



# **Safeguarding Children and Young People in Sport**

Policy and Procedures  
2019



# Safeguarding Children and Young People in Sport

## Contents

### Introduction

Purpose of the policy  
Setting the Context  
Terminology

### Part 1 – Policy

#### 1.1 Key Principles

#### 1.2 Policy Statement

#### 1.3 Adoption of this policy

#### 1.4 Review

#### 1.5 Roles and Responsibilities

- 1.5.1 General responsibilities of ActiveEssex
- 1.5.2 Role and responsibilities of the ActiveEssex Board of Management
- 1.5.3 Role and responsibilities of the Senior Management Team
- 1.5.4 Role and responsibilities of the Designated Safeguarding Officer
- 1.5.5 Role and responsibilities of staff and volunteers
- 1.5.6 Role and responsibilities of the Board Safeguarding Champion

### Part 2 – Procedures

#### 2.1 Recruitment, Deployment and Training of Staff and Volunteers

- 2.1.1 Staff recruitment
- 2.1.2 Interviews
- 2.1.3 Induction and training
- 2.1.4 Monitoring and review

#### 2.2 Recognition of Abuse and Poor Practice

- 2.2.1 Abuse
- 2.2.2 Neglect
- 2.2.3 Physical abuse
- 2.2.4 Sexual abuse
- 2.2.5 Emotional abuse
- 2.2.6 Bullying

## **2.3 Responding to Disclosures, Suspicions and Allegations**

- 2.3.1 General Response
- 2.3.2 Sharing concerns with parents or carers
- 2.3.3 ActiveEssex staff response to disclosure, complaint or concern
- 2.3.4 Confidentiality and storage of information
- 2.3.5 Responding to suspicions about staff
- 2.3.6 Responding to allegations against staff
- 2.3.7 Support for the reporter of suspected abuse
- 2.3.8 Types of investigation
- 2.3.9 Allegations of previous abuse

## **Appendices**

- Appendix One: Useful contacts
- Appendix Two: Dealing with concerns and disclosures flowchart
- Appendix Three: Dealing with safeguarding calls or messages form
- Appendix Four: Supporting documents and procedures
- Appendix Five: Whistleblowing
- Appendix Six: Equality
- Appendix Seven: Inter-agency working
- Appendix Eight: Online safety

## **Introduction**

### **Purpose of the Policy**

ActiveEssex has developed and will implement this Safeguarding Policy and associated procedures to:

- Provide guidance for ActiveEssex staff and volunteers on safeguarding issues, policy and procedures
- Articulate minimum safeguarding standards when ActiveEssex works in partnership with other organisations to provide activities for children and young
- Provide guidance on safeguarding in specific relationship to sport and physical activity
- Exist as an example of good practice to sport and physical activity organisations operating in the Essex, Southend on Sea and Thurrock area.

### **Setting the Context**

ActiveEssex is hosted by Essex County Council and provides the function of the Active Partnership in Essex, Thurrock and Southend as recognised by Sport England.

ActiveEssex works with sport clubs, local authorities, education services, schools and governing bodies of sport in partnership to give people local opportunities for participation in sports and physical activities.

ActiveEssex recognises that sport and physical recreation activities often place individuals in a position of significant influence over vulnerable people and that a high level of trust is placed on such individuals by parents, carers and the participants themselves.

This document should be used in conjunction with the Southend, Essex & Thurrock (SET) Child Protection Procedures 2011 - as all child protection matters will be investigated and dealt with in accordance with these procedures;

ActiveEssex acknowledges that local authorities, schools, national governing bodies of sport, sports clubs and other sports delivery agencies will have their own safeguarding policies.

## Terminology used in this Document

The following terms and abbreviations are commonly used in this document:

<i>Child/Children</i>	Refers to anyone under 18 years of age
<i>Parent</i>	A generic term used to describe parent, parents, carers or guardians
<i>Sport</i>	Used to define any sport or physical activity
<i>DBS Check</i>	Means a Disclosure and Barring Service check (the DBS check superseded the CRB check from December 2012 when the Criminal Records Bureau and Independent Safeguarding Authority merged to become the DBS)
<i>Young People</i>	Refers generally to people under 18 years of age, with sensitivity towards not referring to all as 'children'
<i>DSO</i>	Designated Safeguarding Officer
<i>Staff</i>	Staff means anyone working or volunteering for or on behalf of ActiveEssex
<i>ECC</i>	Essex County Council.

## **Part 1 – Policy**

### **1.1 Key Principles of this Policy**

- People who participate in sport and physical activity do so for the enjoyment and sense of achievement that it brings. Everyone who participates is entitled to experience a safe and supportive environment. Children and young people are entitled to expect activity organisers to fulfill their duty of care, and to be nurtured and protected from abuse and poor practice.
- The welfare and safety of those participating in any activities organized by, or in association with, Active Essex is paramount.
- Children and young people, have the right to protection from abuse and the right to be treated with dignity and respect, irrespective of their whatever their culture, disability, gender, language, racial origin, religious belief, and/or sexual orientation
- It is the responsibility of the relevant professionals to determine whether or not abuse has taken place, however, it is the responsibility of everyone to take action to respond to and report any concerns
- Partners can expect that all suspicions and allegations of abuse or poor practice will be taken seriously by Active Essex and responded to swiftly and appropriately
- Confidentiality will be upheld in line with the Data Protection legislation etc eg the Data Protection Act 1998, the Human Rights Act 2000, and the Freedom of Information Act (2004)
- All staff shall have recourse against any allegation made against them and be supported if they report a concern
- This policy will be promoted to all relevant parties and be freely available from the Active Essex website.
- This policy and it's procedures are mandatory for staff and volunteers

### **1.2 Policy Statement**

ActiveEssex believes that all people have the right to take part in sport and related physical activities free from harm and abuse. Active Essex recognises that children and young people are at increased risk of harm and that their protection is of paramount importance.

This Policy and the related procedures will be reviewed on an annual basis, or earlier in response to any significant changes to the organisation's structure, role or to relevant legislation.

Jason Fergus  
Director, ActiveEssex

Azeem Akhtar  
Chair, ActiveEssex

Latest review: January 2019

### **1.3 Adoption of this Policy**

The ActiveEssex Safeguarding Policy has been through a consultation process with relevant partners for comment and endorsement. These partners include:

- Essex County Council
- Essex Safeguarding Children Board
- Child Protection in Sport Unit (CPSU)

The original ActiveEssex Safeguarding Policy was formally approved and adopted by the ActiveEssex Board of Management on 10<sup>th</sup> July 2013.

### **1.4 Review**

ActiveEssex Safeguarding Policies and associated procedures will be reviewed annually, or if there is an incident and intermediate review as a result of the learning from this, or if there is a change in legislation/government guidance which requires an intermediate review.

The ActiveEssex Safeguarding Action Plan will also be reviewed on an annual basis at the start of each calendar year. The review will be signed-off by the Active Essex Director. The review will include, but not be limited to:

- Ensuring that documentation reflects the organisation's role, current legislation and government guidance
- Progress made against the targets within the Action Plan
- Compliance with the recruitment, induction and training processes
- Currency of any relevant training and DBS checks required
- Examination of reported and recorded cases
- Efficiency of communication about the policy to all partners and staff

## **1.5 Roles and Responsibilities**

### **1.5.1 General responsibilities of ActiveEssex**

ActiveEssex is committed to safeguarding and promoting the welfare of children and young people whilst they are engaged in any activity provided by, or through, ActiveEssex.

*ActiveEssex will endeavour to do this by:*

- leading on the production, implementation, monitoring and review of this safeguarding policy and the accompanying procedures
- ensuring that all staff are clear in their role in safeguarding and promoting the welfare of children and young people
- ensuring that all staff are appropriately selected, trained and supervised
- ensuring that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding or partnership agreements
- providing help and guidance to partners in regard to safeguarding in sport issues

### **1.5.2 Role and responsibilities of the ActiveEssex Board of Management**

*The Board of Management, as the strategic steering body for ActiveEssex, will:*

- ensure that safeguarding remains a central principle of the operations and development of the organisation:
- have strategic accountability for the development of policies for safeguarding and promoting the welfare of children or young people in sport
- have strategic accountability for effective implementation of organisational policies and procedures to safeguard children or young people including those related to safe recruitment
- represent the organisation's approach to safeguarding and protecting children, young people and vulnerable adults and communicate this approach to other organisations.
- Maintain a Board of Management Safeguarding Champion who will liaise between Board and the Lead Safeguarding Officer.

### **1.5.3 Role and responsibilities of the Senior Management Team**

*The Senior Management Team will:*

- oversee arrangements to ensure the organisation fulfills its duty of care towards children and young people in line with this policy document
- contribute to the development and implementation of policies for the safeguarding and protection of vulnerable children or young people in sport
- develop, maintain and review other organisational policies and procedures which contribute to safeguarding, including those related to safer recruitment, complaints and disciplinary procedures
- work collaboratively with external agencies on cases of poor practice or abuse
- implement an organisational culture of listening to children and young people as reflected in organisational plans and practices
- ensure partner organisations have adequate safeguarding policies and procedures in respect of safeguarding
- ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
- represent the organisation's approach to safeguarding children and young people and communicate this approach to other organisations, as appropriate.
- ensure that resources are available to support the delivery of the safeguarding action plan and to embed safeguarding within the organisation.

#### **1.5.4 Role and responsibilities of the Designated Safeguarding Officer**

*ActiveEssex will maintain both a Lead and a Deputy Designated Safeguarding Officer. The DSOs will:*

- lead the development and implementation of the ActiveEssex approach to safeguarding vulnerable people
- lead in maintaining and embedding the CPSU Standards for Safeguarding and Protecting Children in Sport
- provide the first point of contact for and respond to any communications and/or concerns regarding safeguarding
- work with partners to maintain, develop and review policies and procedures to safeguard vulnerable people in line with national guidance
- advise staff and volunteers on implementation of ActiveEssex safeguarding policies and procedures
- advise on development of and implementation of staff and volunteer training
- implement reporting procedures and maintain relevant records in line with organisational procedure, maintaining confidentiality as appropriate
- represent the organisation's approach to safeguarding and protecting vulnerable people
- advise on adequate safeguarding arrangements as a key part of all commissioning, funding and partnership agreements
- co-ordinate dissemination of policy, procedures and resources as appropriate
- provide advice and support to lead safeguarding officers within partner organisations in the county
- signpost individuals to sources of support during and following an incident, allegation of abuse or complaint.

#### **1.5.5 Role and responsibilities of staff and volunteers**

*All staff will:*

- be aware of what is meant by safeguarding children and young people
- be alert to the risks which individual abusers, or potential abusers may pose to children or young people, particularly in relation to sport
- demonstrate knowledge of ActiveEssex policies and procedures and how to apply these in practice
- report all concerns in line with the organisation's procedures
- ensure that the inclusion of adequate safeguarding arrangements is a key element of commissioning, funding and partnership agreements, where these are relevant
- represent the organisation's approach to safeguarding and protecting children or young people and communicate this approach to partners

#### **1.5.6 Role and responsibilities of the Board of Management Safeguarding Champion**

- To support the Lead Safeguarding Officer and/or Deputy Safeguarding Officer(s) in their promotion and delivery of the Active Essex Annual Safeguarding Plan
- To receive from the LSO regular reports on progress of the action plan
- To present to the Board the annual report (from the LSO) and any appropriate information in between.
- To ensure that Safeguarding is included as an agenda item at Board meetings.
- To ensure that the Board takes safeguarding issues into consideration when making decisions
- To help ensure all Board members are up to date with relevant safeguarding training.

## Part 2 - Procedures

### **2.1 Recruitment, Deployment and Training of Staff and Volunteers**

#### **Introduction**

It is vital that all reasonable steps are taken to prevent unsuitable people from working with children or young people, having access to significant personal data, or being placed in a position of trust over such.

#### **2.1.1 Staff recruitment**

Recruitment procedures for ActiveEssex staff will fall in-line with ECC policy and include:

- For eligible and/or required posts, an appropriate level Disclosure and Barring Service (DBS) check. Should these not be completed before employment commences a risk assessment will be undertaken and the necessary safeguards put in place.\*
- A risk assessment undertaken on any positive disclosure or reference information.
- Two confidential references should be obtained, once permanent contracts are confirmed, including last employer, and at least one commenting on any previous work with children/vulnerable groups
- References MUST be taken up and confirmed through direct contact eg telephone.
- Personal identification should be requested e.g. valid passport or driving license with photo.

Recruitment adverts should reference the organisation's commitment to safeguarding and state requirement for DBS checking and references, if appropriate.

Note: It is an offense for an employer to employ a person to work with children and/or vulnerable people who has been barred from doing so.

#### **2.1.2 Pre-employment interview**

Potential employees will be required to undertake an interview carried out to acceptable protocol and recommendations of Essex County Council and ActiveEssex, including:

- A check that the application form has been completed in full, including sections on criminal records and self-disclosures. Any gaps or inconsistencies in employment history should be identified
- Qualifications should be substantiated
- The job requirements and responsibilities should be clarified to the candidate.

#### **2.1.3 Induction and training**

It should be clearly recognised that pre-employment checks are only a part of the process. It is important that the recruitment and selection process is followed by a needs analysis as part of the induction process and then provision of appropriate training.

All staff will undergo an induction process a part of which will familiarise them with the safeguarding policy, associated procedures and their specific responsibilities.

All staff are to be provided with opportunities to learn about how to recognise and respond to safeguarding concerns. Assistance will be provided to ensure that individuals can access appropriate basic awareness courses.

\*For information regarding Criminal Records Bureau/Disclosure and Barring Service checks:  
[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

Staff with designated responsibilities in relation to safeguarding will have a written job description for that role, and will be provided with relevant training to enable them to develop the necessary skills and knowledge, and to have regular opportunities to update their knowledge and understanding.

ActiveEssex Designated Safeguarding Officers will attend the CPSU course *Time to Listen (or another equivalent training course that may be deemed appropriate)*, plus any other relevant training deemed required and appropriate by ECC, CPSU and ActiveEssex.

Any members of staff whose role specifically requires working with children or young people will also be provided with relevant training, eg: UK Coaching – Safeguarding and Protection Children in Sport; Essex Safeguarding Children Board – Safeguarding Children Level 1, 2; iHasco – Safeguarding Children.

Specific training will be provided for those responsible for dealing with complaints and disciplinary processes in relation to safeguarding and inappropriate behaviour towards children and young. (See ECC procedures)

Training and/or written guidance on safer recruitment practice will be provided for those responsible for recruiting, selecting and deploying staff and volunteers. Training should also include guidance and help for staff and volunteers to recognise additional vulnerability of some children or young people and the extra barriers they face to getting help. (See ECC procedures). Barriers may include:

- Race
- Gender
- Age
- Religion
- Disability
- Sexual orientation
- Social background
- Culture
- Mental Health

#### **2.1.4 Monitoring and review**

A record will be kept of relevant staff training and required DBS checks etc. This will be reviewed as part of the safeguarding annual review.

Any training or checking needs that are identified will be reported to the individual's line manager for implementation.

## 2.2 Recognition of Abuse and Poor Practice

### Introduction

The term 'abuse' generally covers physical, emotional or sexual abuse and neglect. Even for those experienced in working with abuse, it is still not always easy to recognise a situation where abuse may be occurring. Staff and volunteers working within sporting activities or events are not expected to be experts at recognising abuse. They do, however, still have a responsibility to report any concerns about the safety and welfare of vulnerable people, or about any individual who may pose a threat to vulnerable people.

Poor practice is behavior that fails to follow codes of conduct and ethics. Often this may not be a deliberate action and/or constitute abuse, as such, but it is still an issue that needs to be addressed as it could have a detrimental effect on a vulnerable person. Concerns about poor practice should be reported in the same way as abuse.

### 2.2.1 Abuse

The dictionary definition of abuse refers to use or treatment of something (person, item, substance, concept, idea or vocabulary) that is harmful. It can be classed by target or type of abuse.

Abuse is a serious word and often conjures up images of physical harm and physical evidence like bruising, cuts, abrasions, fractures etc. But harm can be caused in many different, often quite subtle ways eg:

- Using stereotypes and degrading language
- Using overfamiliar or inappropriate terms
- Undermining someone's confidence
- Ignoring their wishes
- Poking fun at the conditions some people live with
- Treating people by their condition and not as individuals living with a condition

Individuals may be abused by the infliction of harm or the failure to act to prevent harm. Abuse can occur within the family, community or an institutional setting. Abuse can also take place through communication mediums. Victims of abuse are more commonly abused by people they know. The abuser can be an adult or a child and can occur within any social group. Victims of abuse frequently suffer more than one category of abuse.

### 2.2.2 Neglect

For children, neglect can be described as: *The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of health or development.*

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve:

- Not providing adequate food, clothing and shelter (including exclusion from home or abandonment)
- Not protecting from physical and emotional harm or danger
- Not ensuring adequate supervision (including the use of inadequate care-givers)
- Not ensuring access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### 2.2.3 Physical abuse

Physical abuse is the non-accidental infliction of physical force that results (or could result) in bodily injury, pain or impairment. Examples include:

- An inflicted physical injury, which is not satisfactorily explained
- An injury where there is knowledge or suspicion that it was inflicted intentionally or through lack of care
- Assaults on the body including hitting, slapping, pushing, kicking resulting in injuries such as burns, abrasions, fractures, dislocation, welts, wounds or marks of physical restraint
- Misuse of medication or medical process
- Inappropriate restraint or inappropriate actions or inactions

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable person.

Within sport, physical abuse can potentially occur where the nature and intensity of training and competition exceeds the capacity of the individual's ability to positively adapt and where drugs are used to delay puberty or enhance performance.

Some possible indicators of physical abuse are:

- Multiple bruising that is inconsistent with the explanation given
- Bruising in uncommon areas, such as back of legs, mouth, cheeks, stomach, chest, under the arm.
- Abrasions, especially to neck, wrists and/or ankles
- Grasp, hand or finger marks
- Unexplained burns or scalds
- Hair loss in one area, scalp sore to touch
- Frequent 'minor accidents' without seeking medical help
- Unusually sleepy or docile
- Unexplained fractures
- Cowering and flinching
- Self-harm, emotional distress, low self esteem

### 2.2.4 Sexual abuse

Direct or indirect involvement in sexual activity without consent. This could also be through inability to consent, or by pressurization/inducement to consent or take part. (See the Sexual Offences Act 2003).

Examples include:

- Rape
- Indecent assault
- Indecent exposure
- Exposure to inappropriate sexual behavior or images/material
- Inducement to take part in inappropriate sexual behavior.

Sport often places individuals in positions of authority and influence over others. A significant potential exists for abuse of these positions of trust. It is known that abusers gravitate towards roles that provide opportunities over vulnerable people and sport has often been a conduit for abuse. Awareness of the threat and appropriate action to ensure the safety of vulnerable people in sports settings is inherent on all individuals and agencies within sport.

### **2.2.5 Emotional abuse**

Acts or behavior which impinges on the emotional health of, or which causes distress or anguish to, individuals. This may also be present in other forms of abuse:

Examples include:

- Threats of harm or abandonment
- Humiliation, shaming or ridicule
- Harassment, bullying, intimidation
- Control or coercion
- Deprivation of choice or privacy
- Deliberate social isolation
- Infantilisation – treating an adult like a child

### **2.2.6 Bullying**

In some cases of abuse it may not be an adult that is the abuser. It could be that the abuser is another child or young person, for example in common cases of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

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

Research shows that bullying can and does occur where there is inadequate supervision – on the way to and from activities, at sporting events and in changing rooms etc.

## 2.3 Responding to Concerns

### Introduction

It is not the responsibility of those working or volunteering in sport to individually decide whether abuse or poor practice is occurring. However, it is the responsibility of all to report any concerns to the appropriate agencies.

The extremely sensitive nature of issues regarding abuse should be understood by all along with the need for appropriate confidentiality.

Concerns about possible abuse can arise through:

- a direct **disclosure** by a vulnerable person of poor practice/abuse
- an **allegation** of poor practice/abuse by a third party
- a **suspicion** that poor practice/abuse may have taken place based on other signs or indicators.

If a vulnerable person indicates that he/she is being abused or information is obtained or observations made which give rise to concerns, the response should be immediate. The procedures which have been developed to deal with allegations of suspicions about abuse are based on the fundamental principle that the welfare of children and vulnerable people is paramount. See flowchart located in Appendix Two for dealing with concerns.

### 2.3.1 General response

Immediate action should be taken if concerns arise about the safety and welfare of a vulnerable person within their family or the community (e.g. at home, school, sports clubs etc). If the child or young person reports (discloses) this directly, the person receiving the information should:

- react calmly so as not to frighten or deter the informer
- listen carefully to all the information that is disclosed
- reassure the discloser that they are not to blame and were right to tell, but that the disclosure cannot be kept secret (by law) and must be reported to the proper people.
- where appropriate, ask open questions to establish clarity of what is being said whilst taking great care not to ask leading questions and not pry into intimate details, ensuring the discloser does not feel they are being interrogated
- ensure the safety of the person – if they need immediate medical treatment, call an ambulance and inform that a child or vulnerable adult protection issue is suspected. Professional medical services should know how to respond appropriately
- reassure the child or young person but not make promises of confidentiality which might not be feasible in the light of any subsequent developments
- not contact parents or carers until professional advice is sought from Social Care Services.

The following should be avoided by the recipient of a disclosure:

- Do not panic or try to resolve the issue yourself
- Do not allow shock or distaste to show
- Do not probe for more information than is freely offered to open questions
- Do not speculate or make assumptions about what may have happened
- Do not make any comments about the alleged abuser
- Do not make any approach or comment to the alleged abuser
- Do not make promises or agree to keep secrets.

### **2.3.2 Sharing concerns with parents or carers**

There are some circumstances where a child or young person may be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). If unsure whether to discuss concerns or an incident with the parent/carer then contact Essex Social Care (see appendix one). The NSPCC/CPSU are both also contactable for advice concerning children and young people.

Any suspicion, allegation or incident of abuse must be reported as soon as possible at which point the procedures detailed within this policy will be followed.

### **2.3.3 ActiveEssex staff response to a disclosure, complaint or concern**

Any staff member who receives a disclosure, complaint, or concern should report to an ActiveEssex Designated Safeguarding Officer (DSO) as soon as possible:

The DSO will take action to forward the details to the relevant professional body.

If a DSO cannot be contacted and there is immediate concern, contact should be made directly with Essex Social Care Direct (see appendix one), or where immediate risk of harm is suspected, contact the police.

The next steps are as follows:

- 1) A Report Form should be completed and passed to the DSO as soon as possible
- 2) The DSO will contact the appropriate professional bodies (Police, Social Care, NGB etc)
- 3) The DSO will record the details of the response
- 4) Where a report has been made, written or verbal, to a professional body, the DSO will follow-up to confirm that the information has been received
- 5) Where advice is given to a third party to contact statutory services, the DSO should also follow-up to confirm what action has been taken by the third party.

### **2.3.4 Confidentiality and storage of information**

Any confidential information must be stored securely. Confidentiality should be maintained for all concerned and access limited to designated people, in accordance with the 1998 Data Protection Act and GDPR. The people designated to receive information are:

- ActiveEssex Designated Safeguarding Officers
- Appropriate social care personnel
- The Police
- The parents of any child who is alleged to have been abused
- The person making the allegation
- The alleged abuser (and parents if the alleged abuser is a child)\*

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

### **2.3.5 Responding to suspicions about staff**

Staff, for this purpose, includes anyone working on behalf of ActiveEssex in a paid or voluntary capacity.

Having reviewed the situation the DSO will discuss with the Deputy DSO (and if required with statutory agencies) and will make a decision as to whether the matter should be referred for external investigation to Social Services or if the incident can be dealt with internally e.g. failure to observe good practice.

### 2.3.6 Responding to allegations against staff

The following steps should be followed when an allegation is made against an ActiveEssex member of staff:

- Concerns should be reported to the DSO and an Incident Report Form completed
- Any allegation which may be related to a staff member **must** be reported immediately by the DSO to the ECC HR department and the ActiveEssex Director. If the allegation concerns a child or young person then the SDO will also notify the Local Authority Designated Officer (LADO) within 1 working day (see SET Procedures module 12 for further guidance [www.escb.co.uk](http://www.escb.co.uk))
- Where the concern is about an individual who is a volunteer and not an ECC employee, the SDO should refer to the statutory services
- The staff member may need to be suspended from work whilst the matter is investigated according to the existing disciplinary procedures operated by ECC. Any action will be taken in consultation with statutory agencies. Where this is deemed necessary, consideration should be given as to whether the accused is allowed to access potentially incriminating evidence, or devices which may contain this
- Suspension will not be automatic and the decision will take into account the relevant circumstances and advice from statutory agencies
- The reinstatement of an individual will follow procedures operated by ECC and ActiveEssex following the conclusion of any investigations (both internal and external) and an assessment of all available relevant information.

### 2.3.7 Support for the reporter of suspected abuse

A variety of feelings and concerns may be generated by the discovery that a member of staff or a volunteer is, or may be, abusing a vulnerable person and this may raise concerns amongst other staff and volunteers.

ActiveEssex will fully support all staff and protect anyone who in good faith and without malicious intent reports his or her concern about a colleague's practice or the possibility that a person may be being abused.

Details of disciplinary and grievance procedures are available through ECC Human Resources.

Advice on whistleblowing is available through the ECC Intranet.

### 2.3.8 Types of Investigation

When there is a complaint of abuse against a member of staff or volunteer, the following types of investigation may occur:

- Criminal; Police
- Child Protection; Social Services/Police
- Internal; ActiveEssex, Essex County Council

It is also a possibility that civil proceedings could be initiated by the alleged victim, or by their family, or indeed the person who has been accused.

### **2.3.9 Allegations of previous abuse**

There are situations that may arise where an allegation of abuse is made some time after the event has happened, this may be months or on occasion even years. Where an allegation such as this is made, the allegation should still be investigated as other vulnerable people could potentially be at risk from the accused. Procedures for investigation etc. will remain the same.

## **Appendix One – Useful Contacts**

### **Active Essex Safeguarding Contacts**

Lead Designated Safeguarding Officer:  
Jim Messenger  
Telephone: 03330 137827  
Email : jim.messenger@activeessex.org

Deputy Designated Safeguarding Officer:  
Dawn Emberson  
Telephone: 03330 137825  
Email: dawn.emberson@activeessex.org

Active Essex address: Active Essex, E2, County Hall, Chelmsford CM1 1QH

### **Social Care Access Points**

#### **Southend**

Telephone: Children and young people: 01702 215007

Address: Southend Borough Council, PO Box 59, Queensway House, Essex Street,  
Southend on Sea, SS2 5TB

#### **Essex**

Telephone: 0345 603 7634 or out of hours 0845 606 1212 (adults and children)

Email: socialcaredirect@essex.gov.uk

Website: <http://www.essex.gov.uk/Health-Social-Care/safeguarding>

Address: Social Care Direct, Essex House, 200 The Crescent, Colchester, Essex, CO4 9YQ

#### **Thurrock**

Telephone: Children and young people: 01375 652802

Address: IRT, Civic Offices, New Road, Grays, Essex, RM17 6TJ

### **Other useful contacts**

#### **Childline** *(for children)*

FREEPHONE 0800 1111 (24 hours)

Website: [www.childline.org.uk](http://www.childline.org.uk)

#### **NSPCC Helpline** *(for adults with concerns)*

Telephone: 0808 800 5000

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **NSPCC Child Protection in Sport Unit (CPSU)**

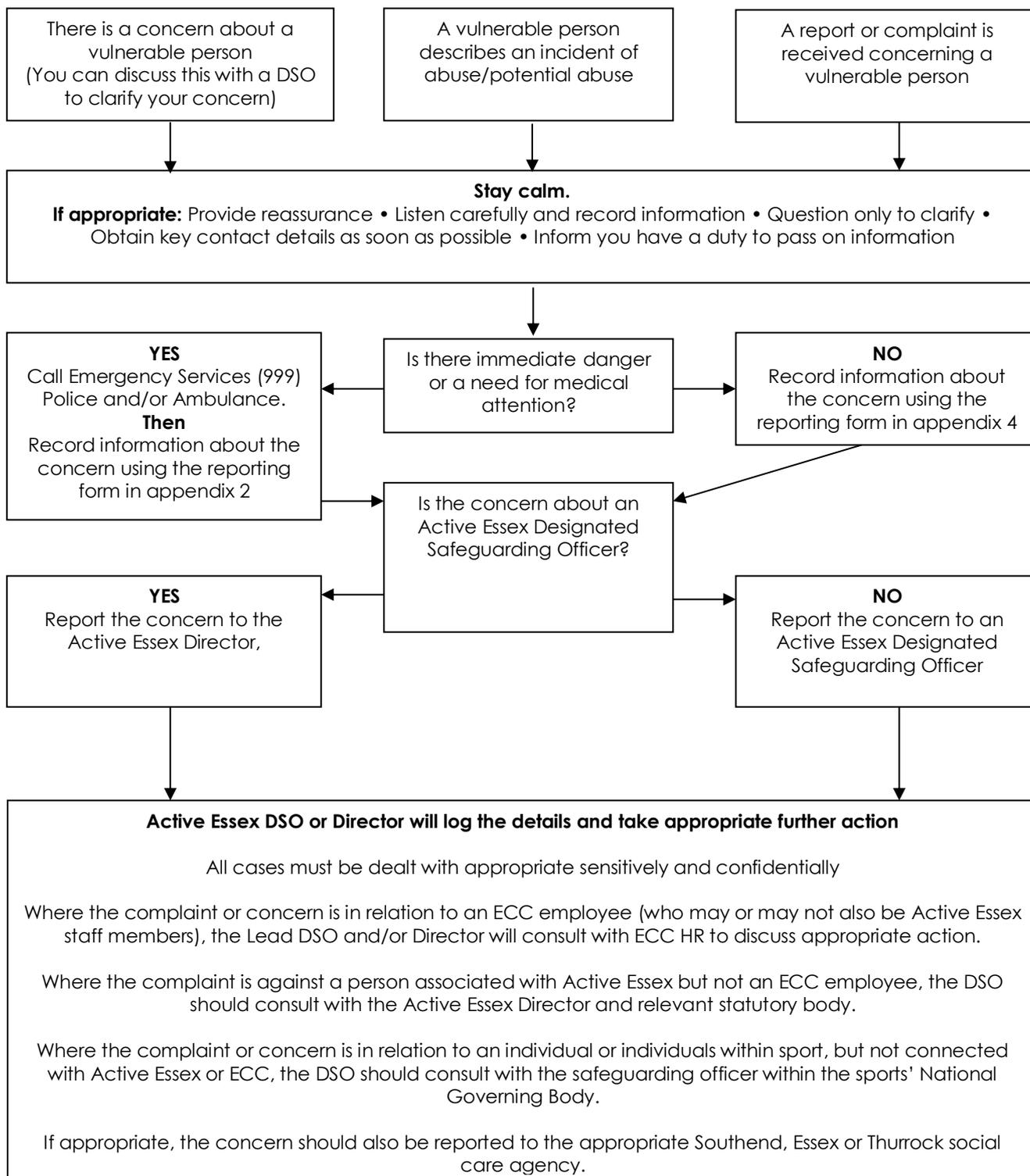
Telephone: 0116 366 5590

Address: 3 Gilmore Close, Beaumont Leys, Leicester L4 1EZ

Email: [thecpsu.org.uk](mailto:thecpsu.org.uk)

For further information on safeguarding and the local procedures see  
[www.essexsab.org.uk](http://www.essexsab.org.uk) for adults and [www.esccb.co.uk](http://www.esccb.co.uk) for children and young people.

## Appendix Two - Dealing with Concerns and Disclosure for Active Essex Staff



## Appendix Three - Dealing with Safeguarding Calls or Messages for Active Essex Staff

### Received by telephone or verbally

The call should be passed immediately to a DSO. Do not transfer the call as you may inadvertently cut-off the caller. If no DSO is available use the form below to record details:

Time of call/report:	Date of call/report:	Taken by:
----------------------	----------------------	-----------

<b>Caller/reporter's details:</b>	
Name	
Contact number	
Relationship to person(s) at risk	
<b>Person(s) at risks details:</b>	
Name	
Address	
Contact number	
Are they aware of your concern?	
<b>Person suspected of committing the poor practice or abuse:</b>	
Name	
Address/Location	
Relationship to person(s) at risk	
Are they aware of your concern?	
<b>Details of concerns/incident:</b>	
Questions to ask - <i>What has happened?</i> <i>Why are you concerned?</i> <i>When did this happen?</i> <i>Where did this happen?</i>	
Has anyone else been informed?	(who?):
Is there any immediate danger?	If yes, advise to call emergency services (999)

**If the concern doesn't relate to sport**, advise the caller to contact the appropriate social care service: **Southend:** 01702 215007      **Thurrock:** 01375 652802      **Essex:** 0345 603 7634

**Contact an ActiveEssex DSO and pass on this information as soon as possible.**

### Received by email or letter

Report the email/pass the letter to an Active Essex DSO as soon as possible. If immediate action is required and a DSO is not available, contact the appropriate social care service.

Do not pass/forward the report form, letter or email to other persons. Keep all details confidential.

#### *Appendix Four - Supporting documents and procedures*

Supporting documents are available from the Child Protection in Sport website to cover such issues as:

- Codes of conduct
- Good practice for working with young people in sport
- Transportation
- Photographic/Video permission
- Use of social media, mobile phones etc.
- Supervision ratios

[www.thecpsu.org.uk/resource-library](http://www.thecpsu.org.uk/resource-library)

#### *Appendix Five - Whistleblowing*

Staff members that have a concern about something at work are encouraged to raise this with their line manager. This could include things such as a concern about unethical behavior or breaches of codes of conduct.

If not comfortable raising this with the line manager, depending on the concern this can be raised with a more senior manager, HR Advice and Support (on 03330 134300 or email: [Mail.HRAdviceSupp@essex.gov.uk](mailto:Mail.HRAdviceSupp@essex.gov.uk)), the Counter Fraud Team (Internal Audit) or ECC's Monitoring Officer. More information can be found in our whistleblowing policy: [http://intranet.essex.gov.uk/Documents/Whistleblowing\\_policy.pdf](http://intranet.essex.gov.uk/Documents/Whistleblowing_policy.pdf)

If not comfortable to raise the concern with anyone within ECC, contact Expolink an independent external whistle-blowing provider. Expolink will record your concern confidentially and send a report to the relevant person within ECC to investigate.

Expolink can be contacted via:

- Telephone: 0800 374199
- Email: [essexcc@expolink.co.uk](mailto:essexcc@expolink.co.uk)
- Web: [expolink.co.uk](http://expolink.co.uk) (click 'contact us' and then 'if you would like to submit a whistleblowing report, please click here'. Click 'submit a report' and enter ECC's access code, which is 'EssexCC')

You can call 24-hours a day, 365 days a year and speak in confidence to a fully trained hotline operator.

Please provide all relevant details so your concern can be investigated, including dates, times and names wherever possible.

#### *Appendix Six - Equality*

Active Essex is hosted by Essex County Council and adheres to the equality policy and procedures of ECC, which can be found here:

[http://intranet.essex.gov.uk/Pages/Equality\\_and\\_diversity\\_in\\_employment\\_policy\\_and\\_guide.aspx](http://intranet.essex.gov.uk/Pages/Equality_and_diversity_in_employment_policy_and_guide.aspx)

### *Appendix Seven - Inter-agency Working*

Statutory guidance on inter-agency working to safeguard and promote the welfare of children can be obtained from the document 'Working Together to Safeguard Children': <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

### *Appendix Eight - Online Safety*

The Online World continues to play a bigger part of everyone's lives. The CPSU offers good advice on how to keep children and young people safe online:

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>





Active Essex, Room E2, County Hall, Market Street, Chelmsford, Essex CM1 1QH  
[www.activeessex.org](http://www.activeessex.org)

Version 4.31 October 2019