



Safeguarding children and young people in sport and physical activity

Policy and procedures

Date approved by Board/Effective date: *23rd July 2026*

Date of next review: *23rd July 2027*

Introduction

PURPOSE OF THE POLICY

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

- Provide guidance for Active Essex staff and volunteers on safeguarding issues, policy and procedures
- Articulate minimum safeguarding standards when Active Essex 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

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

Active Essex 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.

Active Essex recognises that sport and physical recreation activities often place individuals in a position of significant influence over children and young 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 2026 - as all child protection matters will be investigated and dealt with in accordance with these procedures.

Active Essex 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:

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DBS check	Means a Disclosure and Barring Service check (the DBS check superseded the CRB check from December 2012 when the Criminal Records Bureau and Independent Safeguarding Authority merged to become the DBS).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

Part 1 Policy

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 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 its procedures are mandatory for staff and volunteers.

POLICY STATEMENT

Active Essex 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 of Active Essex

Dr William Bird
Chair of Active Essex

ADOPTION OF THIS POLICY

The Active Essex Safeguarding Children and Young People in Sport Policy was constructed through a consultation process with relevant partners for comment and endorsement.

These partners include:

- Essex County Council
- Essex Safeguarding Children Board
- NSPCC Sport.

The original Active Essex Safeguarding Policy (combined) was formally approved and adopted by the Active Essex Board of Management on 10th July 2013.

REVIEW

Active Essex 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 Active Essex Safeguarding Action Plan will also be reviewed on an annual basis in line with our external annual review. 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

ROLES AND RESPONSIBILITIES

General responsibilities of Active Essex

Active Essex 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 adults at risk are at increased risk of harm and that their protection is of paramount importance.

Active Essex 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 Active Essex staff are appropriately recruited, trained and supervised
- Ensuring that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding or partnership agreements.
- Providing support and guidance to partners in regard to safeguarding in sport issues.

Role and responsibilities of the Active Essex Board

The Board, as the strategic steering body for Active Essex, 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 and 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 and communicate this approach to other organisations.
- Maintain a Board of Management Safeguarding Champion who will liaise between Board and the Designated Safeguarding Lead.

Role and responsibilities of the Senior Leadership Team

The Senior Leadership 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 that the inclusion of appropriate 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.

Role and responsibilities of the Designated Safeguarding Lead

Active Essex will maintain both a Lead and a Deputy Designated Safeguarding Lead (DSL) though our best practice is to have a larger Designated Safeguarding Team to support the Lead and Deputy. The DSLs will:

- Lead the development and implementation of the Active Essex approach to safeguarding children and young people.
- Lead in maintaining and embedding the NSPCC Sport Standards for Safeguarding and Protecting Children in Sport
- Provide a 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 for safeguarding in-line with national legislation and guidance.
- Advise staff on implementation of Active Essex safeguarding policies and procedures.
- Advise on development of and implementation of staff training.
- Implement reporting procedures and maintain relevant records in line with organisational procedure, maintaining confidentiality as appropriate.
- Represent the organisation's approach to safeguarding.
- Provide advice and support on 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 and club welfare officers within partner organisations in the county.
- Signpost individuals to sources of support during and following an incident, allegation, or complaint.

Role and responsibilities of staff and volunteers

All staff will:

- Be aware of what is meant by safeguarding and be able to communicate this.
- Be alert to the risks to children or young people, particularly in relation to sport.
- Demonstrate awareness of Active Essex policies and procedures and how to apply these in practice.
- Report all concerns in line with the organisation's procedures.
- Ensure that safeguarding procedures are a key element of commissioning, funding, and partnership agreements, where these are relevant.
- Represent the organisation's approach to safeguarding and protecting adults and communicate this approach to partners.

Role and responsibilities of the Board of Management Safeguarding Champion

- To support the Designated Safeguarding Lead and/or Deputy Safeguarding Lead in their promotion and delivery of the Active Essex Annual Safeguarding Plan.
- To receive from the DSL regular reports on progress of the action plan and check and challenge.
- To present to the Board the annual report (from the DSL) and any appropriate information in between.
- To ensure that Safeguarding is included as a standing 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

RECRUITMENT, DEPLOYMENT AND TRAINING OF STAFF AND VOLUNTEERS

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

STAFF RECRUITMENT

Recruitment procedures for Active Essex 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. If these are not completed before employment commences then 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/at risk groups.
- References MUST be taken up and confirmed through direct contact e.g. 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 at-risk people who has been barred from doing so.

PRE-EMPLOYMENT INTERVIEW

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

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

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.

The Active Essex Designated Safeguarding Team will attend and keep current the appropriate training courses for Active Partnership safeguarding leads identified by Sport England, NSPCC Sport, Ann Craft Trust, plus any other relevant safeguarding training deemed required and appropriate by ECC and Active Essex.

Any members of staff whose role specifically requires working with children or young people will also be provided with relevant training, e.g.: 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 people. (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.

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.



Children and young people

Legislation

Children Act 1989

The Children Act 1989, provides the legislative framework for child protection in England. Key principles established by the Act include:

- The paramount nature of the child's welfare
- The expectations and requirements around duties of care to children.

[Read the act here](#)



Children Act 2004

This strengthens the previous Act, encouraging partnerships between agencies and created more accountability, by:

- Placing a duty on local authorities to appoint children's services members who are ultimately accountable for the delivery of services.
- Placing a duty on local authorities and their partners to cooperate in safeguarding and promoting the wellbeing of children and young people.

[Read the act here](#)



Policy and guidance working together to safeguard children

The Department for Education (DfE) published the latest version of '[Working together to safeguard children](#)', the key statutory guidance for anyone working with children in England, in December 2003.

The guidance sets out how organisations and individuals should work together to protect children. It highlights the importance of implementing a child-centred approach, while considering the needs of the whole family.

[Read the publication here](#)





Types of Harm

Children policy

RECOGNITION OF ABUSE AND POOR PRACTICE

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 an adult at risk, or about any individual who may pose a threat to an adult at risk.

Poor practice is behavior that fails to follow codes of conduct, ethics, or sometimes just common sense. 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 another person. Concerns about poor practice should be reported in the same way as abuse.

Bullying and Cyberbullying

Bullying is intentional behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Bullying can take different forms. It could include:

- physical bullying: hitting, slapping or pushing someone
- verbal bullying: name calling, gossiping or threatening someone
- non-verbal abuse: hand signs or text messages
- emotional abuse: threatening, intimidating or humiliating someone
- exclusion: ignoring or isolating someone
- undermining, constant criticism or spreading rumours
- controlling or manipulative behaviour
- making silent, hoax or abusive calls.

The following types of bullying are also hate crimes:

- racial, sexual, transphobic or homophobic bullying
- bullying someone because they have a disability.

Cyberbullying is bullying that takes place online. Online bullying can follow the child wherever they go, via social networks, gaming and mobile phone. A person can be bullied online and offline at the same time.

Cyberbullying can include:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- trolling – the sending of menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- shaming someone online
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations.

Child sexual exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. It happens when a child or young person is coerced, manipulated or deceived into sexual activity in exchange for things that they may need or want like gifts, drugs, money, status and affection. Children and young people are often tricked into believing they're in a loving and consensual relationship so the sexual activity may appear consensual. This is called grooming and is a type of abuse. They may trust their abuser and not understand that they're being abused. CSE does not always involve physical contact and can also occur through the use of technology.

Children and young people can be trafficked into or within the UK for sexual exploitation. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse or blackmail to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed or viewed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be made to 'find' or coerce others to join groups.

It's important to recognise that although the age of consent is 16 years old, children and young people over 16 can be exploited. Child sexual exploitation is a very complex form of abuse. It can be difficult for parents and carers to understand and hard for the young person to acknowledge that they are being exploited.

CSE can happen in person or online. An abuser will gain a child's trust or control them through violence or blackmail before moving onto sexual abusing them. This can happen in a short period of time.

When a child is sexually exploited online, they might be persuaded or forced to:

- send or post sexually explicit images of themselves
- film or stream sexual activities
- have sexual conversations.

Once an abuser has images, video or copies of conversations, they might use threats and blackmail to force a young person to take part in other sexual activity. They may also share the images and videos with others or circulate them online.

Gangs use sexual exploitation:

- to exert power and control
- for initiation
- to use sexual violence as a weapon.

Children or young people might be invited to parties or gatherings with others their own age or adults and given drugs and alcohol. They may be assaulted and sexually abused by one person or multiple perpetrators. The sexual assaults and abuse can be violent, humiliating and degrading. It's important to remember an intoxicated person cannot give consent to sexual activity.

Signs of child sexual exploitation:

- Unhealthy or inappropriate sexual behaviour.
- Being frightened of some people, places or situations.
- Being secretive.
- Sharp changes in mood or character.
- A sudden change in their family relationships/dynamics.
- Having money or things they can't or won't explain, such as hotel key cards or unexplained gifts.
- Physical signs of abuse, like bruises or bleeding in their genital or anal area.
- Sudden change in physical appearance including clothes and hygiene levels.
- Alcohol or drug misuse
- Sexually transmitted infections.
- A sudden and urgent request to go onto contraception or to obtain the 'morning after pill'.
- Pregnancy.

Child trafficking

Trafficking is where children and young people tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for:

- Sexual exploitation
- benefit fraud
- forced marriage
- domestic slavery like cleaning, cooking and childcare
- forced labour in factories or agriculture
- committing crimes, like begging, theft, working on cannabis farms or moving drugs.

Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual and emotional abuse as a form of control. Children and young people are also likely to be physically and emotionally neglected and may be sexually exploited.

Types of child trafficking

Traffickers often groom children, families and communities to gain their trust. They may also threaten families with violence or threats. Traffickers often promise children and families that they'll have a better future elsewhere.

Trafficking is also an economic crime. Traffickers may ask families for money for providing documents or transport and they'll make a profit from money a child "earns" through exploitation, forced labour or crime. They'll often be told this money is to pay off a debt they or their family "owe" to the traffickers.

Traffickers may:

- work alone or in small groups, recruiting a small number of children, often from areas they know and live in
- be medium-sized groups who recruit, move and exploit children and young people on a small scale
- be large criminal networks that operate internationally with high-level corruption, money laundering and a large number of victims.

Signs of child trafficking:

- Knowing the signs of trafficking can help give a voice to children. Sometimes children won't understand that what's happening to them is wrong. Or they might be scared to speak out.
- It may not be obvious that a child has been trafficked, but you might notice unusual or unexpected things. They might:
 - spend a lot of time doing household chores
 - rarely leave their house or have no time for playing
 - be orphaned or living apart from their family
 - live in low-standard accommodation
 - be unsure which country, city or town they're in
 - can't or are reluctant to share personal information or where they live
 - not be registered with a school or a GP practice
 - have no access to their parents or guardians
 - be seen in inappropriate places like brothels or factories
 - have money or things you wouldn't expect them to
 - have injuries from workplace accidents
 - give a prepared story which is very similar to stories given by other children.

County lines

County lines is a form of criminal exploitation. It refers to gangs using children and vulnerable adults to move, hold and sell drugs across the UK.

It's known as county lines because children travel across counties and use dedicated mobile phone 'lines' to supply drugs.

Children might start because they get money or gifts. It could also happen because of a sexual or violent relationship with someone who's manipulating them.

Involvement in county lines can happen to any child regardless of age, gender or class, and it happens everywhere.

Although children might break the law while involved in county lines, it's a form of child criminal exploitation.

Signs of county lines:

- Regularly going missing from their school, home or care.
- Being aware that they're travelling to unfamiliar locations.
- Noticing money, clothes, accessories or mobile phones they've received and been unable to explain why or where they came from.
- Having several mobile phone handsets or sim cards.

Criminal exploitation and gangs

What is criminal exploitation?

Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.

What is a gang?

The word 'gang' means different things in different contexts, the government in their paper 'Safeguarding children and young people who may be affected by gang activity' distinguishes between peer groups, street gangs and organised criminal gangs.

Peer group

A relatively small and transient social grouping which may or may not describe themselves as a gang depending on the context.

Street gang

"Groups of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity."

Organised criminal gangs

"A group of individuals for whom involvement in crime is for personal gain (financial or otherwise). For most crime is their 'occupation.'"

Criminal exploitation and gangs cont.

It's not illegal for a young person to be in a gang – there are different types of 'gangs' and not every 'gang' is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime.

What is County Lines?

County Lines is the police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or "deal lines".

Children as young as 12 years old have been exploited into carrying drugs for gangs. This can involve children being trafficked away from their home area, staying in accommodation and selling and manufacturing drugs.

This can include:

- Airbnb and short term private rental properties
- budget hotels
- the home of a drug user, or other vulnerable person, that is taken over by a criminal gang- this may be referred to as cuckooing.

Signs that cuckooing has taken place, include:

- signs of drugs use
- more people coming and going from the property
- more cars or bikes outside
- litter outside
- you haven't seen the person who lives there recently or when you have, they've seemed anxious, distracted or not themselves.

Children living in these properties are at risk of neglect and other types of abuse. If you're worried, it's important to contact the Police or NSPCC helpline immediately.

Domestic abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people who are or have been in a relationship. It can also happen between adults related to one another. It can seriously harm children and young people, and experiencing domestic abuse is child abuse.

It's important to remember that domestic abuse:

- can happen inside and outside the home
- can happen over the phone, on the internet and on social networking sites
- can happen in any relationship and can continue even after the relationship has ended
- both men and women can be abused or abusers.

Types of domestic abuse

Domestic abuse can be emotional, physical, sexual, economic, coercive or psychological, such as:

- kicking, hitting, punching, cutting or throwing objects
- rape (including in a relationship)
- controlling someone's finances by withholding money or stopping someone earning
- controlling behaviour, like telling someone where they can go and what they can wear
- not letting someone leave the house
- reading emails, text messages or letters
- threatening to kill someone or harm them
- threatening to another family member or pet.

Signs of domestic abuse:

It can be difficult to tell if domestic abuse is happening and those carrying out the abuse can act very different when other people are around. Children and young people might also feel frightened and confused, keeping the abuse to themselves.

Signs that a child has experienced domestic abuse can include:

- aggression or bullying
- anti-social behaviour, like vandalism
- Anxiety, depression or suicidal thoughts
- attention seeking
- bed-wetting, nightmares or insomnia
- constant or regular sickness, like colds, headaches and mouth ulcers
- Drug or alcohol use
- eating disorders
- problems in school or trouble learning
- tantrums
- withdrawal.

Worried about a child? Don't wait until you're certain.

Emotional abuse

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.

Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can also happen on its own.

Types of emotional abuse

Emotional abuse includes:

- humiliating or constantly criticising a child
- threatening, shouting at a child or calling them names
- making the child the subject of jokes, or using sarcasm to hurt a child
- blaming and scapegoating
- making a child perform degrading acts
- not recognising a child's own individuality or trying to control their lives
- pushing a child too hard or not recognising their limitations
- exposing a child to upsetting events or situations, like domestic abuse or drug taking
- failing to promote a child's social development
- not allowing them to have friends
- persistently ignoring them
- being absent
- manipulating a child
- never saying anything kind, expressing positive feelings or congratulating a child on successes
- never showing any emotions in interactions with a child, also known as emotional neglect.

Signs of emotional abuse:

There might not be any obvious physical signs of emotional abuse or neglect. And a child might not tell anyone what's happening until they reach a 'crisis point'. That's why it's important to look out for signs in how a child is acting.

As children grow up, their emotions change. This means it can be difficult to tell if they're being emotionally abused.

But children who are being emotionally abused might:

- seem unconfident or lack self-assurance
- struggle to control their emotions
- have difficulty making or maintaining relationships
- act in a way that's inappropriate for their age.

Female Genital Mutilation (FGM)

FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting' but has many other names.

You might have heard female genital mutilation (FGM) be called a different name. Some common names for FGM include:

- female circumcision
- cutting
- sunna
- gudniin
- halalays
- tahur
- megrez
- khitan.

FGM is a form of child abuse. It's dangerous and a criminal offence in the UK. We know:

- there are no medical reasons to carry out FGM
- it's often performed by someone with no medical training, using instruments such as knives, scalpels, scissors, glass or razor blades
- children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained
- it's used to control female sexuality and can cause long-lasting damage to physical and emotional health.

FGM can happen at different times in a girl or woman's life, including:

- when a baby is new-born
- during childhood or as a teenager
- just before marriage
- during pregnancy.

Grooming

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Children and young people who are groomed can be sexually abused, exploited or trafficked.

Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

Types of grooming

Children and young people can be groomed online, in person or both – by a stranger or someone they know. This could be a family member, a friend or someone who has targeted them – like a teacher, faith group leader or sports coach.

When a child is groomed online groomers may hide who they are by sending photos or videos of other people. Sometimes this'll be of someone younger than them to gain the trust of a "peer". They might target one child online or contact lots of children very quickly and wait for them to respond.

The relationship a groomer builds can take different forms. This could be:

- a romantic relationship
- as a mentor
- an authority figure
- a dominant and persistent figure.

A groomer can use the same sites, games and apps as young people, spending time learning about a young person's interests and use this to build a relationship with them. Children can be groomed online through:

- social media networks
- text messages and messaging apps, like WhatsApp
- email
- text, voice and video chats in forums, games and apps.

Whether online or in person, groomers can use tactics like:

- pretending to be younger
- giving advice or showing understanding
- buying gifts
- giving attention
- taking them on trips, outings or holidays.

Groomers might also try and isolate children from their friends and family, making them feel dependent on them and giving the groomer power and control over them. They might use blackmail to make a child feel guilt and shame or introduce the idea of 'secrets' to control, frighten and intimidate.

It's important to remember that children and young people may not understand they've been groomed. They may have complicated feelings, like loyalty, admiration, love, as well as fear, distress and confusion.

Signs of grooming:

- It can be difficult to tell if a child is being groomed – the signs aren't always obvious and may be hidden. Older children might behave in a way that seems to be "normal" teenage behaviour, masking underlying problems.
- Some of the signs you might see include:
- being very secretive about how they're spending their time, including when online
- having an older boyfriend or girlfriend
- having money or new things like clothes and mobile phones that they can't or won't explain
- underage drinking or drug taking
- spending more or less time online or on their devices
- being upset, withdrawn or distressed
- Sexualised behaviour, language or an understanding of sex that's not appropriate for their age
- spending more time away from home or going missing for periods of time.

Neglect

Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse². A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger. And it can also have long term effects on their physical and mental wellbeing.

Neglect can be a lot of different things, which can make it hard to spot. But broadly speaking, there are 4 types of neglect.

Physical neglect

A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.

Educational neglect

A parent doesn't ensure their child is given an education.

Emotional neglect

A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.

Medical neglect

A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.

Neglect can be really difficult to spot. Having one of the signs doesn't necessarily mean a child is being neglected. But if you notice multiple signs that last for a while, they might show there's a serious problem.

Children and young people who are neglected might have:

Poor appearance and hygiene

- being smelly or dirty
- being hungry or not given money for food
- having unwashed clothes
- having the wrong clothing, such as no warm clothes in winter
- having frequent and untreated nappy rash in infants.

Health and development problems

- anaemia
- body issues, such as poor muscle tone or prominent joints
- medical or dental issues
- missed medical appointments, such as for vaccinations
- not given the correct medicines
- poor language or social skills
- regular illness or infections
- repeated accidental injuries, often caused by lack of supervision
- skin issues, such as sores, rashes, flea bites, scabies or ringworm
- thin or swollen tummy
- tiredness
- untreated injuries
- weight or growth issues.

Housing and family issues

- living in an unsuitable home environment, such as having no heating
- being left alone for a long time
- taking on the role of carer for other family members.

Change in behaviour

- becoming clingy
- becoming aggressive
- being withdrawn, depressed or anxious
- changes in eating habits
- displaying obsessive behaviour
- finding it hard to concentrate or take part in activities
- missing school
- showing signs of self harm
- using drugs or alcohol.

Non recent abuse

Non-recent child abuse, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault. But this is never the case: there's no excuse for abuse.

The impact of child abuse can last a lifetime. Abuse can have a huge effect on your health, relationships and education and can stop you from having the childhood and life you deserve. You might find it harder to cope with life's stresses, getting a job or being the type of parent you want to be. You may also develop mental health problems and drug or alcohol issues. The effects can be short term but sometimes they last into adulthood. If someone has been abused as a child, it's more likely that they'll suffer abuse again. This is known as revictimisation.

The long term effects of abuse and neglect can include:

- emotional difficulties like anger, anxiety, sadness or low self-esteem
- mental health problems like depression, eating disorders, self-harm or suicidal thoughts
- problems with drugs or alcohol
- disturbing thoughts, emotions and memories
- poor physical health
- struggling with parenting or relationships.

Physical abuse

Physical abuse is when someone hurts or harms a child or young person on purpose. It includes:

- hitting with hands/objects
- slapping and punching
- kicking
- shaking
- throwing
- poisoning
- burning and scalding
- biting and scratching
- breaking bones
- drowning.

It's important to remember that physical abuse is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell.

Bumps and bruises don't always mean a child is being physically abused. All children have accidents, trips and falls. And there isn't just one sign or symptom to look out for. But it's important to be aware of the signs.

If a child regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, then this should be reported.

Signs of physical abuse:

Physical abuse symptoms include:

- bruises
- broken or fractured bones
- burns or scalds
- bite marks.

It can also include other injuries and health problems, such as:

- scarring
- the effects of poisoning, such as vomiting, drowsiness or seizures
- breathing problems from drowning, suffocation or poisoning.

Head injuries in babies and toddlers can be signs of abuse so it's important to be aware of these.

Visible signs include:

- swelling
- bruising
- fractures
- being extremely sleepy or unconscious
- breathing problems
- seizures
- vomiting
- unusual behaviour, such as being irritable or not feeding properly.

Sexual abuse

When a child or young person is sexually abused, they're forced, tricked or manipulated into sexual activities. They might not understand that what's happening is abuse or that it's wrong for the abuser to do this to them. They might be afraid to tell someone or behave as though this is normal for them to experience, both are valid for the child to be displaying. Sexual abuse can happen anywhere – and it can happen in person or online.

It's never a child's fault they were sexually abused – it's important to make sure children know this.

Types of sexual abuse

There are two types of sexual abuse – contact and non-contact abuse. And sexual abuse can happen in person or online.

Contact abuse

Contact abuse is where an abuser makes physical contact with a child or forces the child to make physical contact with someone else. This includes:

- sexual touching of any part of a child's body, whether they're clothed or not
- using a body part or object to rape or penetrate a child
- forcing a child to take part in sexual activities
- making a child undress or touch someone else.

Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative.

Non-contact abuse

Non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or online and includes:

- exposing or flashing
- showing pornography
- exposing a child to sexual acts
- making them masturbate
- forcing a child to make, view or share child abuse images or videos
- making, viewing or distributing child abuse images or videos
- forcing a child to take part in sexual activities or conversations online or through a smartphone.

Signs of sexual abuse:

Knowing the signs of sexual abuse can help give a voice to children and can get support for that child earlier on. Sometimes children won't understand that what's happening to them is wrong. Or they might be scared to speak out. Some of the signs you might notice include:

Emotional and behavioural signs

- Avoiding being alone with or frightened of people or a person they know.
- Language or sexual behaviour you wouldn't expect them to know.
- Having nightmares or bed-wetting.
- Alcohol or drug misuse.
- Self-harm.
- Changes in eating habits or developing an eating problem.
- Changes in their mood, feeling irritable and angry, or anything out of the ordinary.
- Change in normal behaviour for the child, for example suddenly not attending education or avoiding wanting to go home/running away.

Physical signs

- Bruises.
- Bleeding, discharge, pains or soreness in their genital or anal area.
- Sexually transmitted infections, including in the throat.
- Pain/soreness in throat
- Pregnancy.
- Difficulty in walking/sitting that are not usual for the child.

If a child is being or has been sexually abused online, they might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- behaving as though they have to be online at a certain time, or rushing to get on their phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet
- Expressing the need for money, this may be used if they are being blackmailed.



Reporting a Concern Children policy

RESPONDING TO CONCERNS

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 every adult to report any concerns to the appropriate person or 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 person of poor practice/abuse against them
- 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 an individual indicates that they are 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.

General response

Immediate action should be taken if concerns arise about the safety and welfare of a young 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 adult at risk 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.

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/carers then contact Essex Social Care. The NSPCC/NSPCC Sport 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 should be followed.

Your initial response



Stay calm.



If a young person is present, reassure them they are not to blame.



Keep questions to a minimum.



Don't promise to keep confidentiality or promise a possible outcome.

All cases must be dealt with promptly, in a sensitive and confidential manner.

If you are in doubt about anything, remember you can always reach out to the following key contacts for guidance.

24-hour NSPCC helpline to report immediate risk
0808 800 5000

Essex County Council Children's Social Care
0345 603 7627

Southend Council Children's Social Care
01702 215 007

Thurrock Multi Agency Safeguarding Hub
01375 652 802

Essex LADO
03330 139 797
lado@essex.gov.uk

Southend LADO
01702 534 539
lado@southend.gov.uk

Thurrock LADO
lado@thurrock.gov.uk

Childline
0800 111

Stop it Now!
0800 1000 900

Supportline
01708 765200

Follow the reporting process

Complete the reporting form here



You have a concern for a child or young person. This may have arisen through something you've seen, been told or heard.

Is the child or young person in immediate danger, or are they in need of medical attention?

YES

Call Emergency Services (999) Police and/or Ambulance.

THEN

Complete the reporting form.

The Designated Safeguarding Lead will now be notified and take any necessary action.

I'M NOT SURE

Contact 101 to speak to Police or Ambulance Services. Complete the reporting form with the person reporting.

The Designated Safeguarding Lead will now be notified and take any necessary action.

NO

Complete the reporting form with the person reporting.

The Designated Safeguarding Lead will now be notified and take any necessary action.

It is important to remember that the welfare of the child is paramount, however it is not up to you if a child has been abused, your role is to report concerns appropriately.

Active Essex staff response to a disclosure, complaint or concern

Any staff member who receives a disclosure, complaint, or concern should complete report form as soon as possible.

Complete the reporting form here



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

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

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:

- Active Essex Designated Safeguarding Leads
- 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.

Responding to suspicions about staff

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

Having reviewed the situation the DSL will discuss with the Deputy DSL (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.

Responding to allegations against staff

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

- Concerns should be reported to a DSL and an Incident Report Form completed
- Any allegation which may be related to a staff member must be reported immediately by the DSL to the ECC HR department and the Active Essex Director. (Note: If the allegation also concern a child or young person then the DSL 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)
- Where the concern is about an individual who is a volunteer and not an ECC employee, the DSL should refer to the Social 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 permitted 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 Active Essex following the conclusion of any investigations (both internal and external) and an assessment of all available relevant information.

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 another person and this may raise concerns amongst other staff and volunteers.

Active Essex 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.

Types of Investigation

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

- Criminal; Police
- Safeguarding; Social Services/Police
- Internal; Active Essex, Essex County Council

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

Allegations of non-recent 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 because other people could potentially be at risk. Procedures for investigation etc. will remain the same.

Dealing with concerns and disclosure for Active Essex staff

There is a concern about a child or young person.
(You can discuss this with a DSL to clarify your concern)

A child or young person describes an incident of abuse/ potential abuse

A report or complaint is received concerning a child or young person



Stay calm.



If appropriate, provide reassurance, listen carefully and record information.



Keep questions to a minimum.



Obtain key contact details as soon as possible and inform you have a duty to pass on information.

Is the child or young person in immediate danger, or are they in need of medical attention?

YES

Call Emergency Services (999) Police and/or Ambulance.

THEN

Complete the reporting form.

The Designated Safeguarding Lead will now be notified and take any necessary action.

I'M NOT SURE

Contact 101 to speak to Police or Ambulance Services. Complete the reporting form with the person reporting.

The Designated Safeguarding Lead will now be notified and take any necessary action.

NO

Complete the reporting form with the person reporting.

The Designated Safeguarding Lead will now be notified and take any necessary action.

Complete the reporting form here



Is the concern about an Active Essex Designated Safeguarding Lead?

YES

Report the concern to the Active Essex Director.

NO

Report the concern to an Active Essex Deputy Designated Safeguarding Lead

Active Essex DSL or Director will log the details and take appropriate further action.

*If immediate action is required and a DSL is not available, and/or you think you need support, contact the appropriate social care service (see above).

All cases must be dealt with appropriately sensitively and confidentially. Where the complaint or concern is in relation to an ECC employee (who may or may not also be Active Essex staff members), the Lead DSL and/or Director will consult with ECC HR to discuss appropriate action.

Where the complaint is against a person associated with Active Essex but not an ECC employee, the DSL should consult with the Active Essex Director and relevant statutory body.

Where the complaint or concern is in relation to an individual or individuals within sport, but not connected with Active Essex or ECC, the DSL should consult with the safeguarding officer within the sports' National Governing Body.

If appropriate, the concern should also be reported to the appropriate Southend, Essex or Thurrock social care agency.

Dealing with safeguarding calls or messages for Active Essex staff

Phone Call/Conversation:

- Listen carefully and take notes if you can.
- Try to quickly ascertain who you are speaking to and how you can contact them again.
- What is the nature of the concern?
- If there is immediate danger or need then advise to call the emergency services immediately and then call back (get their contact details first).
- If the concern doesn't relate to sport, advise the caller to contact the appropriate social care service:

Essex

☎ 0345 603 7634

Southend

☎ 01702 215007

Thurrock

☎ 01375 652802

Email or letter:

Pass-on the email/or letter to an Active Essex Designated Safeguarding Lead as soon as possible. If immediate action is required and a DSL is not available, and/or you think you need support, contact the appropriate social care service (see above).

Complete the reporting form here



Key contacts

Children policy



| Key contacts

DESIGNATED SAFEGUARDING LEADS

Cheryl Lomas. Lead

☎ 07826531385

✉ Cheryl.lomas@activeessex.org

Wayne Hickey, Deputy

☎ 07407 794710

✉ wayne.hickey@activeessex.org

Marianne Appleton, Deputy

☎ 07341 124380

✉ marianne.appleton@activeessex.org

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

SOCIAL CARE ACCESS POINTS

Essex County Council Social Care

☎ 0345 603 7627

This phonenumber is open Monday – Thursday
8.45am – 5.00pm and Fridays 8.45am-4.15pm.

For out of hours or bank holidays, call the
emergency duty team on

☎ 0345 606 1212

Report a concern



Southend Council Social Care

☎ 01702 215007

For out of hours or bank holidays, call the
emergency duty team on

☎ 0345 6061212

Report a concern



Thurrock Multi Agency Safeguarding Hub

☎ 01375 652802

For out of hours or bank holidays, call the emergency duty team on

☎ 01375 372468

Report a concern



Helplines and supporting organisations

NSPCC

Help for adults concerned about a child. The NSPCC helpline is a stress-free and comfortable safe space for concerns. The report can be kept anonymous and talking to a child support specialist will make sure the process puts you at ease.

 0808 800 5000

 <https://www.nspcc.org.uk/>

 <https://thecpsu.org.uk/>

SUPPORTLINE

Support for children, young adults & adults including those affected by sexual, emotional & physical abuse.

 01708 765200

 <https://www.supportline.org.uk/>

CHILDLINE

Line for children to talk about anything. No problem is too big or too small.

 0800 1111

 <https://www.childline.org.uk/>

STOP IT NOW

Confidential helpline for discussing concerns about child sexual abuse.

 0808 1000 900

 <https://www.stopitnow.org.uk>

Appendices

Children policy

Appendix 1

Supporting documents and procedures

Supporting documents are available from the NSPCC 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

Appendix 2

Whistleblowing

Active Essex 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), the Counter Fraud Team (Internal Audit) or ECC's Monitoring Officer. More information can be found in the ECC whistleblowing policy: 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:

 0800 374199

 essexcc@expolink.co.uk

 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 3 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_guides.aspx

Appendix 4 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 5 Online Safety

The Online World continues to play a bigger part of everyone's lives. The NSPCC Sport 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/>