



**LEICESTER-SHIRE
& RUTLAND SPORT**
www.lrspport.org.uk

Leicester-Shire & Rutland Sport Safeguarding Child & Vulnerable Adults Policy

Important:

Remember it is not up to you to decide if abuse has taken place, that is the role of Leicestershire's Social Care Services, BUT it is up to you to report ANY concerns to a Designated Safeguarding Officer.

LRS have a legal responsibility to respond to any issues that may concern us even if they don't involve our staff or services

January 2014

Review Date January 2017

(This policy would be reviewed following a key legislation change or major incident)

Leicester-Shire & Rutland Sport

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1. Foreword

It is well documented that sport plays a positive role in the lives of many children and young people. As well as the obvious health benefits, they also gain important social and life skills. That is why it is important that everyone who provides sport does as much as possible to create and maintain an enjoyable. The coach or trusted adult is in a very influential position and the recruitment to this position must be undertaken with great care in order to safeguard the children, young people and vulnerable adults we work with.

The reality of this is that abuse, in many forms, does take place within sport and in some cases coaches and other trusted adults have been convicted of offences committed against children.

2. Policy Objectives

LRS accepts the moral and where appropriate the legal responsibility to implement procedures, to provide a duty of care for children, young people and vulnerable adults, safeguard their well being and protect them from abuse when they are engaged in services by the organisation. We aim to do this by:

- Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults.
- Raising the awareness of the duty of care responsibilities relating to children, young people and vulnerable adults throughout the organisation.
- Promoting and implementing appropriate procedures to safeguard the well-being of children, young people and vulnerable adults to protect them from harm
- Creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur
- Recruiting, training, supporting and supervising staff and volunteers to adopt best practice to safeguard and protect children, young people and vulnerable adults from abuse, and minimise risk to themselves
- Responding to any allegations of misconduct or abuse of children, young people or vulnerable adults in line with this Policy and Procedures, Local Area Safeguarding Board and 'No Secrets' guidance as well as implementing, where appropriate, the relevant disciplinary and appeals procedures
- Requiring staff and volunteers to adopt and abide by the Children, Young People and Vulnerable Adults Safeguarding Policy and Procedures.

2.1 This policy will also highlight the importance of:

- Promoting high quality safeguarding training for staff, coaches and volunteers.
- Advocating Minimum Operating Standards (MOS) and quality assurance schemes such as Coach Mark.
- Ensuring that the activities that Leicester-Shire and Rutland Sport are directly responsible for delivering are properly safeguarded.
- Influencing partners that Leicester-Shire and Rutland Sport fund to deliver safe sport and physical activity.
- Promoting appropriate safeguarding standards in sport.
- Communicating best safeguarding practice, new legislation, etc. to Leicester-Shire and Rutland Sports wider network.
- Producing an annual safeguarding action to address improvement areas.

3. Leicester-Shire and Rutland Sport

3.1 LRS works in partnership with Leicestershire County Council, Leicester City Council, Rutland County Council and the 7 borough and district councils. Namely, Blaby District Council, Charnwood Borough Council, Harborough District Council, Hinckley Borough Council, Melton Borough Council, North West Leicestershire District Council and Oadby and Wigston Borough Council. It is recognised that each Local Authority, National Governing Body, Sports Club will have their own policy which, when they organise activities, they will adhere to. For activities that are being delivered by partners and organisations funded by LRS minimum standards will be set which are outlined and built into individual Service Level Agreements.

3.2 It will be a requirement that all organisations funded by LRS to deliver activity for children, young people or vulnerable adults will have a child protection and/or vulnerable adults policy in place and meet minimum operating standards.

3.3 LRS has a strategic focus and co-ordination function and currently has little direct responsibility for the direct delivery of sport and physical programmes. The exceptions are occasional county-wide events, for example, the School Games and the Young Leaders Academy. For these events, LRS has the responsibility for organising the core event services whilst other organisations (such as local authorities and schools) are directly responsible for the children and young people in their care. However, LRS has a responsibility to ensure systems are in place to enable safe practice at the respective

events. The roles and responsibilities related to specific events are set out in specific event plans.

- 3.4 Leicester-Shire and Rutland Sport (LRS) is supported by Sport England, Sports Coach UK and the advisory support of NSPCC Child Protection in Sport Unit.
- 3.5 For details of these and other organisations log on to www.lrsport.org
- 3.6 For the purposes of the Policy several categories of staffing for LRS are used.
- 3.7 **Core Team** – full and part time paid officers employed by Leicestershire County Council, but based at SportPark, Loughborough University. These officers do not necessarily have direct contact with or unsupervised access to children and young people, however, each position will be assessed on an individual basis. LRS staff are employed by Leicestershire County Council (LCC) and as such adhere to LCC policies and procedures.
- 3.8 **Volunteers** – refers to event staff that support LRS events in an unpaid capacity. Typically individual volunteers will act on behalf of LRS once or twice a year. Volunteers will not have unsupervised access to children and young people and will not be working on a regular basis.

4. **Who is this policy for?**

- 4.1 This policy is to support the work and activities of LRS staff, Board member, coach or a volunteer delivering a service for or representing the organisation.
- 4.2 It is important to be aware that LRS has both a moral and legal obligation to ensure the duty of care for children and vulnerable adults across all of its services. Staff may come across cases of suspected abuse either through direct contact with children, young people and vulnerable adults, for example running a sports event. We are committed to ensuring that all children, young people and vulnerable adults are protected and kept safe from harm whilst engaged in services organised or funded by LRS.

5. **What does this policy cover?**

- 5.1 The policy provides information needed regarding what actions to take if you suspect or are told about abuse, and what will happen next.

- 5.2 While it is not the role of a LRS Officer, Board Member or volunteer to establish whether or not abuse is taking place, it is our responsibility however to report any concerns we have over the welfare of children, young people or vulnerable adults. This duty extends to the identification of abuse, poor practice by internal members of staff of the organisation, volunteers and parents, as well as allegations brought to the attention of the organisation by a member of the public/community.
- 5.3 It is important to ensure that relevant information is recorded and passed on to the Designated Safeguarding Officer's without delay, so that they can discuss any action or referral to the relevant authority.

6. Safeguarding Children

- 6.1 This policy has been developed in accordance with the following legislation and procedures:
- 6.2 The legal obligation concerning children and young people are underpinned by Section 11 of the Children Act 2004, and features as part of the Every Child Matters Green Paper 2003. Further guidance is available from Working Together to Safeguard Children, 2013.

7. Safeguarding Vulnerable Adults

- 7.1 This policy was developed in accordance with guidelines produced by the Department of Health `No Secrets` 2000 guidelines and the Public Interest Disclosure Act 1998.
- 7.2 It is acknowledged that there are different issues to take into account when dealing with cases of the abuse of children and young people and the abuse of vulnerable adults. The emphasis in our work with vulnerable adults is to promote the empowerment and well-being of vulnerable adults through the services we provide and to act in a way which supports the rights of individual to lead a life based on self-determination and personal choice and recognise people who are unable to take their own decisions and/or protect themselves, their assets and bodily integrity.
- 7.3 **The Safeguarding Vulnerable Groups Act 2006** - This Act recognises the needs for a single agency to vet all individuals who want to work or volunteer with vulnerable people, which includes all groups of vulnerable people including those who are young or elderly. This agency is the Independent Safeguarding Authority.

8. Annual Safeguarding Action Plan

- 8.1 All sports organisations that receive statutory funding must now have a current, regularly reviewed safeguarding policy. This should be underpinned by an annual safeguarding action plan, with a senior LRS Officer responsible for overseeing its delivery. The annual safeguarding action plan has been established by a cross section of LRS Officers, following a self-assessment against the Safeguarding in Sport framework. Actions agreed generally link to the delivery of the objectives set out in this policy (see page 3).

See following Appendix (courtesy of the NSPCC)

Appendix 2 Promoting good practice

9. Working Together (2013)

- 9.1 The new Working together to safeguard children (2013) streamlines previous guidance documents to clarify the responsibilities of professionals towards safeguarding children and strengthen the focus away from processes and onto the needs of the child.

It replaces:

- Working together to safeguard children (2010)
 - Framework for the assessment of children in need and their families (2000), and
 - Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004.
- 9.2 The guidance seeks to emphasise that effective safeguarding systems are those where:
- The child's needs are paramount, and the needs and wishes of each child, should be put first, so that every child receives the support they need before a problem escalates;
 - All professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
 - All professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care;

- High quality professionals are able to use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child;
- All professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes;
- Local areas innovate and changes are informed by evidence and examination of the data.

9.3 Effective safeguarding arrangements in every local area should be underpinned by two key principles:

- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part.
- A child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

9.4 LRS will comply with the requirements of Working Together (2013) to safeguard children in sport.

10. Policy Definitions and Principles

10.1 This policy and these procedures are based on the following definitions and principles:

10.2 The term child, or young person is used to refer to anyone under the age of 18yrs.

10.3 The term vulnerable adult can include people with learning disabilities, older people (irrespective of age), people with physical or sensory disabilities, people with mental ill health, people with certain physical illnesses or people with drug or alcohol problems.

10.4 The term parent is used as a generic term to represent parent, carers and guardians.

10.5 The terms staff and volunteers is used to refer to employees and anyone working on behalf of, delivering a service for LRS.

10.6 There are 4 broad types of child abuse: physical abuse, emotional abuse, sexual abuse and neglect. Full definitions of these can be found in Chapter 3 of the Local Safeguarding Children's Board Procedures available from www.lscb-llr.org.uk. In the document 'No Secrets' which is concerned with abuse of vulnerable adults, there is

added psychological, financial or material, and discriminatory abuse and neglect and acts of omission.

10.7 All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.

10.8 All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

11. **Support for Members of Staff, Board Members and Volunteers raising concerns**

11.1 In the event of having a concern, you may choose to talk to your line manager in the first instance, who will support you to report your concerns to an appropriate Designated Safeguarding Officer (DSO). See page 15 for contact details of the LRS DSOs.

11.2 When a member of staff, board member or a volunteer raises concerns with their Designated Safeguarding Officer, the DSO will ensure that:

- The procedures are followed appropriately in consultation with Social Care Services.
- The appropriate agencies, staff members, parents/ carers are informed.
- Information is recorded and stored appropriately.
- Staff involved are supported as required in line with the LCC employee wellbeing policies. This includes access to a confidential counselling service.

11.3 LRS recognises that when safeguarding concerns relate to an officers conduct, this can involve additional stress to reporters. LRS will fully support and protect all staff/members who, in good faith (without malicious intent), report his or her concern about a colleague's practice or the possibility that a child or vulnerable adult may be being abused.

12. **Confidentiality**

12.1 Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of children, young people and vulnerable adults. Information should be handled and disseminated on a need to know basis only. Your line manager and the DSO will guide you as to who needs to know information about the case.

12.2 Where a staff member is approached regarding an allegation, issues of confidentiality should be clarified early in the discussion. The person should be informed that the member of staff will at the very

least, have to disclose the conversation to the line manager and depending on the severity of the information may be disclosed to Social Care services or the Police.

12.3 There may be occasions where a child, young person or vulnerable adult expresses a wish for concerns not to be pursued. Decisions about whether to respect the persons' wishes must have regard to the level of risk to the individual and/or others and their capacity to understand the decision in questions and to make decisions relating to it. In some circumstances the persons' wishes may be overridden in favour of consideration of safety for the person and other children, young people or vulnerable adults. Where possible this decision will be the product of discussions between the line manager and Designated Safeguarding Officer.

12.4 The responsible **Designated Safeguarding Officer** will: -

- Ensure that the procedures are followed appropriately in consultation with Social Care services.
- The appropriate agencies are informed.
- Information is recorded and stored appropriately.
- Provide information to staff reporting concerns about support available to them.

13. Procedure for responding to concerns relating to the safety or welfare of a child, young person or vulnerable adult

13.1 This Policy and its procedures inform the core team, volunteers and Board Members of what actions they should take if they have concerns or encounter a case of alleged or suspected child, young person or vulnerable adult abuse, i.e. response actions.

13.2 LRS staff may come across cases of suspected abuse either through direct contact with children, young people and vulnerable adults e.g. running a holiday activity. It is not your responsibility to decide whether or not a child, young person or vulnerable adult has been abused. It is however your responsibility to report your concerns.

13.3 Your primary concern is to ensure that any relevant information is passed to the appropriate Designated Safeguarding Officer/s who will then discuss any action or referral to the relevant authority e.g. Police or Social Care Services without delay.

14. Responding to Suspicions

14.1 Most suspicions arise because a member of staff notes a pattern of occurrences or a significant incident happens. **You are not**

expected to investigate suspicions or concerns, other agencies are trained to do this.

14.2 If you have a concern about the safety or welfare of a child, young person or vulnerable adult:

- Note the concerns and your reasons using the incident reporting form.
- You may choose to see your line manager.
- Report to an appropriate Designated Safeguarding Officer.
- Maintain confidentiality in line with Section 12.

14.3 When there are ongoing concerns regarding a parent or carer in relation to the alleged abuse of a child, young person or vulnerable adult the parent or carer should not be contacted about the allegation of abuse. Social Care Services and/or the Police will do this at an appropriate time.

14.4 The process on how to respond to concerns is detailed in Appendix ?? on page ??: "Guide for dealing with concerns relating to child, young person and vulnerable adult abuse".

15. **Responding to Disclosure**

15.1 Abused children, young people and vulnerable adults are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child, young person or vulnerable adult is saying you are already helping the situation. The following points are a guide to help the core team, Board Members and volunteers respond appropriately.

15.2 What to do if a child, young person or vulnerable adult discloses information to you:

- React calmly
- Take what the person says seriously
- Do clarify your understanding of what the person has said but avoid asking detailed or leading questions
- Reassure the person that they were right to tell **and do not make promises of confidentiality**
- Be open and honest, explain to them that you will have to share your concerns with the Designated Safeguarding Officer
- Immediately record all details in writing, using the child, young person or adults own words.
- As soon as possible fill out the Incident Reporting Form (See Appendix 1) again including all the details and what was said using the child, young person or vulnerable adult's own words.

Attach the original notes to the Incident Reporting Form and give these to an appropriate Designated Safeguarding Officer.

15.3 The process on how to respond to disclosure is detailed in Appendix 3: Guide for dealing with concerns relating to child, young person and vulnerable adult abuse.

15.4 **Actions to Avoid** - The person receiving the disclosure should not:

- Dismiss the concern.
- Panic.
- Allow their shock or distaste to show.
- Probe for more information than is comfortably offered – do not overpressure for a response.
- Speculate or make assumptions.
- Make negative comments about the alleged abuser.
- Make promises or agree to keep secrets.
- Should not suggest any action/s or consequences that may be undertaken in response to the disclosure.

15.5 Remember: Listen – write it down – report it

15.6 Safeguarding training opportunities will be made available for the core team and Board Members once per year. Core team members, Coaches and volunteers should attend the Sports Coach UK Safeguarding and Protecting Children workshop every 3 years.

15.6 If you feel you need support with or training on safeguarding please contact LRS DSOs – see page 15, for their contact details.

16. **Child, young person and vulnerable adult, Safeguarding Incident Reporting Form**

16.1 It is a requirement that an Incident Report Form for all concerns, suspicions and disclosures relating to the safeguarding of children, young people and vulnerable adults (see Appendix 1 for Incident Reporting Form). This needs to be done as soon as practicable to ensure all the facts are recorded.

16.2 If you have to ask someone in order to find this form, do not discuss the situation with him or her. The same form is used for all disclosures and allegations and suspicions. Do not worry if all the sections do not apply to your situation, it is purely to help you to remember as much relevant information as possible. It is the responsibility of the Designated Safeguarding Officer to take a lead

on suspicions and report them to Social Care Services and or the Police to take the appropriate course of action, if appropriate.

17. Additional considerations when concerns relate to an internal employee / contractors and volunteers

17.1 It can be very worrying to have concerns about a person's safety or welfare that relate to the conduct of a colleague. LRS recognises that this can involve additional stress for those reporting concerns. Within the incident reporting structures there are support mechanisms in place to ensure that staff are confident that these concerns will be dealt with appropriately. These include confidentiality guidelines and access to counselling services.

17.2 Where there are concerns about a colleague, the reporting procedures should be followed in exactly the same manner as outlined above. You may need to have regard to which Designated Safeguarding Officer (and manager if you wish) it is appropriate to report your concerns to.

You can report to:

- Your line manager
- Human Resources

You **must** report to:

- A Designated Safeguarding Officer

17.3 Remember that the safety of the child, young person or vulnerable adult is paramount. There may be circumstances where allegations are about poor practice rather than abuse, but this should always be communicated to the DSO for guidance and appropriate action. Managers wishing to seek further advice can refer to Chapter 13 of the Local Safeguarding Children's Board Procedures available from www.lrlscb.org/index.htm (Leicestershire and Rutland) www.lcitylscb.org/ (Leicester City).

18. Types of Investigation

18.1 Where there are allegations of abuse or concerns about poor practice of a core team member, Board Member or volunteer there may be three strands of investigation:

1. Child/Vulnerable Adult Safeguarding investigation (externally led by Social Care Services)
2. Criminal Investigation (externally led by the police authority)

3. A disciplinary or misconduct investigation (internally led)

- 18.2 In the first two instances, LRS will not be involved in any form of investigation unless requested to do so by the Social Care Services or the Police authority and feedback on outcomes of any investigation will not usually be reported to the DSO involved unless there are outstanding misconduct issues to address.
- 18.3 As an LCC employee, core team members can expect the usual terms and conditions for disciplinary investigations will apply, if this happens consideration will be given to suspension on full pay pending the outcome of the investigation.
- 18.4 The Council will assess each individual allegation on its own, taking into account the findings of any criminal investigation and respond to the outcome of the investigation in line with Council Disciplinary policy and procedures. Depending on the outcome of the investigation, the Council will assess the appropriateness of the staff member returning to work in their previous environment.
- 18.5 A decision to withdraw permission for the employee to work with vulnerable groups may lead to the Council having a legal duty to report the person to the Independent Safeguarding Authority. This also applies in instances where the Council would have withdrawn permission for the individual to engage in regulated or controlled activity had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated or controlled activity.

19. Support for Staff

- 19.1 If an allegation is made towards another member of staff, full support will be given in line with the local authority whistle blowing policy see:
www.leics.gov.uk/index/your_council/local_democracy/county_councilors/standards_of_conduct/whistleblowing_for_employees.htm



20. Key Internal Contacts

20.1 The Designated Child Safeguarding Officers for LRS are:

John Byrne	j.byrne2@lboro.ac.uk 01509 564852
Ian Knott	i.knott@lboro.ac.uk 01509 564861
Geoff Maltby	g.maltby@lboro.ac.uk 01509 564862
Dave Stock	d.stock@lboro.ac.uk 01509 564869

You can also contact the lead Safeguarding Officer as per the flowchart on page 29:

Noel Haines	n.haines@lboro.ac.uk 01509 564859
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21. Key External Contacts

Central Duty Team (office hours)

Phone: 0116 3050005

Fax: 0116 23050011

Social Care Services children's emergency out of hours service

Phone 0116 255 1606

Fax: 0116 305 7440 (office hours only)

Leicestershire Constabulary

0116 222 2222

Local Authority Designated Officer (County Hall)

0116 305 7575

Social Care Services adult's emergency out of hours service

Phone 0116 255 1606 (not office hours)

Fax: 0116 305 7440 (office hours only)

Leicestershire Constabulary

0116 222 2222

Local Authority Designated Officer (County Hall)

0116 305 7409, 0116 305 7845

22. **The Role of the Designated Safeguarding Officers**

22.1 All suspicions, concerns and disclosures have to be reported immediately to a Designated Safeguarding Officer.

They have the responsibility to;

- Ensure that arrangements are made to identify staff that require training in child, young person and vulnerable adult protection issues within their responsive area
- Ensure that Incident Report Forms and copies of the policy and procedures are available in their respective service areas
- Receive information from staff, volunteers and others who have concerns, and record them, using appropriate forms and procedures identified
- Ensure that the procedures for reporting concerns are followed appropriately in consultation with Social Care services
- Ensure that the appropriate agencies are informed
- Ensuring that people are reported to the Independent Safeguarding Authority as appropriate through HR
- Ensure that information is recorded and stored appropriately
- Provide information to staff reporting concerns about support available to them
- Represent the Council on formal investigations into allegations of abuse led by Social Care Services
- Receive the appropriate training

23. **Duty to report information to the Independent Safeguarding Authority**

23.1 The Vetting and Barring Scheme aims to protect children and vulnerable adults by stopping those who pose a known risk from working with them.

23.2 It was designed as a response to the Bichard Inquiry into the Soham murders by Ian Huntley which called for better information sharing by police and vetting organisations. The Scheme will be delivered by the ISA, the CRB and Access Northern Ireland (AccessNI), and overseen by the Home Office to implement safeguarding policies on which Department for Education and Department Of Health lead for children and vulnerable adults respectively.

- 23.3 It is now a criminal offence for barred individuals to apply to work with children or vulnerable adults in a wider range of posts than previously. Employers also face criminal sanctions for knowingly employing a barred individual across a wider range of work
- 23.4 The three previous barring lists (POVA, POCA and List 99) are replaced by the creation of two new barred lists administered by the ISA rather than several government departments.
- 23.5 Additional jobs and voluntary positions are covered by the barring arrangements, including moderators of children's internet chat rooms, and a large number of NHS staff
- 23.6 Employers, local authorities, professional regulators and inspection bodies have a duty to refer to the ISA any information on an individual working with the vulnerable where they consider them to have caused harm or pose a risk.

24. Working with Partner Organisations

- 24.1 The role of LRS to commission and contract statutory bodies and other organisations to deliver services has increased during the past few years. Indeed LRS has been appointed by Leicestershire County Council to act as their lead commissioner for sport and physical activity.
- 24.2 LRS is also responsible for delivering national policy and programmes locally. Sport England devolves funding to LRS to deliver outputs and outcomes for programmes such as Sportivate and Satellite clubs.
- 24.3 The LRS Board is clear that national and locally secured resources where possible should be devolved to a local level. This means engaging with local partners who are contracted to deliver pre-determined outcomes and outputs.
- 24.4 Partner organisations (pre-dominantly statutory bodies, NGBs and constituted sports clubs) are engaged to deliver services either through a sealed legal agreement or service level agreement. Level of investment and the agreed outcomes and outputs are clearly stated within the agreement.
- 24.5 The safeguarding of children, young people and vulnerable adults is paramount. Organisations engaged by LRS to deliver services will have to agree to adhere to a safeguarding checklist before funds are released.
- 24.6 The Safeguarding checklist requires organisations to consider safe recruitment, taking appropriate criminal record checks and coach/player ratios.

24.7 LRS Project Officers will monitor adherence to the funding agreements through bi-annual performance management meetings.

25. Social Media

25.1 LRS has embraced the opportunity to use social media to promote and advocate its work and the work of partner organisations.

25.2 LRS has established Facebook, Twitter and You Tube accounts and programmes regular information feeds.

25.3 LRS actively encourage the community, including children and young people, to utilise its social media functions to access information and comment on its programmes and events. In recognition of this, LRS have produced a Safety Guide for using Social Media.

25.4 The Guide will be posted on the LRS website and referenced at events, that LRS are the lead organisation, such as School Games.

25.5 Settings are implemented (and should be reviewed regularly on the following sites to try and promote the safest possible use:

25.6 Facebook Settings:

- LRS has been set-up as a Facebook Fan Page rather than a personal account
- Only people aged 13+ can become a fan of the page
- Fans cannot post items on the wall.

25.7 Twitter Settings:

- Using # on keywords on a tweet is a way for this tweet to then be added to the trending for this word i.e. a profile displaying all tweets this keyword in. This can help find relevant potential users to follow, is being used by the media to find news stories on certain topics, and can be used for specific tweets i.e. #coaching, #sportivate etc.
- Re-tweeting is where a user 'retweets' another users tweet, if they like it, or want to help promote the message. This re-tweet is then viewable to all those following LRS.

26. Recruitment, Employment and Deployment of Staff and Volunteers

26.1 All reasonable steps will be taken to ensure unsuitable people are prevented from working with young people and vulnerable disabled adults.

26.2 Pre-recruitment Checks - Advertising (Core Team)

26.21 When advertising is used to recruit staff, it will reflect the Vision and Guiding principles of LRS. There will be a job description and person specification for all core team roles. With the person specification the level of experience or qualifications required (e.g. experience of working with children is essential) will be outlined. If a DBS check is required this will be stated on the job advert and the person specification.

26.3 Pre-Application Information - Core Team, Coaches, Board Members

26.31 Pre-application information will be available on line and will contain

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

26.4 Application Forms

26.41 Candidates will 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).
- The names of at least two people (not relatives) willing to provide written references that comment on the applicants previous experience and suitability for the role applied for.
- The applicants consent to undertaking a DBS check.
- The applicants consent to abide by the employers Code of Ethics and Conduct.

26.5 Disclosure and Barring Service

26.51 The Protection of Freedoms Act 2012 received Royal Assent on the 1st May 2012 and has introduced new safeguarding and vetting requirements affecting all individuals who have contact with children and adults at risk.

26.6 The three main significant changes are:

- New definition of Regulated Activity - This will affect who is eligible for a DBS check and which level of check they require.
- The introduction of Single Disclosures - Only the applicant will receive a copy of their DBS Certificate.
- The introduction of the DBS Update service - This service will keep a subscribed individual's DBS Certificate continually up to date, allowing instant online checks and enabling portability (when certain criteria is met).

26.7 There are essentially two types of DBS check

26.71A **Barred List** check is a legal requirement for all individuals applying to work in Regulated Activity and can only be applied for if the person is in Regulated Activity. This check will show whether an individual is barred from working with children or adults at risk in Regulated Activity.

26.72A **DBS Enhanced Disclosure** will include information about warnings, reprimands, cautions and convictions from local and national police records. Information may also be disclosed at the discretion of the Chief Police Officer if that information is deemed relevant to the role the individual is applying for.

26.8 Regulated Activity

26.81 Regulated Activity is defined by type and place of work and the frequency and intensity of the contact with children. It is vital to understand the new definition of Regulated Activity and important to note that:

26.82 Barred List information can only be requested for individuals applying to work or volunteer in Regulated Activity. LRS will request a DBS Enhanced Disclosure on individuals in and out of Regulated Activity where they have regular contact with children. Staff and volunteers undertaking regulated activity will be checked against the barred list.

26.83 LRS is required by law to refer an individual to the DBS if they remove them from Regulated Activity because they have caused harm or because they may cause harm to a child or adult at risk.

26.84 Finally, LRS will promote and undertake DBS checks on staff and volunteers when required to by law.

26.9 Evaluation and Management of Disclosure Information

26.91 Any concerns raised as a result of a DBS check must be followed up. Where information is disclosed, employers must carry out an initial evaluation and make a judgment about the person's suitability to work with children taking into account only those offences that may be relevant to the post in question. Where further information is required, the applicants consent must be sought and the information should be obtained by a person with an understanding of child protection matters.

26.93 In deciding the relevance of disclosure information, the following should be considered:

- The nature of the appointment;
- The nature and circumstances of the offence;
- The age at which the offence took place;
- The frequency of the offence;
- A full written record must be kept about this decision making process.

27. Interview and Induction

27.1 All **Core Team positions** and **coaches** who have direct access children, whether they are in regulated activity or not will be subject to an interview process. The interviewer will have completed the appropriate training in recruitment and selection procedures. At the interview the qualifications should be substantiated.

27.2 All **Core Team*** and **coaches** will undergo an induction in which they sign up to the Code of Ethics and Conduct and agree to abide by the LRS Safeguarding Policy. The expectations, roles and responsibilities of the job are clarified (e.g. through a formal work programme).

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

Appendix 1

Children, Young People and Vulnerable Adults Safeguarding Incident Reporting Form

This form is used for reporting both suspicions and disclosures of possible abuse, therefore not all sections may be appropriate. Please complete with as much information as possible, using verbatim reports from people involved where possible. This information will be treated in the strictest confidence.

About you, the reporter	
Your name:	
Your job role:	
Your telephone number and email address:	
Are you reporting the concern on behalf of someone else?	
If yes to above, what is their name and their position?	
What involvement have you had? (Have you had contact with family/ other professionals etc)	
About the child, young person or vulnerable adult	
Name:	
Age and date of birth:	
Gender:	
Address, telephone and email contact details:	
Housing tenure (CNH tenant/ Housing Association/ private rented/ owner occupier):	
Ethnic and/or religious background:	
Disabilities or other special factors:	
About the person's family/ support network	
Who is the person's next of kin?	
Address, telephone and email contact details:	
Names of other people living at the address or significantly involved:	
About the concern	
What has happened/ what are	

your concerns? (Please give full details, using verbatim reporting where possible and include physical or behavioural indicators)	
Have you or anyone else involved spoken to the person or with their parents/ family/ others involved? If so, what was discussed (record this verbatim where possible)? <i>Remember, you are not expected to undertake investigations so don't worry if you don't know.</i>	
Dates and times of significant events:	
About the alleged abuser, if known	
Name:	
Job position/ role:	
Address, telephone and email contact details:	
About other agencies involved	
Are you aware of any other services or professionals who are involved with the person?	
Name of agency and professional:	
Address, telephone and email contact details:	
Details of involvement and any advice you have received with dates:	
For Designated Safeguarding Officer use only	
<i>DSO name:</i>	
<i>Date, time, venue/ method of initial staff report regarding suspicions, concerns or disclosure relating to safeguarding: Who was present:</i>	
<i>Date, time and venue of Incident Reporting Form handover: Who was present:</i>	
<i>Notes regarding DSO follow up actions:</i>	

Appendix 2

Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters a sporting activity 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 activity organiser must work with the appropriate agencies to ensure the child receives the required support.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.

- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

Practices to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children away from others
- Avoid taking or dropping off a child to an event or activity.

Practices never to be sanctioned

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

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Fail to act upon and record any allegations made by a child
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised.

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

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a player
- If he/she seems distressed in any manner
- If a player appears to be sexually aroused by your actions
- If a player misunderstands or misinterprets something you have done.

Use of photographic/filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All staff should be vigilant and any concerns should be reported to the Lead Safeguarding Officer.

Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely.



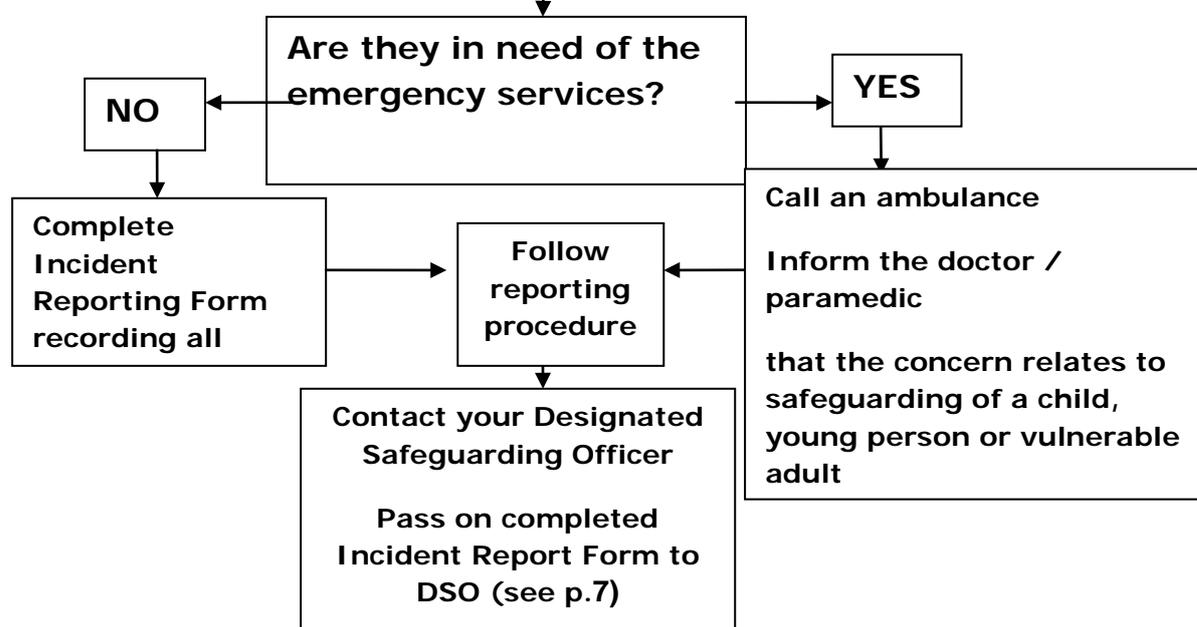
APPENDIX 3

Guide for dealing with concerns relating to child, young person or vulnerable adult abuse

Staff, member, volunteer, coach or parent/carer has concerns about the welfare of a child, young person or vulnerable adult

Stay Calm- If child, young person or vulnerable adult is present reassure them

Don't make promises of confidentiality or outcome



Designated Safeguarding Officer to decide:

Is the concern relating to the safeguarding of a child/young person or vulnerable adult?

NO

YES

If no further action required, store Incident Report Form in lockable file within Cultural Services.

Where the child/ young person /vulnerable adult may benefit from additional support.

Concern referred to Leicestershire Social Care / Police Services for action to be taken

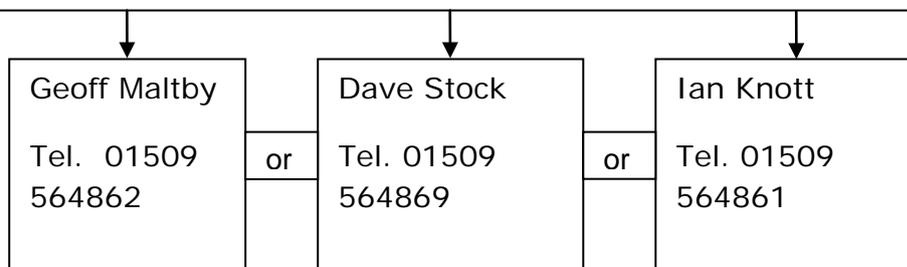
Councils Disciplinary Procedures may apply

APPENDIX 4

Who are the LRS Designated Safeguarding Officers for concerns relating to children, young people and vulnerable adults?

If appropriate and helpful to you, you may speak to your line manager who will support you through the following process:

In the first instance report to:
Noel Haines, Lead Designated Safeguarding Officer. 564859
If unavailable go to either of the following



If all of above unavailable go to:

John Byrne
LRS Director tel. 01509 564852

If all DSO's unavailable ask for advice from

Out of hours:
Children's Services Emergency
Duty Team 0116 2551606
OR
Social Care Services adult's
emergency out of hours service
Phone 0116 255 1606

In office hours:
Central Duty Team
Phone: 0116 3050005
Fax: 0116 3050011

Always follow the reporting procedure back
to the Designated Safeguarding Officers