

# **Wiltshire & Swindon Sport Safeguarding Children Policy and Procedures**

## **Context and overview**

### **Key details**

Policy prepared by: Steve Boocock

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Operational from 1.5.12

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Wiltshire & Swindon Sport are committed to making sport a safer place for children and young people to participate in sport. This policy will raise awareness and support those working in sport giving them the knowledge of what they need to do to protect children involved in sport and to minimise avoidable risks.

This document along with the implementation plan will provide clear guidance for staff, volunteers and others about the steps that need to be taken to reduce the risks and what to do in the event of a concern. Working with coaches, clubs and volunteers we will educate and support those delivering activities either in partnership with WAPS or within their own environments, ensuring that children and young people can enjoy and get the very best from their involvement in sport in Wiltshire.

We have worked closely with the NSPCC Child Protection in Sport Unit to ensure that WAPS has the necessary standards in place to help create a safe sporting environment for children and young people and to protect them from harm.

Wiltshire and Swindon Sport is committed to working in partnership with all agencies to ensure that information and training opportunities are available to everyone working with WAPS, to support and guide them in good practice when working with all children, young people. WAPS commit to ensuring the welfare and safety of all young people involved in any activities or competition across all programmes.

The welfare and safety of children and young people is the responsibility of all involved in sport whether their role is coach, official, administrator, volunteer, focus club member, Sports Development Officer, parent, participant or friend of a child.

This policy applies to all employees, coaches and officials, and those undertaking a voluntary role with Wiltshire and Swindon Sport. The policy will be promoted to all parents/carers of participants, coaches, focus clubs and professional sport staff in Wiltshire.

Wiltshire and Swindon Sport wants to ensure we have a partnership which is informed regarding child protection, with eyes and ears trained to identify and action Child Protection issues

## **Policy Statement**

Wiltshire and Swindon Sport will accept the moral and legal (Children's Act, 1989) responsibility to provide a duty of care, safeguard welfare, and a right to protection from abuse, for young people, especially vulnerable groups, irrespective of age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

Wiltshire and Swindon Sport will:

- Respect and promote the rights, wishes and feelings of young people and vulnerable adults.
- Recruit, train and supervise its employees, volunteers and focus sports clubs to adopt best practice to safeguard and protect young people from abuse and reduce the likelihood of allegations being made.
- Require employees, volunteers and focus sports clubs to adopt and abide by the companies Code of Conduct, Equity Policies and the Child Protection Policy and Procedures.
- Respond to any allegation appropriately and efficiently, implementing the appropriate disciplinary and appeals procedures.
- Share information on areas of concern with all partners and national agencies as quickly and as effectively as possible.

The policy and practices adopted by Wiltshire and Swindon Sport be based on the following principles:

- The welfare of young people, (the Children's Act 1989 defines a young person as under 18 years of age) will be paramount.
- All young people, regardless of their age, culture, disability, gender, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the statutory agencies in Child Protection to ascertain whether abuse has or has not taken place, (the Children's Act 1989) but it is everyone's responsibility to report any concerns.
- All incidents of suspicious poor practice and allegations or incidents of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff must complete Good Practice and Child Protection courses within 6 months of employment as part of the minimum operating standards.
- All staff who are working with children and are eligible under the terms of the relevant legislation must complete a Disclosure prior to commencing employment.
- Confidentiality should be upheld in line with Data Protection Act 1998 and Human Rights Act 1998.

## **Terms and Abbreviations**

The following terms and abbreviations are used throughout this document:

- Anyone under the age of 18 is considered to be a child/young person.
- The term “young person” also encompasses participants with a disability and vulnerable adults.
- The term "parents" is used generically to represent parents, guardians and carers.
- CPO: Child Protection Officer
- LSCB: Local Safeguarding Children Board
- NGB: National Governing Body

### **Concerns about poor practice and possible abuse within a sport setting**

Allegations may relate to poor practice where an adult or peer’s behavior is inappropriate and may be causing concern to a young person.

If a young person says or indicates that he/she is being abused (by an adult or another child) or information is obtained which gives concern that a young person is being abused, immediate action should always be taken.

**It is important to note that it is not your responsibility to determine whether or not abuse has/is taking place.**

**As part of your role within the Wiltshire and Swindon Sport, it is your responsibility to act upon any concerns that you may have. Reporting such matters should never be delayed.**

The following information sets out the procedures if there are concerns that serious poor practice and/or child abuse could be taking place. Use the appropriate flow chart (**Appendix A/B**) to find out the steps to follow if you have a concern.

It is important to note that you have a responsibility to report allegations and/or suspicious poor practice and/or of child abuse both inside your sport setting and outside e.g. at home.

### **Actions to take if a young person tells you they are being abused**

The person receiving the information should:

- React calmly so as not to frighten the child.
- Tell the child he/she is not to blame and that he/she was right to tell someone.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Reassure the child, but do not make promises of confidentiality, which might not be feasible in the light of subsequent developments.
- Make a full record of what has been said, heard and/or seen as soon as possible using the Child Protection Report Form in **Appendix C**.
- Continue to follow the flow chart in **Appendix A/B**.

The person receiving the disclosure should avoid:

- Allowing their shock or distaste to show.
- Probing for more information than is offered.
- Speculating or make assumptions.
- Making negative comments about the alleged abuser.
- Approaching the alleged abuser.
- Making promises or agreeing to keep secrets.
- Non-action is not an option in Child Protection.

It can be more difficult for some children to disclose abuse than for others. Children from ethnic minorities may have regularly experienced racism, which may lead them to believe white people, including those in authority roles, do not really care about their well-being.

Disabled children and vulnerable adults will have to overcome additional barriers before feeling they can disclose abuse. They may rely on their abuser for regular care and not know of alternative sources of care or residence.

The abuse may be the only attention/affection they have experienced. Communication difficulties may mean that it is hard for them to complain or to be understood.

### **Responding to previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child, or by a member of staff or volunteer who is still currently working with children).

Where such an allegation is made, the WASP will follow the guidelines and report the matter to Children Services or the Police.

### **Responding to suspicions and/or allegations of suspected abuse**

Any suspicion that a child has or may have been abused by or been subjected to poor practice by either an employee or those undertaking a voluntary role with WASP should be reported to the designated person (WASP CPO **Steve Boocock 01225 781500/07789 501554**).

The following steps will be taken as considered necessary to ensure the safety of the child in question and any other child who may be at risk:

- The designated person will refer the allegation to the Children Services Department who may involve the Police, or go directly to the Police.
- The Parents of the child will be contacted as soon as possible following advice from the Childrens Services Department.
- The relevant NGB will be contacted in the event of a concern being received relates to a club or other environment
- The CPO should deal with any media enquiries.
- It is essential to ensure the safety of the young person (if present) - if the young person needs immediate medical treatment, call a Doctor or an Ambulance, inform Doctors of concerns/suspicions of abuse to ensure that they are aware that it is a Child Protection issue.

- Make a full record of what has been said, heard and/or seen as soon as possible using the Child Protection Report Form in **Appendix C**. Continue to follow the flow chart in **Appendix A/B**.

While all staff and volunteers working for the WASP will have received training on issues of child protection, they are not experts, and it is not their responsibility to determine whether or not abuse has taken place.

If there is any doubt about whether or not the behaviour constitutes abuse, the concern must be shared with professional agencies that will be responsible for subsequent action. The CPO can be contacted to discuss any issues you may have regarding reporting and responding to abuse. The CPO will decide what action to take and refer accordingly.

### **Concerns about abuse in the home or other setting (outside sport)**

The person receiving the information should:

- React calmly so as not to frighten the child.
- Tell the child he/she is not to blame and that he/she was right to tell.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Reassure the child but do not make promises of confidentiality, which might not be feasible in the light of subsequent developments.
- Make a full record of what has been said, heard and/or seen as soon as possible using the report in **Appendix C**.
- Continue to follow the flow chart in **Appendix A/B**.

The person receiving the disclosure should avoid:

- Allowing their shock or distaste to show.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the alleged abuser.
- Approaching the alleged abuser.
- Make promises or agreeing to keep secrets.
- Non-action is not an option in Child Protection.

### **Reporting Procedures**

Information passed to the Children Services Department or the Police must be as helpful as possible and it may be used in any subsequent legal action, hence the **necessity for making a detailed record**.

The report (**Appendix C**) should contain the following information:

- The young person's name, address and date of birth, disability and ethnicity.
- Any times, locations, dates or other relevant information.
- Parties involved in the allegation or reported incident.
- Report what was said or done and by whom.

- Any action taken by the organisation to share concern with the professionals.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- A description of any visible bruising or other injuries.
- Any observations that have been made by you or to you.
- A clear distinction between what is fact, opinion or hearsay.
- Your knowledge of and relationship to the young person.
- Information and details of the alleged /suspected abuser, where possible, referrals to the Children's Services should be confirmed in writing within 24 hours.
- Keep a record of the name and designations of the Children's Services member of staff or Police Officer to whom concerns were passed and record the time and date of call, in case any follow-up is needed.

### **Contacts for Specialist Advice**

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the designated person (WASP CPO, [Steve Boocock 01225 781500/07789 501554](mailto:Steve.Boocock@waspcc.org)). If you would like any independent or specialist advice you can seek advice from the NSPCC 24-hour free phone Helpline on **0808 800 500**.

**Information passed to the Children Services must be as concise as possible, hence the necessity for making a detailed record at the time of the disclosure/concern (Section 2.3).**

A copy of this information should always be sent to the CPO.

### **Internal Disciplinary Enquiries and Suspension**

All allegations and/or suspicions of abuse will be passed from the WASP CPO to statutory organisations such as Children's Services and the Police for them to investigate whether a child protection and/or criminal issue has taken place.

From the point a concern is raised, the accused will be notified and temporarily suspended. If child abuse and/or a criminal action have taken place, Children's Services and/or Police will deal with the issue until its end. WASP will be kept notified as the investigation's progress. If the statutory organisation assesses the alleged child abuse to be the consequence of poor practice alone, the matter will then be referred back to continue the enquiry if necessary and appropriate.

The company will follow the disciplinary procedures as described in **Appendix F**. Further details of the disciplinary and appeals procedures can be found in the companies Disciplinary and Grievance Procedures.

### **Support for the Victim, Accused and Reporter**

Wiltshire and Swindon Sport will:

- Acknowledges the difficulty in reporting concerns and will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or concerns about the welfare of a young person.

- Take appropriate steps to ensure that the victim (and parents) are provided with appropriate professional support.
- Ensure through the appropriate allegation, disciplinary and appeals procedures that the accused is offered appropriate support.

## **Informing Parents**

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns (e.g. if a child seems withdrawn, there may be a reasonable explanation, such as family upset of parental separation, divorce or bereavement).

However, there are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately).

In these situations, or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the CPO as soon as possible and recorded. Information regarding suspicions, allegations or incidents of abuse will usually be passed to parents by statutory organisations such as the Children's Services or the Police.

## **Records and Confidentiality**

Confidentiality should be maintained at all times. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The designated person in charge.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Children's Services/Police.
- Designated officers within the governing body of sport e.g. Legal Adviser, Lead Child Protection Officer.
- Only inform the alleged abuser (or parent if the alleged abuser is a child) – following advice from Social Services.

Information should be stored in a secure cabinet at the WASP in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure), with access available only to the CPO and designated Officers.

## **Indicators of Abuse**

Definitions of what constitutes abuse are described in **Appendix G**. Abuse can happen wherever there are young people, and young people and vulnerable adults of any age can be abused. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood.

For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships and may become involved with drugs or prostitution, attempt suicide or even abuse a child in the future. Indications that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty in making friends.
- Is prevented from socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

Anyone of these behaviours could be related to other family issues such as family upset of parental separation, divorce or bereavement, highlighting the importance of communication needed with parents or carers to help clarify any initial concerns.

## **Abuse of disabled children and young people**

**It is not the responsibility of those working in sport to decide that child abuse is occurring but it is their responsibility to act on any concerns.**

Some disabled children and young people are mentally or physically more vulnerable than others, which could make it easier for abusers to exploit them.

They may also find it more difficult to recognize and report abuse, and to be believed. For example, if their disability means that they:

- Have limited life experiences and so have not developed the social skills needed to work out what the behaviour and attitudes of others mean. This could make them less able to understand what appropriate and inappropriate behaviour is.



- Have been encouraged to comply with other people's wishes and not to question authority figures.
- Are afraid to challenge potentially abusive situations because of fear of the consequences. It is often easier to be compliant and pleasing rather than risk angering an authority figure and getting into trouble.
- May not be able to report abuse either because there is no-one they can report it to or because they do not have the appropriate language to use.
- May not be able to recognise that abuse has taken place.
- Feel powerless because they have to depend on others for personal support.
- May not be able to physically remove themselves from abusive situations.
- Are not believed because their authority figures cannot accept that anyone would abuse a disabled child.
- May not have anybody they can trust and confide in.
- May feel guilt or shame about the abuse which prevents them from reporting it.
- May not have a sense of ownership of their own bodies because they are so used to being examined physically by others as part of their medical and physical care.
- Have low self-esteem and a poor self-image.

Children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm, it is not, in itself, a category of abuse.

All organisations working with children (including those operating where black and minority ethnic communities are numerically small) should address institutional racism, as defined in the Macpherson Inquiry Report on Stephen Lawrence as *'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'*.

**It is important to remember that men or women may be abusers as well as young people, carers/guardians or parents.**

### **Bullying**

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

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

Bullying can include:

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

There are a number of signs that may indicate that a young person or vulnerable adult is being bullied:

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

**All poor practice issues that arise including issues of physical contact and bullying will be dealt with through internal disciplinary procedures (Appendix F).**

### **Photography**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. Wiltshire and Swindon Sport, therefore, requires that all personnel adhere to the appropriate guidelines detailed in **Appendix I**.

## **Recruitment and selection**

### **Introduction**

Wiltshire & Swindon Sport will ensure that all reasonable steps will be taken to ensure unsuitable people are prevented from working with young people and vulnerable adults. Therefore, the following steps will be taken when recruiting paid staff or volunteers, full and/or part-time, or occasional employment.

Any coach employed will also need to be meet the minimum operating standards for coaches

### **Recruitment**

Recruitment checks will always be carried out with any person working with, or intending to work with young people and vulnerable adults. Listed below are the recruitment checks that should always be carried out:

### **Advertising**

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

- Aims of the company and where appropriate, the particular programme involved.
- Responsibilities of the role
- Level of experience and qualifications required (e.g. experience of working with children and in what role is an advantage).
- The Partnership's open and positive stance on Safeguarding and Child Protection.

### **Pre-Application Information**

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

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

### **Application**

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

- Name, address and National Insurance Number (to confirm identity and right to work).
- Relevant experience, qualifications and training undertaken.
- Listing of past career or involvement in sport (to confirm experience and identify any gaps).
- Any criminal record, including convictions, cautions and formal warnings.
- Whether the applicants are known to any children's services department as being an actual or potential risk to children or young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence.
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people ideally a previous employer.
- The applicant's consent to DBS checks being undertaken.

## **Checks and References**

A minimum of two written references will be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone. A self-declaration form (**Appendix K**) will also be completed by all personnel and will be kept by the WASP.

## **Interview and Induction**

All employees, and where possible, volunteers, will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers will receive a formal or informal induction programme in which:

- Their qualifications as a coach/official are substantiated.
- The expectations, roles and responsibilities of the job are clearly clarified.
- The company's Child Protection Procedures are explained and training needs established.

## **Training**

Appropriate training will need to be identified and implemented to enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

### **Implementation Plan**

If the companies Child Protection Policy and Procedures are to be effective, they need to be integrated into current practice and implemented in a planned and staged way, which will involve:

- The dissemination of the companies Child Protection message so that it reaches and influences all related sporting organisations to safeguard the welfare of young people and vulnerable adults in sport.
- Operating sound recruitment procedures for paid and voluntary staff in sport.
- Identifying and enabling the appropriate Child Protection training for staff.
- Remaining updated with legislation related to Child Protection.
- Measuring the impact of the Policy and Procedures on an annual basis.

### **Monitoring Strategy**

Monitoring and reviewing the implementation of the Child Protection Policy and Procedures is a crucial part of the process and the Partnership will attempt to evaluate levels of awareness and knowledge, perceptions and attitudes, behaviour and skills as well as incidents and processes.

The CEO will be responsible for reviewing the policy on an annual basis, however other procedures may include monitoring:

**It is essential to monitor and update the implementation plan annually to keep Child Protection high on the companies agenda.**

## APPENDICES

Appendix A - Procedures for responding to disclosure, allegations and suspicion

Appendix B - Flow Chart for Reporting concerns about children

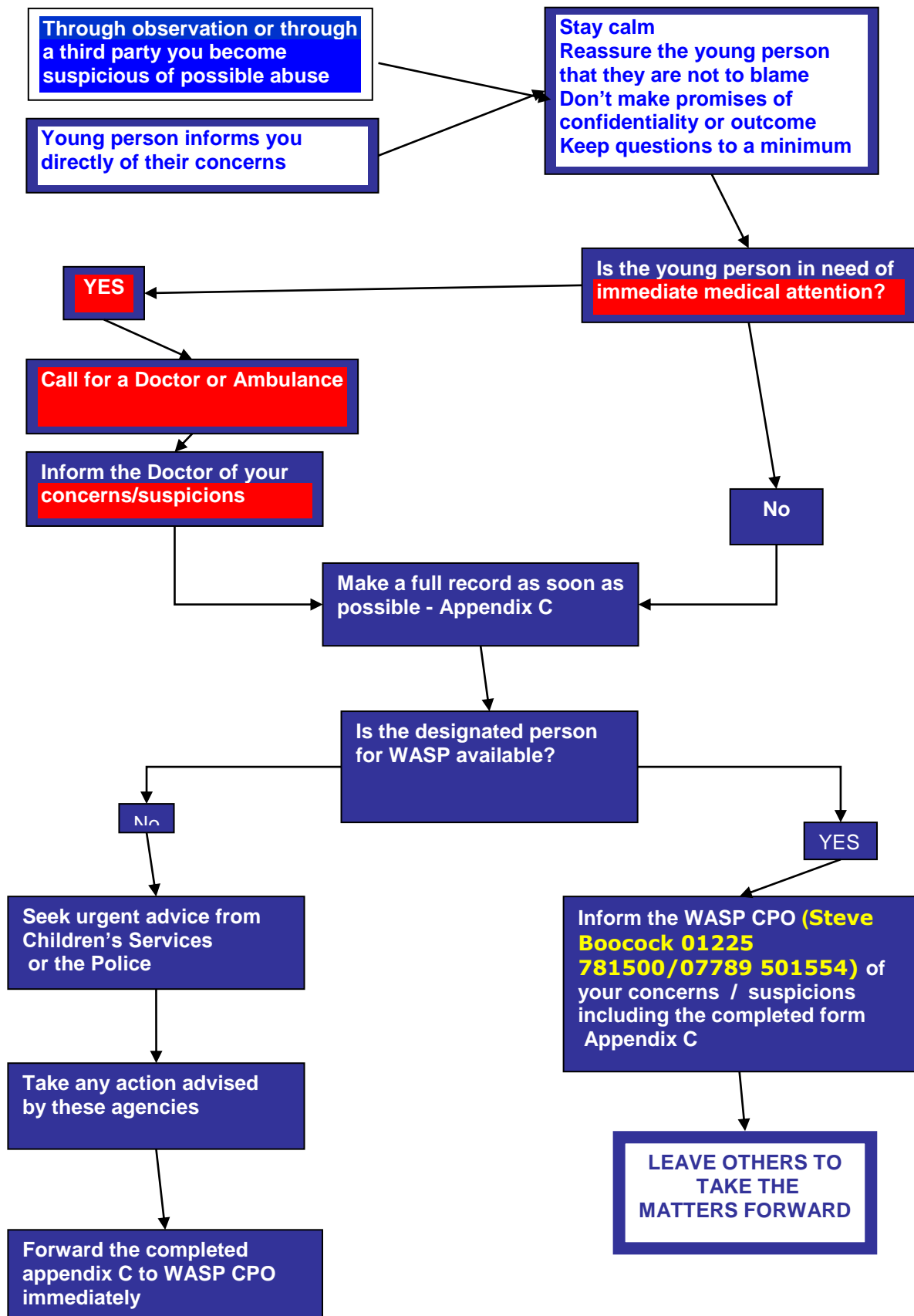
Appendix C - Child Protection Report Form

Appendix D - The Role and Responsibilities of the Designated Person

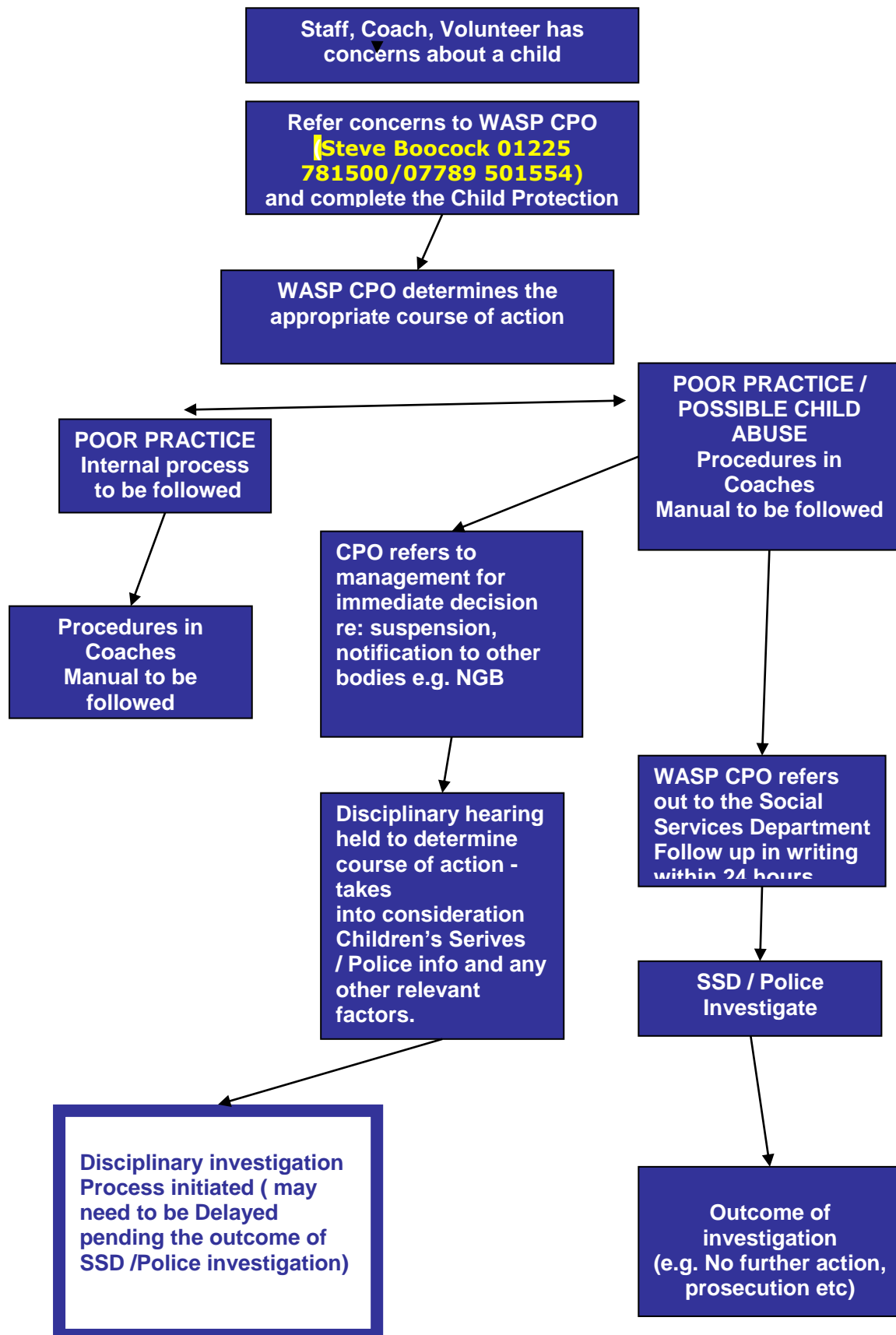
Appendix E - Definitions of Abuse

Appendix F - Guidelines in the use of Photographic and Filming Equipment

**Appendix A Procedures for responding to disclosure, allegations and suspicions.**



## Appendix B Flow Chart for Reporting concerns about children





## Appendix C

### Child Protection Report Form

#### Incident Reporting 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 questions as possible to encourage the child to use their own words

Your Name:	Your Position:
Your Address:	Your Contact no.
Child's Name:	
Child's Address:	
Child's date of birth:	
Parents/carers names:	
Parents/carers address (if different from above):	
Date and time of suspected incident(s):	
Your observations:	

Exactly what the child said and what you said:  
(Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)

Action taken so far:

Details of suspected / alleged abuser

Name:

Address:

Contact:

External agencies contacted:

Police  
No

Yes/

Details of advice received:

Name and contact number:

Incident Report Number (if provided):

<p>Social Services Yes/ No</p> <p>Name and contact number:</p> <p>Incident Report Number (if provided):</p>	<p>Details of advice received:</p>
<p>Sports Governing Body Yes/ No</p> <p>Name and contact number:</p> <p>Incident Report Number (if provided):</p>	<p>Details of advice received:</p>
<p>Local Authority Yes/ No</p> <p>Name and contact number:</p> <p>Incident Report Number (if provided):</p>	<p>Details of advice received:</p>

<p>Other Agency (eg NSPCC) Yes/ No</p> <p>Agency Name:</p> <p>Name and contact number:</p> <p>Incident Report Number (if provided):</p>	<p>Details of advice received:</p>
<p>Have the parents been informed that contact is going to be made with social services?  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>NB – Parents should always be informed except in cases where doing so could place the child at risk of further harm.</p>	
<p>Signature:</p> <p>Print name:</p>	
<p>Date:</p>	

**For Wiltshire and Swindon Sport Child Protection Officer Use:**

Actions Taken:

Sign:

Date:

**Remember to maintain confidentiality. Do not discuss with anyone other than those that need to know.**

**A copy of this form marked PRIVATE & CONFIDENTIAL should be sent to:**

Wiltshire & Swindon Sport Child Protection Lead Officer (**Steve Boocock 01225 781500/07789 501554**) [steve@wiltssport.org](mailto:steve@wiltssport.org).

## **Appendix D**

### **The Role and Responsibilities of the Designated Person**

Every organisation should designate a person or persons with lead responsibility for dealing with any concerns about the protection of children.

The organisation's Child Protection Policy and Procedures should include the contact details for this person and a description of their role and responsibilities. The **Designated Person** should ensure that he/she is knowledgeable about child protection and that he/she undertakes appropriate training both to equip them to fulfill the role and to keep their knowledge and skills up to date.

In larger organisations there is a need to ensure that there are people with designated responsibility at different levels within the organisation. For instance, in a sport's national governing body there may be a need for **Designated Persons at national, regional, county and club level.**

To reflect the different levels of responsibility of these roles, it is recommended that the person with a national role and responsibilities is referred to as the **Lead Child Protection Officer**. Those with designated responsibility at devolved levels should be referred to as '**Regional/County/Cub/Facility Welfare Officers**'. This also reflects the need for those directly working with local clubs and organisations to ensure their general responsibilities for child welfare are promoted and fulfilled.

Within sport's national governing bodies there are likely to be some very small clubs who do not have the capacity to develop a **Club Welfare Officer**. The organisation should ensure that these clubs are linked into a **Club Welfare Officer** from within their network of other local clubs/branches.

The following section outlines the core knowledge, skills, values and experience that are required to fulfill the role and responsibilities of **Designated Person** at each different level within the organisation.

Being the **Designated Person** does not mean that you have sole responsibility for your organisation's response to child protection. It is the responsibility of the organisation's senior management to ensure that proper arrangements are made to ensure the organisation fulfils its 'duty of care' towards children and young people. Equally, all adults working with children and young people have a responsibility to ensure that their welfare is the organisation's top priority. The **Designated Person** should have a formal role on the organisation's Management Committee at each appropriate level of its structure.

As a minimum, the **Designated Person** at every level within the organisation should have attended a basic **recognised** Child Protection Awareness Course. This should be followed by undertaking a course specifically designed to develop their knowledge and skills to equip them to fulfill the role and responsibilities of **Designated Person**

## Appendix E

### Definitions of Abuse

**Neglect** - where adults fail to meet a child's basic physical and/or psychological needs, it is likely to result in the serious impairment of the child's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give children love, affection and attention. Neglect in sport could include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

**Physical abuse** - where adults and or other young people physically hurt or injure children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after e.g. factitious illness by proxy or Munchausen's Syndrome by proxy. Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body; where drugs are used to enhance performance or delay puberty.

**Sexual abuse** - where girls and boys are abused by adults (both male and female) and or other young people who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

**Emotional abuse** - is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a child. Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently. In addition to the four main types of abuse, disabled children in residential homes or other institutions might experience: **Institutional abuse** - when staff in a home or other institutions sacrifice the needs, wishes and lifestyle of a disabled child in favour of the institution's regime. For example, by showing lack of respect for a child's dignity or privacy, or denying them opportunity to make day-to-day choices or decisions about their life.

An example in sport would be if coaches or volunteers followed their club's usual procedures where these conflicted with the rights and needs of a disabled child.

**Financial abuse** - deliberate misuse and exploitation of a disabled child's money or possessions. For example, if the child is not allowed to spend their money as they wish, or if someone takes it from them to spend on themselves.

**The above definitions are adapted from:**

**Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. Department of Health (1999).**

**Protecting Disabled Children and Adults in Sport and Recreation: The Guide. Sports Coach UK (1999).**

**Bailey, G., Action Against Abuse - recognising and preventing abuse of people with learning disabilities. ARC Publications (1998).**





## Appendix F

### **Guidelines in the use of Photographic and Filming Equipment**

We use images of young people participating in the sports activities for publicity and promotional purposes. We will follow these guidelines for the use of photographs or images of young people. All personnel involved in running/delivering an activity or event should be vigilant and should report any concerns to the main organizer.

#### **Professional Photography**

Wiltshire and Swindon will:

- Provide a clear brief about what is considered appropriate in terms of their behaviour and the content of the photography.
- Issue them with identification which they must display at all times.
- Inform athletes and parents that a photographer will be present at the event and seek their consent to allow filming and/or photography to be published.
- Not allow photographers unsupervised access to child athletes or one-to-one photo sessions during the event.
- Not approve photo sessions outside the events or at a participant's home.

#### **Parents and Spectators**

If parents or other spectators are intending to photograph or video at an event they will also be made aware of the companies expectations:

- Spectators will be asked to register at an event if they wish to use photographic equipment where they will be issued with a sticker to wear in a prominent position upon themselves.
- Athletes and parents will be informed that if they have concerns they can report these to the organizer. Concerns regarding inappropriate or intrusive photography should be reported to the organiser and recorded in a Child Protection manner.
- Parents and other spectators intending to photograph and/or video at an event will be asked to complete a self-declaration form.

#### **Videoing as a Coaching Aid**

Video can be a legitimate coaching aid for club coaches and teachers. We will seek the consent of parents/carers for such filming to be used. However, if it is used, it will be made clear that children and their parents/carers understand that it is part of the coaching programme. Films will then be stored safely and securely.

#### **Using Photographs on Publications**

Wiltshire and Swindon Sport issues the following guidelines to minimise the potential for misuse:

- We will seek the consent of parents/carers.
- We will never use the full name of any child when used in an image on video, website, or in published publications.
- We will not include personal information about the person shown in the picture (e.g. e-mail address, postal address, telephone etc.).
- If a young person is named in the text we will not use a photograph of that child with the article.
- We may use group or class images with general labels.

- We will only use images of children and young people who are suitably dressed for the activity to reduce the risk of such images being used inappropriately. Our images will reflect sport as a fun activity.

**Public Information**

The details concerning photographic/video and filming equipment registration will be clearly published at activities and programmes, and where possible announced over the public address system.