



Safeguarding Policy and Procedures

STANDARDS
for SAFEGUARDING
and PROTECTING
CHILDREN in SPORT



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STANDARDS



Adoption Statement

Suffolk Sport believes that the welfare and safety of children, young people and adults at risk is of paramount importance and that all children, young people and adults at risk have the right to protection from abuse and to take part in sport and physical activity without risk of harm.

This Policy and the related Procedures have been formally adopted by Suffolk Sport in January 2017 and will be reviewed in January 2020 or earlier if there is a major change in the organisation or in relevant legislation.



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March 2017



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March 2017

This policy can be made available in other formats upon request. Please contact Suffolk Sport on 01394 444605 or info@suffolksport.com

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Policy

Suffolk Sport is a countywide Partnership that brings together key local, regional and national organisations to develop sport within Suffolk. The Partnership's main aims are to make Suffolk a physically active and successful sporting county.

1. Introduction

1.1 Safeguarding and Suffolk Sport

These are the Safeguarding Policy and Procedures to be used by all individuals directly employed by or volunteering for Suffolk Sport. It is the responsibility of all Suffolk Sport employees/volunteers to implement the procedures. Any disciplinary processes against Suffolk Sport personnel will be handled in accordance with the host Local Authority Suffolk Coastal District Council's Code of Personnel Practice.

Where individuals are employed by or volunteering for Partner organisations but delivering activity under the Suffolk Sport banner and / or as a Suffolk Sport coach, the Safeguarding Policy and Procedures of the Partner organisation will apply (this includes individuals working for the Sports Development Department of Suffolk Coastal & Waveney District Council). However, as a minimum requirement Partner organisations are expected to:

- Comply with the relevant requirements of this document (grey text boxes)
- Ensure that their own policy and procedures are robust, comprehensive and regularly reviewed
- Promote safeguarding throughout the work that they do and the services that they deliver

This document aims to:

- Establish clear lines of communication for any safeguarding issue.
- Provide clarification for Partnership Officers, coaches and volunteers.

1.2 Policy Statement

Suffolk Sport's Duty of Care

Suffolk Sport recognises that sport can and does have a very powerful and positive influence on young people and adults with care and support needs. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people and adults with care and support needs first and adopt practices that support, protect and empower them. Those involved with children and adults with care and support needs in sport can play a vital role by developing an understanding and awareness of safeguarding issues, and in responding to child protection concerns and adult safeguarding (arising both within and outside the sporting environment).

Most young people and adults with care and support needs happily and safely participate in sport under the watchful and concerned care of dedicated sports coaches and other adults. However, the reality is also that abuse does take place in sport and in some cases coaches have been convicted. Every adult has a legal and moral responsibility to protect the young people and adults with care and support needs in sport from abuse.

Suffolk Sport recognises that we have a duty of care towards young and vulnerable people and can help to protect them from abuse and poor practice.

Principles

Suffolk Sport recognises that:

- The welfare of young people / adults at risk is the primary concern (the Children Act 1989 defines a young person as under the age of 18).
- ALL people have equal rights to protection from harm and recognises the additional vulnerability of some and the extra barriers they may face to getting help, because of their race, culture, disability, gender, language, racial origin, religious belief and/or sexual identity
- Special care is needed when dealing with children or adults at risk whose, age, inexperience or physical / mental condition makes them particularly vulnerable to abuse.
- It is the responsibility of the statutory agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of suspicious poor practice and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

Raising Awareness of Potential Vulnerability

This Safeguarding Policy is inclusive and the same actions should be taken regardless of the needs or background of the child / adult at risk. Suffolk Sport recognises however, that some people are disadvantaged by their experiences and highlight the following:

Children / adults with Mental Health Challenges

- Self-harming
- Display of risk taking behaviour

Children / adults with Disabilities

Children / adults with disabilities may be additionally vulnerable because they may

- Lack a wide network of friends who support and protect them
- Have significant communication differences – this may include limited verbal communication or they may use sign language or other forms of non-verbal communication
- Require personal intimate care
- Have a reduced capacity to resist either verbally or physically
- Not be believed
- Depend on their abuser for their involvement in sport
- Lack access to peers to discover what is acceptable behaviour
- Have medical needs that are used to explain abuse

Children / adults from Minority Ethnic Groups

Children / adults from minority ethnic groups may be additionally vulnerable because they may be:

- Experiencing racism and racist attitudes
- Experiencing racism by being ignored by people in authority
- Afraid of further abuse if they challenge others
- Subject to myths
- Wanting to fit in and not make a fuss
- Using or learning English as a second language

Young Leaders

Taking on a leadership role within sport or a physical activity setting is intended to be an enjoyable and positive learning experience. However, coaches, club officials, players, parents / carers, in both adult and junior settings often lose sight of the fact that an individual leader who is under 18 is still legally a child. As a consequence young coaches / instructors and officials are open to

experiencing abuse, both physically and emotionally. This behaviour is not acceptable. The increased potential harm that verbal, physical and emotional abuse can cause to children / young people in these roles needs to be recognised.

It is important that organisations acknowledge their role in ensuring that officials, players and spectators behave appropriately towards young people who take on these roles. It is necessary to recognise that like adults, children and young people can and do make mistakes when they are learning, and unsupportive responses may constitute verbal or emotional abuse.

1.3 Summary of Suffolk Sport's Responsibilities

Suffolk Sport will:

- Promote a consistent approach to safeguarding across the sports sector in Suffolk for the benefit of sports organisations, staff / volunteers, parents / carers and children / young people/ adults and adult at risk
- Provide advice and guidance on safeguarding to partner organisations
- Act as an advocate for good safeguarding practice, and promote the adoption of the guidance within this document, or similar, across the wider Partnership
- Accept the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse
- Recognise its role in safeguarding adults at risk and work with the local authority and other organisations safeguard adults at risk
- Respect and promote the rights, wishes and feelings of children and young people and adults at risk
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse and themselves against allegations
- Require employees / volunteers to adopt and abide by this Safeguarding Policy and Good Practice Guidelines (at induction)
- Respond to allegations appropriately and implement the appropriate disciplinary and appeals procedures
- Ensure that its partnership, funding or commissioning criteria reference the requirement to address safeguarding within the relevant organisation(s)
- Review the policy every two years, in response to any changes in the role of the Partnership or in relevant legislation or following a significant incident.

1.4 Protection of Adults at Risk

This policy refers primarily to children and / or young people, the principles and procedures also apply to the protection of adults at risk in other words "adults with care and support needs".

Safeguarding

The Care Act 2014 (updated April 2015) puts adult safeguarding on a legal footing for local authorities. This statutory framework sets out to protect adults from neglect and abuse.

Adult safeguarding is aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect. In these cases, local services must work together to spot those at risk and take steps to protect them. Suffolk Sport and its partners could be directly or indirectly providing services.

Suffolk Sport recognises and understands the need to support, cooperate and act in raising concerns to safeguard adults with care and support needs. Suffolk Sport recognises that raising concerns about adults at risk is different from those of young people and the procedure is set out in appendix J and flow chart in appendix C and will endeavour to take this into account where appropriate.

Procedures

2. *The Legal Framework*

Everyone who works with children needs to be made aware of the laws that aim to protect children from harm.

2.1 *The Children Acts 1989 and 2004*

The Children Act 2004 provides county councils (social care services departments) and others with powers and duties to protect children.

There are a number of general principles, which need to be borne in mind when considering any part of the legal framework. The child's welfare is of paramount importance.

Under section 47 of the Children Act 1989, a Local Authority (i.e. Social Care Services department) must make enquiries regarding a child's welfare (investigate) where:

- The Authority has reasonable cause to suspect that a child living, or found in their area, is suffering, or is likely to suffer, significant harm.
- The enquiries will enable the Local Authority (Social Care Services) to decide whether they should take any specific action to safeguard and/or promote the child's welfare.

It is very important that all investigations into such matters are conducted in accordance within Suffolk Safeguarding Children Board Policy and Procedures (see www.suffolkscb.org) and in a manner that will not prejudice any further action such as a criminal prosecution. For this reason, if you become aware of something that may need further investigation, do not attempt to investigate the matter yourself. **All investigations will be carried out by the Police / Social Care Services and will be in accordance with Suffolk Safeguarding Children Board guidelines.**

Care Act 2014

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect.

Where someone is 18 or over but is still receiving children's services and a safeguarding issue is raised, the matter should be dealt with through adult safeguarding arrangements.

The safeguarding duties apply to an adult who:

Has needs for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The aims of adult safeguarding are to:

- stop abuse or neglect wherever possible;
- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- safeguard adults in a way that supports them in making choices and having control about how they want to live;
- promote an approach that concentrates on improving life for the adults concerned;
- raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect;
- provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult; and address what has caused the abuse or neglect.

The statutory guidance enshrines the six principles of safeguarding and Suffolk Sport will adopt these principles for the safeguarding of adults:

1. Empowerment - presumption of person led decisions and informed consent
2. Prevention - it is better to take action before harm occurs
3. Proportionality - proportionate and least intrusive response appropriate to the risk presented
4. Protection - support and representation for those in greatest need
5. Partnerships - local solutions through services working with their communities
6. Accountability - accountability and transparency in delivering safeguarding

Mental Capacity Act and Safeguarding Adults.

Mental capacity is frequently raised in relation to adult safeguarding. Suffolk Sport acknowledges that all people have capacity to make their own decisions and be given all practicable help before anyone treats them as not being able to make their own decisions.

This will include times where it appears an adult has capacity for making specific decisions that nevertheless places them at risk of being abused or neglected. It is the duty of the staff / volunteer or contractor to report their concerns or what they have witnessed to the lead safeguarding officer. If the adult has asked you not to report their concerns, we have to inform the adult it is our policy to report to the senior safeguarding lead and they will discuss the matter with them and their reasoning for not reporting. Unless it is felt that it is in the public interest or that significant harm came to the individual or other individual, Suffolk Sport has a duty of care to safeguard them and others.

Different types of abuse may include:

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational

services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Concerns or referrals will be reported to the Lead Safeguarding Officer in the same way as a concern or referral for a child. It will then be the Lead Safeguarding Officer's decision and responsibility to report to the Safeguard Adult Board (LSAB) see appendix J for details

2.2 Other Documentation

Suffolk Sport will ensure that its policy and procedures follow the guidance given in relevant Government documents, including:

- Every Child Matters: Change for Children (2003)
- Working Together to Safeguard Children (2006 & 2010, 2012, 2015)
- What to do if you're Worried a Child is being Abused (2003)
- Safeguarding Adults (Care Act 2014, 2015)

3. Recruitment and Selection

3.1 Applications and Interviews

Open recruitment will be carried out for all posts in accordance with Suffolk Coastal & Waveney District Council's procedures. This will include requiring applicants to complete an application form, and holding formal interviews. Those involved in the recruitment process should pay particular attention to anything that may require further investigation from a safeguarding perspective, and should follow this up at interview, i.e. gaps in employment / education history, if the applicant has not given their current / most recent employer as a referee or if anything else does not seem to 'add up'. During the interview all candidates should be asked questions to measure their understanding of safeguarding issues, and a written record of their interview performance should be made using an Interview Checklist. A list of sample interview questions and an interview checklist template can be obtained from Suffolk Sport upon request.

3.2 Induction and Screening of Coaches and Helpers

Any coaches or helpers employed by / volunteering for Suffolk Sport are put through a rigorous screening programme. This will include:

- Proof of identification (passport, driving licence or similar)
- Verification of coaching and other qualifications (originals)
- Receiving two satisfactory written references, with at least one from someone able to comment on the individual's coaching and at least one from someone able to comment on the individual's suitability to work with children. Additionally, one reference should be from the individual's current / most recent employer.
- Carrying out a DBS check for those in frequent and regulated activity, which could include checking the barred list for those that are eligible (see www.gov.uk/dbs for eligibility criteria)
- Completion of a Self Disclosure Form (Appendix E)

In addition to this, the induction process includes:

- Asking the individual to sign to say they agree to abide by the sports coach UK Code of Practice for Sports Coaches
- Asking the individual to sign to say they agree to follow the Suffolk Sport Child Protection Reporting Procedures (the induction pack includes an information sheet (Appendix A) and a reporting form (Appendix B). The full Safeguarding Policy and Procedures document is available on request and on the Suffolk Sport website.
- Informing the individual of the requirement to attend recognised Child Protection training (see 4.0 below)

Further information on the induction process is contained within Suffolk Sport's Coach Induction Guidance Notes document.

Partner Organisations are required to:

Use the above screening checks and induction procedures for all coaches / helpers that they employ or use as volunteers to deliver activity under the Suffolk Sport banner

Partner Organisations are encouraged to:

Use the above screening checks and induction procedures for all other coaches / helpers that they use to deliver any other programmes not linked to Suffolk Sport

3.3 Disclosure and Barring Service (DBS) Checks

Suffolk Sport works with Suffolk County Council to carry out necessary DBS checks. DBS checks are carried out electronically through the SCC DBS checking service system.

Prior to any employment commencing, the coach / helper will need to present their DBS check certificate to their designated project contact at Suffolk Sport. If the DBS check discloses any information about previous convictions, offences etc., the designated project officer will contact the Lead Safeguarding Officer, who will assess the relevance of this information to the successful performance of the post and will make a recruitment / deployment decision. It is important to note that Suffolk Sport will not discriminate unfairly against the applicant on the basis of information derived from a disclosure. Instead only those offences that are relevant to the role will be considered in assessing an individual's suitability for the job. Hence, the existence of a criminal record will not automatically render an individual unsuitable for work with children or adults at risk. However the safety of vulnerable individuals is paramount and offences involving drugs, sex, violence or dishonesty will be examined very seriously.

Upon receipt of the single disclosure, if the DBS Check does not disclose any information, the Line Manager will be informed that the individual has been cleared to commence employment. Work should not be undertaken until a satisfactory check has been completed. However, it is recognised that occasionally it may be necessary for this to occur. In this situation, the employee/volunteer must sign a satisfactory Self Disclosure Form (Appendix E) and their duties must be restricted to accompanied access to children / adults at risk, under the supervision of another individual who has already been satisfactorily screened (including a DBS check). This will continue until satisfactory responses to the DBS checks have been received, upon which their employment will be confirmed. Obviously, if the checks are unsatisfactory, employment will be terminated, and this will be made clear to the individual before employment commences.

3.4 Data Protection and Confidentiality – DBS Disclosures

Any information from the DBS will be stored, handled, used, retained and disposed of by Suffolk Coastal & Waveney District Council's Human Resources Department to comply with the DBS Code of Practice and the Data Protection Act 1998. For more details please refer to the Council's HR Handbook.

3.5 Self Disclosure Forms

All coaches / helpers employed by or volunteering for Suffolk Sport will be asked to complete a Self Disclosure form (Appendix E), which requires them to provide information about any previous convictions. This is done voluntarily and is not a requirement. Under the Rehabilitation of Offenders Act 1974, most convictions etc. become 'spent' after a certain period (which differs in length depending on the gravity of the offence) and organisations are usually only able to ask about 'unspent' convictions. However, if a role involves working closely with or having responsibility for young people, it is exempt from this requirement and ALL convictions etc. need to be declared.

A Self Disclosure Form may provide similar information to a DBS Disclosure. However, there are two main reasons for using a Self Disclosure Form as well as carrying out DBS checks:

1. The Self Disclosure Form can be completed quickly, so if there is a delay in receiving a DBS Disclosure, it is still possible to ascertain whether an individual has any previous convictions etc.
2. The Self Disclosure Form includes a signed statement requiring the individual to inform Suffolk Sport of any new convictions etc. This means that anything that occurs after the date of the DBS check should still be brought to the attention of Suffolk Sport.

The Line Manager will ask the individual to complete the Self Disclosure Form, and should then forward the forms to the Lead Safeguarding Officer for assessment (in an envelope marked 'Private and Confidential'). If the Self Disclosure reveals details of any convictions, cautions etc., these will need to be assessed and a decision made about that person's suitability to fulfil the specific role they are being recruited for. This assessment will be done by Suffolk Sport's Lead Safeguarding Officer and the Suffolk Sport's Deputy Safeguarding Officer, and may also involve consulting Suffolk Coastal & Waveney District Council's Human Resources Department, Social Care Services or the Child Protection in Sport Unit (CPSU). Any serious offences should be referred directly to the Police or Social Care Services.

The assessment will take into account:

- whether the offence/s were originally disclosed by the applicant (i.e. at interview)
- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters
- the circumstances surrounding the offence and the explanation(s) offered by the person concerned.

Each situation will be considered separately, as no two sets of circumstances are likely to be the same. The assessment panel may decide it is appropriate to liaise with the individual concerned to find out the details surrounding the offence in order to make a more informed decision, or to seek clarifying information from other sources such as the Police or Social Care Services. When a decision is reached the individual will be informed (if the coach is not deemed suitable for employment / deployment, they will be informed in writing, stating the reasons for this decision).

3.6 Data Protection and Confidentiality – Self Disclosures

Information provided on a Self Disclosure Form must only be disclosed to those who are involved in the assessment of the information, i.e. Suffolk Sport's Safeguarding Officers and possibly Suffolk Coastal & Waveney District Council's Human Resources Department. The information will only be used for the specific reason for which it was collected, and not passed on to any other organisations / individuals.

All Self Disclosure Forms will be stored securely by the Lead Safeguarding Officer in lockable storage with access strictly limited to those who are entitled to see it (see previous paragraph). As with DBS Forms, copies of Self Disclosure forms will not be made, and originals will be securely destroyed (i.e. shredded / burned) no longer than six months after a decision has been made about a person's suitability for a role within Suffolk Sport. However, a record will be kept of the names of people who have completed Self Disclosures, the date they completed the form and the decision made about their suitability for a role (but not details of any convictions etc.)

3.7 One-off Events

Suffolk Sport recognises that when using volunteers to assist with events on a one-off basis, it is not always practical to follow all of the screening procedures outlined above. If this is the case, AS A MINIMUM all individuals will be asked to complete a Self Disclosure form, and their duties must

be restricted to accompanied access to children, under the supervision of another individual who has already undergone screening as outlined in 3.1

3.8 Other Suffolk Sport Members of Staff

If the Job Description of any other members of staff requires them to work frequently with / have responsibility for children and / or young people / adults at risk in regulated activity, then they will be subject to the relevant screening checks listed in 3.1 prior to employment. All officers are provided with a copy of the Policy and given brief training on its key elements.

4. Training

All employees and volunteers who work with children and adults at risk (including Officers) will receive training in recognising and understanding possible signs of abuse and know what steps need to be taken to provide protection. This will involve attending a Suffolk SCB workshop, a three-hour sports coach UK 'Safeguarding and Protecting Children' workshop, or other CPSU-recognised training (unless the individual has already attended such training). The requirement to attend this training within six months of induction will be explained at time of induction. Places on the Suffolk SCB workshop are subsidised by Suffolk Sport for inducted coaches / volunteers.

The Lead and Deputy Safeguarding Officers will attend relevant training as outlined in their Role Descriptions (see Appendices G and H).

5. Protecting Children and Adults

5.1 Good Practice Guidelines

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

5.1.1 Good Practice Means:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating all young people/ adults at risk fairly, and with respect and dignity
- always putting the welfare of each participating person first, before winning or achieving goals
- maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust which empowers participants 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 NGB. Care is needed, as it is difficult to maintain hand positions when the participant is constantly moving. Participants and parents / carers should always be consulted and their agreement gained.
- keeping up to date with the technical skills, qualifications and insurance in sport
- involving parents/carers wherever possible (e.g. for the responsibility of their charges in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- ensuring that if mixed teams are taken away, a male and female member of staff should always accompany them. (NB however, same gender abuse can also occur.)
- ensuring that at tournaments or residential trips, adults should not enter children's / vulnerable adults rooms or invite children / vulnerable adults into their rooms
- being an excellent role model – this includes not smoking or drinking alcohol in the company of young / vulnerable people
- giving enthusiastic and constructive feedback rather than negative criticism

- recognising the developmental needs and capacity of young people and adults at risk – avoiding excessive training or competition and not pushing them against their will
- securing parental / carer consent in writing to acting *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- awareness of any medicines being taken by participants, or existing injuries
- keeping a written record of any injury that occurs, along with the details of any treatment given

There are many sports, which by their nature require a degree of physical contact e.g. Gymnastics, Swimming. This can be used appropriately to instruct, encourage, protect or comfort. When physical contact is required both children and adults should be clear about the context and appropriateness of that contact. Physical contact between adults and children / adults at risk should only be used when the aim is to:

- develop sports skills or techniques
- to treat an injury or respond to distress
- to prevent an injury
- to meet the requirements of the particular sport

Physical contact should:

- not involve touching genitals, buttocks or breasts
- meet the needs of the participant and not the needs of the coach
- be fully explained to the participant and, with the exception of an emergency, permission be sought
- not take place in secret or out of sight of others

Some sports have developed specific guidance and where this is the case these should be followed.

5.1.2 Practices to be Avoided

The following should be **avoided** except in emergencies (e.g. a participant sustains an injury and needs to go to hospital or a parent or carer fails to arrive to pick a child or adult at risk up at the end of a session). If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the organisation or the participant's parents / carers.

- avoid spending time alone with children / adults at risk away from others
- avoid giving children /adults at risk a lift in your car, and if this is unavoidable, ensure another adult is present

5.1.3 Practices Never to be Sanctioned

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

- Take, invite or allow children / adults at risk to your home where they will be alone with you
- give children / adults at risk lifts in your car without another adult present
- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child / adult at risk
- allow or engage in any form of inappropriate touching
- allow children / adults to use inappropriate language unchallenged
- make sexually suggestive comments to a participant, even in fun
- reduce a participant to tears as a form of *control*
- allow allegations made by a participant to go unrecorded or not acted upon
- do things of a personal nature for children or adults at risk, that they can do for themselves
- administer drugs (including performance enhancing substances)

NB it may sometimes be necessary for employees/volunteers to do things of a personal nature for participants, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and written consent of parents and the performers 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.

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents / carers should also be informed of the incident:

- if you accidentally hurt a child / adult at risk
- if he/she seems distressed in any manner
- if a child / adult at risk appears to be sexually aroused by your actions
- if a child / adult at risk misunderstands or misinterprets something you have done

5.2 Code of Ethics and Conduct

Suffolk Sport coaches / helpers are required to sign up to the sports coach UK Code of Practice for Sports Coaches as part of the induction process. The Code encourages the following four principles:

- Rights: Coaches must respect and champion the rights of every individual to participate in sport
- Relationships: Coaches must develop a relationship with athletes (and others) based on openness, honesty, mutual trust and respect
- Responsibilities (Personal Standards): Coaches must demonstrate proper personal behaviour and conduct at all times
- Responsibilities (Professional Standards): To maximise benefits and minimise the risks to athletes, coaches must attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice

5.3 Guidelines for use of Photographic / Filming Equipment at Suffolk Sport Events

Parental or individual consent (if 18+ and has an understanding or consent) will be requested on all Partnership activity registration forms concerning photography and any subsequent use for publicity / promotion will not include details of individuals

Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event. Identification details will be checked with the issuing organisation prior to event.

Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from their club/educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic/film/video equipment should note Suffolk policy in regards to this statement "spectators and participants are requested to help to keep participants safe by responsible use of photography. If photographs are subsequently posted online, avoid identification of individuals by tagging etc.

The use of telephones and other photographic equipment is prohibited in changing rooms and toilets. Anyone caught using such equipment may be asked to leave the event or risk having their phone / camera confiscated." This statement will be displayed at Suffolk Sport sports events

Public Information:

The specific details concerning photographic/video and filming equipment will, where possible, be published prominently in event programmes and announced over the public address system prior to the start of the event. The wording will read "In line with Suffolk Sport's Safeguarding Policy, "Spectators and participants are requested to help to keep participants safe by responsible use of photography. If photographs are subsequently posted online, avoid identification of individuals by tagging etc.

The use of telephones and other photographic equipment is prohibited in changing rooms and toilets. Anyone caught using such equipment may be asked to leave the event or risk having their phone / camera confiscated."

Guidelines for Use of Photographic/Filming Equipment as part of a Coaching Session:

There is no intention to prevent coaches and teachers using a video as a legitimate coaching aid. However, athletes and their parents/ carers should be aware and must consent to this being used as part of the coaching programme and care should be taken in the storing of such films. Permission should also be sought for the use of photographic material for promotional or web-site/ social media publications (children's names should not appear with photographs). If coaches are concerned that someone that they do not know is using their sessions for photography or filming purposes, they should ask them to leave.

6. Types of Child Abuse

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 the or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

6.1 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.

Examples of physical abuse in sport could include 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.

6.2 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 prevention 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.

Examples of emotional abuse in sport could include constant criticism, name-calling, and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

6.3 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.

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.

6.4 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 the 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 or, or unresponsiveness to, a child's basic emotional needs.

Neglect in a sport situation could include a coach failing to ensure that children are safe and comfortable, or exposing them to undue cold or to unnecessary risk of injury

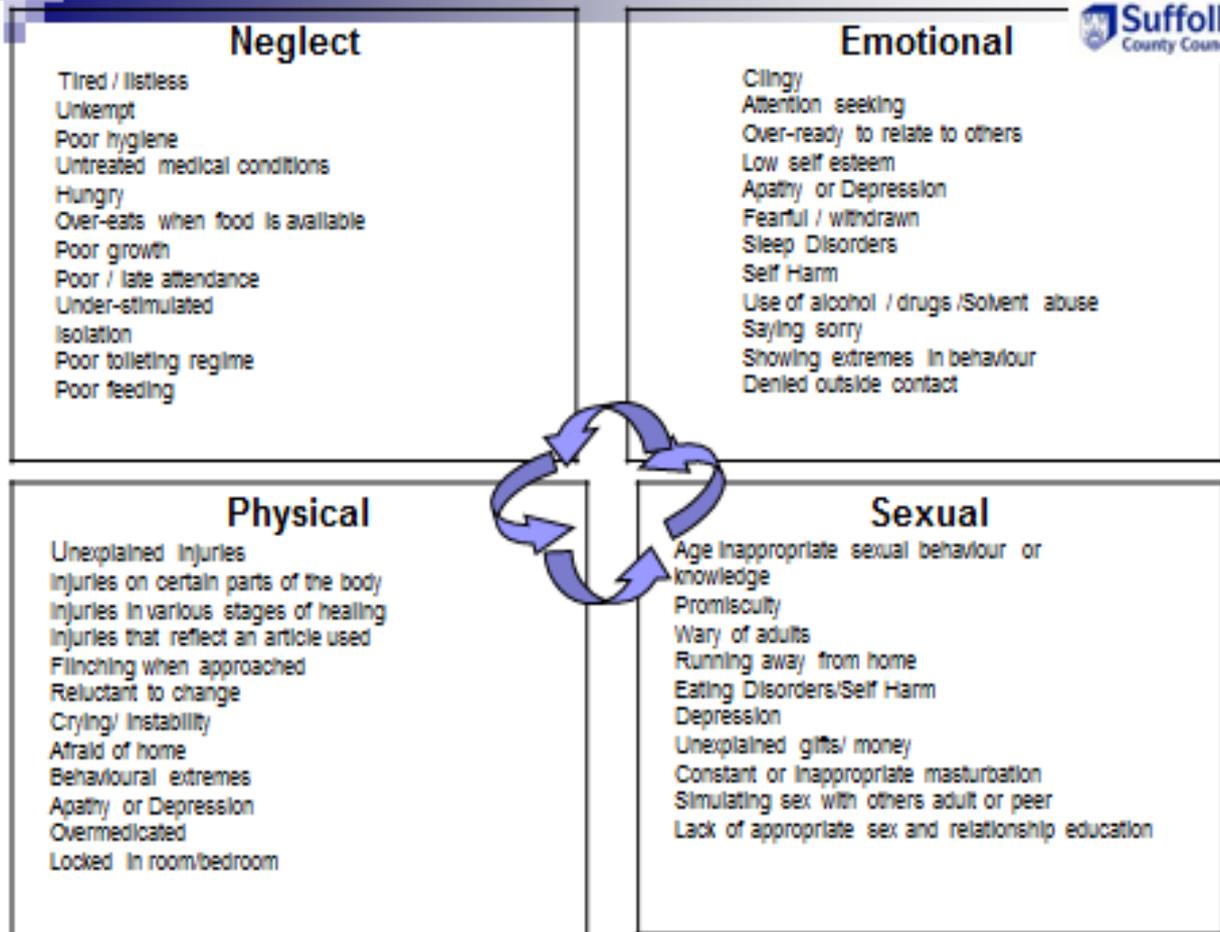
Taken from Working Together to Safeguard Children, HM Government (2006), Time to Listen, NSPCC (2003) and Protecting Children – A Guide for Sportspeople, NCF & NSPCC (2005)

7. Recognising Signs of Abuse

The first indication that a child is being abused is not necessarily the presence of a severe injury. Concerns that a child is being abused may be raised by the sign of bruises or marks on a child's body or by remarks made by a child, his/her parents or friends, the observation of a child's behaviour or reactions, from an awareness that a family is under stress and may need help with caring for the children or from a number of other factors.

The following information will help you to be more alert to the signs of possible abuse:

Remember it is not your role to determine if a child or adult at risk is being abused but is your responsibility to record and report your concerns following the procedures outlined in this document.



Taken from the Suffolk Safeguarding Children Board 'Introduction to Safeguarding Children' workshop

8. **Bullying**

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those bullied to defend themselves. It is important to recognise that the bully may be another young person or an adult.

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 another;
- an official who places unfair pressure on a person.

Bullying can be:

- 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 someone 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 or standard of play;
- Physical signs such as stomach ache, 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.

8.1 Action if Bullying is Suspected

If bullying is suspected and the bully(ies) are children, follow the guidance below in the first instance but if this fails to resolve the problem within a short period of time, if the bullying incident is severe in nature (e.g. of a serious offending / criminal nature), or if the bully is an adult, you should report this immediately by following the procedures set out in Section 10.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously
- Encourage all participants to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). 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 to tell no one else
- Keep records of what is said (what happened, by whom, when)

Action towards the bully(ies) when the bullying is by children and not of a serious offending / criminal nature:

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s)
- Inform the bully's / bullies' parents initially and report on progress to them
- Insist on the return of 'borrowed' items
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Keep a written record of action taken

9. Poor Practice

Poor practice may occur when an individual fails to follow the sports coach UK Code of Conduct for Sports Coaches or the Good Practice guidance in Section 5 above. While it may not be deliberate or constitute abuse as described in Section 6 above, it is still an issue that needs to be addressed as it may have a detrimental effect on the children involved.

Concerns about suspected poor practice should be reported in the same way as abuse.

10. What to Do if You Suspect Possible Abuse / Poor Practice to adults at risk

The principles and procedures are the same for adults as they are for children. **Appendix J** will give you details on what to do if you suspect possible adults at risk abuse / poor practice

10.1 Duty to Refer

There is a duty on all Suffolk Sport employees / volunteers to record and report all concerns, no matter how small, relating to the welfare of children / adults at risk. This should be done according to the procedures outlined below.

The Suffolk Sport procedures should be used to respond to:

- All allegations of abuse against Suffolk Sport staff / volunteers
- Concerns about poor practice involving Suffolk Sport staff / volunteers
- Disclosures or concerns arising during a Suffolk Sport activity delivered by Suffolk Sport staff / volunteers
- A child / adult at risk disclosing 'out-of-sport' abuse / concerns to a Suffolk Sport member of staff or volunteer
- Possible abuse observed during a Suffolk Sport activity

10.2 Referral Procedures

Note: These procedures are also outlined in a flowchart in Appendix C

10.2.1 Make a careful note of what you see / what you are told, using the Suffolk Sport reporting form (Appendix B).

10.2.2 If you need to ask questions of a child / children / adult (s) at risk, do not ask leading questions, only ask open, prompting questions to clarify the nature of the concern, e.g. How did that happen? Listen carefully to anything they tell you. If you have observed signs of an injury you may ask how the injury happened, but do not make the child / adult feel as though they are being interrogated.

10.2.3 Remember, your role is to note and pass information on accurately, not to conduct the early stages of an investigation.

10.2.4 If the explanations offered still cause you concern (e.g. if the explanation for an injury is inconsistent with the signs you have observed), make a careful note of what you have heard and observed on whatever you have to hand. Follow this up by completing the reporting form (Appendix B) and sign and date the form.

Always report your concerns if there is ANY possibility that abuse may have taken / may be taking place

10.2.5 Immediately report your concerns to the Designated Person as listed below, forwarding the reporting form to that individual within 24 hours. Do not keep a copy of the reporting form for yourself, and do not discuss the matter or show the form to anyone else. Make sure the form is sent in a sealed envelope marked Private and Confidential.

10.2.6 In the first instance you should contact the Suffolk Sport Lead Safeguarding Officer, unless the concern is about the Lead Safeguarding Officer themselves:

Lead Safeguarding Officer: James Payne 07775 816875

10.2.7 If the Suffolk Sport Lead Safeguarding Officer is unavailable **and the concern is about a Suffolk Sport Employee / Volunteer**, contact the Human Resources Department at Suffolk Coastal & Waveney District Council:

Heather Shilling 01502 523221
Jenny Edgerly 01394 444327

You should also inform the Lead Safeguarding Officer at the earliest possible opportunity.

10.2.8 If the Suffolk Sport Lead Safeguarding Officer is unavailable contact the Deputy Safeguarding Officer. This includes potential abuse taking place outside of the sporting environment, or within the sporting environment but not involving a Suffolk Sport employee / volunteer:

Deputy Safeguarding Officer: Annie Groves – 07557 633824

Again, you should also inform the Lead Safeguarding Officer at the earliest possible opportunity.

10.2.9 **If the concern is about the Lead Safeguarding Officer**, contact the Human Resources Department at Suffolk Coastal & Waveney District Council:

Heather Shilling	01502 523221
Jenny Edgerly	01394 444327

10.2.10 In the event of all the relevant contacts listed above being unavailable, the 'no delay' principle should be used i.e. report to Social Care Services or the Police immediately, and forward the reporting form to them within 24 hours. You should also inform the Lead Child Protection Officer at the earliest possible opportunity (unless the referral is about them):

Social Care Services	24 Hour	0808 800 405
Suffolk Police	24-Hour	in an emergency 999 non-emergency 101

If you contact Social Care Services or the Police, and you know the individual concerned also coaches for other organisations such as clubs, Local Authorities or Schools, make sure that Social Care Services or the Police are made aware of this.

10.2.11 Child protection matters must not be investigated by Suffolk Sport employees/volunteers. However, you may be asked to take part in a strategy discussion if Social Services consider that there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.

10.2.12 If you are initially uncertain what to do; the Lead Safeguarding officer named above are able to offer advice and support and will discuss concerns with you at any point. You may also seek advice from the Suffolk Local Safeguarding Children's Board professional consultation line on 03456 061499 (9:00am to 5:00pm Monday Friday) or

NSPCC Helpline (0808 800 5000) for a direct dial referral 03456 066167 or from Social Care Services (0808 800 405). However, this should not delay a referral being made in the event of potential abuse.

10.3 Handling Allegations of Abuse / Concerns of Poor Practice Against a Suffolk Sport Employee / Volunteer once a Referral has been Made

Once an allegation or complaint has been received by the Lead Safeguarding Officer / HR Officer, the relevant Suffolk Coastal & Waveney District Council procedures will be used. This includes:

10.3.1 Liaison between HR and the Lead Safeguarding Officer to ensure both parties are aware of the situation. This should be done immediately, but the unavailability of either party should not cause a delay in referral to Social Care Services (or the Police).

10.3.2 Informing the Line Manager of the individual concerned, within 24 hours of receiving the allegation.

- 10.3.3 Deciding if the matter concerns possible abuse or possible poor practice. This should be a joint decision between the Lead Safeguarding Officer and HR, but if either party is unavailable the decision should be made by the other so as not to cause a delay in referral to Social Care Services (or the Police in an emergency). **If there is any doubt at all about whether the matter concerns possible abuse, Social Care Services will be consulted for advice.**
- 10.3.4 If the matter concerns possible poor practice then the Suffolk Coastal & Waveney District Council Disciplinary Procedures (and timescales) will be used.
- 10.3.5 If the matter concerns possible abuse, then Social Care Services (or the Police in an emergency) will be informed immediately as well as implementing the Suffolk Coastal & Waveney District Council Disciplinary Procedures.
- In accordance with Working Together to Safeguard Children, HM Government (2012, 2015), referral will be made to Social Care Services (or the Police in an emergency) if it is alleged that the individual concerned has:
- Behaved in a way that has harmed a child, or may have harmed a child;
 - Possibly committed a criminal offence against or related to a child; or
 - Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- 10.3.6 The employee or volunteer may need to be suspended from work whilst the matter is investigated. However, this will not be automatic and will take into account the relevant circumstances. In some cases, it may be sufficient to ensure that the employee or volunteer does not have unsupervised access to children or adults at risk.
- 10.3.7 Where Social Care Services (or the Police in an emergency) are informed, any internal investigation or action will not commence until this can be done without prejudicing their procedures. Where internal procedures are underway relating to poor practice and potential abuse comes to light, the internal procedures may be suspended pending Social Care Services / Police action. A decision about immediate disciplinary action (e.g. temporary suspension pending the outcome of Police investigation) will be made in consultation with the statutory agencies involved.
- 10.3.8 Any inappropriate behaviour by an employee that causes harm to a child or adult at risk in the care of Suffolk Sport or in the course of an individual's work for Suffolk Sport will be treated as a serious disciplinary offence.
- 10.3.9 The Lead Safeguarding Officer will make a decision whether to share information with other relevant organisations, following the principles outlined in Section 10.9.1.
- 10.3.10 The Lead Safeguarding Officer will record all actions taken above using the Form for Recording Actions Following a Referral (Appendix D), which will then be kept in lockable storage (see 10.9.3).

10.4 Handling All Other Allegations of Abuse / Concerns of Poor Practice (i.e. Not Against a Suffolk Sport Employee / Volunteer)

- 10.4.1 The Lead Safeguarding Officer (or the Deputy if the Lead Officer is unavailable) is responsible for deciding of what course of action to take. This will be done in consultation with the other Child Protection/ Safeguarding Officers, with Social Care Services or with the Child Protection in Sport Unit, Ann Craft Trust (adults at risk) as appropriate. If the Lead Safeguarding Officer is unavailable, the Deputy Officer will inform the Lead Officer of the incident and any action taken at the earliest opportunity

10.4.2 If there is ANY doubt regarding whether an incident should be referred to Social Care Services, they will always be contacted and asked for advice

10.4.3 The Lead Safeguarding Officer will make a decision whether to share information with other relevant organisations, following the principles outlined in Section 10.9.1.

10.4.4 The Lead Safeguarding Officer will record all actions taken above using the Form for Recording Actions Following a Referral (Appendix D), which will then be kept in lockable storage (see 10.9.3)

Partner Organisations are required to:

Ensure that all coaches / volunteers who are used to deliver activity under the Suffolk Sport banner are given a copy of the Suffolk Sport Child Protection Information Sheet (Appendix A, Version Two), Reporting Form (Appendix B) and Card

Develop and use their own policies and procedures for reporting and handling allegations of abuse / concerns about poor practice against members of staff / volunteers

Ensure that, if any allegations are made about a coach / volunteer who is used to deliver activity under the Suffolk Sport banner (i.e. inducted as a Suffolk Sport coach), then the Lead Child Protection Officer is immediately informed that the individual is being investigated, and is also informed of the outcome of any disciplinary procedures once an outcome has been reached

10.5 Responding to a Direct Disclosure from a Child or adult at risk

It will have taken a great deal of courage for a child or adult at risk to tell you about abusive behaviour and it is crucial that you take this into consideration when responding to the child's disclosure. Following the guidance below will help you to act in an appropriate and responsible manner:



Dealing With a Disclosure

Do's	Don'ts
Be Calm	Show shock, distaste or disbelief
Reassure	Ask leading questions
Listen Carefully	Promise confidentiality
Record the conversation asap (sign and date)	Insist "Everything will be ok"
Record the exact language you heard	Make promises you can't keep
	Introduce personal experiences
	Add personal opinion about the accused
	Confront the accused

Taken from Suffolk Safeguarding Children Board 'Introduction to Safeguarding' workshop

10.6 Support for those Involved in Child or adult at risk Protection Incidents / Allegations

In so far as it does not prejudice or impact on any investigations being undertaken by statutory agencies, Suffolk Sport will ensure that all parties involved will be kept updated and informed about the progress of the investigation and subsequent processes.

10.6.1 Support for the Reporter of Suspected Abuse

Listening to a disclosure from a child or witnessing evidence of abuse / poor practice can be a stressful and upsetting experience, as can making a referral afterwards especially if it is against a colleague.

Suffolk Sport recognises that individuals may require support in the aftermath of involvement with a child protection incident. Counselling is available for employees / volunteers of Suffolk Sport through Suffolk Coastal & Waveney District Council (provided by Human Resources)

Additionally, any concerns about making an allegation against a colleague are covered by the Suffolk Coastal & Waveney District Council Whistleblower Policy, and Suffolk Sport will fully support any individual that makes an allegation in good faith against a Suffolk Sport employee / volunteer

10.6.2 Support for the Child(ren) or adults at risk / Parent(s) carer(s) involved

Social Care Services are able to advise on the support available for those affected either directly or indirectly by child abuse. Additionally, The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01455 883300, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: www.bacp.co.uk.

10.6.3 Support for Suffolk Sport Staff / Volunteers Accused of Abuse / Poor Practice

Any allegations against Suffolk Sport members of staff or volunteers will be dealt with within the strict guidelines of the Suffolk Coastal & Waveney District Council Disciplinary Procedures, unless advised otherwise by Social Care Services or the Police. All information will be dealt with in the strictest confidence (see 10.9 below) and the individual will be able to access counselling through Suffolk Coastal & Waveney District Council (see 10.6.1 above)

10.7 Sharing Concerns with Parents/ Carers

Suffolk Sport is committed to working in partnership with parents / carers in all aspects of a child's and adult at risk's welfare. Therefore, if an individual has concerns about a child or adult at risk, it is important to discuss these concerns with their parent or carer in the first instance, but only if appropriate (see below). This may help to explain the reasons for the physical signs / changes in behaviour which have aroused suspicion. For example, changes in behaviour may be due to a death in the family, a break up of the parents' marriage or the birth of a new brother / sister, rather than a symptom of abuse.

However, you SHOULD NOT share concerns with a parent or carer if it may place the child or adult at risk in danger or at greater risk, i.e. the parent or carer may be responsible for the abuse. If this is the case, report your concerns following the procedures outlined in Section 10.2 above and Social Care Services will advise the Child Protection Officer whether or not to contact the parents.

10.8 Provision of Advice

Occasionally you may be asked to give advice on safeguarding matters. Refer these queries to the Suffolk Sport Lead Safeguarding Officer (or one of the Deputy Officers if the Lead Officer is not available), or to Social Care Services. The Lead / Deputy Safeguarding Officer will keep a written record of what advice was given using the Record of Advice Form in Appendix F, which will be securely stored by the Lead Safeguarding Officer (Deputy Safeguarding Officers should forward their completed Record of Advice Forms to the Lead Safeguarding Officer within 24 hours).

10.9 Confidentiality

10.9.1 Sharing Information with other Organisations

Sometimes, it is only when information from several sources has been shared and combined that it becomes clear that a child or adult is at risk. Personal information about children or adult and their families will usually be confidential and should not be disclosed to a third party without the consent of the subject. **However, the law allows for the disclosure of confidential information where this is necessary to safeguard a child or children in the public interest.**

Disclosure of confidential information must be justifiable in each case, according to the particular facts of the case and must be limited to those people who need to know in order to take appropriate action. Suffolk Sport employees / volunteers can supply personal information to other bodies such as Social Care Services or the Police

When a complaint, allegation, positive DBS check or positive Self Disclosure Form concerns a coach or helper, it is possible that this individual may be coaching for other local organisations such as Local Authorities, Schools or sports clubs. If this is the case, it may be appropriate to share information with these organisations. However, before doing so careful consideration needs to be given regarding whether there is a legitimate reason for sharing this information.

Suffolk Sport has adopted the Information Sharing Protocol for Sport compiled by the CPSU. Please refer to the Protocol for full details. However, the basic principles are outlined below:

- The decision to share information will be made by the Lead Safeguarding Officer (or the Deputy Safeguarding Officer if the Lead Officer is unavailable), who will normally seek advice from Social Care Services. The CPSU may also be approached for advice
- No other employee / volunteer of Suffolk Sport should take it upon themselves to share information with anyone unless this is under the referral procedures
- **Where a concern has been reported to Social Care Services or the Police, they will be consulted before information is shared with any other organisation, and they will also be made aware of all the other organisations an individual is known to coach for**
- The decision whether to share information will be based on the level of concern and on whether there is a reasonable belief that there would be an increased risk to a child / children or adult at risk if the information was not shared (i.e. whether it is in the public interest to share this information)
- The only information that will be shared is that which is necessary to inform an organisation of the potential risk to children
- When the information relates to a positive DBS disclosure or Self Disclosure, the only information to be shared will be the fact that, through standard screening checks, the individual was deemed unsuitable to work with young people
- Information will only be shared with organisations for whom individual is known to be currently coaching
- Information will only be shared with the individual in each organisation who has nominated responsibility for action / Safeguarding
- If an individual is coaching for a club or county association and / or holds a National Governing Body qualification then the nominated officer within the NGB will be informed in the first instance (rather than the local organisations), although they may then advise the Lead Safeguarding Officer to contact the local organisation(s)
- Consent to share information will usually be sought from the individual concerned, unless this would increase risk of harm. Advice should normally be sought from Social Care Services and / or the Police before seeking consent. However, if consent is not given information can still be shared if it is believed that this would be in the public interest, i.e. there is believed to be an increased risk if the information is not shared

- A record will be kept by the Lead Safeguarding Officer about the reasons for the decision whether to share information or not and, if relevant, what information has been shared and with whom (Appendix D)

Partner Organisations are encouraged to:

Adopt the above principles for sharing information with other local / national organisations, including Suffolk Sport

10.9.2 Dealing with Complaints

For complaints from members of the public (parents / carers / participants) about poor practice or possible abuse from Suffolk Sport employees / volunteers, the Suffolk Coastal & Waveney District Council Complaints Policy, including timescales for responding to complaints will apply (see www.suffolkcoastal.gov.uk for more details). However, we will not reveal confidential information about any investigations / disciplinary procedures taking place (if the case is referred to Social Care Services or the Police, they may contact the person making the complaint as part of their investigation).

10.9.3 Storing Information

The storage of DBS and Self Disclosure information is outlined in Sections 3.3 and 3.5 above. All other written information (Reporting Forms and Record of Advice Forms) will be stored by the Lead Child Protection Officer in a locked filing cabinet, with no electronic records being kept. Access will be restricted to the Suffolk Sport Safeguarding Officers, to the Human Resources Department of Suffolk Coastal & Waveney District Council (if appropriate) and to Social Care Services or the Police

Safeguarding Children and Adults at Risk

What to do if you have any concerns

If at any time during your work as a coach, you are concerned that some form of abuse is taking place, then it is vital that you follow these simple steps:

1. **Using the form overleaf, note down what has been said / witnessed, but remember – it is not your responsibility to investigate the situation**
2. **Report your concerns IMMEDIATELY to the Suffolk Sport Lead Safeguarding Officer. They will decide what needs to be done and who needs to be informed:**
James Payne: 07775 816875
3. **If you cannot get hold of the Lead Safeguarding Officer and the concern is about a member of Suffolk Sport staff, then contact one of Suffolk Coastal District Council's Child Protection Co-ordinators:**
Heather Shilling: 01502 523221
Jenny Edgerly: 01394 444327
4. **If you cannot get hold of the Lead Safeguarding Officer and the concern is NOT about a member of Suffolk Sport staff, then contact the Partnership's Deputy Safeguarding Officer:**
Annie Groves: 07557 633824
5. **In an emergency, contact Suffolk Social Care Services on 0808 800 405 or a direct dial referral to the MASH 03456 066167 or Suffolk Police on 101**
6. **If you want general advice about these issues, you can also contact the Suffolk Local Safeguarding Children's Board professional consultation line on 03456 061499 (9:00am to 5:00pm Monday Friday) or NSPCC Helpline on 0808 800 5000**

If you have any concerns during your coaching OUTSIDE of the Suffolk Sport programme, you should:

1. Note down your concerns, using the form overleaf if you wish
2. Report them to your manager or your club's Child Protection Officer
3. If this is not possible, contact Suffolk Social Care Services or Suffolk Police

REMEMBER – IF YOU ARE CONCERNED ABOUT ANYTHING RELATING TO THE WELFARE OF YOUNG PEOPLE OR ADULTS AT RISK IN YOUR CARE, IT IS YOUR DUTY TO REPORT IT

A copy of Suffolk Sport's Safeguarding Policy is available on request from Suffolk Sport 01394 444605 or on the Suffolk Sport website (www.suffolksport.com)

Appendix B – Reporting Form

FORM FOR RECORDING ALLEGATIONS OR CONCERNS ABOUT CHILDREN OR ADULTS AT RISK

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper. Forms can be handwritten or typed and printed off, but they must be signed, dated and timed.

REMEMBER – your job is not to investigate, but to record accurately all information you receive or signs and symptoms you observe. Only fill in the details you know.

Your Name:
Your Position:
Your Organisation:

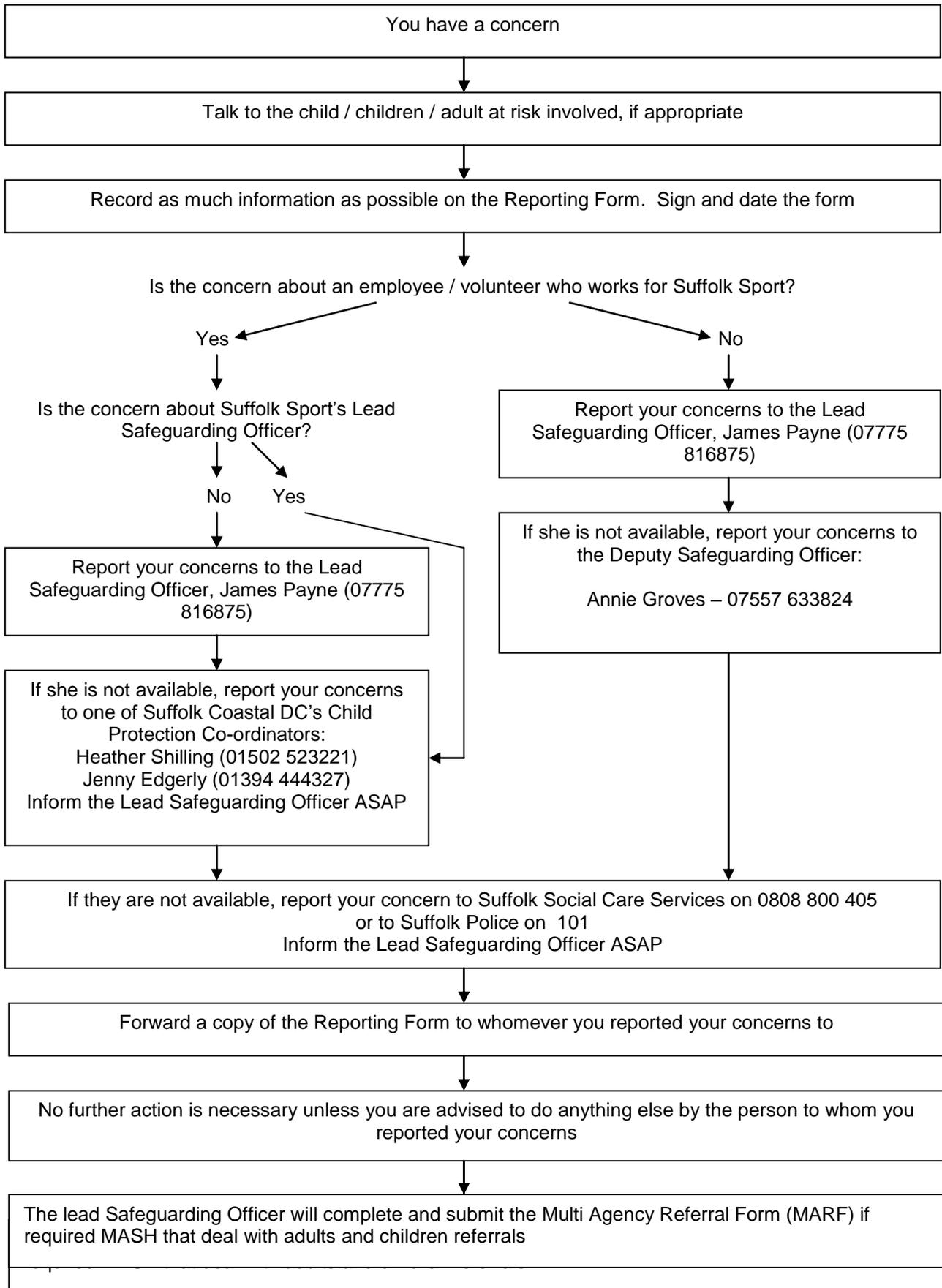
Child's or Adult's details (name, address, contact number, age / DOB, gender etc.):	Child's or Adults parents, guardian's, carer details, including contact number (where known):
Details of person <u>reporting</u> suspicion / allegation / concern to you, including contact number (this may be the child):	
Describe what the incident / suspicion/ allegation/ concern is here (using child's words where possible):	
Describe fully any signs, symptoms you or others have observed (include here what the child has told you):	

<u>Where</u> did this occur (as far as you know)?	
<u>When</u> did this happen (as far as you know)?	
If some earlier signs/symptoms were noticed before today, <u>when and where</u> was this? Who was informed?	
Record details of any witness / anyone else who may have been present or have relevant information: Contact details:	
Have the parents / carers been consulted? If so, what was said?	
Record who has been informed (Lead Child Protection Officer / Social Care / Police) and any actions agreed:	
Signed:	Date and Time:
Job title:	Telephone Number:

SEND OR HAND THIS FORM (in envelope marked Private & Confidential, and within 24 hours) TO THE PERSON TO WHOM YOU INITIALLY REPORTED YOUR CONCERNS:

NORMALLY, THIS WOULD BE LEAD SAFEGUARDING OFFICER, SUFFOLK SPORT, SUFFOLK COASTAL DISTRICT COUNCIL, EAST SUFFOLK HOUSE, RIDUNA PARK, STATION ROAD, MELTON, SUFFOLK, IP12 1RT.

Appendix C – Flowchart for Reporting Concerns



Appendix D - Form for Recording Actions following a Referral

Please refer to the procedures outlined in the Safeguarding Policy

1. Details of person receiving referral information

Name	
Position (delete as appropriate)	Suffolk Sport Lead Safeguarding Officer / Suffolk Sport Deputy Safeguarding Officer

2. Does this matter concern possible abuse or possible poor practice? (Please tick)

Possible Abuse	<input type="checkbox"/>	Possible Poor Practice	<input type="checkbox"/>
-----------------------	--------------------------	------------------------	--------------------------

Please give the reasons for this decision, including details of any organisations (including names of individuals) that you asked for advice in order to make this decision. This may include Suffolk Social Care Services (or Suffolk Police), CPSU, Suffolk Coastal & Waveney District Council's HR Department etc. Please also include the date(s) these organisations were contacted:

3. Possible Poor Practice

If the matter concerns possible poor practice please give details of the actions (with dates) which have been taken to resolve this issue, including any disciplinary procedures:

4. Possible Abuse

If the matter concerns possible abuse, please give details of the person within Social Care Services that the matter was referred to, and any further actions that you were advised to take, or when the Multi Agency Referral Form (MARF) was submitted:

If you know that the individual concerned also works for any other sporting organisations (LAs, SSPs, NGBs / Clubs etc.) make sure Social Care Services are made aware of this

5. Sharing Information

Are you aware that the individual concerned works for any other sporting organisations(LAs, Schools, NGBs / Clubs etc)? If so, which organisations? (please list):

Did you decide to share information with any of these organisations? Yes / No

If no, why not? Did you seek advice from Social Care Services or other relevant organisations (the Policy / CPSU) before making this decision?

If yes, please list the names of the organisations (including names of individuals) that you shared information with, what information was shared, and the reason for deciding to share this information. (You should only share information with the 'nominated person' within each organisation):

Was the individual concerned informed that you intended to share this information?

Yes / No

If Yes, did they consent to the sharing of this information? Yes / No

6. Please record any other relevant information below

Signed: _____

Date: _____

Appendix E – Self Disclosure Form

Private and Confidential

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

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

Part One

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

Part Two

NOTE:

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

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

Appendix F – Record of Advice Form

Details of person giving advice

Name	
Job Title	
Contact Number	
Date Advice Given	

Details of person asking for advice, if known (some people may prefer to remain anonymous)

Name	
Role (i.e. coach, parent etc.)	
Contact Number	

Details of what question was asked or what advice was requested

--

Details of what advice was given (including names of any organisations / individuals that you advised the person to contact)

--

Send or hand this form (in an envelope marked 'private and confidential') to the Suffolk Sport Lead Child Protection Officer, Suffolk Sport, Suffolk Coastal District Council, East Suffolk House, Riduna Park, Station Road, Melton, IP12 1RT.

Appendix G – Role Description for Suffolk Sport Lead Safeguarding Officer

The Suffolk Sport Lead Safeguarding Officer is responsible for:

- Leading on the development and implementation of Suffolk Sport's Safeguarding Policy and Procedures
- Ensuring that all relevant staff receive training on the Policy and Procedures
- Ensuring that the Policy and Procedures are updated as necessary
- Leading on the promotion of good safeguarding practice across the wider Partnership, including promoting the adoption of the guidance within the Partnership's Safeguarding Policy or similar
- Keeping their Child Protection, Adults Safeguarding and Safeguarding knowledge up-to-date and as comprehensive as possible, through attendance at relevant meetings and training
- Acting as the lead contact for Suffolk Sport on all matters relating to child protection and safeguarding. This will include contact with:
 - Other members of the Suffolk Sport team
 - Other Partner Organisations
 - The wider sporting community
 - The general public
 - Social Care Services / the Police
 - Other Child Protection, adults safeguarding organisations such as the CPSU, LSCB, LADO and the Ann Craft Trust
- Representing Suffolk Sport on the Regional Child Protection Group
- Disseminating relevant information to the Suffolk Sport team and wider Partnership, including:
 - Training opportunities
 - Information gained from training attended by the Lead Officer themselves
 - Changes to legislation
 - New guidance from the CPSU, Ann Craft Trust
- Providing advice upon request to any individual / organisation, and recording the details of this advice on a Record of Advice Form
- Receiving and acting upon any reported safeguarding concerns. This includes:
 - Deciding when to refer to Social Care Services / the Police and submission of a completed Multi Agency Referral Form (MARF) when appropriate
 - Deciding when it is appropriate to share information with other organisations
 - Seeking advice from Social Care Services, the CPSU, Ann Craft Trust, or Suffolk Coastal DC's HR Department as appropriate before making either decision
 - Ensuring that all of the above follows the procedures outlined in the Safeguarding Policy
- Ensuring that all Safeguarding Reporting Forms and Record of Advice Forms are stored securely and are only made available to others on a 'need to know' basis
- Ensuring that Suffolk Sport maintains Advanced Level of the Standards and completes the annual Self Assessment Tool within the Framework for Sport
- Arranging for the Partnership's Deputy Safeguarding Officers to take over the Lead role if the Lead Officer is planning to be on leave / absent for a substantial period of time
- Represent sport / NGBs, in agreement with the NGB, at Strategy Meetings at the request of the Local Authority Designated Officer (LADO)

The Lead Safeguarding Officer is expected to attend the following CPSU training courses as soon as possible after taking on the role:

- Child Protection Policy and Implementation Procedures
- Time to Listen CSP Lead Training

Appendix H – Role Description for Suffolk Sport Deputy Safeguarding Officer

The Suffolk Sport Deputy Safeguarding Officers are responsible for:

- Supporting the Lead Safeguarding Officer (CPO) on the development, implementation and review of Suffolk Sport's Safeguarding Policy and Procedures
- Supporting the Lead CPO on the promotion of good safeguarding practice across the wider Partnership, including promoting the adoption of the guidance within the Partnership's Safeguarding Policy or similar
- Keeping their Child and Adult Safeguarding knowledge up-to-date and as comprehensive as possible, through attendance at relevant meetings and training
- Providing advice upon request (normally when the Lead CPO is unavailable) to any individual / organisation, and recording the details of this advice on a Record of Advice Form
- Receiving and acting upon any reported safeguarding concerns when the Lead CPO is unavailable. This includes:
 - Deciding when to refer to Social Care Services / the Police and submission of a completed Multi Agency Referral Form (MARF) when appropriate
 - Deciding when it is appropriate to share information with other organisations
 - Seeking advice from Social Care Services, the CPSU or Suffolk Coastal DC's HR Department as appropriate before making either decision
 - Ensuring that all of the above follows the procedures outlined in the Safeguarding Policy
- Forwarding any completed safeguarding Reporting Forms and Record of Advice Forms to the Lead CPO
- Taking over the Lead CPO role if the Lead CPO is on leave / absent for a substantial period of time

The Deputy Safeguarding Officers are expected to attend the following CPSU training courses:

- Child Protection Policy and Implementation Procedures
- Time to Listen CSP Lead Training

Appendix I – Useful Contacts

Suffolk Sport

www.suffolksport.com

James Payne (Lead Safeguarding Officer) - 07775 816875

Annie Groves (Deputy Safeguarding Officer) - 07557 633824

Suffolk Social Care Services

0808 800 405 (24 Hours)

Direct dial referral to the MASH (9am to 5pm)

03456 066167

Suffolk Local Safeguarding Children's Board
Professional consultation line on
(9:00am to 5:00pm Monday Friday)

03456 061499

Suffolk Local Safeguarding Adults Board
Professional consultation line on
(9:00am to 5:00pm Monday Friday)

03456 061499

Adult Protection Duty Team can be contacted on 01449 724593 or via Customer First on 03456 066 167 or 0808 800 405 (24 Hours)

Suffolk Police

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The Child Protection in Sport Unit (CPSU)

0116 234 7278 / 7280

www.thecpsu.org.uk

Nick Slinn (CPSU National Development Officer)

0116 234 7289 / 07968 889024

The Safeguarding Children Partnership (SAFE)

01379 678961

www.oursafesite.org.uk

www.safenationalstandard.co.uk

Suffolk Safeguarding Children Board

www.suffolkscb.org

01473 583000

NSPCC Helpline

0808 800 5000

www.nspcc.org.uk

ChildLine

0800 1111

www.childline.org.uk

Appendix J - What to Do if You Suspect Possible Adult Abuse / Poor Practice

Introduction

What is adult safeguarding?

Adult safeguarding is aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect. In these cases, local services must work together to spot those at risk and take steps to protect them. It is an important part of what many public services do, and a key responsibility of local authorities.

Duty to Report to lead Safeguarding Officer

There is a duty on all Suffolk Sport employees / volunteers to record and report all concerns, no matter how small, relating to the welfare of an adult. This should be done according to the procedures outlined below.

The Suffolk Sport procedures should be used to respond to:

- All allegations of abuse against Suffolk Sport staff / volunteers / partners / contractors
- Concerns about poor practice involving Suffolk Sport staff / volunteers / partners / contractors
- Disclosures or concerns arising during a Suffolk Sport activity delivered by Suffolk Sport staff / volunteers / partners / contractors
- An adult disclosing 'out-of-sport' abuse / concerns to a Suffolk Sport member of staff or volunteer
- Possible abuse observed during a Suffolk Sport activity
- Witnessing poor practice, abuse involving the carer giver/ support worker with the adult

When responding to an adult safeguarding matter it is also important to take into account the Mental Capacity Act:

Mental Capacity Act and Safeguarding Adults.

Mental capacity is frequently raised in relation to adult safeguarding. Suffolk Sport acknowledges that all people have capacity to make their own decisions and be given all practicable help before anyone treats them as not being able to make their own decisions.

This will include times where it appears an adult has capacity for making specific decisions that nevertheless places them at risk of being abused or neglected. It is the duty of the staff / volunteer or contractor to report their concerns or what they have witnessed to the lead safeguarding officer. If the adult has asked you not to report their concerns, the adult should be informed it is our policy to report to the senior safeguarding lead and that they will discuss the matter with them to understand their reasoning for not wishing to report. If it is felt that it is in the public interest or that significant harm could come to other individuals, Suffolk Sport has a duty of care to safeguard where appropriate.

The following principles will apply:

- A presumption of capacity: every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise.
- The right for individuals to be supported to make their own decisions: people must be given all appropriate help before anyone concludes that they cannot make their own decisions.
- Individuals must retain the right to make what might be seen as eccentric or unwise decisions.
- Best interests: anything done for or on behalf of people without capacity must be in their best interests.
- Least restrictive intervention: anything done for or on behalf of people without capacity should be the least restrictive of their basic rights and freedoms.

Referral Procedures

Note: These procedures are also outlined in a flowchart in Appendix C

Make a careful note of what you see / what you are told, using the Suffolk Sport reporting form (Appendix B).

If you need to ask questions of an adult, do not ask leading questions; only ask open, prompting questions to clarify the nature of the concern, e.g. "How did that happen?" Listen carefully to anything the person tells you. If you have observed signs of an injury you may ask the person how the injury happened, but do not make them feel as though they are being interrogated.

Remember, your role is to note and pass information on accurately, not to conduct the early stages of an investigation.

If the explanations offered still cause you concern (e.g. if the explanation for an injury is inconsistent with the signs you have observed), make a careful note of what you have heard and observed on whatever you have to hand. Follow this up by completing the reporting form (Appendix B) and sign and date the form.

Always report your concerns if there is ANY possibility that abuse may have taken / may be taking place

Immediately report your concerns to the Designated Person as listed below, forwarding the reporting form to that individual within 24 hours. Do not keep a copy of the reporting forms for yourself, and do not discuss the matter or show the form to anyone else. Make sure the form is sent in a sealed envelope marked Private and Confidential.

In the first instance you should contact the Suffolk Sport Lead Safeguarding Officer, unless the concern is about the Lead Safeguarding Officer themselves:

Lead Safeguarding Officer: James Payne - 07775 816875

If the Suffolk Sport Lead Safeguarding Officer is unavailable and the concern is about a Suffolk Sport Employee / Volunteer, contact the Human Resources Department at Suffolk Coastal & Waveney District Council:

Heather Shilling 01502 523221
Jenny Edgerly 01394 444327

You should also inform the Lead Safeguarding Officer at the earliest possible opportunity.

If the Suffolk Sport Lead Safeguarding Officer is unavailable contact the Deputy Safeguarding Officer. This includes potential abuse taking place outside of the sporting environment, or within the sporting environment but not involving a Suffolk Sport employee / volunteer:

Deputy Safeguarding Officer: Annie Groves - 07557 633824

Again, you should also inform the Lead Safeguarding Officer at the earliest possible opportunity.

If the concern is about the Lead Safeguarding Officer, contact the Human Resources Department at Suffolk Coastal & Waveney District Council:

Heather Shilling 01502 523221
Jenny Edgerly 01394 444327

In the event of all the relevant contacts listed above being unavailable, the 'no delay' principle should be used i.e. report to Adult Social Care Services or the Police immediately, and forward the reporting form to them within 24 hours. You should also inform the Lead Safeguarding Officer at the earliest possible opportunity (unless the referral is about them):

Social Care Services	24 Hour	0808 800 405
Suffolk Police	24-Hour	101

If you contact Social Care Services or the Police, and you know the individual concerned also coaches for other organisations such as clubs, Local Authorities or Schools/college, make sure that Social Care Services or the Police are made aware of this.

Adult protection matters must not be investigated by Suffolk Sport employees/volunteers. However, you may be asked to take part in a strategy discussion if Social Services consider that there is reasonable cause to suspect that an adult is suffering, or is likely to suffer, significant harm.

If you are initially uncertain what to do, the Safeguarding Officers named above are able to offer advice and support and will discuss concerns with you at any point. You may also seek advice from the Multi Agency Safeguarding Hub (MASH) Consultation Line on 0345 6061499. However, this should not delay a referral being made in the event of potential abuse.

Handling Allegations of Abuse / Concerns of Poor Practice Against a Suffolk Sport Employee / Volunteer once a Referral has been Made

Once an allegation or complaint has been received by the Lead Safeguarding Officer / HR Officer, the relevant Suffolk Coastal & Waveney District Council procedures will be used. This includes:

Liaison between HR and the Lead Safeguarding Officer to ensure both parties are aware of the situation. This should be done immediately, but the unavailability of either party should not cause a delay in referral to Social Care Services (or the Police).

Informing the Line Manager of the individual concerned, within 24 hours of receiving the allegation.

Deciding if the matter concerns possible abuse or possible poor practice. This should be a joint decision between the Lead Safeguarding Officer and HR, but if either party is unavailable the decision should be made by the other so as not to cause a delay in referral to Social Care Services (or the Police in an emergency). If there is any doubt at all about whether the matter concerns possible abuse, Social Care Services will be consulted for advice via the Multi Agency Safeguarding Hub (MASH) Consultation Line on 0345 6061499..

If the matter concerns possible poor practice then the Suffolk Coastal & Waveney District Council Disciplinary Procedures (and timescales) will be used.

If the matter concerns possible abuse, then Social Care Services (or the Police in an emergency) will be informed immediately as well as implementing the Suffolk Coastal & Waveney District Council Disciplinary Procedures.

In accordance with The Care Act 2014 (Safeguarding Adults) HM Government (2014/ updated 2015), referral will be made to Social Care Services (or the Police in an emergency) if it is alleged that the individual concerned has:

- Behaved in a way that has harmed an adult or adults, or may have harmed an adult or adults;
 - Possibly committed a criminal offence against or related to an adult; or
- Behaved towards an adult or adults in a way that indicates s/he is unsuitable to work with adults at risk.

The employee or volunteer may need to be suspended from work whilst the matter is investigated. However, this will not be automatic and will take into account the relevant circumstances. In some cases, it may be sufficient to ensure that the employee or volunteer does not have unsupervised access to children.

Where Social Care Services (or the Police in an emergency) are informed, any internal investigation or action will not commence until this can be done without prejudicing their procedures. Where internal procedures are underway relating to poor practice and potential abuse comes to light, the internal procedures may be suspended pending Social Care Services / Police action. A decision about immediate disciplinary action (e.g. temporary suspension pending the outcome of Police investigation) will be made in consultation with the statutory agencies involved.

Any inappropriate behaviour by an employee that causes harm to an adult in the care of Suffolk Sport or in the course of an individual's work for Suffolk Sport will be treated as a serious disciplinary offence.

The Lead Safeguarding Officer will make a decision whether to share information with other relevant organisations, following the principles outlined in Section 10.9.1.

The Lead Safeguarding Officer will record all actions taken above using the Form for Recording Actions Following a Referral (Appendix D), which will then be kept in lockable storage (see 10.9.3).

Handling All Other Allegations of Abuse / Concerns of Poor Practice (i.e. Not Against a Suffolk Sport Employee / Volunteer)

The Lead Safeguarding Officer (or the Deputy if the Lead Officer is unavailable) is responsible for deciding what course of action to take. This will be done in consultation with the other Adult Protection Officers, with Social Care Services or the MASH as appropriate. If the Lead Safeguarding Officer is unavailable, the Deputy Officer will inform the Lead Officer of the incident and any action taken at the earliest opportunity

If there is ANY doubt regarding whether an incident should be referred to Social Care Services, they will always be contacted and asked for advice

The Lead Safeguarding Officer will make a decision whether to share information with other relevant organisations, following the principles outlined in the above section.

The Lead Safeguarding Officer will record all actions taken above using the Form for Recording Actions Following a Referral (Appendix D), which will then be kept in lockable storage.

Responding to a Direct Disclosure from an Adult

It will have taken a great deal of courage for a person to tell you about abusive behaviour and it is crucial that you take this into consideration when responding to the adults' disclosure. Following the guidance below will help you to act in an appropriate and responsible manner:

- A presumption of capacity: every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise.
- The right for individuals to be supported to make their own decisions: people must be given all appropriate help before anyone concludes that they cannot make their own decisions.
- Individuals must retain the right to make what might be seen as eccentric or unwise decisions.
- Best interests: anything done for or on behalf of people without capacity must be in their best interests.
- Least restrictive intervention: anything done for or on behalf of people without capacity should be the least restrictive of their basic rights and freedoms.

Our Responsibility to Raise a Concern of Abuse or suspected Abuse

It is our responsibility to raise our concerns if we see or know of abuse or suspected abuse. We need to recognise, record and report, what you have seen or heard and report it to the safeguarding lead officer or the deputy safeguarding officer for Suffolk Sport or to Suffolk Coastal District Council if Suffolk Sport officers cannot be contacted. Always record if the adult has asked the concern or the abuse not to be taken further, but explain that it is Suffolk Sport's policy to report all matters to the lead safeguarding officer or the deputy safeguarding officer and it will be their decision with consultation with the adult whether to take the matter further. If it is felt that the concern or abuse is of a criminal matter, then the police will have to be involved even against the wishes of the adult and if they felt it would be in the public interest to report the concern to Adult Safeguarding or not. However if children are involved then Suffolk Sport has a duty of care to report all concerns or abuse to the relevant safeguarding boards and organisations. For the flow chart please refer to appendix C and a copy of the reporting form is Appendix B – Reporting Form of the safeguarding policy.