

Derbyshire Sport

Safeguarding Policy (including vulnerable adults)

2009 - 2013

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Foreword

Derbyshire Sport (formerly Derbyshire and Peak Park Sport and Recreation Forum) is a voluntary partnership of Local Authorities, LEAs, national Governing Bodies of Sport, school sport partnerships and other agencies, which aims to improve the life of the people in Derbyshire through sport and active recreation.

As the lead strategic agency for the Development of Sport and Recreation in Derbyshire, Derbyshire Sport is firmly committed to ensuring that all children and vulnerable adults enjoy sport and recreation activities to a high standard and in a safe environment across Derbyshire.

Derbyshire Sport has a responsibility to **encourage** all organisations within the partnership to ensure that effective policies are in place. This policy document sets out procedures in line with national standards which can help to guide the policies of partners. The partner organisations themselves have a responsibility for safeguarding children when delivering sporting activities. When Derbyshire Sport is directly involved in the delivery of sporting opportunities, the safeguarding policies of Derbyshire County Council as the host organisation come into force.

This document is the core document which makes up the Derbyshire Sport Child Protection in Sport Policy. It contains:

- a policy statement and the key roles of different agencies (Section One);
- Details of standards and procedures for Derbyshire Sport employees, together with recommendations for minimum safeguarding standards for Derbyshire Sport partners. (Section Two)
- definitions of abuse and other terminology (Appendices)
- guidance to sports clubs and other delivery agencies on safeguarding procedures (Appendices)
- and the Implementation Plan.

The Implementation Plan, which accompanies this document, contains detailed actions for Derbyshire Sport and each of the nine district / borough councils and the County, for ensuring that children and young people are protected during activities provided by the Derbyshire Sport partners.

Derbyshire Sport will review its policy and procedures on an ongoing basis in line with changes in legislation and will conduct a full review on a three yearly basis. The Implementation Plan will be reviewed on an ongoing basis and the next planned full review of the Policy will take place in September 2013.

Acknowledgements

Derbyshire Sport has drawn on work and good practice from many different agencies across England and Derbyshire in the production of this policy. We thank them for their contribution and support, and their kind permission for use and adaptation of materials

- Derby City Council
- South Derbyshire District Council, Sport Development Unit
- Amber Valley Borough Council, Sport Development Unit
- Derbyshire Dales District Council, Sport Development Unit
- England Cricket Board

We also acknowledge the good practice shared by certain agencies and websites used to gain background information in the production of this document.

- Child Protection In Sport Unit Website (CPSU)
- Criminal Record Bureau Website (CRB)

Key:

Derbyshire Sport is a voluntary partnership where partners have come together to provide the strategic lead for sport in Derbyshire. Derbyshire Sport is made up of many organisations.

Derbyshire Sport Officer Team are a team of people employed by Derbyshire County Council who are responsible for co-ordinating the delivery of the strategic plan for sport in the county

Employees include core team staff, coaches or volunteers acting on behalf of the Derbyshire Sport Officer team

The **host authority** is Derbyshire County Council.

A **child** or young person is defined as 0 – 18 or 0 – 19 if disabled. The Children’s Act 1989

When using the term *child* within this policy, the definition also includes vulnerable adults.

Parents – anyone with parental responsibility

Section One: Policy Statement

1.1 Introduction

In 1997, The Derbyshire and Peak Park Sports and Recreation Forum were launched as the county wide sports partnership for Derbyshire. In 2005 a new Strategic Framework was agreed and the Forum was re-launched as Derbyshire Sport. Derbyshire Sport is made up of the key partners and providers of sporting opportunities in the county. These include the city/district/borough councils, local and national governing bodies of sport and Sport England. The Derbyshire Sport vision, agreed as part of the new strategic framework, is:

“To make sport a part of everyone’s life”

The primary objectives of Derbyshire Sport are to invest in people, facilities and technology to:

- increase participation in sport

- improve levels of performance in sport
- promote the value of sport in improving the quality of life

1.2 Policy Statement

Derbyshire Sport is committed to the belief that all children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

Partners within Derbyshire Sport are committed to working to ensure the safety and protection of all children involved in programmes provided by partners within the Partnership through the operation of the safeguarding policy in line with the standards in this document.

The Derbyshire Sport Officer Team has a duty of care to safeguard from harm all children and young people involved in any programmes and activities directly delivered by Derbyshire Sport.

Derbyshire Sport also has a responsibility to ensure that within all the programmes it funds, the delivery agencies have established policies and provide protection to children and young people.

1.3 Policy Aims

This Safeguarding policy aims to:

- clarify what is required in relation to the protection of children and young people
- Highlight the commitment of partners within Derbyshire Sport to Child Protection Issues.
- Recognise that the safety and welfare of the child is paramount, and that the child is potentially at risk when child abuse is reported or suspected.

Where activities are being directly delivered by the Derbyshire Sport Officer Team, this Policy aims to:

- set and implement standard procedures to protect the child first and foremost when suspected or actual abuse is reported
- ensure that adequate steps are taken to ensure that unsuitable people are not employed or deployed in activities or programmes
- create a safe and positive environment for children
- Help ensure that all staff/volunteers are supported and trained to recognise and respond appropriately to child protection or poor practice concerns (e.g. to follow the guidelines laid out for reporting).
- Where programmes are being delivered by the partner organisations, this Policy aims to:
 - assist all partners and those involved in delivering sporting activities in the Council to understand the national standards and procedures
 - allow people to make educated decisions about the appropriateness of facilities they use and those they employ and deploy

- Promote good practice and actively challenge practices and behaviour that could be deemed harmful to children.

A definition of what constitutes child abuse is given in Appendix One.

1.4 Principles of the Safeguarding Policy

The key principles of the Safeguarding Policy are that:

- the welfare of children and young people is the primary concern, and all children should be protected from harm
- All young people, whatever their gender, race, ethnic or national origin, disability, family status, age, religious belief, class or sexuality have the right to protection from abuse.
- it is the responsibility of all involved in the delivery or planning of sporting and activity programmes for children to report any concerns
- it is the responsibility of the child protection experts to determine whether or not abuse has taken place
- All incidents, allegations or suspicions of poor practice or abuse should be taken seriously and responded to swiftly and appropriately.
- children and young people should be allowed to enjoy sport and other activities, without being abused or exploited
- All sporting organisations and delivery agencies have a duty of care of to all children and young people.

1.5 Roles and Responsibilities

1.5.1 Derbyshire Sport will:

- lead the production, monitoring and review of this Safeguarding policy and accompanying Implementation Plan
- support all partner and delivery agencies to implement procedures which provide a duty of care for young people, safeguard their well-being and protect them from abuse
- respect and promote the rights, wishes and feelings of children and young people
- Offer training and support for its employees and (possibly) partner agencies and volunteers to adopt best practice to safeguard and protect young people from abuse and reduce the likelihood of allegations being made.
- ensure that the Safeguarding policy and any Codes of Conduct are endorsed and in accordance with the host authority regulations and procedures and will follow these procedures at all times
- require staff, direct employees and volunteers to adopt and abide by the Partnerships Code of Ethics and Conduct, Safeguarding policy and Implementation Procedures

1.5.2 Partner and Delivery agencies

(Including Local Authorities, Local Education Authorities, Governing Bodies, Clubs, and others) will:

- work with Derbyshire Sport to agree to and formally adopt the standards and procedures set out in this Policy and accompanying Implementation Plan
- respond to any and all allegations appropriately and implement the appropriate disciplinary and appeal procedures and involve appropriate authority necessary
- ensure that protocols for information sharing between partnership agencies are developed and implemented
- ensure that local policies and procedures are in place and that staff, coaches, and volunteers are trained in accordance with the guidelines and national standards
- respect and promote the rights, wishes and feelings of children and young people
- contribute to the Implementation Group and promote the outputs of the group

1.5.3 Social care

Social care has a statutory duty of care under The Children Act 1989, to ensure the welfare of children and work with Local Safeguarding Children Boards (LSCB) to comply with its procedures. Social care will work jointly with the police. When a child protection referral is made, social care staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. Local authorities will need to link in with their LSCB and cross reference the guidance used by them.

1.5.4 NSPCC

The NSPCC operated a free 24 hour helpline (0808 800 5000) to provide advice and support to anyone with concerns about the welfare or safety of a child. In addition, the Child Protection in Sport Unit (CPSU) has been established to assist sports organisations and individuals in developing and implementing effective safeguarding policies and procedures. The CPSU website is a valuable source of information and advice (www.thecpsu.org.uk).

1.5.5 Criminal Records Bureau (CRB)

The CRB provides wider access to criminal record information through its Disclosure service. It enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates which may be unsuitable for certain work, especially that involving children and vulnerable adults. The CRB was established under Part 5 of the Police Act 1997.

Enhanced and Standard Disclosures are available to organisations entitled to ask exempted questions under the Exceptions Order to the Rehabilitation of Offenders Act (ROA) and who are registered with the CRB. Enhanced and Standard Disclosures contain all unspent and spent criminal convictions as well as cautions, reprimands and warnings. The Basic Disclosure, when available will only contain current convictions and will afford the holder the protection of the ROA.

All organisations and individuals receiving Enhanced and Standard Disclosure information must comply with the obligations set out in a Code of Practice and explanatory guide to ensure that the information is used appropriately and fairly and that people are not unjustly discriminated against.

The CRB's call centre is open between 8am – 10pm Monday to Friday and 10am – 6pm at weekends. This enables the service to respond rapidly to any queries that people may have about the CRB or Disclosure.

Further Information: 0870 90 90 811 www.crb.gov.uk; www.disclosure.gov.uk

1.5.6 Sport England

Sport England is the organisation with the strategic lead for delivering the Government's sporting objectives in England, distributing both Lottery and Exchequer funds to sport. The organisation provides advice and support to other organisations and aims to influence decision makers and public opinion on sport. The vision of Sport England is “to make England an active and successful sporting nation”, and the mission is to work “with others to create opportunities to get involved in sport, to stay in sport and to excel and succeed in sport at every level”.

1.6 Promotion and Distribution of Policy

All organisations involved within the partnership, and those organisations wishing to gain funding through the partnership, will be required to sign up to the Safeguarding policy. Access to the Policy and accompanying Implementation Plan will be available to all partners, customers, parents, participants and the general public at large.

The policy will be accessible to all employees via an internal communication process and accessible on the Intranet. It will also be available to partner agencies, customers and the general public via the Derbyshire Sport website www.derbyshiresport.com.

Communication of the policy and discussion regarding the Implementation Plan will take place with partners, including relevant bodies such as the NSPCC, Social care, Local Child Protection managers and Partnership members i.e. Local Authority Sport Development Officers, National Governing Bodies etc.

1.7 Review Process/Timescale

Derbyshire Sport will review the Safeguarding policy at least every three years, or whenever there is major change in Legislation related to Child Protection or the Partnership organisational structure. A “partnership safeguards through sport” group will be established in conjunction with the Derbyshire LSCB to oversee the implementation of the policy, monitor compliance and report back to the Partnership Executive Committee. This group will meet every six months to ensure that the Implementation Plan is updated and issues are addressed.

The next scheduled date for review of the full Policy is September 2013

Section Two: Standards and Procedures

2.1 Introduction

The standards and procedures set out in this section are mandatory for the Derbyshire Sport Officer Team and Staff and are in accordance with host authority's procedures.

It is recommended that all partner and delivery organisations (including Local Authorities, Governing Bodies of Sport, clubs, schools, HE and FE Institutions and voluntary organisations delivering sport and physical activity) ***review their current policies and adopt these standards and procedures***. The Implementation Plan

provides details of further steps to be taken by the partnership to meet national standards.

2.2 Designated Officer / Child Protection Officer (CPO)

Each organisation should identify a designated Child Protection Officer (CPO) to be the lead contact and have responsibility for child protection issues. This person should complete a self-declaration form and a CRB check for quality assurance purposes. The designated CPO will require support from the organisation and appropriate training and information.

For Derbyshire Sport, the designated Child Protection Officer can be contacted currently on 01773 748907. Any incidents will also be reported to children's social care using the 'call Derbyshire' number: 08456 058058

Responsibilities of the CPO are to:

- be familiar with the Child Protection Procedures of their organisation, which should be in line with these national standards
- ensure that systems are in place for effective record keeping
- ensure that there are effective internal procedures to respond to concerns
- be the link person with the individual or organisation that has raised a concern
- be the link person with Social care or Police, consult with, and where appropriate refer to Social care or Police on concerns that have been raised
- to ensure that in the event of concerns arising about an employee or volunteer, the disciplinary processes are initiated as appropriate
- attend training provided by Social care or by other identified welfare agencies
- report information to other relevant organisations, e.g. NGBs, if the allegations concern a volunteer/coach in that sport

In the event of an allegation or suspicion of child abuse, it is the responsibility of the CPO to inform the social care without delay. If the CPO is not available or the concern is about the CPO, the person with concerns or the person being informed of them should immediately contact Social care or the police. Social care, together with the CPO where appropriate, will decide how and when parents or carer will be informed.

2.3 Recruitment, Employment and Deployment of Staff and Volunteers to Work with Children and Young People

Derbyshire Sport recognises that anyone may have the potential to abuse children in some way, and, as a result, will ensure all reasonable steps are taken to be sure that unsuitable people are prevented from working with children. The procedures set out below should be adopted whether staff are paid or volunteers.

2.3.1 Pre-Recruitment Checks

The following pre-recruitment checks should always be implemented:

Advertising

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

- aims of the organisation and where appropriate, the particular programme.

- responsibilities of the role
- level of experience or qualifications required – experience of working with children is an advantage
- the organisation's stance on child protection.

Pre-Application Information

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

- Job Description including roles, responsibilities and statement that post is subject to CRB clearance
- a person specification – for example stating qualifications or experience required
- an application form
- information on Rehabilitation of Offenders Act 1974
- notification that screening through the Criminal Records Bureau (CRB) will be conducted and any appointment will be subject to the appropriate clearance from the CRB
- consent from the applicant for the CRB check to be made.

2.3.2 Applications

All applicants, whether paid or voluntary, full or part-time positions should complete an application which should elicit the following information:

- name, address and National Insurance Number
- evidence of identity (passport or driving license with photo)
- relevant experience, qualifications and other training
- previous employment (to highlight experience)
- criminal record (including cautions, formal warnings and bound over orders) if any)
- Whether or not they are known to any agency i.e. social care, as being an actual or potential risk to children/young people. Disclosure on whether or not they have had action taken against them in relation to child abuse, sexual or violent offences
- two names for eligible references, which will comment on eligibility for role and working with children/young people
- former involvement with sport/sporting agencies
- consent form for CRB disclosure
- consent to abide by partnership codes of conduct appropriate to the position being undertaken.

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

2.3.3 Checks and References

An Enhanced Criminal Record Bureau (CRB) check should be carried out prior to any person being appointed to work with children and young people

At least two different references should be taken up – at least one should be associated with former employment. References should be followed up and as a minimum confirmed verbally over the telephone

CRB check forms and information contained will be stored with the greatest of care and access will be limited to authorised personnel only.

Completing a CRB Disclosure Form

To ensure CRB Disclosure applications are processed as smoothly and efficiently as possible, staples, stickers, tippex or date / address stamps **should not** be placed on the application form.

The applicant should complete Sections A-H and return the form to the person who asked them to apply for a Disclosure.

Section X can only be completed by the employer/volunteer organisation/registered body. Section Y can only be completed by an authorised Counter signatory within a Registered Body. The fields in pink must be completed, while the fields highlighted in yellow must be completed if applicable to the person completing the application.

2.3.4 Interview and Induction

All staff, paid or voluntary, should undergo a formal induction during which:

- the qualifications as a coach/official are substantiated a profile is completed by the applicant to identify his/her training needs and aspirations
- the applicant signs up to the Organisation Code Of Conduct and Safeguarding policy
- the expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)
- Child protection procedures are explained and child protection training needs established where necessary.

2.3.5. CRB checks for Existing Derbyshire Sport Staff

Derbyshire Sport will ensure that all Derbyshire Sport Officers who may come in to contact with children and young people e.g. Youth Games will be appropriately CRB checked through the host authority.

All Derbyshire Sport employees who may come in to contact with children/young people will be CRB checked on a 3 yearly basis, to ensure that all employee records are up to date, through the host authority.

2.3.6 The Independent safeguarding Authority (ISA) Vetting and Barring Scheme

Vetting and Barring Scheme

In April 2009 the government announced a revised timetable for full implementation of the new Vetting and Barring Scheme which is being introduced under the Safeguarding Vulnerable Groups Act 2006 (SVGA). The new scheme will be responsible for making decisions to bar those people deemed unsuitable to work with children and/or vulnerable adults.

There are new legal requirements which relate to employing barred people and the duty to refer information. This will include requirements on employers of both paid staff and volunteers. Staff and volunteers who are engaged in “regulated activity” (defined below) will need to become members of the scheme which is being phased in, in order to work with children and /or vulnerable adults.

The legislation will therefore place new requirements on the sports sector, and guidance specific for the sector is being developed to help explain how this will work. For many people in sports clubs and centres these responsibilities will be able to be discharged through the organisation which currently processes their recruitment checks through the Criminal Records Bureau. This may be their national governing body of sport or local authority or potentially local sports clubs.

Since January 2009 the Independent Safeguarding Authority (ISA) has been taking barring decisions under the existing barring provisions of POVA, POCA and List 99.

From October 12th 2009 the ISA will be making barring decisions under the provisions of the SVGA. From this date, employers/deployers of staff/volunteers will have a **duty to refer** names of people presenting relevant concerns, who will be considered for barring under the new scheme. In practice this means that referring individuals working with children and/or vulnerable adults who have exhibited inappropriate behaviour or activity will be mandatory.

From 12 October 2009 anyone who is barred from regulated activity with either children or vulnerable adults will not be able to do this work, and will commit a serious criminal offence if they do so. A club or employer will also commit an offence if they **knowingly** employ or use a barred individual (in either a paid or voluntary capacity) in any regulated activity.

July 2010 sees the start of applications for registration under the Vetting & Barring Scheme (VBS) for new entrants to the sector (both paid employees and volunteers) and for those moving jobs, including moving from unregulated to regulated activity.

From November 2010 it will be mandatory for those starting to carry out regulated activity with children or vulnerable adults to have ISA registration before they begin. The requirements for the existing children and vulnerable adults workforce (paid and unpaid) who do not start in new regulated activity will be phased in over 5 years.

The new barring provisions under the Act will be brought into force, significantly extending the range of activities and workplaces from which individuals may be barred to include all regulated activity, as defined by the Act.

Regulated activity with children includes work, paid or unpaid, frequently or intensively, to provide:

- teaching, training or instruction,
- care or supervision, or
- Advice or guidance relating to children's physical, emotional or educational well-being.

- treatment or therapy
- transport specifically for children

In addition, any frequent or intensive contact with children in certain specified places (e.g. schools, children's homes, relevant childcare premises) is regulated activity.

Sports clubs and leisure centres are not specified places but sports activities which are organised and run by NGB local clubs or other providers and which take place within a school setting/on school premises would fall within the specified place definition.

A similar definition applies in relation to regulated activity which is targeted specifically at vulnerable adults. 'Vulnerable adults' are clearly defined in the legislation and would include instances where sport activities are arranged specifically for a group with disabilities. It would not include situations where an adult who happens to have a disability participates in general sporting activity targeted at those without disability.

Also **from 12th October 2009**, applications for Standard CRB checks will no longer reveal information held about those barred from working with children and/or vulnerable adults. Therefore colleagues who are entitled to check the two barred lists managed by the ISA, which cover children and vulnerable adults, (POCA & POVA) must apply for an Enhanced CRB disclosure.

2.4 Continuous Professional Development

Derbyshire Sport recognises that providing a system of checks is only part of the process of protecting children from abuse. Derbyshire Sport is committed to providing appropriate training to individuals on Child Protection and to highlight their responsibilities with regards to their own good practice and reporting of poor practice / concerns of abuse.

Partner organisations should ensure that staff and volunteers working with children have access to training on child protection, first aid and related areas. All Derbyshire Sport employees and staff working with children must be up to date or receive training in the following areas:

- Child protection awareness (e.g. SCUUK workshop Safeguarding and protecting children in sport)
- First aid training (e.g. Red Cross, St Johns or St Andrews Ambulance First Aid qualifications).
- Child centred coaching styles (e.g. workshop Coaching Methods and Communication)
- Derbyshire Safeguarding Children Board provides training for the County regardless of the Organisation. The weblink for this site is: <http://www.derbyshirescb.org.uk/> Key contacts for training can be found at the back of this document.
- Refreshment of training for a designated Child Protection Officer is recommended every 2 years. All others should attend training every 3 years.

2.5 Monitoring and Appraisal

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

2.6 Complaints Procedure

For Derbyshire Sport employees, the complaints procedure is as laid out in the host authority guidelines.

Partners within Derbyshire Sport should ensure that all people involved in the delivery of their programmes and activities are aware of the procedures for complaints and have been informed about their:

- disciplinary and grievance procedures,
- appeals system,
- clear re-instatement criteria and
- discriminatory Behaviour Report Form.

This will all be available from the employing authority.

2.6.1 Local Authority Designated Officer (LADO)

In accordance with the 2006 version of Working Together to Safeguard Children (the government's interagency guidance on safeguarding the welfare of children), each Local Authority is required to nominate a designated officer to deal with allegations of abuse against people who work with children (the LADO).

The Local Authority is required to use the LADO case management framework where people who work with children have, or may have harmed Children.

When the Local Authority considers any allegations against people who work with children they are required to consider whether there should be a Police investigation, enquiries and assessment by children's social care and/or consideration of disciplinary action by the person's employer. These investigative processes are of course not mutually exclusive and have to be co-ordinated.

The purpose of the LADO role is to provide this co-ordination and to make sure that there is a strategy in place to ensure that there is a fair and thorough investigation and that children's welfare is safeguarded in the process. To deliver this, the LADO has to be supported by named contacts within agencies working with children and the complete process is overseen by the Local Safeguarding Children Board.

The Derbyshire LADO contact can be found at the back of this policy.

2.7 Action to take on disclosure, suspicions or allegations of abuse or poor practice

The role of Derbyshire Sport is one of strategic leadership and guidance rather than direct delivery. There are only a very few occasions where Derbyshire Sport Officers are involved in directly delivering sporting activities. This section of the policy sets out the necessary procedures and standards to follow for Derbyshire Sport staff when directly delivering activities. The procedures set out in this section also constitute minimum standards for any partner organisation which is directly delivering sport and physical activity opportunities. Partner organisations should review their current policies and procedures to ensure that they comply with these minimum standards.

Derbyshire Sport assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concerns about a colleague or the possibility that a child may be being abused.

It is not the responsibility of anyone working with or for Derbyshire Sport, in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place.

However, there is a responsibility to protect children in order that appropriate agencies can make enquiries and take any necessary action to protect the young person through contact with the appropriate authorities as outlined in these procedures.

There may be an occasion when a young person approaches an individual (officer, coach, volunteer etc) and indicates that he/she is being abused. In such instances, it is vital that appropriate and immediate action is taken.

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

If an individual suspects that child abuse has taken place, either by observation or by what has been said to that individual, the individual must follow the procedures below.

2.7.1 Speaking to the child

In speaking to children regarding suspected or alleged abuse, ensure you do the following:

<p>Do:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> allow the child time to speak <input checked="" type="checkbox"/> react calmly so as not to frighten the child <input checked="" type="checkbox"/> reassure the child and ensure that the allegations will be taken seriously <input checked="" type="checkbox"/> take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language <input checked="" type="checkbox"/> keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said <input checked="" type="checkbox"/> reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments 	<p>Do not:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> show any feelings of anger, disgust, and disbelief to the child as they may stop talking for fear of upsetting the person further or feel that the negative feelings are being directed towards them <input checked="" type="checkbox"/> interrupt or make suggestions to the child <input checked="" type="checkbox"/> ask probing or leading questions <input checked="" type="checkbox"/> speculate or make assumptions <input checked="" type="checkbox"/> make negative comments about the alleged abuser <input checked="" type="checkbox"/> approach the alleged abuser <input checked="" type="checkbox"/> make promises to keep secrets
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2.7.2 Recording and Reporting

If a young person says or indicates that he or she is being abused, or information is obtained which gives concern that a young person is being abused, you should respond immediately and take the allegation seriously.

The CPO may be informed of situations where there is uncertainty about whether or not the allegation constitutes abuse or not and therefore are unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should **always consult** the CPO or **gain advice** from social care, the police or the NSPCC if there is any doubt. Sometimes it may be one of a series of incidents which when added together cause concern.

When the nature of the allegation or suspicion is clear, the following steps must be taken:

1. make a full record of what had been said, heard and/or seen as soon as possible, using the form attached in the appendix at the back of the policy (Child protection example disclosure form/ incident report form) (Appendix 4) Information should include the following:
 - Name of child.
 - Age of child and date of birth.
 - Home address and telephone number.
 - Is the person making the report expressing their own concerns or those of someone else? In the latter case, also include the other person's details.
 - What is the nature of the allegation? Include dates, times and special factors and other relevant information.
 - Make a clear distinction between what is fact, opinion or hearsay.
 - A description of any visible bruising or other injuries.
 - Witnesses to the incidents.
 - The child account, if it can be given, of what has happened and how any bruising or injuries have occurred.
 - Have the parents been contacted?
 - If so, what has been said?
 - Has anyone else been consulted? If so record details.
 - If it is not the child making the report has the child concerned been spoken to? If so what was said?
 - Has anyone been alleged to be the abuser? Record details.
2. Inform the Designated CPO.
3. If the concerns arise out of hours (after 5.30pm through until 9.00am weekdays and at any time during weekends and Bank Holidays) then contact the 'Out of Hours' service through Call Derbyshire on 0845 058 058. This is a county wide number and they will be able to deal with any enquiry. From this point of contact area Social Work Teams can then be involved. Another useful number is the NSPCC Helpline 0808 800 5000
4. Once the designated Child Protection Officer has been informed, it is their responsibility to refer to the social care Department by telephone and confirm it in writing within one day. The designated Child Protection Officer is to report allegations and/or suspicions of abuse to social care; and if there are issues of poor practice this must be reported to the appropriate organisation or Governing Body.
5. Reporting the matter to the police or social care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social care department should be confirmed in writing within 24 hours by the CPO. A record should also be made of the name and designation of the social care member of staff or the police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. A copy of this information may be sent to the NGB and LA Child Protection Officer as appropriate.

2.7.3 Action by Social care and the Police

If the concern is referred to social care it is likely a Senior Social Worker will be allocated to the case and an initial stage of investigation will be planned within one working day. The individual who originally identified potential abuse will be communicated with on a regular basis by the CPO.

Social care will discuss the case and make a decision regarding the notification of parents/carers of children who have alleged or are suspected of being abused. In general, the parents of the child should be made aware of the circumstances although there are situations where this requires careful consideration before any action is taken, in particular, where a parent or carer is the suspected abuser or where a competent child is adamant that they do not want their parent/carer to be told.

The social worker will consult with the Police regarding their involvement.

The social worker will gather and assess any information from key agencies about the child and family. This may involve a strategy meeting including the designated Child Protection Officer, Health Visitor, Police and the individual who originally identified potential abuse.

All referrals should be followed up in 48 hours and the next steps outlined. If you fail to hear anything within the 48 hours contact social care again. All referrals to social care can be made by telephone however they should be followed up in writing.

Further information on the potential actions of social care etc may be found in the Derbyshire LSCB guidelines (see <http://www.derbyshirescb.org.uk>)

2.7.4 Sharing Concerns with Parents

Commitment to working with parents and carers is important when having concerns about a young persons well being. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family such as parental separation or divorce or bereavement.

There are circumstances in which a young person might be placed at even greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the CPO as soon as possible and recorded. Parents should not be contacted if the concern is about sexual abuse. This will be done by social care and/or the police at the appropriate time.

2.7.5 Confidentiality

Confidentiality is a key issue in Child Protection work. 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 CPO after discussion with social care.

Guidance on information sharing can be found the Derbyshire SCB website:
http://www.derbyshirescb.org.uk/Images/Information%20Sharing%20Guidance_tcm13-90219.pdf

Also further information on Information sharing can be found on www.ecm.gov.uk/informationsharing

This document provides the detail on the 7 golden rules for information sharing

- Remember that the Data Protection Act is not a barrier to sharing information
- Be open and honest
- Seek advice
- Share with consent where appropriate
- Consider safety and well-being
- Necessary, proportionate, relevant, accurate, timely and secure
- Keep a record

2.7.6 Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who claims to have been abused as a child by a member of staff who is still currently working with children). Where such an allegation is made, the organisation should follow the procedures as detailed above and report the matter to the social care. (It is the responsibility of social care to deem it necessary to inform the police) This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by details of the Protection of Children Act 1999.

2.8 Investigation of allegations, suspicions or incidents involving staff or volunteers

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

- criminal investigation, by the police
- child protection investigation, by the police or Social care
- disciplinary or misconduct investigation, by a Local Authority, Derbyshire County Council/Derbyshire Sport or an NGB.

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

The results of the police and social care investigation will inform, but may or may not influence the Organisation's disciplinary investigation.

2.8.1 Common Assessment Framework (CAF)

The CAF, together with the lead professional and better information sharing procedures, has an important contribution to make to shift the focus from dealing with the consequences of difficulties in children's lives to preventing things from going wrong in the first place. The CAF can be used to assess the needs of unborn babies, infants, children or young people.

A common assessment has an essential role to play in work with the child and their family and provides a structure for recording information and getting other services to help. Other services will also be using the common assessment and so they will recognise and expect an assessment in this format.

Children **with additional needs** may require targeted support from education, health or other services. The CAF will be used to identify their needs and examples might include:

- Disruptive or anti-social behaviour;
- Involvement in or risk of offending;
- Poor attendance or exclusion from school;

- Experiencing bullying;
- Special educational needs;
- Disabilities;
- Disengagement from education, training or employment post-16;
- Poor nutrition;
- Ill-health;
- Substance misuse;
- Overt parental conflict or domestic violence;
- Lack of parental support/boundaries;
- Anxiety or depression;
- Housing issues;
- Pregnancy and parenthood.

When to do a common assessment

A common assessment should be done at any time when it is believed a child has additional needs that may need to be met with a range of services. It is designed for use when:

A practitioner is concerned about how well a child is progressing. This might include concerns about their health, welfare, behaviour, progress in learning or any other aspect of their well-being or they or their parent may have raised a concern with a practitioner

The needs are unclear, or broader than a single service can address; a common assessment would help identify the needs, and/or get other services to help meet them

Concerns should be discussed with the child and/or their parent before deciding, **with them**, to carry out a common assessment. The CAF pre-assessment checklist or the **Supporting Tools for CAF** can be used to help judge whether one is appropriate. If concerns exist about more than one child in the same family a common assessment should be completed for each child.

When not to do a common assessment

In the following circumstances a CAF would **not** be required:

There is no need to do a common assessment for every child a practitioner works with. Children who are progressing well, or have needs that have already been identified, do not need one.

A common assessment is not needed where it is obvious what the needs are, or a practitioner has already assessed them using the agency's assessment tool, and the practitioner's service can meet the full range of those needs.

If during the course of a common assessment it becomes clear that the child is unlikely to reach or maintain a satisfactory level of health

A common assessment cannot be undertaken unless the child and/or their parent agree. The CAF is entirely voluntary. If a common assessment is refused **and** a practitioner is concerned about the welfare of a child, they should talk to Children's Social

Care and record this on the child's file.

Poor Practice

- All suspicions, allegations or incidents of poor practice or abuse should be reported to the CPO
- If, following consideration by the designated CPO, the allegation is clearly about poor practice rather than possible abuse, the designated CPO will deal with its misconduct issue.
- The CPO may seek advice about whether it is appropriate to initiate disciplinary processes, and the need for immediate suspension pending the outcome of an internal investigation within this process.
- If the allegation is about poor practice by the designated CPO, or if the matter has been handled inadequately and concerns remain, it should be referred to someone higher in the organisation. For Derbyshire Sport, the matter should be referred to the Director.

Poor practice may be defined as behaviour that contravenes best practice as promoted and identified by policy procedures. Should poor practice be suspected, for example excessive training and competition pressures, the designated CPO would consult with the appropriate National Governing Body.

Internal Enquiries and Suspension

- The agency concerned within Derbyshire Sport will make an immediate decision in conjunction with Social care, about whether they feel any individual accused of abuse should be temporarily suspended pending further police and social care inquiries (and enquiries to be undertaken internally)
- Communicate this to relevant partners e.g. Local Authority, NGB and to the correct department e.g. Personnel.
- Irrespective of the findings of the Police or Social care inquiries, the Partners agency concerned must assess all individual cases under the appropriate misconduct/disciplinary procedure of the relevant Authority or NGB, to decide whether a member of staff or volunteer should be reinstated and how this can be sensitively handled with other staff and volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any available information that could suggest, on a balance of probability, it is more likely than not that the allegation is true. The welfare of children must always remain paramount.

In both cases – child abuse and poor practice – the partners will make an immediate decision about whether the accused individual should be temporarily suspended pending further enquiries.

Support to Deal with the 'Aftermath'

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

2.9 Working with Clubs

All partner members of Derbyshire Sport at some stage work directly or indirectly with local clubs. This is done either through specific development work or merely a promotion of the club to the general public.

When working to promote clubs through any medium i.e. website, handout or publication, care should be taken by the appropriate officer to ensure that each club is aware of child protection issues and is safe and child friendly and have appropriately adopted or are working towards the respective NGB policy for Child Protection.

In the instance where officers work directly to increase participation within clubs or using clubs coaches/volunteers to assist in activity i.e. youth games organisation, the club should have a firm stance on child protection issues and relevant documentation/accreditation levels in place or be working towards achieving accreditation or adopting policies etc. Examples of what clubs may need or already have in place are:

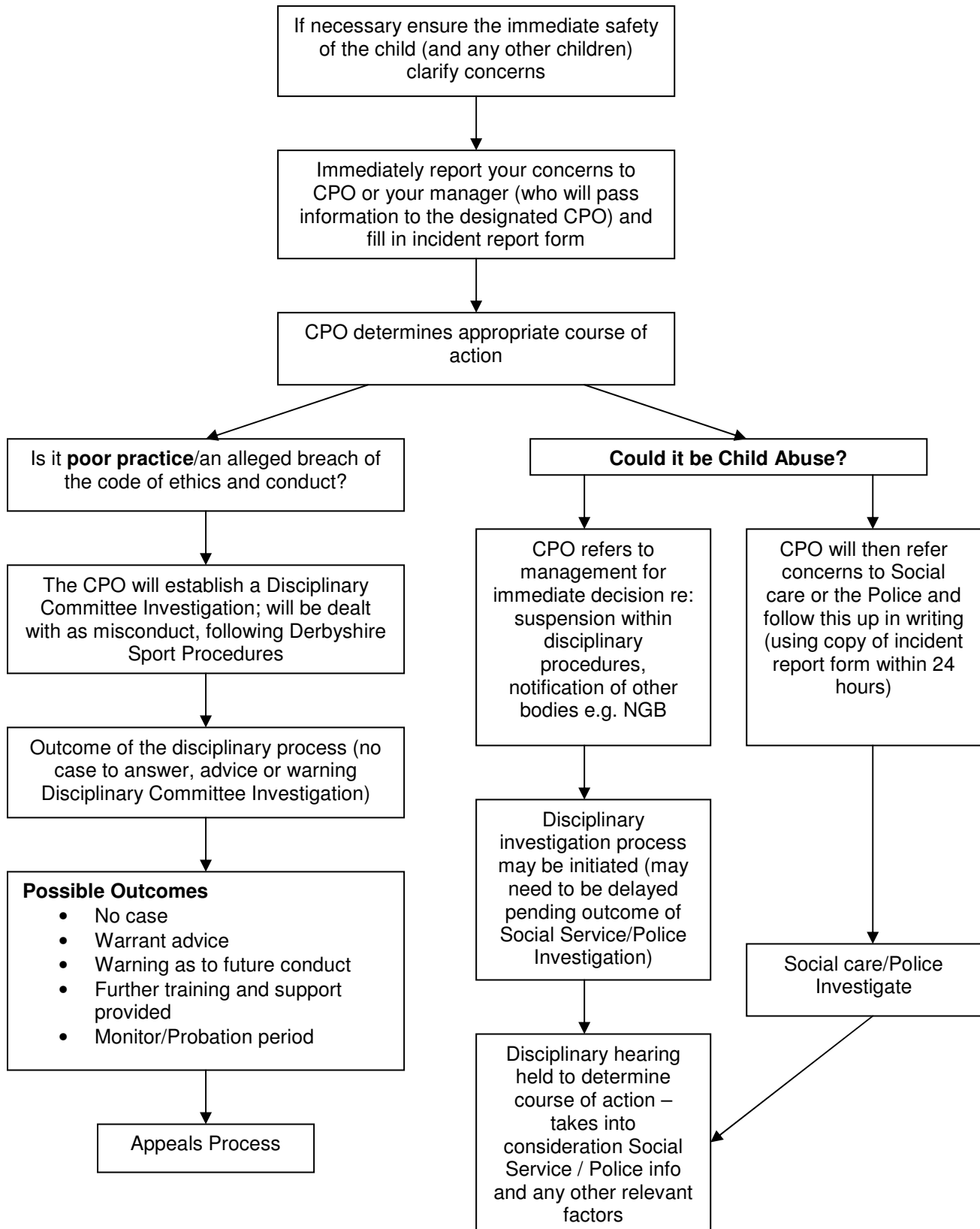
- Equity Policy
- Safeguarding policy (either adopted or club specific)
- Designated Child Protection Officer (CPO)
- Child protection Leaflet for staff and parents (what to do etc)
- Relevant checking procedures for its staff/volunteers (CRB)
- Possible associated documentation on bullying, recording - (Data Protection, privacy etc), reporting – (CPO, contacts etc), CP training opportunities, Health and safety. etc

Where this documentation does not exist, every effort should be made to promote the benefits of it to the club representatives and support given to achieve either accreditation or written policies with a 1 year time frame of the commencement of work with the club.

Support should be offered to the club through.

- National Governing Body Accreditation (NGB Officer)
- Advice and support from Local Sports Development Officer (SDO)
- Derbyshire Sport, Club / Coach Development Officer
- Relevant CP websites (NSPCC, CPSU etc)

2.10 Reporting flow chart



2.11 Expert Advice

If you are unsure of what to do, in addition to Social care, you can also obtain advice by telephoning the NSPCC 24-hour free phone Helpline; the number to call is 0808 800 500.

Contact Details.

Local Contacts		
Local Social care	Call Derbyshire on 0845 058 058	N.B. In an emergency the Samaritans will hold the SS Duty Officer's contact number
Local Police Child Protection Teams	01773 572580	
In an Emergency contact via 999		
Safeguarding training	01629 531934 (3)	
Local Authority Designated Officer (LADO)	01629 532169	

National Contacts		
NSPCC Free phone 24 hour help line		0808 800 5000
Child line UK	Freepost 1111 London N1 OBR	Tel: 0800 1111
Criminal Records Bureau Liverpool L69 2UH	P.O. Box 91	Tel: 0870 90 90 811
Child Protection in Sport Unit Beaumont Leys Leicester L4 1EZ	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 2347278

Appendix One: Types and definitions 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. The staff and volunteers in sport, whether paid or in a voluntary capacity, are not experts at such recognition. However, they do have responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) to a young person. Derbyshire Sport will therefore encourage direct employees and employees of partner organisations to forward any information/concerns to the CPO or appropriate contact – this may be an officer, chair person, team manager, official or coach. For Derbyshire Sport this is the Designated Officer Responsible for Child Protection and can be contacted on 01629 530500.

It is not the responsibility of staff, coaches or volunteers working for Derbyshire Sport or any partner organisation to decide whether or not abuse is occurring. Their role **is to follow procedures** and **forward any information/concerns to the appropriate contact**, who will then deal with the other agencies involved to determine whether abuse has taken place i.e. Social care or police.

Poor Practice

Poor practice includes any behaviour that contravenes Derbyshire Sport's code of ethics and conduct, which is constituted around the following:

- Not providing staff with appropriate training, guidance and support
- Failing to follow procedures
- Rights – for example of the player, the parent, the coach, the official etc.
- Responsibilities – for example responsibility for the welfare of children. The sport, the profession of coaching, their own development and,
- Respect – for example of other children, officials and their decisions, coaches and the rules.

Definitions of Abuse & Neglect Working Together to safeguard Children 2006

What is Abuse and Neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as

overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Effects of abuse

- The individual may die
- Pain or distress
- Behavioural difficulties, such as aggression or anger
- School related problems
- Developmental delay – physical, emotionally and mentally
- Low self-esteem
- Depression, self harm – sometimes leading to suicide
- Difficulty in forming relationships as adults
- Sometimes, if untreated, abusive relationships with own (or other) children
Permanent or temporary injury

Factors that increase the likelihood of risk

- Young children that may have difficulty in telling others
- Disabled children who may have difficulty communicating or accessing other to tell
- Children who have already experienced abuse
- Poor relationship between children and parent/carer
- High levels of stress
- History of violence in the family
- a high dependency on the coach for sporting success.

Bullying

- Abuse can also be given by another young person, for example bullying. The effects (both physical and emotional) are similar to those listed above.

Indicators of Abuse

- Children/young people are unlikely to reveal that they are being abused. This is why it is essential that all recognise signs or symptoms of abuse taking place. However, symptoms can be the result of a combination of different types of abuse that is occurring. Although it is **not** the responsibility of those in sport to decide whether or not child abuse is occurring, it is their responsibility to act on any concerns they may have. The following table highlights examples of signs of Child Abuse (ISRM/Sports Coach UK 2002). However, this list is not exhaustive:

Types of Abuse	Physical Signs	Behavioural Signs
Physical	<ul style="list-style-type: none"> • Unexplained bruising, marks or injuries • Bruises which reflect hand marks • Cigarette burns • Bite marks • Broken bones • Scalds 	<ul style="list-style-type: none"> • Fear of parent being contacted • Aggressive or angry outburst • Running away • Fear of going home • Flinching • Depression • Keeping arms/legs covered • Reluctance to change cloths • Withdrawn behaviour
Neglect	<ul style="list-style-type: none"> • Constant hunger, stealing food • Unkempt state • Weight loss/underweight • Inappropriate dress 	<ul style="list-style-type: none"> • Missing doctor/hospital appointments • Truancy/late for school • Constantly tired • Few friends • Regularly alone/unsupervised
Emotional	<ul style="list-style-type: none"> • Developmentally delayed • Sudden speech disorders 	<ul style="list-style-type: none"> • Neurotic behaviour • Unable to play/take part • Fear of making mistakes • Sudden speech disorder • Self harm or mutilation • Fear of parent being contacted
Sexual	<ul style="list-style-type: none"> • Pain/itching in the genital area • Bruising/bleeding near genital area • Stomach pains • Discomfort when walking/sitting • Pregnancy 	<ul style="list-style-type: none"> • Sudden changes in behaviour • Becoming aggressive • Withdrawn • Fear of one person • Running away • Unexplained sources of money • Sexual Drawing/language • Self – mutilation, suicidal • Secrets which cannot be told to others • Substance/drug abuse

Types of Abuse	Physical Signs	Behavioural Signs
		<ul style="list-style-type: none"> • Advanced sexual knowledge • Behaving beyond their age • Not allowed to have friends • Sexually explicit behaviour • Telling about the abuse

Bullying

The Department for Children, Schools and Families says bullying is:

“Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”.

It can be:

Physical – hitting, kicking, taking things

Verbal – name calling, insulting, making offensive remarks

Indirect – spreading rumours or stories, excluding from social groups, sending malicious emails or text messages.

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

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

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

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

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

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

The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:

- a parent who pushes too hard,
- a coach who adopts a win-at-all-costs philosophy,
- a player who intimidates inappropriately and
- an official who places unfair pressure on a person.

Action to Help the Victim Prevent Bullying

- Take all signs of bullying very seriously
- Help the victim to think of ways to combat the bullying
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe.
- Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise total confidentiality
- Keep records of what is said (what happened, by whom, when).
- Talk to the victim's parents
- Report any concerns to the Designated Officer wherever the bullying is occurring.

Action towards the Bully:

- Talk with the bully, explain the situation, and try to get the bully to understand the consequences of their behaviour. Seek an apology to the victim.
- Clear agreement about acceptable behaviour
- Inform the bully's parents.
- Insist the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the coach and significant others to the victim.
- Impose sanctions as necessary.
- Hold meetings with the families to report on progress.
- Inform those who need to know of the action taken.
- If the bullying continues, remove the bully from taking part

When to inform the CPO about bullying incidents:

- When bullying (physical, verbal or psychological) persists despite attempts by staff and volunteers to deal with it
- When incidents (whether repeated or not) are serious in nature (eg serious physical assault or injury).
- When bullying is persistent or serial.

The ABC scheme

The Anti-Bullying Commitment (ABC) Quality Assurance Scheme was set up in 1996 to encourage schools to introduce strategies to prevent and deal with bullying issues. Schools work to develop their own anti-bullying strategies based on ideas in an information pack produced by Derbyshire County Council.

Cyber Bullying

children and young people, may become targets of cyber bullying. Like other forms of bullying, cyber bullying can seriously impact on the health, well-being, and self-confidence of those targeted. It may have significant impact not only on the person being bullied, but on their home and work life too further information can be found at:

http://www.digizen.org/downloads/cyberbullying_teachers.pdf

The Child Exploitation and Online Protection (CEOP) Centre is part of UK police and is dedicated to protecting children from sexual abuse wherever they may be. That means building intelligence around the risks, tracking and bringing offenders to account either directly or with local and international forces and working with children and parents to deliver our unique ThinkuKnow educational programme. Useful links are below:

www.thinkyouknow.co.uk

<http://www.ceop.gov.uk/>

Appendix Two: Sample Personal Self Disclosure Form

Adapted from 'The Good Sports Guide' with kind permission of Southampton City Council

CONFIDENTIAL

Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound over Order?

YES NO

If YES, please state the nature and date(s) of the offence(s)

Have you ever been subject to any disciplinary action or sanctions relating to child abuse?

YES NO

If YES, please give details:

You are required to self-certify that you are not known to ANY social care department as being an actual or potential risk to children; have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in you assumed by a local authority; or have not had a child ordered to be removed from your care.

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all conviction (including spent convictions).

As part of the checking procedures for all applicants for posts of this nature, you are also advised that we reserve the right to make reference to the local authority social care department and Criminal Records Bureau to verify or clarify the information given on this form.

I undertake to tell Derbyshire Sport if I subsequently am arrested / investigated in relation to any Child Protection matters

Signed:.....
Dated:.....

Name (please print):.....
.....

Any surnames previously known by:.....

Address:.....
.....
.....
.....
.....

Postcode:.....(postcode must be completed)

Date of birth:..... Place of Birth:.....

Appendix Three: Child Protection Sample Disclosure Form

Have you:

- Reassured the child
- been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided close questions and ask as few a questions as possible
- Encourage the child to use their own words

Your Name and the name of the person providing the information:

Your Position:----- Contact Number:-----

Child's Name:

Child's Address:

Parents Name, address and phone number:

Child's Date Of Birth:

Your Observations:

Details of person suspected of carrying out abuse - Name, address and phone number (if known):

Exactly What The Child Said and What You Said (use separate sheet as necessary):

Any Action You May Have Taken So Far:

Any Action You Intend to Take

Signature -----Date-----

Remember to maintain confidentiality. Do not discuss with anyone other than those that need to know. Store information in accordance with normal procedures

Appendix Four: Codes of Conduct and principles of Good Practice

This section sets out a proposed code of conduct for all staff, coaches, instructors, teachers, officials or volunteers working with children and young people. It also details the expectations of the Young Person and principles of Good Practice to be followed by all partners within Derbyshire Sport.

Introduction

Child abuse, particularly sexual abuse, can arouse strong emotions with those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school or the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them, or look to take advantage of their position as a role model for young people. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All cases of suspected poor practice or abuse should be reported following the guidelines in 2.7 earlier in this document. When a child enters the club or programme having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self esteem. In such instances the club must work with the appropriate agencies to ensure that the child receives the required support.

Good Practice

Adults working with young people in sport or recreation, in particular coaches, team managers and volunteers are in a position of trust. This can be described in broad terms as the adult having responsibility for another party (the young person or vulnerable adult) in a way which gives the adult power or influence over the young person. It is not acceptable for a person in a position of trust to have a sexual relationship with anyone in his/her care, and instances will be dealt with on a disciplinary basis.

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote child protection/safety. The following are common sense examples of how to create a positive culture and climate within sport:

- always work in an open environment (e.g. avoiding private or unobserved situations and encourage an open environment i.e. no secrets).
- maintain a safe and appropriate distance with children (e.g. it is not appropriate to have an intimate relationship with a child or share a room with them).
- respect the rights, dignity and worth of each child or vulnerable adults.
- place the well-being and safety of each child or vulnerable adult above all other considerations.
- develop an appropriate working relationship with each child or vulnerable adult person based on mutual trust and respect.
- must not exert undue influence to obtain personal benefit or reward.
- encourage and guide children or vulnerable adults to accept responsibility for their own behaviour.

- ensure that the activities they direct or advocate are appropriate for the age, maturity and ability of each child or vulnerable adult, and avoid excessive training or pushing them against their will.
- respond to any concern about a child or vulnerable adults' welfare.
- demonstrate proper, personal and professional behaviour at all times
- must promote a positive role model for all children and vulnerable adults, and give appropriate constructive feedback rather than negative criticism
- demonstrate commitment to respecting differences between gender, race, ethnicity, disability, culture and religious belief
- build a balanced relationship based on mutual trust, which empowers children to share in the decision making process
- ensure that all relevant information is at hand for the child, i.e. Medical information, in case of an emergency
- keep a written record of any injury that occurs, along with details of any treatment given
- keep up to date with technical skills, qualifications and insurance in their relevant sport
- if groups are to be supervised within changing facilities make sure coaches/school teachers/officials and parents work in pairs
- ensure that when conducting tournaments, residential or any activity where children and young people stay away from home overnight that at no time do coaches/teachers/official enter rooms without following guidelines or at any time invite young people in to their rooms
- ensure that mixed teams taken to event/residential that they are accompanied by a female and male member of staff
- ensure that there is regular communication with Parents/Carers, gaining written consent:
 - to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment. (See player form at the rear of the document.)
 - to take young people away to a tournament. (See consent form at rear of the document).
- ensure that high standards are maintained at all times.
- Many sports National Governing Bodies have developed detailed codes of conduct for coaches and volunteers, and staff are expected be aware of and operate to these in addition to complying with the Derbyshire Sport codes above.

Poor Practice

The following practice will place the child/children and those working with young people in a vulnerable position and are deemed poor practice. If poor practice is highlighted through a complaint or referral, this may result in an investigation by individual partners within Derbyshire Sport/ the employing authority. This could result in disciplinary procedures being implemented and possible investigation from social care and the police authority (where actions could also be deemed to be abusive or illegal).

You should NEVER:

- spend time alone with the child/children away from others
- take children to your home or anywhere they will be alone with you
- transport children alone in your car/vehicle
- engage in rough, physical or sexually provocative games
- share a room with a child/children
- allow or engage in any form of inappropriate touching or physical abuse
- allow young people to use inappropriate language unchallenged
- make sexually suggestive comments to a child.
- reduce children/child to tears as a form of control
- allow allegations made by a child or young person to go unrecorded or not acted upon
- do things of a personal nature that children or disabled adults can do for themselves
- invite or allow children to stay at your home unsupervised.

It may be sometimes necessary for staff/volunteers to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and written consent of parents and the children involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on a coach/member of staff, it is important that the coach/member of staff talks with him/her about what it is the coach/member of staff is doing and choices should be given where possible. This is particularly so if the coach/member of staff is involved in any dressing/undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Coaches/members of staff should avoid taking on the responsibility for tasks for which they have not been appropriately trained.

If any of the following occur you should report this immediately to the designated CPO (or another colleague if more readily accessible) and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a child,
- if he/she seems distressed in any manner,

- if a child appears to be sexually aroused by your actions and
- if a child misunderstands or misinterprets something you have done.

Expectations of Young People

Young people must:

- treat others with the same respect and fairness that they would like to be shown themselves
- respect differences in gender, disability, culture, race, ethnicity and religious belief
- challenge discrimination and prejudice
- appreciate that all participants bring something valuable and different to the sessions
- look out for their welfare and the welfare of others
- not engage in any irresponsible or illegal behaviour
- challenge behaviour that falls below the expected standards of the session
- speak out if they are concerned about anything or feel uncomfortable about their own needs and those of others
- take time to thank those who help with the activity.

Roles and Responsibilities of Staff

All members of staff – paid or voluntary – must have complied with and been checked through the recruitment procedure (see section 2.7 above).

For single sex groups there must be at least one member of staff who is of the same gender.

All members of staff need to have a clear knowledge of their role and responsibility for the team.

A head coach and team manager should be appointed wherever possible. The head coach and coaches should take responsibility for the training and competition management of the team, and the team manager (and any other staff) should take responsibility for any other necessary support.

All staff to undergo induction programme ensuring that they understand the importance of the welfare of young people, ethical issues, and codes of conduct for behaviour.

All staff must be provided with a full itinerary, including contact and medical information and travel arrangements. If parents are watching at the fixture it needs to be made clear that the team/activity is the responsibility of the staff and that parents should not compromise any situation. There needs to be a register so a head count can be taken at any point.

Managing Young People on away trips

Children and young people are often involved in competition either through a league or friendly matches. When taking young people away from the home club, consideration and planning needs to be paramount to ensure the duty of care for the Young People within the team is fulfilled.

The following provides good practice guidance for taking teams on an away fixture for the day (not overnight)

- appoint a team manager with clear roles and responsibilities
- If the trip involves an overnight stay, the adult and the young person **must not** share accommodation
- establish well in advance where the fixture is
- ensure you have sufficient staff to manage and look after the Young People
- obtain written permission from the parents/guardians or carers for transporting and supervising
- ensure that a welfare plan has been written and communicated to staff, participants and carers
- ensure all staff responsible for the young people have been CRB checked to the appropriate level
- ensure that a risk assessment has been conducted
- ensure that there is a club contact available. i.e. a member of the club who is not travelling away, who will act as contact point if required.

Staff Ratios

It is important that there is an adequate number of “staff to children” ratio on any trip. To ensure the safety of the team, consideration needs to be given to the following.

- gender, age ethnicity and ability of the team.
- children with special needs, medical requirements or with disabilities.
- the duration of the journey.
- the competence and likely behaviour of the children.
- the number of team managers, assistants, coaches and specialist staff.
- the experience of the staff supervising young people.
- the need for enough staff to deal with an emergency (minimum of 2).
- the minimum requirement of a ratio of 1:10 for a team of over 8 year olds.
- the need for the ratio to be increased for young player, depending on the above factors and considerations.
- The minimum requirement of ratio 1:8 for a team of 8 year olds and under

- Communication with parents

The following information needs to be clarified and communicated to parents and the team when travelling to a fixture for the day.

- Method of transport.
- Pick up point/points.
- Time of departure and return
- Destination and venue.
- Competition details.
- Name and contact details of Team manager and coaches responsible for the teams on the day.
- Contact details and any medical requirements for the members of the team.
- Kit and equipment list and requirements.
- Cost implications i.e. cost of transport, competition fee and pocket money required.

For overnight stays, parents must be given written information on the above list **plus** the following:

- Purpose of the trip.
- Name and contact number of the person acting as 'Club home contact'.
- Details of accommodation with address and contact number.
- An itinerary giving as much detail as possible.
- Emergency procedures and telephone contacts.
- Codes of contact for both staff and children.
- Welfare and child protection procedures.
- Cost details and dates for paying deposit.
- Details of insurance.

Information required from parents/guardians/carers:

- Signed consent form accepting the code of conduct and detailing any specific medical information.
- special dietary requirements.
- Consent for emergency medical treatment.
- Agreement to pay the fee.

Transport

When booking transport for an away fixture you will need to remember the following points

- Passenger safety.
- Competence of the driver and whether the driver holds an appropriate valid licence.
- Number of driving hours for the journey and length of the driver's day including non-driving hours.
- Whether more than one driver is required.
- Type of journey, traffic conditions, weather, appropriate insurance cover.
- Journey time, distance and stopping points.
- Supervision requirements
- Suitability of transport if the group include young people with disabilities.
- Drivers need to take breaks and be aware of emergency procedures.
- Ensure that anyone who is driving a group minibus has received training on driving the minibus and the management of passengers
- The team manager is responsible for the team and staff at all times including maintaining good discipline.
- The driver should not be responsible for supervision.
- All team members of staff are familiar with emergency procedures within the vehicle i.e. emergency door.

Private car usage for transport

Clubs usually require private cars to be used to transport young people from within the club. If this is the only method of available the following guidelines must be followed.

- Drivers must register their vehicle with the club.
- Drivers must ensure the safety of all passengers.
- Drivers must ensure that their vehicle is road worthy and that they have a valid licence and insurance cover.
- Drivers must only use vehicles with seat belts and ensure that their passengers are wearing these whilst in transit.
- Drivers must be aware of their legal obligations when transporting young people, if you are unsure of these obligations then contact the relevant agencies NGB or the Designated Child Protection Officer.
- Parents/guardians/carers must give their written permission if their child/children is to be transported in another adults car.

- Clear information on expected departure/arrival time needs to be communicated to the relevant people i.e. Parents/guardians/carers.
- Drivers should not be alone with a young person in the car at any time. If the situation arises, drivers need to ensure that the young person is in the back of the car.
- The driver must have complied and be checked to the relevant standard (CRB).
- Car Seat Legislation

Children under 3 years MUST use the child restraint appropriate for their weight in any vehicle, with the single exception of the rear of taxis if the right child restraint is not available.

Rear-facing baby seats MUST NOT be used in a seat protected by a frontal air-bag unless the air-bag has been deactivated manually or automatically.

Children aged 3 or over, up to a height of 135cm or 12 years old, whichever they reach first, travelling in a car or goods vehicle which has seatbelts fitted MUST use the correct child restraint. Three exceptions allow these children to travel in the rear & use an adult belt, as follows:-

1. in a taxi if the right child restraint is not available
2. for a short distance on an unexpected journey if the right child restraint is not available
3. where 2 occupied child seats in the rear prevent the fitment of a third child seat

In buses & coaches (including minibuses), seated passengers aged 14 years and above will have to use seat belts where they are fitted. Regulations requiring children 3 years to 13 years to use seat belts or child restraints if they are available in these vehicles will be brought forward as soon as practicable. The regulations will not include any obligation for anyone to provide child restraints in these vehicles.

Overnight Stays

Those responsible for organising overnight stays should establish the purpose of the trip, confirm the dates, location, and duration. You should also conduct a risk assessment, identify suitable venues and facilities for both fixtures and accommodation and consider the following:

- Who will be going, children? Staff?
- How much will it cost? How much spending money is required?
- What insurance cover is required?
- Supervision of children, both playing and non-playing time.
- Catering for all food requirements.
- Communication with parents (see above)

- Ensure a list of the team and staff is left, with contact number and address of the accommodation
- Ensure that there are emergency contact numbers for all the team and staff.

Accommodation

Whatever the accommodation, the team manager should ensure that the children are safe. Discuss your code of conduct and discipline policy with the staff at the accommodation. All children must know which rooms the staff are in and how to contact them if required.

If rooms are equipped with satellite TV, inappropriate programmes may be available. It may be possible to have these programmes disconnected.

Check the accommodation policy for extras on bills, breakages and lost keys.

All accommodation must be clean and with access to sufficient toilet and bathing facilities. It is not acceptable:

- For children to share a bed
- For male and female children to share a room
- For staff to share a room with children

Checks must be made to ensure that the needs of children with disabilities are met. For wheelchair users, it is important to check access to the building, room and bathroom facilities.

Preparing the children

Children may need advice and support to prepare them for a trip or overnight stay. Children should be given access to the policies or documents on Codes of conduct/behaviour, emergency procedures, expectation of the children, staff roles and responsibilities. They should also be given support if they become homesick or if they are unhappy, or need to speak to someone in confidence.

Appendix Five: Guidelines for the use of photographic filming equipment

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all coaches, volunteers and clubs be vigilant with any concerns to be reported to the club's Child Protection Officer or the designated child protection officer of the organising body/local authority/funding agency.

Guidance to be followed includes:

- If professional photographers are commissioned to take photographs or film footage on an organisation's behalf, it is important to ensure that they are clear about the expectations of the organisation in relation to child protection issues.
- Photographers should be provided with a clear brief as to what is considered in terms of content and behaviour.
- Identification should be issued to the photographers and this identification should be worn at all times.
- Children and parents should be informed that a photographer will be in attendance at an event and ensure that they consent to both the taking and publication of photographs or films.
- Ensure that unsupervised access to athletes for one to one sessions at events is not allowed.
- No approval should be given for photo sessions outside the event or at a child's home.

(Taken from the child protection in sport website)

Public Information

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

Recommended Wording

It is recommended that event organisers use the following wording in any publication or programme relating to photography at the event:

"In line with recommendations in the Derbyshire Sport Safeguarding policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with Staff before carrying out any such photography. The event organisers reserve the right to decline entry to any person unable to meet or abide by the organisers conditions."

Videoring as a coaching aid

There is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, children and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films, and their consent obtained.

Guidance Notes for Sport England Photographs

This guideline sets out Sport England's policy towards the use of photographs or other visual media that are to be used for publicity purposes. It includes:

1. Child protection in visual media
2. Appropriate editorial content
3. Submitting material for publication - technical requirements
4. Design requirements
5. Security of images

(See Sport England Photography / Film consent form and instructions)

1. Child protection in visual media

Sport England staff should follow these guidelines if commissioning photographs of children under 18 years, or using existing photographs of children in any Sport England publicity material.

Seeking consent when commissioning photographs (see attached Sport England consent form)

For the protection of children under 18 years used in Sport England publicity materials, it is essential that the photographer, cameraperson or Sport England representative obtains a written validation of consent from the subject(s) and their parent(s) or guardian(s) before any images are used.

If you are commissioning a shoot featuring children, you must forward a copy of the Sport England consent form to the photographer or cameraperson and ensure that the paperwork is completed correctly. The request for consent should include an explanation of what the film or footage will contain, and how the images will be used. If this is not possible, please refer to the verbal agreement section.

It is important to inform photographers that no invoices will be paid unless the consent form has been correctly completed. Hard copies of all completed consent forms should be sent to Sport England's Publicity Team for records.

Verbal agreements

If there are time constraints preventing the photographer or cameraperson from filling out the Consent Form, then a verbal agreement must be reached before the shoot takes place. The form should then be filled out afterwards before the invoice is paid.

Photographs/visual footage at schools

If the child or children are to be photographed or filmed at school, permission must be sought from the head teacher, who must in turn request permission from the children's parent(s) / guardian(s). On no account should any images be taken without prior consent from these parties. The head teacher must then sign the consent form.

Photographs/visual footage at clubs and events

If there is a large group of children under 18 years (such as four or more), then the form can be filled out on their behalf by an appropriate representative, such as a club or event manager.

However, it is still vital that the club or event manager seeks permission from the subject(s)' parent(s) / guardian(s), before signing the form on their behalf.

Other requirements

The photographer or cameraperson must also be aware of the following requirements if they have been commissioned to attend an event or a club:

- Appropriate photographic/film content (see below)
- Identification must be worn at all times and
- Photographs or footage must not be taken outside the venue, or at the subject's home, unless supervised by an appropriate representative, parent or guardian.

Photographers and Mandatory Disclosure

Photographers supplying commissions to Sport England may undergo a standard Disclosure procedure to ensure that their record is clean with relation to child protection issues.

To obtain disclosure from a photographer, you must seek his or her permission. The Publicity Unit will send your request to the Criminal Records Bureau (CRB). Following a search, the CRB will then send any disclosure information back to Sport England and the photographer. For more information about Disclosure, look at www.disclosure.gov.uk

Photographs / tapes received from a third party

If you have received a photograph or taped footage from a third party, and therefore have had no opportunity to gain consent from the subject(s)' parent(s)/guardian(s), it is important that the content conforms to our content guidelines (see below), and also avoids the use of any identifying information in the caption or image.

It is important that staff remember to label any photographs that have been supplied by another source carefully so that they are not lost during the production process.

Content

Make sure that you take your audience and purpose into proper consideration when publishing any photographic/film material:

- Identification - You must ensure that the visual contents or captions cannot be used as means of identifying children. This includes names, addresses or any other unnecessary information, which could be used to trace the child. Ensure that this information is withheld in all reproductions.
- Dress - The child should also be photographed or filmed in suitable dress. Some sporting activities have a higher risk for potential misuse of imagery than others, such as swimming, gymnastics and athletics. Make sure that the footage or photographs focus on the activity, rather than a full body shot.
- Safety gear - It is also important that children are not featured wearing jewellery, body piercing or clothing that could cause safety issues. For example, it would be inappropriate to have a child pole-vaulting with a neck chain.

Also ensure that the photographer photographs the subject(s) in the appropriate safety equipment. For water sports, lifejackets should be worn, and for outdoor sports such as biking, climbing, abseiling and so on, helmets and other safety equipment should be featured. Sport England will not publish any photographs without these precautions.

2. Appropriate editorial content

All photographs used in Sport England publicity materials must fulfil the following set of criteria to ensure that our corporate image is maintained and that the publication is produced to the highest standard.

Please ensure that the content is appropriate and falls in line with equity issues. This includes choosing images which show all sections of society including representatives from black and ethnic communities, people with disabilities etc. In particular, think about these points before choosing or commissioning any photographs:

- Wherever possible or realistic, we should aim to show a good mix of sports, ethnicity, disabled/able-bodied etc.
- Where there is room to include more than one picture, we should always aim to show the above mix as much as possible
- Avoid stereotyping and try to include the full range of disabilities, such as people with learning disabilities and the hearing and visually impaired. Common stereotypes include boys playing football, people in wheelchairs denoting disability, black wheelchair basketball children, and older people playing bowls. It may be difficult to find or commission photos that avoid this but we should always draw this to the attention of the photographers and
- As with children, ensure that the subject wears the appropriate sporting safety equipment. Do not use pictures which do not do this. (It is better not to use a picture at all than to use one without appropriate safety gear

Submitting material for publication - technical requirements

Where possible, contributors should supply good quality images with copy. To guarantee quality, the best format for submission is either colour print or transparency.

Copyright, credits and labelling

Please ensure that any professional photographers or organisations that provided the photograph are appropriately credited before sending it to Sport England and that permission to print has been given. Images should be supplied cleared for copyright and accompanied by the following information:

- Name(s)/subject(s)
- Photographer's credit and/or copyright attribution (if necessary)and
- Contact details for return of photo.

This will help to ensure all details are available and accurate, and that prints can be returned.

Digital images

Please note that while digital images may appear to be fine on screen or when printed on a laser printer, they may not be appropriate for four-colour printing. Images in the form of jpeg files can be used, although these must be a high enough resolution to print clearly (300-350ppi) at final print size.

As a very rough guide, a picture file required to print at a final size of A5 (or smaller), would be about 8Mb, and to print at A4 would be about 12Mb. Such files are too large to be sent by email without causing delays and problems in the email system, so are best provided on a CD accompanied by a printout labelled as above.

If an image is being used for a large format poster or display panel, a photographic print will be required.

Design requirements

It is vital that any photographs used for Sport England materials are linked to the design and audience needs of the publication. These include:

Layout - Think about how the photograph fits with the overall design. For example, a landscape photograph, which has been chosen for a portrait publication, may not fit the shape of the publication, and certain elements may be cropped off after it has been resized. Colour, shape and style are also important considerations.

Size -Dimensions should be relative to the publication. If the photograph has to be blown up or reduced, it is also important to envisage how this will look in relation to the overall design. Will the image be clearly visible? Will it obliterate other design elements?

5. Security of images

All images should be stored securely, with transparencies, film or hard prints to be locked up to ensure access is restricted to appropriate staff. Permission must be sought from the Publicity team for any staff who wish to use a particular image stored in this section. These arrangements will help to protect potentially inappropriate use of the collection.

Photography/Film Consent Form Instructions

Sport England

Sport England aims to lead the development of sport in England by influencing and serving the public, private and voluntary sectors, and to achieve:

- More people involved in sport
- More places to play sport
- More medals through higher standards of performance in sport

Important information about this form

Sport England has requested a photograph or film footage of your child for use in its publicity materials. Parents, guardians, child model(s) (children under 18 years of age) or appropriate representatives should read this information carefully before signing the accompanying consent form.

If prior consent is in verbal form due to time constraints, it is essential that the form is completed later. The visual material will not be used or paid for unless the form has been completed and returned to Sport England.

What this visual material may be used for

The photographs / film may be used in publicity material such as the Annual Report, newsletters, magazines, brochures, video footage, the Sport England website or intranet, and other promotional media materials.

The photographs / film may be used for a number of years, depending on its relevance to Sport England's activities.

Sport England will have full copyright of the images. The photographs / film may also be used by other organisations (sport related) that have been granted access by Sport England.

The photographic / film subject(s) will be subject to Sport England's Child Protection Code of Conduct for Photographers and Video Producers, which, unless otherwise agreed between the relevant parties, ensures that names will be withheld in all reproductions to protect identities.

Sport England will make all efforts to ensure the safety and comfort of the subject(s) throughout the photo/film shoot.

You should keep a copy of this consent form for your records.

If you agree to these terms and conditions, please ensure that the accompanying form has been signed.

**Sport England Photograph / Film Footage
Consent Form**



Please read the accompanying Photography / Film Consent Form Instructions before signing this form. This form should be issued by the photographer / cameraperson and completed before any photographs or film is taken. Return promptly to the commissioning representative of Sport England.

Section One: To be completed by the photographer / cameraperson

Name:

Company _____ (please _____ print):

Location _____ and _____ date _____ of _____ photo _____ shoot:

Work Phone: _____ Mobile Phone: _____

Please sign this statement

I have fully discussed the contents of this form with the subject mentioned below.

Signature: _____ Date: ____/____/____

Section Two: To be completed by an appropriate representative of the subject in the photograph / film, if permission has been granted by the subject's parents / guardians:

Name _____ (please _____ print):

Contact _____ number _____ / _____ Address: _____

Please sign this statement

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

Signature: _____ Date: ____/____/____

Section Three: To be completed by a parent / guardian of person to be photographed

Name (please print): _____

Address:

Please sign this statement

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

Signature: _____

Date: ____ / ____ / ____

Appendix Six: Contacts

1. Amber Valley Borough Council.	01773 841428
2. Bolsover District Council.	01246 242326
3. Chesterfield Borough Council.	01246 345569
4. Derby City Council.	01332 715660
5. Derbyshire Dales.	01629 761381
6. Erewash Borough Council.	01159 072208
7. High Peak Borough Council.	01457 851689
8. North East Derbyshire.	01246 231111
9. South Derbyshire.	01283 595798
10. Local Authority Designated Officer – (County)	01629 532169
11. Local Authority Designated Officer – (City)	
12. NSPCC	0808 800 5000
13. Childline	0800 11 11
14. Derby Royal Hospital	01332 340131
15. Call Derbyshire	08 456 058 058
16. Derby City Children's Social Care	01332 717118

Appendix Seven: Minimum Operating Standards

MINIMUM OPERATING STANDARDS

Sport Unlimited

Guidance criteria for high quality alternative sport activity

Below is a summary of the criteria required for signposting young people to new high quality alternative active opportunities. It is set out in such a way so that it can be used as a check list. It is noted that evidence can be either written, verbal or observed. To ensure minimum standards are met it is recommended that the evidence type is noted in each box and the officer responsible signs and dates the document on completion. This will ensure that if activity occurs at the site or club again the information will be relevant and will, essentially, only need updating on an annual basis.

The activity programme

Minimum criteria	Type of evidence required
The organisation provides a coaching or activity programme for an agreed number of hours and weeks in a year to be determined on an activity basis (as per Sport Unlimited guidelines).	Written
The organisation uses the accredited awards and other coaching resources provided by Sports Leaders UK (CSLA)/NGBs/national youth bodies to enhance its activity and assessment programme	Observed
The organisation provides suitable intra and inter club competition for the young people it serves, where appropriate working to NGB guidelines.	Verbal
The participant/young person: coach ratio for activity/training session is per NGB/youth activity/Street Games/Clubs for Young People guidelines.	Observed
The leaders/coaches responsible for the programme are suitably qualified with either Level 2 in Community Sports Leadership, to NGB specified standards or appropriate Youth Work qualification	Written
The leaders/coaches and volunteers responsible for the programme have role outlines with clear responsibilities and tasks assigned	Observed
The organisation holds appropriate public liability insurance for its activities and where appropriate, leaders/coaches responsible for the programme hold professional indemnity.	Written
All activity and competition (activities) takes place at safe venues and use safe equipment as assessed by the appropriate risk assessment process within the organisation.	Observed

Knowing your community and looking after your members

Minimum criteria	Type of evidence required
The organisation has an open/non-discriminatory governing document/constitution/set of rules.	Written
The club has adopted a clear statement of equal opportunities/sports equity which all staff and volunteers work to. For support information go to www.clubmark.org.uk or www.streetgames.org	Written
The organisation has a clear focus on recruiting new young people into activity from its neighbourhood/catchment and can evidence the approach taken.	Observed
The organisation has codes of practice for parents/carers and other supporters where applicable.	Written
The leaders/coaches have clear, shared expectations of the appropriate conduct of young people and where appropriate these are recorded as codes of conduct for the children and young people	Observed

Duty of care and safeguarding and protecting children and young people

Minimum criteria	Type of evidence required
The organisation has adopted child protection policy and procedures which meets and where possible exceeds minimum safeguarding standards, aligning with CPSU guidance (see Extending Activities Operations Manual Section 4.4 Guidance on Child Protection: quality safeguarding in sport) and is working to the guidance laid down (these will cover issues like CRB checks, sports specific guidance on contact issues).	Written
At least two members of the organisation, one of whom must be a leader/coach have attended recognised direct delivery child protection training as identified by CPSU (Only 'recognised' 3 hour direct delivery CP training via scUK, NGBs, LSCBs)	Written
The organisation has adopted codes of practice for all coaches, leaders, officials and volunteers working with children and young people.	Observed
The organisation has access to first aid equipment at all coaching/activity and competition sessions.	Observed
The club has emergency procedures for dealing with serious injuries/accidents, including ensuring contact through telephone/radio to emergency services.	Observed
The organisation has the contact details of parents/carers and emergency/alternative contacts or a rigorous system in place to manage the safety of young people.	Observed
The organisation has information on any medical conditions of its children and young people and informs coaches on a need to know basis – this should be on the young people's registration forms when they sign up to activities	Observed

Club management

Minimum criteria	Type of evidence required
The organisation is affiliated to one or more appropriate NGB/National Youth Agency or National Sports Organisation e.g. StreetGames, Clubs for Young People	Written

The organisation has public liability insurance.	Written
If the organisation has a membership scheme then a specific membership category and pricing policy for children and young people exists (it is noted that many youth organisations do not charge).	Observed
The organisation communicates regularly with parents/carers	Observed
The organisation has an identified lead for work with children and young people who has been appropriately recruited and trained (see bullet 2, duty of care) and is able to act as a liaison with CSPs or other external agencies.	Written
The organisation is able to signpost children and young people to at least one outside agency which ideally should be a Clubmark accredited club (in the first year this could be a club working towards accreditation)	Observed

Derbyshire Coach Mark

Employment Minimum Operating Standards

When employing or deploying a coach there are certain standards that should be met by the coach in order for them to be qualified to lead a coaching session. These are:

- Level 2 Sport Specific Qualification
- Enhanced CRB
- Safeguarding and Protecting Children
- Basic First Aid Qualification
- Appropriate Insurance

The Derbyshire Coach Mark is a licensing scheme rolling out across Derbyshire and is designed to

- ensure consistent, high quality sports coaching in schools
- ensure coaches have the right qualifications
- support the development needs of the coach
- be the minimum standard coaches aspire to

A coach must never

- be expected to deliver National Curriculum PE.
- coach alone with a Level 1 Coaching Qualification (must be accompanied by a Level 2 coach or teacher)
- coach sports they do not have a qualification in

For more information visit

<http://www.derbyshiresport.co.uk/coaches-volunteers/derbyshire-coach-mark>

Facility

- The facility must comply with the minimum requirements stipulated in the Development Frameworks,
- The facility must have in place accident and incident recording and reporting procedures, which must be communicated to coaches before activity commences,
- There must be access to first aid equipment on site and
- There must be access to a working telephone on site.

ClubMark

Clubmark is the only national cross sports quality accreditation scheme for clubs with junior sections. It is built around a set of core criteria which ensure that accredited clubs operate to a set of consistent, accepted and adopted minimum operating standards.

Sport England recognises and values the commitment made by sports clubs to develop high quality, welcoming environments for young participants. The development of clubs that encourage young people to take-up sport, improve their talents, possibly play a leadership role and give them the option to initiate and maintain life-long participation in sport is an essential part of supporting the sporting infrastructure in England.

Clubmark accreditation is awarded to clubs that comply with minimum operating standards in four areas:

The playing programme

Duty of care and safeguarding and protecting children and young

Sports equity and ethics

Club management

Clubs working towards accreditation can receive support and advice from their NGB and other partners such as county sports partnerships (CSPs). Circumstances will vary between clubs and sports but the process of accreditation is the same. There is only one set of paperwork to complete and in general most clubs are well on the way to achieving accreditation without realising it

Duty of care and safeguarding and protecting children and young people

Every year, millions of young people, coaches, officials and other volunteers derive fun, satisfaction and achieve personal development from belonging to a sports club. There are increasing pressures on people's time and growing demands for quality as well as greater need for everybody to be more aware of safety and child protection issues.

The Child Protection in Sport Unit (CPSU) was founded in 2001 as a partnership between the NSPCC and Sport England. Its role is to:

Be the first point of contact for sports organisations about child protection

Co-ordinate the production of child protection information and training for

Commission research into a range of issues relating to child protection in

Develop and promote standards for safeguarding procedures and training in all sports.