORING PROCEDURES

6.1 Introduction

If the AR child protection policy and procedures are to be effective, they need to be integrated into current practice and implemented in a planned and staged way.

This will involve the:

- design and dissemination of information;
- piloting of procedures;
- execution of recruitment strategies for volunteers as well as employees;
- identification of the organisations Child Welfare Officer's;
- provision of training and review of existing training.

6.2 Monitoring Strategy

It will be the responsibility of the Child Welfare Officer/policy group to establish and implement the strategy. This might include monitoring:

- the number of leaflets distributed;
- the number of allegations made and breakdown of 'no case', 'poor practice' and 'abuse' incidence;
- the number of Child Welfare Officer's in place;
- feedback from coaches and participants/parents on the implementation of the policy;
- reports from the disciplinary and appeals panel;
- the number of personnel trained in child protection awareness;
- the number of enhanced CRB checks made.



SECTION 7 - USEFUL CONTACTS

Childline UK

Post 1111
London N1 OBR
Tel - 0800 1111

Criminal Records Bureau

PO Box 91 Liverpool L69 2UH
Helpline 0870 90 90 811
www.crb.gov.uk

NSPCC Child Protection Helpline

National Helpline 0808 800 5000

Asian Helpline 0800 096 7719

Deaf User's Text phone 0800 056 0686
www.nspcc.org.uk

NSPCC Child Protection in Sport Unit (Wales)

NSPCC Cymru/Wales
Capital Tower
Greyfriars Road
Cardiff
CF10 3AG

Tel – 0292026700
www.thecpsu.org.uk

Social Services (Out of Hours Teams)

Rotherham Young People's Services	01709 364689
Doncaster Social Service Department	01302 796000
Barnsley Social Service Department	01226 715656
Sheffield Social Service Department	01142 734855

Police Service

Tel: 01302 202020 and ask for the relevant police station for the area in which the alleged incident took place.



APPENDIX 1

Code of Conduct

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

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For more information on guides for sports visit

<http://www.sportscoachuk.org>



APPENDIX 2

Equity Policy

Statement of Intent

AR is fully committed to the principles of the equality of opportunity and is responsible for ensuring that staff or a child/young person do not receives less favourable treatment on the grounds of age, gender, ethnic status, parental/marital status, nationality, religious belief, political persuasion, social background and sexual preference.

Legal Requirements:

AR is required by law not to discriminate against its staff or participants and recognises its legal obligation under the following acts:-

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Rehabilitation of Offenders Act 1974
- Children's Act 1989

Types of Discrimination:

Discrimination can take the following forms:-

Direct Discrimination - This means treating someone less favourably than you would treat others in the same circumstances

Indirect Discrimination - This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one group.

AR is fully committed to equality of opportunity and where decisions are made about an individual, the only personal characteristics taken into to account will be those which, as well as being consistent with relevant legislation are necessary to the performance of the sport.

Harassment - Can be described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient.



AR is committed to ensuring that all staff and participants are able to conduct their activities in an environment that is free from harassment or intimidation.

A copy of this document will be available to all staff, and participants upon request.

Appropriate disciplinary action will be taken against any employee, who violates the AR Equity Policy



APPENDIX 3

Guidelines for Transporting Children & Young People

It is important to ensure that all steps are taken to ensure the safe transport of children and young people.

If children are to be transported by coach the following should be considered:

- Use a reputable company providing transport and necessary insurance
- Ensure sufficient supervisors are on each coach
- All participants have a seat and seat belt regulations are adhered to
- Parents/carers are issued with detailed information of pick up and drop off points and times
- All supervisory staff are issued with all relevant information of passengers e.g. name/contact number, pick up/drop off point, name of parent/carer to collect, emergency telephone number.
- Participants are not to be left unsupervised i.e. dropped off and a parent/carer is not there

If private cars are used for transport, you should ensure parental consent has been obtained.



APPENDIX 4

Supervision of Children and Young People

Prevention is the most important aspect of supervision of children and young people. From the moment the child arrives at the club or event, staff and volunteers are acting in loco parentis and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times, who in the team is responsible for supervision. This is particularly important where events are held on large sites and at residential venues.

For events involving children under the age of 8, the supervision ratios are set out in **Out of School Care** (available to download on www.ofsted.gov.uk). For children over the age of 8, experience has shown that a ratio of one adult to 10 participants is the minimum required.

The supervisor must ensure that there is clear guidance on reporting missing participants. As a general rule where a child is reported missing there should be a maximum of 20 minutes before the police are called. This may need to be reduced where a young child is involved.

For residential events, it is recommended that the event coordinator has access to photographs of the children/young people (attached to their consent form) in the event of then having to report a participant missing to the police.



APPENDIX 5

Anti Bullying Policy

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist remarks, threats, name-calling), emotional (e.g. isolating an individual from activities). They will include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker than the bully or bullies
- An outcome which is always painful and distressing for the victim

Bullying behaviour may also include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing or theft
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive/offensive comments of a sexual nature

Emotional and verbal bullying is more likely however it is more difficult to cope with or prove. It is of paramount importance that the organisation in developing it's own anti bullying policy that all its staff, participants and parents subscribe to and accept it.

The organisation is prepared to:

- Take the problem seriously
- Investigate any incidents
- Talk to bullies and victims separately

Decide on appropriate action, such as:

- Obtain an apology from the bully(ies) to the victim
- Inform parents of the bully(ies)
- Insist on the return of items 'borrowed' or stolen
- Insist bullies compensate the victim
- Hold event discussions on bullying
- Provide support for the coach of the victim



APPENDIX 6

Photographic/ Recorded Images

While AR recognises that publicity and pictures/recordings of young people enjoying sport are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

- Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian and Young Person Permission Form (**See Appendix 7**).
- All young people must be appropriately dressed for the activity taking place.
- Photography or recording should focus on the activity rather than a particular young person and personal details, which might make the young person vulnerable, such as their exact address, should never be revealed.
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge.
- They should make themselves known to the event organiser/person in charge and be able to identify themselves if requested during the course of the event.
- Coaches should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material.
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure consent to both taking and publishing is given.
- Do not allow unsupervised access to children with photographers/camera people or one to one photo sessions at events.
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming.
- Parents and children should be informed that if they have any concerns they should report them to the event organiser or official and recorded in the same manner as any other child protection concern.



APPENDIX 7

Parent/Guardian and Young Person Permission Form for the use of Photographs and Recorded Images

I _____ (insert parent/carer full name) consent to the photographing/videoing and publication of, _____ (name of young person) under the AR Child Protection and Best Practice guidelines and I confirm that I am legally entitled to give this consent.

I also confirm _____ (name of young person) is not under a court order.

Signature of Parent/Guardian: _____

Date: _____

I _____ (name of young person) consent the photographing/videoing and publication of images of my involvement in sporting activities under the AR Child Protection and Best Practice Guidelines.

Signature of Young Person: _____

Date: _____

Please return this form to:

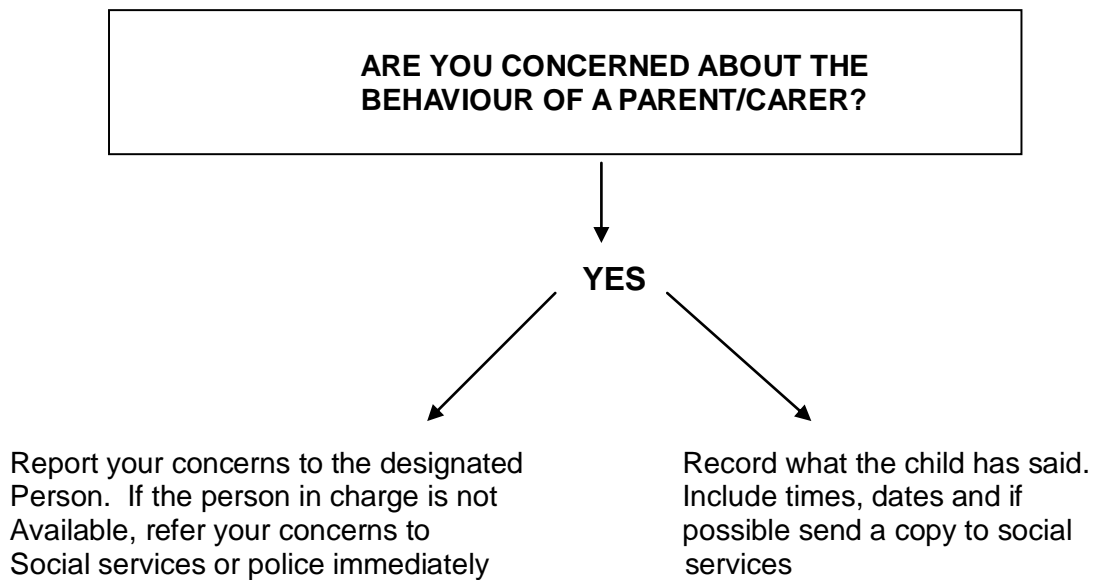
Child Welfare Officer,
Active Regen Limited (sy)
Dinnington Business Park,
Manor Drive,
Dinnington,
Sheffield,
S25 3QU



APPENDIX 8

Responding to Concerns About Parent/Carer

This guide is designed to inform the most appropriate action in relation to concerns about a parent or carer



Remember:

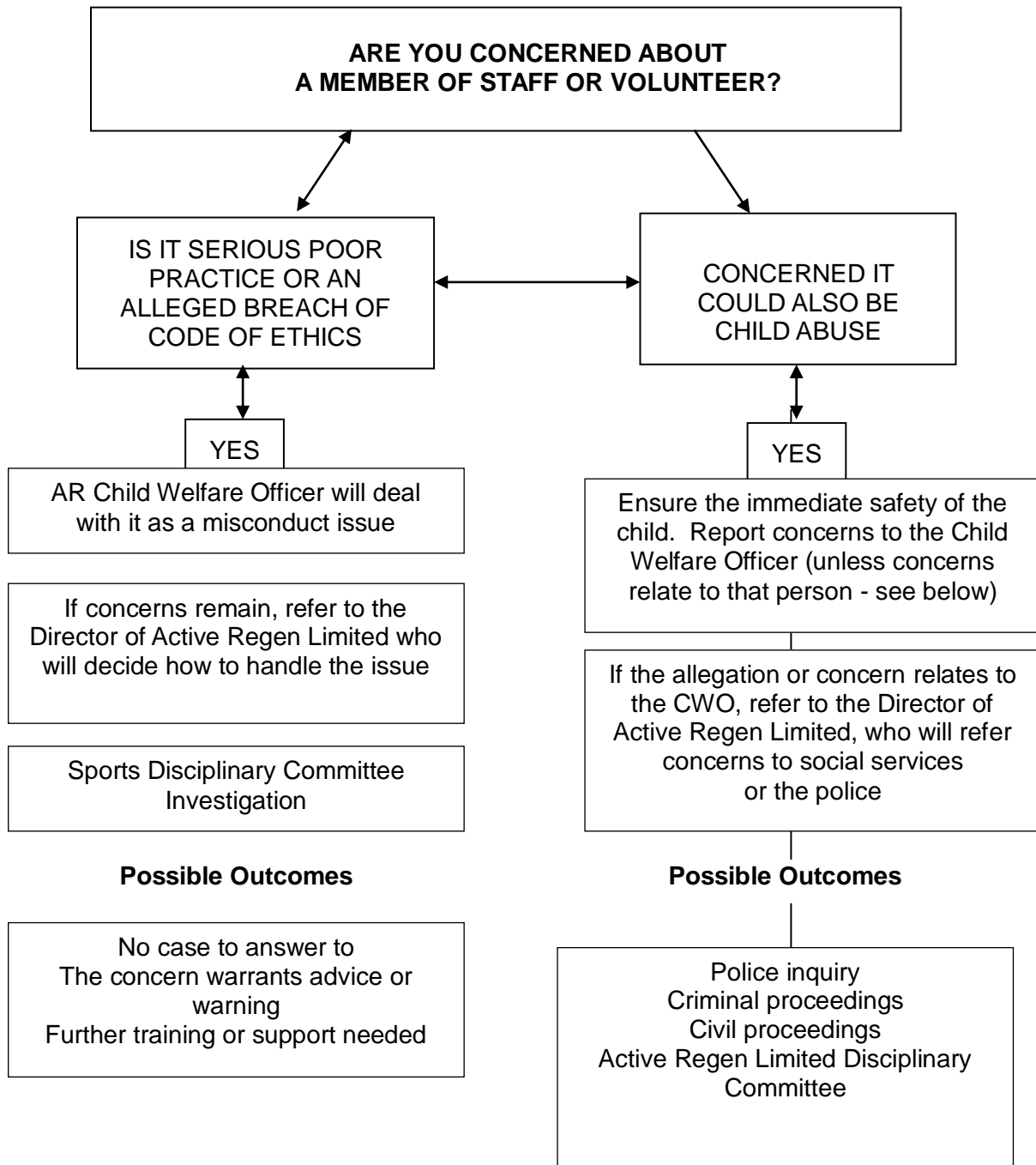
- Maintain confidentiality
- Ensure the person in charge follows up with social services



APPENDIX 9

Responding to Concerns about a staff member of AR

This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within sport



APPENDIX 10

Child Protection Incident Form

DETAILS OF PERSON COMPLETING THIS FORM

Name:

Club Name

Position: (Welfare officer, Coach, volunteer, parent, participant etc)
.....

Address

.....

PostcodeContact number

Name/details of person who raised concern (if Different from above)

.....

DETAILS OF PERSON CONCERN IS ATTRIBUTED TO

Name

Position

Club Name

Relationship to alleged victim



DETAILS OF ALLEGED VICTIM

NAME

Club**Discipline**

Date of birth**Age at time of incidents(s)**

Address of parent/carer

.....

Postcode **Contact number**

Any identified special needs or disability



.....

.....

Any action taken?

.....

.....

.....

.....

.....

.....

Please indicate if you are in contact with any other bodies concerning this incident and include a contact name, address and telephone number

Social Services

.....

Police

.....

Other

.....

Any additional information

.....

Signed **Date**



APPENDIX 11

Designated Person

Every organisation should designate a person or persons to be responsible for dealing with any concerns about the protection of children.

The sports organisation's Child Protection Policy should include the name of this person, their role/responsibilities and how they can be contacted. The person designated should ensure they are knowledgeable about child protection and that they undertake any training considered necessary to keep them updated on new developments.

Role:

- Establish contact with senior member of social services staff responsible for child protection in the organisations catchment area.
- Provide information and advice on child protection within the organisation.
- Ensure that the organisation's child protection policy and procedures are followed and particularly to inform social services of relevant concerns about individual children.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing.
- Liase with social services and other agencies as appropriate.
- Keep relevant people within the organisation, particularly the director of the organisation, informed about any action taken and any further action required.
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome.
- Advise the organisation of child protection training needs.



APPENDIX 12

Self Declaration Form

You have the right of access to any information held on you and additional rights under the Data Protection Act 1989 Part A

Title: First Name(s) Surname

Previous names by which you have been known:

Address:

.....

Postcode Tel No.

Date of Birth: Sex: Male/Female

Club (Please complete if appropriate)

Please give details of positions you currently or wish to fill or relevant job title:

.....

.....

Start Date

Please give details of any other clubs you are or have been a member of and give details of the positions you held.

.....

.....



Self Declaration Form (continued) PART B

1) Have you ever been convicted of any criminal offences? YES?NO*

If YES, please supply details of any criminal convictions:

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

2) Are you a person known to any Social Services department as being an actual or potential risk to any children or currently under investigation for a Child Protection incident? YES/NO*

If YES Please supply details:

.....
.....

I certify that all information in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to termination of my services.

**I HAVE READ AND UNDERSTOOD ACTIVE REGEN LIMITED'S CHILD PROTECTION POLICY.
I HEREBY CONSENT TO A CRB DISCLOURE**

SIGNED: **Date:**

Print Name:.....

PART C : To be completed by club or other designated official

I confirm that I have seen identification documents (please refer to Identity Verification form for details of acceptable identification documents) for the above person, and I confirm to the best of my ability that these are accurate.

Please provide details of documents

.....
.....

Signature of Club/ designated official :.....

Print name: **Date:**



APPENDIX 13

Application form

This form is to be completed by applicant.

Confidential

Position applied for:	
Surname and Title (Mr/Mrs/Ms/Miss):	
First Name (s):	
Any first name, surname or maiden name previously known by:	
Date of birth:	Place of birth:
National Insurance Number:	
Present address:	
Postcode:	
Telephone Number (s):	
E-mail address	
Current occupation:	Name of organization:
Role:	Address:
Start Date:	
Previous occupations:	
Name of Organisation:	
Start Date:	
Finish Date:	



Application form (Continued)

Relevant experience:

Previous experience of working with young children in a voluntary or professional capacity:

Qualifications:

Academic/Schools:

Vocational/interests:

Sporting qualifications and experience:

Reason for applying:

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

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

I am a member of
(sporting governing body)

YES/NO FULL/ASSOCIATE

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

Signed:

Date:

Print Name:

NB: Failure to Disclose this information may result in exclusion from the organization.



APPENDIX 14

Criminal Records Bureau (CRB)

The Criminal Records Bureau (CRB) enables employers of private paid and voluntary organisations in England and Wales to do checks related to the applicant's suitability to work with children. Access to the CRB is available to all organisations working with children and young people, either directly as registered bodies or through 'umbrella' organisations.

All individuals working with/having regular unsupervised contact with children should undertake an **enhanced disclosure** CRB check.

For more information on CRB checks:

CRIMINAL RECORDS BUREAU
PO Box 91
Liverpool 91
L69 2UH

Helpline: 08709090811

www.crb.gov.uk

CRIMINAL RECORDS UNIT (WCVA)

Tel – 01248 672800



APPENDIX 15

Reference Form

(Name of staff/volunteer)

Has expressed an interest in working for AR and has given your name as a referee. If you are happy to provide this reference all information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a position.

How long have you known this person? _____

In what capacity? _____

Would this person be suitable to work with children/young people? _____

Further Information (where applicable)

Signed _____

Position _____

Date _____

Address

Telephone Number _____

The above should be regarded only as the minimum information that must be obtained in relation to Child Protection. In practice, requests for references are likely to include further questions relevant to the particular circumstances.

NB: Give full contact details of the person to whom the reference is to be sent, including name, address, telephone number and any other relevant details.



APPENDIX 16

Recommended Legislation/Guidance & Publications

The Children Act 1989. (England and Wales)

Criminal Justice and Court Services Act 2000

www.hms.gov.uk

The Data Protection Act 1984 and 1998

www.legislation.hms.gov.uk/acts/acts1998/19980029.htm (the Act)

www.homeoffice.gov.uk.ccpd/dpu98news.htm (the overview)

The Human Rights Act 1998

www.homeoffice.gov.uk.hract/hramenu.htm

The Protection of Children Act 1999

www.doh.gov.uk/scg/childprotect

Sexual Offences (Amendments) Act 2000

www.hms.gov.uk/acts/en/2000en44.htm

The United Nations Convention on the Rights of the Child

www.un.org

Our Duty to Care

www.volunteering-ni.org

Working Together to Safeguard Children

www.the-stationary-office.co.uk/doh/worktog.htm



Publications

SafeSport Away: a guide to planning

Available from the NSPCC Child Protection in Sport Unit
Tel: 0116 234 7278 Email: cpsu@nspcc.org.uk

Code of ethics and conduct for sports coaches

Sports Coach UK
www.brianmac.demon.co.uk/ethics.htm

Sportscheck: a step by step guide for sports organisations to safeguard children

E mail: cpsu@nspcc.org.uk

Safe Sports Events

E Mail: cpsu@nspcc.org.uk

Time to Listen

E Mail: cpsu@nspcc.org.uk



Signed Date

Signed Date

Signed Date

Signed Date

Signed Date

The above named have signed this document on behalf of the organisation and thereby agree that AR will adhere to this policy and implement these child protection procedures for a period of three years.

This document will be reviewed by thein accordance with Active Regen Limited guidelines.

