

# **KCC Sport & Physical Activity Service**

## **SAFEGUARDING & PROTECTING CHILDREN & YOUNG PEOPLE**

### **Policy and Procedures**

## Contents

---

		<b>Page</b>
	<a href="#">Preface</a>	3
1	<a href="#">Introduction</a>	
	Introduction & scope	4
	Relationship of policy & procedures	4
	Relationship to other policies and documents	5
2	<a href="#">Further Information</a>	5
3	<a href="#">Terminology</a>	6

---

### Section One - Policy

---

3	<a href="#">Policy</a>	
	Policy Statement	8
	Principles	8
	Operational Responsibilities	9
	Strategic Responsibilities	10
	Responsibilities at all levels of the organisation	10

---

### Section Two - Procedures

---

6	<a href="#">Recognition</a>	
	Introduction	11
	Recognising Abuse & Neglect	12
7	<a href="#">Response</a>	
	Reporting	13
	Disclosure by a Child	13
	Suspected Abuse	14
	Sharing Concerns with Parents	14
	Allegations Against Staff	14
	Internal Enquiries & Suspensions	15
	Poor Practice	15
	Support for Staff	15
	Allegations of Previous Abuse	16
	Action if Bullying is Suspected	16

---

### Appendices

---

A	<a href="#">Definitions of Abuse and Neglect</a>	18
B	<a href="#">Reporting Procedures Flowchart</a>	20
C	<a href="#">Incident Report Form</a>	21
D	<a href="#">Allegation Record and Outcome Form for the Wider Workforce</a>	23
E	<a href="#">Essential Contacts</a>	26
F	<a href="#">Referrals to Social Services</a>	27
G	<a href="#">Information Sharing</a>	29
H	<a href="#">Kent Sport Safeguarding Responsibilities</a>	30

### **Sport changes lives.**

The Government strategy, *Sporting Future: A New Strategy for An Active Nation*, published in December 2015, considers how sport can impact on a person's physical wellbeing, mental wellbeing and individual development, as well as their place in society and within a community. The response from Sport England, *Towards an Active Nation*, sets out their plans to invest more in children and young people from the age of five, to build positive attitudes to sport and activity as the foundations of an active life.

However, these positive effects can only take place if sport is delivered in the right way, by those who prioritise, meet and maintain standards of safety and welfare, and adopt practices that support, protect and empower children and young people.

The reality is that poor practice does take place in sport, which undermines the very nature of sport to do good. Sadly, sport is also sometimes an environment which perpetuates abuse.

**Every adult has a legal and moral responsibility to protect children in sport from abuse.**

It is essential that systems are in place to ensure that all elements of delivering sport to children and young people takes safeguarding issues into consideration. Adopting best practice will help to safeguard young people from potential abuse, as well as reducing the likelihood of allegations being made against coaches and other adults in positions of responsibility and trust.

**In addition, all those involved in sport are in a unique position to recognise and act on concerns about children's welfare that may arise away from the sport context.**

It is therefore important that coaches, volunteers and other staff are in a position to recognise and respond to signs of abuse outside of the sporting environment.

The KCC Sport & Physical Activity service ('Kent Sport') recognises that we all have a duty of care towards young participants and performers, and can help to protect them from poor practice and abuse. The implementation of this policy and procedures forms part of Kent Sport's work within the *Framework for maintaining and embedding safeguarding for children in and through sport* (NSPCC Child Protection in Sport Unit, 2012). As a County Sports Partnership, Kent Sport also contributes to the *Sport Safeguarding Partnership (SSP)*, which brings organisations together to improve safeguarding in UK youth sport, with the shared vision that the sport and physical activity sector offers all children and young people an accessible place to be safe, welcome and included.

Kent Sport has worked with local multi-agency partners to ensure that this policy meets national standards including *Working together to safeguard children* (2015) - statutory guidance on inter-agency working to safeguard and promote the welfare of children - and reflects the *Kent & Medway Safeguarding Children Procedures* (2016).

It has also been accepted by the Kent & Medway Sports Board, which oversees the planning and implementation of the *Strategic Framework for Sport in Kent* (2016).

The policy and procedures will take effect from January 2017, and will be formally reviewed in December 2018, or in light of significant organisational change or legislation, or in the event of a serious incident. This work will be led by the Children & Young People Development Officer who acts as the Lead Safeguarding Officer within Kent Sport.

## Introduction & Scope

---

The KCC Sport & Physical Activity service (“Kent Sport”) is hosted and part funded by Kent County Council, and is recognised as playing a lead, co-ordinating role for sport in Kent, in conjunction with a range of partners.

The policy and procedures outlined in this document are designed to cover all aspects of Kent Sport’s work with children and young people, and is applicable to all staff and volunteers aged 18 or over, who are employed or deployed by Kent Sport for the programmes over which it has supervision and control.

Where Kent Sport hosts work experience or volunteer placements for those under 18, these young people will be afforded the same safeguards as any other young participant attending a Kent Sport programme, and will be provided with safeguarding information that is appropriate to their age and activities.

Kent Sport also has a strategic responsibility to ensure that partners with whom it works, have adequate safeguarding measures in place.

It is recognised that the sphere of influence is limited to specific partners (see page 9), but efforts will be made to encourage other local sports organisations and agencies to use this and related documents as a model upon which to develop their own policies and procedures.

The contents of this policy have been developed from, and are consistent with:

- relevant law, regulation and statutory and non-statutory government guidance
- information and advice supplied by the Kent and Medway Safeguarding Children Boards
- current best practice as identified by the NSPCC Child Protection in Sport Unit

In the event that Kent Sport does not meet expected standards in adhering to this policy, please email [kentsport@kent.gov.uk](mailto:kentsport@kent.gov.uk) in the first instance. All complaints received will be investigated and responded to as quickly as possible. For more information about the KCC Customer Service policy and how to make a complaint or provide feedback, please visit [www.kent.gov.uk/about-the-council](http://www.kent.gov.uk/about-the-council).

### Relationship of Policy, Procedures & Guidance

This document is separated into two distinct elements:

- Policy statement & principles
- Implementation procedures

The **Policy** outlines a set of principles which are intended to guide decisions and actions, and which reflect agreed practice about *how* staff and volunteers should work with children and young people.

The reporting **Procedures** are the specific actions that need to be taken in the event of an allegation, disclosure or suspicion about the welfare of a child, or on receipt of information about a member of the local sports workforce.

These are supported by additional policies, information and **Good Practice Guidance**, which provide contextual information, and address specific areas of work, which help to shape the safeguarding arrangements of events, activities and programmes led by Kent Sport, as well as to guide the support and expectation of partners’ work with children and young people.

### Relationship to other Policies and Documents

Copies of all of the following documents are available on request from [kentsport@kent.gov.uk](mailto:kentsport@kent.gov.uk).

The Kent Sport Safeguarding & Protecting Children Delivery & Improvement Plan (2015-17) directs the team's work in supporting the delivery of safe sport activities for children and young people in Kent. The plan covers seven principles:

- to promote local safeguarding training
- to recognise and promote good practice
- to communicate with activity providers
- to provide advice and guidance
- to demonstrate the power of sport
- to upskill staff and partners
- to include and involve children and young people

### Health & Safety

The Sport and Physical Activity service Health and Safety Policy (2015) is an addendum to the full Kent County Council Policy, relating to all staff, volunteers, visitors and guests of the service. The policy makes reference to the separate documents for safeguarding children and adults, as well as the separate Welfare Plan developed for Kent School Games with appropriate Risk Assessments for each venue and activity. This policy also includes risk assessments, lone working, accident and incident reporting, and First Aid.

The full Kent County Council health and safety policies, procedures and guidance notes, include:

- Accident/incident reporting
- First aid
- Health and safety plan and policy
- Managing health and safety
- Risk assessment
- Young persons

### Recruitment

The Kent County Council Recruitment Strategy (2014) ensures the principles of safer recruitment are strictly adhered to, and all offers of employment at KCC are subject to the receipt of relevant pre-employment checks, including identity checks, DBS where appropriate, and references.

Recruitment of volunteers is covered by the Kent County Council Volunteering Policy (2015) which includes an application and interview process, checks and references, health and safety, managing concerns and whistleblowing.

### Social Media

The Kent Sport Social Media Policy (2016) outlines expectations regarding safe and responsible use of social media which apply to all Kent Sport staff and volunteers, in order to safeguard both the organisation and the wider community, both on- and off-line. The Terms of Use are Kent Sport's rules about posting comments and uploading content to its social media sites. They are designed to ensure participants feel safe, respected, and keen to be involved in Kent Sport's work.

### Partnership Working

The Check & Challenge tool enables Kent Sport to assess whether partner organisations (see p10-11) have the appropriate safeguards in place, when embarking on joint initiatives. The self-assessment asks lead partners to verify that key aspects of keeping children and young people safe are in place, and that roles and responsibilities are understood and agreed by all delivery partners, before the activity begins.

## Further Information & Support

---

This policy should be read in conjunction with the following related policies. Copies of the following documents are available on request from [kentsport@kent.gov.uk](mailto:kentsport@kent.gov.uk) or on [KNet](#).

### Kent County Council

- [Comments, Complaints and Compliments Policy \(2017\)](#)
- [Data Protection Policy \(2017\)](#)
- [Disclosure and Barring Service \(DBS\) policy](#)
- [Disciplinary Policy \(2016\)](#)
- [Equality and Diversity Policy Statement](#)
- [Equality Impact Analysis/Assessments Policy \(2017\)](#)
- [Information Governance Policy \(2016\)](#)
- [Whistle Blowing Policy \(2018\)](#)

### Kent Safeguarding Children Board

The following documents are available from [www.kscb.org.uk](http://www.kscb.org.uk)

- Kent and Medway Safeguarding Children Procedures (2015)
- Kent Inter-Agency Threshold Criteria for Children & Young People

### **Good Practice Guidance**

The Kent Sport safeguarding and protecting children and young people Information and Guidance documents and web pages ([www.kentsport.org/safesport](http://www.kentsport.org/safesport)) will include and signpost staff to further information, tools, support resources and good practice to use in Kent Sport programmes and activities, and for use with partners. Areas of good practice include:

- Abuse of Position of Trust
- Bullying
- Check & Challenge
- Codes of Ethics and Conduct
- Deaf and Disabled Children
- Duty of Care
- Electronic Communication
- Elite Young Athletes
- Events
- Information Sharing
- Managing Challenging Behaviour
- Mixed Age Activity
- Photography and Filming
- Physical Contact
- Pregnancy and Maternity\*\*
- Race and Racism
- Safe Recruitment
- Sexual Orientation and Gender Identity
- Social Media
- Staffing & Supervision Ratios
- Young Carers\*\*

*\*Equality Impact Assessment undertaken October 2016; \*\*Good practice guidance currently being sought following EqIA*

### **Abuse & Neglect**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Neglect is a form of Significant Harm which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

### **Bullying**

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical, verbal and emotional. Bullying is not defined as a form of abuse in Working Together but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse.

### **Child**

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

### **Child Protection**

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

### **Deputising Safeguarding Officer**

Member of staff trained to deal with concerns about the protection of children. This role is undertaken by the Countryside, Leisure and Sports Events Manager and the Sport & Physical Activity Service Manager (see Appendix E for Contacts).

### **Designated Safeguarding Officer**

Member of staff with responsibility for overseeing Kent Sport's approach to safeguarding children, including dealing with concerns about the protection of children. This is undertaken by the Children & Young People Development Officer (see Appendix E for Contacts).

### **Duty of Care**

A legal obligation on an individual requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm others.

### **Early Help**

Preventative services provided to safeguard and meet the educational, social and emotional needs of children, young people and families to help them achieve good outcomes.

## Terminology

---

### Parent

The term 'parents' also refers to carers or guardians, or people with parental responsibilities.

### Poor Practice

Poor practice includes any behaviour that contravenes a sport's Code of Conduct (see Information and Guidance, page 6) which is based around:

- **rights** of the player, the parent, the coach, the official
- **responsibilities** for the welfare of the players, the sport, the profession of coaching, and their own development
- **respect** for other players, officials and their decisions, coaches, the rules

### Safeguarding Adults

Policies and practices which protect people's rights to live in safety, free from abuse and neglect; prevent the risk of abuse or neglect and to stop them from happening; and make sure people's wellbeing is promoted, taking their views, wishes and feelings into account (Care Act 2014)

It is not within the scope of this document to address the needs of adults, due to the complexities and differences in legal and statutory requirements. Therefore, the information in this document cannot be assumed to apply to adults.

For information regarding Kent Sport's policies and procedures regarding its work to safeguard adults, please visit [www.kentsport.org/safe](http://www.kentsport.org/safe) for the Kent Sport Safeguarding and Protecting Adults at Risk - Policy and Procedures (2015), or contact the Countryside, Leisure and Sports Events Manager (see Appendix E for Contacts).

### Safeguarding Children

The process of protecting children from maltreatment, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully (Working together to safeguard children, 2015)

### Working Together to Safeguard Children 2015

Government guidance that sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children. The guidelines set out core legal requirements, making it clear what individuals and organisations should do to keep children safe and promote their welfare.

### Young Person

Reference to 'children' and 'young people' throughout this document apply interchangeably.

## Policy

---

### Policy Statement

Kent Sport is committed to keeping children and young people safe in sport, by working in partnership with organisations to promote and deliver best practice.

### Principles

- the welfare and safety of children and young people is of primary concern
- all children have a right to be safe and to be treated with dignity and respect
- all children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- it is the responsibility of the child protection professionals to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns
- all incidents of suspected poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- confidentiality should be upheld in line with the Data Protection Act (1998), and the Freedom of Information Act (2000) and the Protection of Freedoms Act (2012)
- this policy will be promoted to all staff and volunteers, partners and customers, and will be available on the Kent Sport website and in additional formats as required

### Operational Responsibilities

In respect of its operational responsibilities for safeguarding, Kent Sport *events, programmes or activities* are defined as those;

- which are overseen, led or delivered directly by Kent Sport staff
- over which Kent Sport has supervision and control
- whereby Kent Sport employ, deploy or commission individuals to deliver on their behalf
- for which elements are being paid for by Kent Sport core funding (KCC/Sport England)
- which Kent Sport is being commissioned to deliver

Events, programmes or activities could include, but are not limited to: coaching sessions, taster sessions, competitions, consultations, work experience placements, workshops. They may occur once, frequently over a period of time, or regularly.

In these instances, Kent Sport will:

- accept the moral and legal responsibility to provide a duty of care to protect and safeguard the wellbeing of children
- respect and promote the rights, wishes and feelings of children and young people
- undertake recruitment procedures that take account of the need to protect children and include arrangements for appropriate checks on new staff and volunteers, in accordance with KCC recruitment practice
- train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse, and reduce the likelihood of allegations of abuse against themselves
- embed safeguarding arrangements into all Kent Sport events and programmes through the use of risk assessments and welfare plans
- require all staff and volunteers to adopt and abide by this Policy and Procedures, and the Kent Sport Safeguarding Responsibilities (see Appendix H)
- respond to any allegations and concerns appropriately and implement the appropriate disciplinary and appeals procedures, in accordance with KCC disciplinary procedures
- promote a culture that ensures that children and young people are listened to and respected as individuals
- ensure that parents, children, staff and volunteers are provided with information about this policy, what it does, and what they can expect from Kent Sport
- ensure that parents, children, staff and volunteers are provided with clear procedures to voice their concerns or lodge complaints if they feel unsure or unhappy about anything
- maintain confidentiality and ensure information is shared as appropriate with other agencies in all cases involving safeguarding, in line with current legislation
- lead on the production, monitoring and review of this policy and procedures

### Strategic Responsibilities

Kent Sport has a responsibility to ensure that safeguarding arrangements have been considered when working with partner organisations. The Check & Challenge tool (see page 5) can be used to ensure that Kent Sport fulfils these responsibilities.

In respect of its strategic responsibilities for safeguarding, *partners* of Kent Sport are defined as those organisations;

- which are awarded funding from Kent Sport
- with whom Kent Sport has a Service Level Agreement or other partnership agreement
- which Kent Sport commission to provide a service
- to which Kent Sport award Clubmark or other accreditation
- which oversee, lead or deliver activities and programmes with or on behalf of Kent Sport

Partners could include, but are not limited to: Local Authorities, sports clubs, Governing Bodies of Sport, leisure/activity providers, schools, School Sports Partnerships, colleges, universities, Community Sports Networks, media agencies, event management companies, training providers, youth service, sports facilities.

In these instances, Kent Sport will:

- ensure partner organisations have adequate policies and procedures for safeguarding
- expect partners to respond to allegations appropriately and implement their own procedures
- ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
- encourage, support and assist organisations to develop and implement safeguarding policies, procedures and best practice

### Responsibilities at all levels of the organisation

All Kent Sport staff and volunteers have a role to play in ensuring that the organisation's operational and strategic responsibilities are upheld. For more information about the roles and responsibilities at each of the following levels within the organisation, see Appendix H.

- Kent & Medway Sports Board
- Senior Management
- Designated Officer
- Deputising Officers
- Staff & Volunteers

### Introduction

All staff and volunteers should have an understanding of abuse and neglect and know how and when to take action. Kent Sport, with its partners, will put in place training and support programmes to ensure that all personnel are able to effectively deal with any suspicions of poor practice, abuse or neglect.

*Working Together to Safeguard Children 2015* sets out definitions and examples of the four broad categories of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

These categories overlap and an abused child frequently suffers more than a single type of abuse. For more detailed information on each category of abuse, see Appendix A.

For information any of the following specific areas, please visit [www.kentsport.org/safesport](http://www.kentsport.org/safesport):

- Race and Racism
- Bullying
- Deaf and Disabled Children
- Abuse of Position of Trust

### Recognising Abuse & Neglect

Factors described below are frequently found in cases of abuse and/or neglect. Their presence is not proof that abuse has occurred, but must be regarded as indicators of possible significant harm. Such indications justify the need for careful assessment and discussion with the designated officer, and may require consultation with and/or referral to Children's Services.

Indications that a child may be experiencing abuse include (but are not limited to) the following;

- the child appears frightened of the parent/s
- the child acts in a way that is inappropriate to her/his age
- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which the explanation seems inconsistent
- unexplained changes in behaviour
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly those with whom a close relationship would be expected
- has difficulty in making friends
- is prevented from socialising with other children
- displays variations in eating patterns including overeating or loss of appetite
- loses weight for no apparent reason
- becomes increasingly dirty or unkempt

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

### Reporting

There are a number of ways in which abuse can become apparent. In any of the following circumstances, an Incident Report Form (see Appendix C) should be immediately referred to the Designated Safeguarding Officer (see Appendix E) and the reporting procedures followed (see Appendix B).

- a **disclosure** by a child of poor practice/abuse
- a **suspicion or observation** that poor practice/abuse has taken place
- an **allegation** by a third party of poor practice/abuse

### Disclosure by a Child

Children who are being abused will only tell people they trust and with whom they feel safe. By listening to and taking seriously what a child is telling you, you will already be helping to protect them.

If a child starts to disclose abuse, use the following guidelines:

- React calmly so as not to frighten or deter the child.
- Reassure the child that s/he is right to tell you and is not to blame.
- Do not make promises of confidentiality; explain that you have to make sure that s/he is safe, and that you may need to ask other adults to help you to do this.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said. Questions should only consist of Who...? What...? When...? Where...? Questions should be not be leading.
- Let the child tell you what s/he wants to tell you and no more. S/he may have to disclose to a specialist later, and too much detail now may interfere with later investigations.
- When the child has finished, make sure s/he feels secure. Explain what you will do next.
- Make a full written record of what has been said, heard and/or seen, including the date and time, and sign them. Record as much as you can remember, using the child's own words.
- Fill in the Incident Report Form (see Appendix C).
- Ensure the safety of the young person – if they need immediate medical attention, call an ambulance, inform doctors of concerns and ensure that they are aware it is a child protection issue.
- Immediately inform the Designated Officer/Deputy/Senior Manager (see Appendix E).

### **Suspected Abuse**

Any suspicion that a child has been abused should be reported to the designated person, who will take the necessary steps to ensure the safety of the child in question and any other child who may be at risk. The designated person will seek advice from Children's Services who may involve the police and invoke the Kent and Medway Safeguarding Children Procedures.

The parents or carers of the child will be contacted as soon as possible following advice from the Children's Services.

### **Sharing Concerns with Parents**

Kent Sport is committed to working in partnership with parents where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. S/he may have experienced an upset in the family, such as a parental separation, divorce or bereavement. If you are unsure what to do, discuss this with the Designated Officer.

There are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the designated person in charge as soon as possible and recorded.

### **Early Help**

Early Help and Preventative Services in Kent (see Appendix E for Contacts) can provide advice or guidance if it is believed that a child, young person or family requires intensive support. EHPS will also speak to families who wish refer themselves to the services. If appropriate, cases are referred to Specialist Children's Services for allocation and further action.

### **Allegations against Staff**

Any concerns for the welfare of the child, arising from abuse or poor practice by a member of staff or volunteer, must be dealt with in the same way as allegations against other people, and reported immediately to the Designated Safeguarding Officer, who will inform the LADO (see Appendix E and F).

The LADO will decide whether a Referral is required, will invoke the Kent & Medway Safeguarding Children Procedures as appropriate, and will also decide who will deal with any media enquiries.

If the allegation is about the Designated Officer, the report should be made to a deputy Designated Safeguarding Officer, or a member of the Kent Sport Senior Management team. Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation:

- Criminal
- Child protection
- Disciplinary or misconduct

Civil proceedings could also be initiated by the person/family of the person who alleged the abuse.

Kent Sport's disciplinary investigations will take into account all relevant information, including the results of any police and social services investigations and those of other partners.

### **Internal Enquiries and Suspension**

Kent Sport will follow KCC disciplinary procedures (see Further Information & Support) with regards to the suspension of any employed individual accused of abuse, pending further police and Children's Services inquiries.

All relevant sports personnel will be notified of the suspension and the investigation procedures that Kent Sport may instigate in the event of an allegation. This will be included as part of their induction training and signing up to the Kent Sport Safeguarding Responsibilities (see Appendix H).

Irrespective of the findings of the Children's Services or police inquiries, Kent Sport will assess all individual cases under the appropriate misconduct/disciplinary procedures, to decide whether a member of staff or volunteer should be reinstated and how this can be sensitively handled with other staff or volunteers.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, Kent Sport will reach a decision based on the available information that could suggest - on a balance of probability - it is more likely than not that the allegation is true. The welfare of children will always remain paramount.

### **Poor Practice**

If, following consideration, the incident is poor practice (rather than abusive), the Designated Officer for any relevant National Governing Body of Sport will also be informed (see Appendix E) and their complaints and appeals procedures will be followed.

If the allegation is about poor practice by the Designated Officer, or if the matter has been handled inadequately and concerns remain, it should be referred to the Senior Management team, to decide how to deal with the allegation and whether or not disciplinary proceedings should be initiated.

### **Support for Staff**

Kent Sport and its partners will ensure adequate support is made available, that is appropriate to children, parents and members of staff.

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

Kent Sport assures all staff/volunteers that they will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a child may be being abused.

Staff are entitled to free, confidential counselling sessions with an independent, experienced professional counsellor by calling Support Line on 03000 411411 or via [supportline@kent.gov.uk](mailto:supportline@kent.gov.uk). Find out more by searching '[Staff Care Services](#)' on Knet, as well as protection via the KCC Whistle Blowing Procedure (see Further Information & Support).

### **Allegations of Previous Abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the procedures as detailed above should be used and the matter reported to the police, as other children, either within or outside sport, may be at risk from this person.

### Referrals to the DBS

The Safeguarding Vulnerable Groups Act (2006) places a legal duty on employers to make a referral to the Disclosure and Barring Service (DBS) if a member of staff or a volunteer is considered to have harmed, or poses a risk of harm to a child.

The DBS uses this information to help employers make safer recruitment decisions and prevent unsuitable people from working with children and other vulnerable groups.

### Action if Bullying is Suspected

Kent Sport will uphold the KSCB position on bullying, which can be found at [www.proceduresonline.com/kentandmedway/chapters/p\\_bullying.html?zoom\\_highlight=bullying](http://www.proceduresonline.com/kentandmedway/chapters/p_bullying.html?zoom_highlight=bullying).

All personnel as well as all young people involved in Kent Sport events will be provided with training, support and information as appropriate.

A procedure for dealing with bullying should be developed as part of the Welfare Plan for any Kent Sport events, activities and programmes, which should be made available to participants, and should include;

- Recording the incident using the Incident Report Form (see Appendix C)
- Speaking to the child engaging in bullying behaviour separately, and agree a course of action
- Follow up to ensure the child being bullied is safe
- Aim to integrate the child being bullied into the group
- Praise the child engaging in bullying behaviour for any subsequent positive behaviour
- Track any further action, including speaking to other agencies or parents, or undertaking any mediation or other meetings
- Inform the Designated Officer/Deputy/Manager (see Appendix E)

### Wider Children's Workforce

If information is received from or guidance sought by partner organisations in relation to a member of the wider children's workforce – i.e. any person working with children in a paid or unpaid capacity, this should be reported immediately to the Designated Safeguarding Officer, who will advise that the sport's or organisation's own policies and procedures should be followed. The Designated Officer will provide the relevant contact details within the sport's National Governing Body and the Local Authority Designated Officer, as appropriate, and provide additional support as required.

Where information is shared by, and/or advice is given to third parties, a record will be kept in a secure area that can only be accessed by the Designated and Deputy Safeguarding Officers (see Appendix G – Information Sharing).

## **Appendix A – Definitions of Abuse and Neglect**

---

The following definitions are taken from the Kent and Medway Safeguarding Children Procedures (2015) and are based on those identified in Working Together to Safeguard Children.

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

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

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
- Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse;
- Serious bullying, causing children frequently to feel frightened or in danger;
- Exploiting and corrupting children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of, pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In addition; Sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 Sexual Offences Act 2003.

### **Neglect**

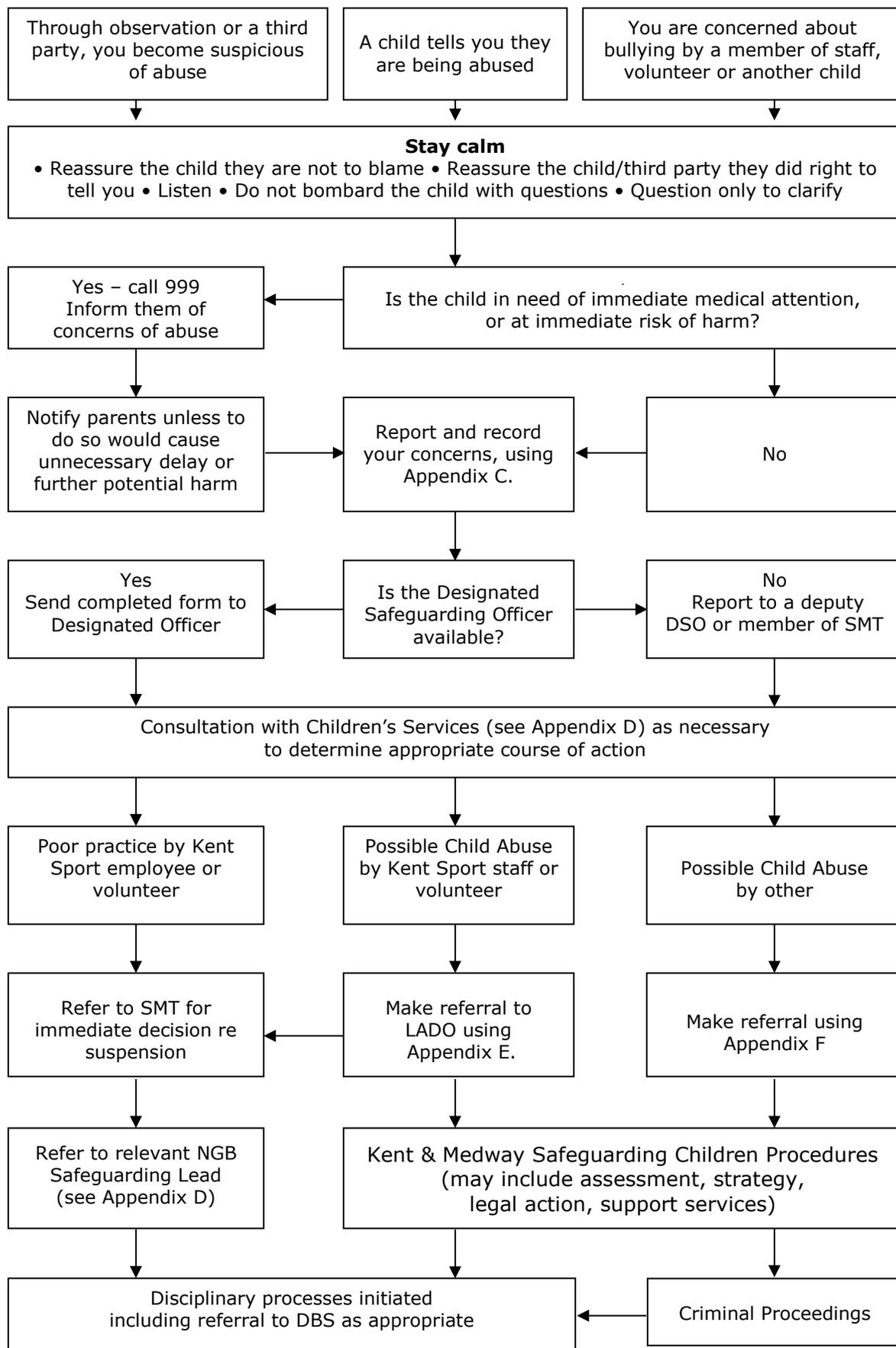
Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Once a child is born, neglect may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment.

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

## Appendix B – Procedures Flowchart



## Appendix C – Incident Report Form

### Contact Details

Your name and contact number:	Your position:
Child's name:	Child's gender:
Child's date of birth:	Does the child have a disability?
Parents'/carers' names, address and contact number:	
Child's address (if different):	
Have the parents/carers been notified of this incident?	
If yes, please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else, please provide further information below:	
Name:	Telephone numbers:
Position within the sport or relationship to the child:	Email address:

### Details of Incident

Date of incident:	Time of incident:
Your observations:	
<p>Child's account of the incident:  <b>Remember!</b> Do not lead the child – record actual details. Continue on separate sheet if necessary.</p> <p>Who? .....</p> <p>What happened? .....</p> <p>When? .....</p> <p>Where? .....</p>	

## Appendix C – Incident Report Form

### Witness Details

Name:	Date of birth (if child):
Position within the club or relationship to the child:	Contact details:
Witness accounts of the incident:	

### Action Taken

Action taken so far:		
External agencies contacted (Date & Time):	Name and contact number	Details of advice received
Police		
Social Services		
National Governing Body		
Local Authority		
Other (e.g. NSPCC)		

Signature:
Print Name: <span style="float: right;">Date:</span>

**A copy of this form should be sent to the Designated Officer who will refer it on to Social Services, as required.**

**Remember to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.**

Information about child protection concerns and referrals should be kept in the secure folder S:\G-SportDev\TEAM ADMIN\Key Documents\Safeguarding Enquiries & Reports\Reports

Records should be kept for **seven years** after Kent Sport's last known contact with the child/family.

<b>ALLEGATION MADE AGAINST A STAFF MEMBER</b>							
<p><b>Explanatory Statement</b></p> <p>It is imperative that an accurate record is maintained on all allegations against professionals for the protection of children and the individual involved. National Guidance requires that the LADO keep clear and comprehensive summary of allegations, <b>how the allegation was followed up and resolved, and a note of any action taken and decision reached.</b> This should be kept on an employee’s confidential personnel file, and a copy provided to the person concerned.</p> <p>The purpose of this record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will also provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. It will also help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.</p> <p>The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.</p>							
<b>Name:</b>		<b>Date of allegation:</b>					
<b>Employer:</b>							
<b>Summary of allegation made:</b>							
<b>How allegation was followed up:</b>							
<b>Action taken and decisions reached:</b>							
<b>Outcome of Management investigation:</b>							
<b>Substantiated</b>	<b>Unsubstantiated</b>	<b>Unfounded</b>		<b>Malicious</b>	<b>False</b>		

**Appendix D – Allegation Record & Outcome Form**

---

**Action taken:**  
**(i.e.: words of advice, further training, disciplinary procedure. Please indicate here if you will be referring this member of staff to the DBS)**

**Date this matter resolved with Member of Staff:**

**Employee comments:**

**Signature.....**

**Signature and status of person completing this form.....**

.....

**please print name.....**

## Appendix D – Allegation Record & Outcome Form

---

### **Definitions:**

**Substantiated** - A substantiated allegation is one which is Supported or established by evidence or proof'

**Unsubstantiated** - An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

**Unfounded** - This indicates that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation.

**Deliberately invented or malicious** - This implies a deliberate act to deceive. A malicious allegation may be made by a pupil following an altercation with a teacher or a parent who is in dispute with a school. For an allegation to be classified as malicious, it will be necessary to have evidence, which proves this intention.

**False** - An allegation is deemed to be false if there is sufficient evidence to disprove the allegation.

**Please return this form within two weeks of concluding your investigation to:**

*(insert Area Officer details)*

**or e.mail:**

**Date Form sent:**

## Appendix E – Essential Contacts

<b>IF A CHILD IS IN IMMEDIATE DANGER CALL 999</b>		
For <b>general guidance</b> and support with writing or implementing policies or good practice:		
KCC Sport & Physical Activity	Designated Safeguarding Officer	03000 41 21 40
	Deputy Safeguarding Officer	03000 41 20 44 07920 58 54 92
	Enquiries	03000 41 40 01
Safeguarding Children Boards	Kent	03000 421126
	Medway	01634 33 63 29
If you are concerned a child is suffering, or is <b>likely to be harmed</b> :		
Kent Police	Non-Emergencies Combined Safeguarding Team	101
To make a <b>referral</b> , or to seek a professional <b>consultation</b> :		
Kent Specialist Children’s Services	Central Duty Team	03000 41 11 11
	Out of Hours	03000 41 91 91
	Early Help & Preventative Services	03000 41 92 22
Medway Children’s Social Care	Medway Customer First	01634 33 44 66
	Out of Hours	03000 41 91 91
To seek <b>advice, guidance or support</b> in making a referral or to disclose abuse:		
National Help Lines	NSPCC	0808 800 5000
	Child Line	0800 1111
	Swim Line	0808 100 4001
	Football Association – Historic Abuse	0800 023 2642
To report <b>an allegation against a professional</b> working with children:		
Local Authority Designated Officers (LADO)	Kent	03000 410 888
	Medway <a href="mailto:triage@medway.gov.uk">triage@medway.gov.uk</a>	<b>01634 331 065</b>
To report a <b>concern</b> about the behaviour of an adult <b>within sport</b> follow the NGB’s safeguarding policy:		
Child Protection in Sport Unit	England	0116 366 5590
National Governing Bodies of Sport	<a href="http://www.thecpsu.org.uk/help-advice/deal-with-a-concern">www.thecpsu.org.uk/help-advice/deal-with-a-concern</a>	

## **Appendix F – Referrals to Social Services**

---

<http://www.kscb.org.uk/procedures/child-in-need-chin>

If you are a professional making a referral have you considered the following:

- Discussing the matter with your Designated Safeguarding Lead
- Including any risk assessment already completed with the referral
- Ensuring that all decisions are informed by the Kent Inter- Agency Threshold Criteria.

[Kent Inter-Agency Referral Form](#)

[Kent Inter-Agency Threshold Criteria for Children and Young People](#)

[What to do if you are worried about a child](#)

### **Professional Consultation**

Advice and guidance sought by telephone from Kent Specialist Children’s Services (03000 41 11 11) or Medway Children’s Referral, Assessment and Support Teams (CRAST - via Medway Customer First - 01634 334466) as to the appropriate course of action and whether a referral needs to be made.

### **Child In Need Referral**

A referral to Specialist Children’s Services of children with high levels of need. A referral form should be completed and sent to the Central Duty Team.

### **Child Protection Referral**

A referral of concerns that a child may be suffering from significant harm. The referral form must be completed and forwarded to the Central Duty Team within two working days.

### **Consent & Confidentiality**

In most circumstances the agreement of the parent/legal guardian of the child must be sought before a referral is made, providing this will not place the child at an increased risk of harm. If there is any concern that informing a parent may place a child at risk or may compromise Police evidence, immediate advice must be sought from either the Social Services or Police.

### **Sufficient Information**

Every effort must be made to complete the forms as fully as possible as this will make it easier to make decisions about the eligibility and urgency of the referral.

### **Local Authority Designated Officer (LADO)**

The Role of the LADO is to manage allegations against staff and those working with children in a professional capacity (including voluntary coaches).

An allegation refers to a claim that a person who works with children has or may have: harmed a child; committed a criminal offence against a child; or behaved in a way that indicates they may pose a risk of harm to children.

An allegation could lead to a police investigation of a criminal offence; assessment by social services about whether a child is in need of protection; and disciplinary action by the individual’s employer.

When an allegation is made against a professional (e.g. coach) by a child, the designated senior member of staff responsible for safeguarding within the employee’s organisation (e.g. National or County Welfare Officer) should consult with the Local Authority Designated Officer (LADO).

This consultation will help to determine whether or not the allegation reaches the threshold for referral to children’s social services, or to the police directly for investigation.

If, after consulting with the LADO, it is determined that the allegation does not meet this threshold, then advice can be sought on how best to proceed. An internal management investigation by the employer or NGB may be appropriate.

[Managing allegations against the wider children’s workforce](#)

## Appendix G – Information Sharing

---

Child protection and safeguarding involves sensitive information that directly affects the welfare of children and young people. To keep these children safe, information needs to be shared appropriately so that decisions can be made to protect them. However, clear boundaries around information sharing are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it.

Kent Sport could receive information that raises concerns about a child or children, about which decisions need to be made about information sharing. This could include:

- concerns about a child received within or outside the sport
- concerns about a person in a position of trust, such as a coach – this could include information on a DBS check
- concerns about a member of a sports club
- concerns about a sports environment, such as an event location or hosting arrangements

### Key principles for deciding what to share

The Government guidance, Information sharing advice for safeguarding practitioners, describes the '7 Golden Rules' of information sharing:

1. Remember that the Data Protection Act 1998, GDPR and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

### Who to share information with

Part of the decision-making process will include consideration about who to share information with. This could include:

- Statutory organisations – the Police and/or Children's Services must be informed about child protection concerns; Designated Officers should be consulted where there are concerns about someone in a position of trust.
- Disclosure & Barring Service – must be informed of any concerns about someone in regulated activity who is suspended or expelled from the organisation.
- Other clubs and other sports organisations – informing other organisations need to be considered according to the principles below in order that they can safeguard children in their care who may be at risk of harm.
- Individuals within the organisation – this will be decided on the basis of who needs to know what information in order to keep children safe according to the principles below.

## Appendix G – Information Sharing

---

### Recording information sharing decisions where you are the decision- maker

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/417698/Archived-information\\_sharing\\_how\\_to\\_record\\_decisions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417698/Archived-information_sharing_how_to_record_decisions.pdf)

When you receive a request or decide it is appropriate to share personal information with another agency or service you must ensure that you record:

- the date and time;
- a summary of the information with a case reference, if available, and the reason for the request;
- the requestor's name, job title, organisation (and telephone number);
- your decision (whether to share or not) and the reasons for this decision.

If you decide to share information you must also record:

- whether you are sharing with or without consent;
- if sharing without consent, whether the person or family were informed and, if not, why not;
- who consented to or authorised the information sharing, if appropriate;
- what type of information you shared (but not the content);
- how you shared the information, e.g. email, phone and if appropriate how receipt was confirmed.

The table below shows how this information can be recorded. If you provide information, advice or guidance to any other organisation regarding a safeguarding concern, this must also be recorded in the same way, and saved in a secure area of the KCC Network, accessible only to the Designated and Deputising Safeguarding Officers.

Date & Time	Information requested / case ref / reason	Name of requestor /agency & contact details	Decision to share (Y/N) and reason	Who consented / authorised / informed	Type of information shared	How info was shared
Date & Time	Information shared / advice sought / reason	Name of requestor /agency & contact details	Advice given (Y/N) and reason	Who consented / authorised / informed	Type of information shared	How info was shared

## Appendix H – Kent Sport Safeguarding Responsibilities

Kent & Medway Sports Board	Senior Management Team	Designated & Deputising Officers	Staff & Volunteers working with Children	Staff & Volunteers <b>not</b> working with Children
understand requirements for safeguarding children	oversee arrangements to ensure the organisation fulfils its 'duty of care' towards children	lead, develop and communicate Kent Sport's approach to safeguarding children, in line with the Framework for Safeguarding and Protecting Children in Sport	be aware of what is meant by safeguarding, protecting and promoting the welfare of children and the different ways in which children and young people can be harmed	be aware of what is meant by safeguarding, protecting and promoting the welfare of children
evaluate and suggest improvements to policies and procedures	contribute to the development and implementation of policies for the safeguarding and protection of children in sport	work with KCC, KSCB, MSCB, CPSU and other agencies to maintain, develop, review and implement policies and procedures to safeguard children and young people in line with national guidance	be alert to potential indicators of abuse or neglect, and the risks which individual abusers, or potential abusers may pose to children	be alert to potential indicators of abuse or neglect
take accountability for the development of policies and promoting the welfare of children in sport	develop, maintain and review other organisational policies and procedures which contribute to safeguarding children, including those related to safe recruitment, complaints and disciplinary procedures	take responsibility for dealing with any concerns about the protection of children; advise staff and volunteers on implementation of organisational policies and procedures	communicate effectively and develop working relationships with other staff, volunteers, children and parents to safeguard, protect and promote the welfare of children	be alert to the risks which individual abusers, or potential abusers may pose to children
take accountability for effective implementation of organisational policies and procedures including those related to safe recruitment	work collaboratively with external agencies on cases of serious poor practice or abuse	create and maintain relevant records in line with organisational procedure; maintain confidentiality with regard to cases; share information as appropriate regarding specific concerns	be aware of the roles of other practitioners and agencies in supporting and advising families and safeguarding and promoting the welfare of children	be able to report concerns in line with the organisation's procedures
represent the organisation's approach to safeguarding and protecting children and communicate this approach to other organisations	implement an organisational culture of listening to children as reflected in organisational plans and practices	ensure partner organisations have adequate safeguarding policies and procedures; ensure adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements	demonstrate knowledge of national legislation and guidance relevant to role	ensure partner organisations have adequate policies and procedures in respect of safeguarding
ensure that the organisation works collaboratively with external agencies on strategic plans to safeguard and promote the welfare of children	ensure partner organisations have adequate safeguarding policies and procedures; ensure adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements	advise on Kent Sport's safeguarding training needs, and support those working with children to respond appropriately to concerns about children's welfare or safety	demonstrate knowledge of organisational policies and procedures and how to apply these in practice	ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
ensure that the organisation's strategic plans integrate a culture of listening to children	represent the organisation's approach to safeguarding and protecting children and communicate this approach to other organisations	provide advice and support to lead safeguarding officers in partner organisations; direct individuals to sources of support during and following an incident, allegation of abuse, or complaint	adhere to the relevant Codes of Conduct appropriate to role (see Information & Guidance)	represent the organisation's approach to safeguarding and protecting children and communicate this approach to other organisations