

# **RISE.**

**POLICY & PROCEDURES FOR  
SAFEGUARDING CHILDREN &  
YOUNG PEOPLE**

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## FOREWORD

Physical activity and sport can and does have a powerful and positive influence on people, especially young people. Not only can physical activity and sport provide opportunities for enjoyment and achievement, it can also help those who participate in it to develop valuable qualities and skills, such as self-esteem, team-working and leadership skills.

These positive effects can only take place if physical activity and sport can ensure the welfare of all children and young people who take part, by providing a safe and genuinely inclusive environment by adopting practices that support, protect and empower people. The reality is that poor practice does exist in the physical activity and sport sector, and at the extremes coaches, activity leaders and other trusted adults have been convicted of abusing and harming children and young people.

Rise is committed to protecting and supporting children and young people, and has developed this policy and the procedures contained within in to help the Charity to do so.



Clare Morley

**Chief Executive Officer**

## 1. RESPONSIBILITIES

The Charity will:

- Provide opportunities for children and young people to take part in physical activities/sporting activities organised under the auspices of the Charity in as safe and equal an environment as possible.
- Respect and promote the rights, wishes and feelings of children and young people, putting a clear emphasis on the importance of 'youth voice'.
- Promote and implement appropriate procedures to protect and enhance the safety and wellbeing of children and young people.
- Strive to protect children and young people from any forms of discrimination and artificial or unnecessary barriers to participation.
- Recruit, train, support and supervise its employees to adopt best practice in relation to safeguarding and equality, diversity and inclusion.
- Require partner organisations working with the Charity through any 'sub-contracted' delivery to adopt minimum safeguarding standards and guidelines, and to provide the Charity with a copy of their safeguarding policies and procedures.
- Respond quickly and effectively to any allegations of abuse, misconduct or poor practice, implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Endeavour to ensure that there is a safeguarding and welfare champion on the Board of Trustees at all times with the required level of knowledge, skills and expertise.
- Collaborate and work effectively with safeguarding partners as required by local safeguarding arrangements (e.g. offering support if approached by a relevant agency).
- Review and evaluate this policy and the associated procedures on a regular basis (every 2-3 years).

### Principles

Sport and physical activity have a key role to play in the development of physical, social and personal skills amongst children and young people. Everyone, irrespective of their age, disability, gender (incorporating gender reassignment), marital/civil partnership status, race, religion or belief, sex, or sexual orientation, should be able to participate in sport and physical activities, and attend relevant facilities and events, without fear or risk of abuse, violence, exploitation or discrimination.

While the content of this policy is primarily intended to develop a sense of awareness, as well as procedural guidance, in relation to safeguarding children and young people, it is essential that the principles contained within this document are recognised as founded on the key principles of equality and social justice for all in sport/physical activity.

The welfare of children and young people, and the provision of equitable sporting and physical activity opportunities, is everyone's responsibility, particularly when it comes to protecting children and young people from abuse and/or discrimination. This policy and these procedures are based on the following principles:

- The welfare of children and young people is the primary concern.

- All children and young people, whatever their age, disability, gender (incorporating gender reassignment), marital/civil partnership status, race, religion or belief, sex, and/or sexual orientation, have the right to protection from abuse.
- It is imperative to create a culture whereby all staff members and volunteers recognise the critical importance of safeguarding, protection, equality, diversity and inclusion.
- The policy is mandatory for all staff and volunteers working for the Charity.
- It is everyone's responsibility to report any concerns about abuse, and the responsibility of the relevant Children's Services Department and the Police to conduct appropriate investigations.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 2018 / GDPR.
- Anyone under the age of 18 years old is considered a child for the purpose of this policy (Children Act 1989; Working Together to Safeguard Children 2018, 2020).
- Adults working with children and young people should be provided with advice and guidance about best practice in safeguarding children and young people.
- It is vital to work closely with key partners to promote the importance of safeguarding children and young people in sport and physical activity, and identify and share information on relevant developments in legislation and good practice.

## **Review**

This policy and these procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the safeguarding of children and young people, or any significant changes that occur within the Charity.
- Following significant incidents or concerns raised about the safeguarding of children or young people.
- In all other circumstances, every 2-3 years.

## **2. RECRUITMENT AND EMPLOYMENT**

### **Charity Recruitment and Selection Policy**

The Charity's Recruitment and Selection Policy details how the Charity will take all reasonable steps to ensure that unsuitable people are prevented from working with children and young people.

### **3. PARTNERS AND STAFF WITH SPECIFIC RESPONSIBILITY FOR THE SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE**

#### **Safeguarding Officers**

Safeguarding children and young people is the responsibility of all employees within the Charity. The Charity's Business & Strategy Director, with support from the Children and Young People's Health & Wellbeing Strategic Lead, the Strategic Lead for Place, and the Empowering People Development Manager, are responsible for managing and overseeing the Charity's policies and procedures connected to safeguarding children and young people. Their roles and responsibilities, along with their recommended characteristics, are detailed in Appendix A. Specific responsibilities in relation to allegations and/or suspicions of abuse or misconduct issues, and dealing with any safeguarding concerns, are detailed in Section 9 of this policy.

**THE CONTACT DETAILS FOR THE CHARITY'S LEAD & DEPUTY SAFEGUARDING OFFICERS CAN BE FOUND ON THE 'SAFEGUARDING-USEFUL CONTACTS' PAGE AT [WWW.WEARERISE.CO.UK](http://WWW.WEARERISE.CO.UK).**

### **4. CODE OF CONDUCT FOR THE SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE**

The Charity's Code of Conduct provides clear expectations of members of staff and the specific responsibilities that they must uphold.

Further information providing examples about what constitutes good practice when working with children and young people, including acceptable and unacceptable behaviour, is available in Appendix B. Employees, and organisations sub-contracted by the Charity, are expected to comply with these principles of good practice.

Suspensions or allegations of non-compliance of the Code of Conduct by a Charity employee, or partner organisation commissioned by the Charity, will be dealt with through the Charity's Disciplinary Procedure, or through the processes described in Section 9 of this policy.

### **5. IDENTIFYING ABUSE**

The effects of abuse can be immensely damaging. Somebody may abuse or neglect a child or young person by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Adults or other children and young people can abuse children and young people. There is growing evidence to suggest that peer abuse is an increasing concern for young people. There is also evidence that certain groups of children and young people face additional risks of abuse and poor practice, such as children with disabilities and talented young athletes, and it is important that their needs are fully considered, they are protected from harm and abuse, and are able to take part in sport and physical activity in a safe environment.

Dealing with child abuse is rarely straightforward. In some cases a child or young person's disturbed behaviour, or an injury, may suggest that the child or young person has been abused. In many situations, however, the signs will not be clear-cut and decisions about what action to take can be difficult.

## Types of Abuse

It is very important that employees of the Charity, and the Charity's partner organisations, understand what is meant by the term 'abuse'. The different types of abuse are detailed in Appendix C. The Charity is committed to protecting children and young people from all forms of abuse.

The following lists **possible** signs that abuse is taking place:

- Uncharacteristic changes in a child or young person's behaviour, attitude and commitment e.g. becoming quiet and withdrawn, or displaying sudden outbursts of temper.
- Bruises and injuries untypical of the sport or physical activity that they are participating in, or an injury for which the explanation seems inconsistent.
- Signs of discomfort and pain.
- Reluctance to remove clothing or shower.
- The child or young person becomes increasingly dirty or unkempt.
- Weight loss for no apparent reason.
- Nervousness when approached or touched.
- Fear of particular adults – especially those with whom a close relationship would normally be expected.
- The child or young person wishes to switch to another coach, activity leader or session without a reasonable explanation.
- Inappropriate sexual awareness.
- Children and young people who are always alone and unaccompanied and/or are prevented from socialising with others.
- Children and young people who are reluctant to go home.

It is not the responsibility of any of the Charity's employees, or external staff, coaches, volunteers or activity deliverers, to decide whether or not a child or young person has been abused, but **it is their responsibility to report any concerns so that they can be investigated.**

## 6. IDENTIFYING AND MANAGING BULLYING.

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a child or young person. It can sometimes occur that the abuser may be a young person themselves, as is often the case with bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development, or at the extreme, causes them significant harm (including self-harm). Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child or young person's self-esteem and destroy their self-confidence and levels of concentration. The child may become withdrawn and insecure, more cautious, and less willing to take any sort of risk. They may feel it is somehow their fault or that there is something wrong with them and at worst bullying can cause depression and/or feelings of worthlessness that lead to suicide.

More information about identifying and managing bullying is available in Appendix D.

## **7. PHOTOGRAPHING, VIDEOING AND FILMING OF CHILDREN AND YOUNG PEOPLE**

There is evidence that some people have used sporting/physical activity venues and activities as an opportunity to take inappropriate photographs or film footage of children and young people. In accordance with our policy and procedures, where possible we will not permit photographs, film, video or other images of children or young people to be taken or used without the consent of the child/young person and/or their parents/guardians/school teacher.

We have developed procedures to protect children and young people from inappropriate photography. Further information is available in Appendix E.

## **8. CHILDREN AND YOUNG PEOPLE IN PUBLICATIONS AND ON THE INTERNET**

Sport and physical activity websites and publications provide excellent opportunities to broadcast the achievements of individuals to the world, and to provide a showcase for the activities of children and young people. In some cases, however, displaying certain information about children and young people could place them at risk. We have developed procedures that must be followed to ensure that the Charity's publications and its information on the internet do not place children and young people at risk. These procedures can be found in Appendix F.

## **9. RESPONDING TO SAFEGUARDING CONCERNS & MAKING REFERRALS**

Information you receive about, or from, a child or young person, or concerns that you have, may be a suspicion or allegation of inappropriate behaviour (inequitable behaviour, bullying, going against a code of conduct etc), or an allegation of abuse. It could be against an employee of the Charity, a person delivering activities on behalf of the Charity, or someone not employed by, or delivering activities on behalf of, the Charity. If the issue is to do with the conduct of an employee of Rise, the Charity's Disciplinary Policy will be followed.

Safeguarding procedures are in place to help individuals to deal effectively with safeguarding concerns and issues, and to help them to make referrals. These procedures, including advice on how to listen to a disclosure, are available in Appendix G. It is critically important that these procedures are followed to record and report any such issues/incidents/concerns. It will usually be the case that one of Rise's Lead Safeguarding Officers will lead the Charity's response to any such issues if they are available. However, if they are not available, the procedures should provide a framework for Rise employees to follow to enable them to deal with the issue effectively. Remember, advice can be sought from the Police, relevant Children's Services Department or the Child Protection in Sport Unit (CPSU), if needed.

### **Important Notes:**

**It is not the responsibility of anyone working for, or on behalf of, the Charity to decide whether or not a child or young person has been abused. It is, however, everyone's responsibility to report concerns.**

If reporting a suspicion or allegation of abuse to the Police or a Children's Services Department, it must not be delayed by attempts to obtain more information. It is also important that the relevant National Governing Body (NGB) Safeguarding Lead is informed as soon as possible.

Organisations being funded or commissioned by the Charity are required to have safeguarding policies and procedures in place, and as well as following those procedures, they must also inform one of Rise's Lead Safeguarding Officers should any safeguarding issues or concerns arise related to those activities.

If the concern is about the Lead Safeguarding Officer, the information should be reported to one of the Deputy Safeguarding Officers, and vice versa.

## **10. POSSIBLE OUTCOMES FOLLOWING ADVICE FROM THE POLICE / CHILDREN'S SERVICES**

Where the initial enquiry reveals that there is reasonable cause to suspect or believe that a child or young person has been abused, there will be an investigation. There are three types of investigation that can result:

- A Disciplinary Investigation (by the Charity or employing sports organisation)
- A Child Protection Investigation (by Children's Social Care/Police/LADO)
- A Criminal Investigation (by Police)

Following advice from the Police/Children's Services, disciplinary action may be taken in cases where a criminal investigation is ongoing, provided sufficient information is available to enable a decision to be made and doing so does not jeopardise the criminal investigation.

## **11. MANAGING THE STAFF MEMBER AGAINST WHOM THE ALLEGATION HAS BEEN MADE**

Following advice from the Police/Children's Services/the LADO, if the decision is made that the individual(s) against whom the allegation has been made is to be informed, this person(s) should be told an allegation has been made which suggests abuse. It is essential to preserve evidence for any criminal proceedings while at the same time safeguarding the individual(s) rights.

### **Suspension**

Temporary suspension is not a form of disciplinary action and is usually undertaken 'without prejudice' pending the outcome of wider investigations by the Charity and/or statutory agencies. The individual may be suspended whilst an investigation is carried out, in accordance with the Charity's Disciplinary Policy.

## **12. MANAGING FALSE OR MALICIOUS ALLEGATIONS**

Where, after investigation, the allegation is found to be false or malicious, the individual(s) will receive an account of the circumstances and/or investigation, and a letter confirming the conclusion of the matter. The individual(s) involved may wish to seek legal advice. All records pertaining to the circumstances and investigation will be destroyed. Where this

involves an employee of the Charity, they will be advised of the appropriate counselling services available. Staff should report their concerns in good faith and the Charity's Whistle Blowing Policy will apply.

### **13. MANAGING ALLEGATIONS OF HISTORICAL ABUSE**

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by a person who is still currently working with children. Where such an allegation is made, the procedures for managing allegations of abuse, detailed in Sections 9-11, must be followed.

### **14. SHARING CONCERNS WITH PARENTS OR GUARDIANS, AND WHEN NOT TO SHARE CONCERNS**

The decision over whether or not to share concerns with parents or guardians should be made by a trained safeguarding officer e.g. one of the Lead Safeguarding Officers (see Section 3 for their contact details), who may wish to seek advice from an external agency e.g. Children's Services.

#### **Where the Concerns Relate to Poor Practice**

There is always a commitment to work in partnership with parents/guardians where there are concerns about a child/young person. Therefore, it is often useful to talk to parents/guardians to help to clarify any initial concerns. For example, if a child or young person seems withdrawn, they may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations, however, advice should be sought from one of the Lead Safeguarding Officers (see Section 3 for their contact details) or another appropriate agency (e.g. the Child Protection in Sport Unit or the Local Children's Services Department) if there is any uncertainty about the appropriate course of action i.e. if there is any indication that the parents/guardians could be involved in the suspicion.

#### **Allegations or Suspicions of Abuse**

There are circumstances in which a child or young person might be placed at even greater risk if concerns are shared with a parent or guardian e.g. where a parent/guardian may be responsible for the abuse or not able to respond to the situation appropriately.

**IN ALL CASES OF SUSPECTED OR ALLEGED ABUSE, ADVICE AND GUIDANCE MUST FIRST BE SOUGHT FROM THE LOCAL CHILDREN'S SERVICES DEPARTMENT, LADO OR THE POLICE.**

### **15. LEGAL FRAMEWORK**

This policy and the supporting procedures are based on the following legislation and guidance:

- Rehabilitation of Offenders Act 1974.
- UN Convention of the Rights of the Child 1992.
- Human Rights Act 1998.

- Data Protection Act 1998, 2018.
- The Child Protection Act 1999.
- Children Act 1989, 2004.
- Children and Social Work Act 2017.
- Working Together to Safeguard Children 2018 – updated 2020.
- Protecting Vulnerable Groups Act 2006.
- Protection of Freedoms Act 2012.

## **16. USEFUL CONTACTS**

See the 'Safeguarding-Useful Contacts' page at [www.wearerise.co.uk](http://www.wearerise.co.uk)

## **Appendix A:**

### **Roles and Responsibilities of the Charity's Lead and Deputy Safeguarding Officers**

#### **The Lead and Deputy Safeguarding Officers will:**

- Implement and promote the Charity's Policy and Procedures for Safeguarding Children and Young People.
- Act as the main contacts on behalf of the Charity for the safeguarding of children and young people.
- Provide information and advice on the rights of children and young people.
- Support, and raise awareness, of the needs of children and young people.
- Communicate with other employees and partner organisations on issues of safeguarding.
- Keep abreast of developments and understand the latest legislation that impact on the safeguarding of children and young people.
- Encourage good practice and the support of procedures to safeguard children and young people from abuse and/or discrimination.
- Establish and maintain contact with local statutory agencies, including the Designated Officers in the local Children's Services Departments and the Child Protection in Sport Unit (CPSU).
- Maintain records of reported cases/concerns and action taken, and liaise with the statutory agencies and/or NGB's as appropriate, ensuring that those organisations have access to all of the necessary information as issues arise.
- Work with other employees in the Charity to organise training for partner organisations and members of staff.
- Monitor and review the Charity's Policy and Procedures for Safeguarding Children and Young People.
- Attend regular training on the safeguarding of children and young people, including the CPSU's Time to Listen training (attending at least every 3 years).

#### **The Recommended Characteristics of the Lead Safeguarding Officers are as follows:**

- Have an understanding of the issues affecting children and young people and the sensitive way in which they must be managed.

- Be able to communicate the implications of, and importance of, safeguarding children and young people to all employees and to partner organisations.
- Be able to communicate effectively with children and young people.
- Be supportive of, and promote, the Charity's Policy and Procedures for Safeguarding Children and Young People.
- Have an understanding and appreciation of the need to respect confidentiality.
- Be able to follow procedures and recognise when to seek advice, and not rely solely on their own judgement.
- Be willing to challenge partner organisations, and members of staff who do not comply with the Charity's Policy and Procedures for Safeguarding Children and Young People.

## **Appendix B:**

### **Principles of Good Practice**

All employees of the Charity must comply with the principles of good practice outlined below when working with children and young people. Similarly, any organisations/coaches sub-contracted by the Charity are also expected to comply with such principles.

- Everyone must respect the rights, dignity and worth of every individual and treat everyone equally, irrespective of their age, disability, gender (incorporating gender reassignment), marital/civil partnership status, race, religion or belief, sex, or sexual orientation.
- Everyone must place the wellbeing and safety of children and young people above anything else, including winning or achieving performance goals.
- Everyone must develop an appropriate working relationship with children and young people based on mutual trust and respect. No one should exert undue pressure, or influence, to obtain personal benefit or reward.
- Everyone should ensure that if any form of manual or physical support is required for a child or young person, it is provided openly, and the child or young person is informed about what is being done and their consent is obtained in advance.
- Coaches and activity leaders should hold up-to-date and nationally recognised NGB coaching qualifications, hold appropriate insurance cover, have undertaken safeguarding and first aid training and the appropriate level of DBS check (if eligible), and undertake risk assessments prior to any activity being delivered.
- Coaches and activity leaders must ensure the activities they advocate and direct are appropriate for the age, maturity, experience and ability of the child or young person.
- Coaches and activity leaders should, at the outset, clarify with the participants (and where appropriate their parents/carers) exactly what is expected of them and what they are entitled to expect from their coach/activity leader.
- Staff should always work in an open environment, and avoid private or unobserved situations.
- Everyone should always promote the positive aspects of physical activity and sport e.g. fair play, and make the activity fun and enjoyable. You should never condone rule violations or the use of prohibited substances.
- Be an excellent role model, including not smoking or using bad language in the company of children or young people.

- Give enthusiastic and constructive feedback rather than negative criticism.
- Consistently display high standards of behaviour and appearance.
- In no circumstances, should you engage in sexually provocative or racially provocative games, form intimate emotional or physical relationships with a child or young person, touch a child in an aggressive or sexually suggestive manner, or make any aggressive or sexually suggestive comments.
- You should also never allow a child to swear or use sexualised, racial or discriminatory language unchallenged, and always make sure you act upon any allegations or concerns that you have or become aware of.

## **Appendix C:**

### **Types of Abuse**

#### **1. Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child or young person, such as to cause severe and adverse effects on their emotional development. It may involve conveying that they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on a child or young person. These may include interactions that are beyond the child or young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or young person from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing the child or young person to frequently feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.

#### **Emotional Abuse in Sport/Physical Activity**

Emotional abuse in sport or physical activity may include a persistent failure to show self-respect, build self-esteem and confidence in children and young people that may be caused by:

- Exposure to humiliating or aggressive behaviour or tone.
- Failure to intervene where self-confidence and worth are challenged or undermined.

#### **Signs of possible emotional abuse in a child include:**

- Low self-esteem.
- Continual self-deprecation.
- Sudden speech disorder.
- Significant decline in concentration.
- Immaturity.
- 'Neurotic' behaviour e.g. rocking.
- Self-mutilation.
- Compulsive stealing.

- Extremes of passivity or aggression.
- Running away.
- Indiscriminate friendliness.

## **2. Neglect**

Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing or cleanliness, or failing to protect a child or young person from physical and emotional harm or danger. It may include leaving a child home alone, exposure in a manner likely to cause unnecessary suffering or injury, the failure to ensure adequate supervision, or failing to ensure access to appropriate medical care/treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Neglect in Sport/Physical Activity**

Neglect in sport or physical activity could include a lack of care, guidance, supervision or protection that may be caused by:

- Unnecessary exposure to cold or hot conditions.
- Exposure to unhygienic conditions, or a lack of food, water or medical care.
- Non-intervention in bullying or taunting.

Neglect, as well as being the result of a deliberate act, can also be caused through the omission or the failure to act or protect.

### **Signs of possible neglect in a child include:**

- Constant hunger.
- Poor personal hygiene.
- Constant tiredness.
- Poor state of clothing.
- Frequent lateness or unexplained non-attendance at school.
- Untreated medical problems.
- Low self-esteem.

- Poor peer relationships.
- Stealing.

### **3. Physical Abuse**

Physical abuse may involve the actual or attempted physical injury to a child or young person, including hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise harming them.

Physical abuse may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to, a child whom they are looking after. This situation is described as Munchausen Syndrome by Proxy. A person may do this because they need, or enjoy, the attention they receive through having a sick child.

Physical abuse may be a deliberate act, an omission or a failure to protect.

#### **Physical Abuse in Sport Physical Activity**

Physical abuse in sport or physical activity may include bodily harm caused by a lack of care, attention or knowledge that may be caused by:

- Over training or dangerous training of participants.
- Over playing an individual.
- Failure to do a risk assessment of physical limits or pre-existing medical conditions.
- Administering, condoning or failing to intervene in drug use.

Most children and young people will sustain cuts and bruises throughout their childhood. These are likely to occur on bony parts of the body like the elbows, shins and knees. In most cases injuries or bruising will be genuinely accidental. An important indicator of physical abuse is where bruises or injuries are unexplained, the explanation does not fit with the injury, or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered.

#### **Signs of possible physical abuse in a child include:**

- Unexplained injuries or burns, particularly if they are recurrent, or if improbable excuses are given to explain the injuries.
- Refusal to discuss injuries.
- Fear of parents being approached for an explanation.

- Untreated injuries, or delays in reporting them.
- Excessive physical punishment to themselves.
- Arms and legs being kept covered in hot weather.
- Avoidance of swimming, PE etc.
- Fear of returning home.
- Aggression towards others.
- Running away.

When considering the possibility of non-accidental injury, it is important to remember that injuries may have occurred for other reasons e.g. skin disorders or rare bone diseases.

#### **4. Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not they are aware of, or consent to, what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. This may include non-contact activities, such as involving children or young people in looking at, or being involved in the production of, pornographic material (e.g. sexual online images), watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and/or females, including persons to whom they are, or are not, related to. They can also be sexually abused by other young people.

#### **Sexual Abuse in Sport/Physical Activity**

Sexual abuse in sport or physical activity could include contact and non-contact activities and may be caused by:

- Exposure to sexually explicit inappropriate language, jokes or pornographic material.
- Inappropriate touching.
- Having any sexual activity or relationship.
- Creating opportunities to access a child or young person's body.

Not all children or young people are able to tell that they have been sexually assaulted. Changes in their behaviour may be a sign that something has happened, however, it is important to note that there may be no physical or behavioural signs to suggest that a child or young person has been sexually assaulted.

A child or young person who is distressed may display some of the physical, behavioural or medical signs listed below, which should alert you to a problem. It is the combination and frequency of these that may indicate sexual abuse. Always make sure that you seek advice.

**Signs of possible sexual abuse in a child include:**

- Behavioural changes.
- Lack of trust in adults, or over familiarity with adults.
- Fear of a particular adult.
- Social isolation – being withdrawn / introversion.
- Sleep disturbance (nightmares, bed-wetting, fear of sleeping alone, needing a night light).
- Running away from home.
- Girls taking over the mothering role.
- Sudden school problems e.g. falling standards, truancy.
- Reluctance or refusal to participate in physical activity or refusal to change clothes.
- Low self-esteem.
- Drug, alcohol or solvent abuse.
- Display of sexual knowledge beyond the child's age.
- Unusual interest in the genitals of adults, children or animals.
- Fear of bathrooms, showers or closed doors.
- Abnormal sexual drawings.
- Fear of medical examinations.
- Developmental regression.
- Poor peer relationships.
- Oversexualised behaviour.

- Compulsive masturbation.
- Stealing.
- Irrational fears.
- Psychosomatic factors e.g. recurrent abdominal or headache pain.
- Sexual promiscuity.
- Eating disorders.
- Physical or Medical signs.
- Bruises, scratches, bite marks to the thighs or genital areas.
- Anxiety / Depression.
- Eating disorders e.g. anorexia nervosa or bulimia.
- Discomfort/difficulty in walking or sitting.
- Pregnancy - particularly when reluctant to name the father.
- Pain on passing urine, recurring urinary tract problem, vaginal infections or genital damage.
- Venereal disease/sexually transmitted diseases.
- Soiling or wetting in children who have been trained.
- Self-mutilation, suicide attempts.
- Itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis.
- Stained underwear.
- Unusual genital odour.

## **5. Bullying**

Bullying is when individuals or groups seek to harm, intimidate, or coerce someone who is perceived to be vulnerable. It can involve people of any age and can happen anywhere, including at home, school, in sports clubs, or online.

It includes bullying by gangs, family members, physical bullying, verbal bullying, teasing and harassment. It might include physical, verbal or emotional abuse, or online cyberbullying. It might include name-calling, offensive hand gestures, physical assault, or exclusion from team activities.

For further details about identifying and managing bullying, please see section 6 of this policy and Appendix D below.

## **Appendix D:**

### **Identifying and Managing Bullying**

#### **Forms of Bullying**

Bullying can take many forms. The main types are:

- Physical (e.g. hitting, kicking, theft).
- Verbal (e.g. racist, sexist, ageist or homophobic remarks, threats, name-calling, teasing, or spreading rumours).
- Emotional (e.g. isolating an individual from activities or social acceptance of the peer group).
- Harassment (e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress).
- Racist, sexist, ageist or homophobic behaviour or gestures.

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

Both girls and boys can be bullies, although it seems to be more conspicuous in boys. Although bullying often takes place within schools, research shows that it can and does occur anywhere where there is inadequate supervision.

The competitive nature of sport and physical activity makes it an ideal environment for a bully. Bullies in this environment can include:

- A parent who pushes a child too hard.
- A coach/activity leader who adopts a win-at-all costs philosophy.
- A player/participant who intimidates others inappropriately.
- An official who places unfair pressure on a player or coach.

Bullying can be difficult to pick up on because it often happens away from others and victims do not tend to tell. However, you can watch for signs that may indicate the presence of bullying.

## **Identifying Bullying**

The following list is common behaviour that is apparent in individuals that are the victim of bullying:

- Hesitating to go to training, a programme, or a session.
- Often being the last one picked for a team or group activity for no apparent reason.
- Is reluctant to go to certain places, or to work with a certain individual.
- Has clothing or personal possessions that go missing or are damaged.
- Has bruising or some other injury.
- Keeps 'losing' their pocket money or belongings.
- Is quite nervous, withdraws from everybody else and becomes quiet and shy, especially in the case of those who are normally noisy and loud.
- A usually quiet person becomes suddenly prone to lashing out at people, either physically or verbally.

## **Action to Help the Victim(s) and Prevent Bullying:**

- Take all signs of bullying very seriously.
- Encourage all children and young people to speak up and share their concerns through creating an open environment.
- Help the victim(s) to speak out and tell the person in charge or someone in authority.
- Take all allegations of bullying seriously and take action to ensure the victim(s) is safe. This includes speaking with the victim and the bully(ies) separately.
- Reassure the victim(s) that you can be trusted and will help them, although you cannot promise that you will not tell anyone else.
- Keep records of what is said i.e. what is reported to have happened, by whom and when.
- Report any concerns to the person in charge at the organisation where the bullying is taking place.

### **Action towards the Bully(ies):**

- Talk with the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their behaviour.
- Seek an apology from the bully(ies) to the victim(s).
- Inform the bully's parents/guardians.
- If appropriate, insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change their behaviour.
- Keep a written record of the action taken.

Any suspicions or allegations of bullying of a child or young person will be dealt with through Section 9 of this policy.

### **Documents for Reference**

For further information about bullying, please see:

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

## **Appendix E:**

### **Photography Procedures**

Rise will take all reasonable measures to ensure that images are used solely for the purposes for which they are intended. If you become aware that images are being used inappropriately you should inform one of Rise's Lead Safeguarding Officers immediately.

Rise reserves the right at all times to prohibit the use of photography, film or video at any activity or event which it is organising. Where photography/videoing is permitted at an event or activity in which children or young people are participating, the following is required:

- Consent from the parent/guardian/school teacher for photographing, videoing and/or filming a child or young person must be obtained prior to the activity starting.
- All children who should not be photographed/videoed/filmed will be asked to wear a band on their wrist or a sticker (or some other suitable form of identification), to enable photographers/videographers to easily identify them.
- Anyone wishing to use photographic/film/video equipment at an activity/event must obtain the approval of Rise (i.e. via a Camera Registration Form).
- Where appropriate, all materials promoting Rise's events or activities shall state that photographers may be present.
- An appropriate identification badge/sticker, or other such identifier, must be provided and clearly displayed at all times by all individuals who have completed the Camera Registration Form to highlight that they will be taking photographs, film or video on the day of the activity or event.
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance by the child or young person, as well as their parent/guardian/teacher, and the organisation, and appropriate vetting has occurred e.g. a DBS check of the individual wanting to photograph, film or video, if eligible.

The requirements above should be publicly promoted to ensure that all people present at the event or activity understand the procedure, as well as being aware of whom to contact if they have any safeguarding concerns.

### **Concerns about Photographers, Video or Film Operators**

Any concerns about photographers, video or film operators should be reported to one of Rise's Lead Safeguarding Officers (see Section 3 of this policy for contact details), or the appropriate Event Welfare Officer, and where relevant, the Police. The procedure in Section 9 should be followed.

## **Guidance**

It is recognised that it may be challenging in some circumstances to monitor conduct with regard to the procedures outlined for the photographing, videoing and filming of children and young people. However, it is important that all staff, including volunteers and leaders, are aware of their responsibilities to follow these procedures and to be vigilant so that good practice is achieved and the risks are reduced.

## **Appendix F:**

### **Procedures for children and young people in Publications and on the Internet**

Rise publications, and information it uploads onto the internet, must adhere to the following:

- Before publishing any information about a child or young person, consent must be obtained from the child or young person's parent/guardian/school teacher.
- Publications or information on an internet site must never include personal information about a child or young person e.g. their home address, e-mail address or telephone number. Any contact information must be directed to either Rise or another relevant organisation, for example, a National Governing Body of Sport or a sports club.
- The content of photographs or videos must not depict a child or young person in a provocative pose or in a state of partial undress, other than when depicting a sporting activity. Children and young people must never be portrayed in a demeaning or tasteless manner. All photographs must not be open to obvious misinterpretation.
- For photographs or videos of groups or teams of children or young people, you must ensure that, where practicable, only the group or team is referred to, not individual members.
- All published events involving children and young people must be reviewed to ensure that the information will not put any children or young people at risk. Any publications of specific meetings, or team coaching sessions, must not be distributed to any individuals other than to those directly concerned.

**Important Note:** Any concerns or enquiries about Rise's publications or internet information should be reported to one of Rise's Lead Safeguarding Officers (see Section 3 of this policy for their contact details).

## **Appendix G:**

### **Procedures to Deal with Concerns**

#### **1. How to Listen to a Disclosure**

It is important to listen carefully to the information someone discloses. When listening to a disclosure, the following good practice is required:

- React calmly.
- Listen.
- Do not show disbelief.
- Take what the person says seriously.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous, use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children or young people.

If the disclosure is from a child/young person, in addition to the above:

- Tell them that they are not to blame and that they were right to tell.
- Do not pre-suppose that the experience was bad or painful - it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child or young person.
- Reassure the child or young person.
- Tell the child or young person that you may have to pass on the information to relevant people.

#### **2. Actions to Avoid**

When receiving a disclosure, avoid:

- Panicking.
- Showing shock or distaste.

- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets.
- Giving a guarantee of confidentiality.

### **3. Responding to a Concern, Suspicion or Allegation of Inappropriate Behaviour / Misconduct or Abuse**

In the course of your role within Rise, you may have safeguarding concerns or suspicions, or receive allegations of inappropriate behaviour/misconduct/abuse about an individual. All concerns, suspicions and allegations of abuse must be taken seriously. When receiving a disclosure, please follow the guidance above, which explains how to react to a disclosure. You should follow the Referral Procedure overleaf, and if appropriate, inform the parents/guardians of the child or young person (please see Section 14 of this policy - Sharing Concerns with Parents or Guardians, and When not to Share Concerns). These procedures aim to ensure that all suspicions and/or allegations of abuse against individuals are taken seriously and are dealt with in a timely and appropriate manner.

Please note that if you receive information from a child or young person who says or indicates that they are being abused, or information is obtained which gives concern that a child or young person is being abused, you must react as soon as possible that day in line with the procedures.

The feelings caused by the discovery of potential abuse by a member of staff or member of a partner organisation will raise different issues, e.g. disbelief that they would act in this way. **Please note that it is not the responsibility of the individual receiving the information to decide whether or not a child or young person has been abused, however, it is the responsibility of the individual to act on any concerns.**

**Please also note that any information regarding allegations etc should only be discussed with those who need to know, and in the best interests of the child/young person.**

These procedures have been produced so that everyone in Rise knows what to do should they receive information about an allegation, disclosure or complaint relating to safeguarding issues (e.g. a phone call from a member of the public). However, whenever possible all issues of a safeguarding nature should be referred to one of Rise's Lead Safeguarding Officers (see Section 3 of this policy for their contact details), who have lead responsibility for this area of work.

In the absence of all of the above the person dealing with an incident should complete the 'Reporting Form' overleaf to record all of the details about the incident, including the reporter's, alleged victim's and alleged abuser's contact details (if known). This will ensure that Rise has information about the incident and the action we have taken, which can be referred to if necessary. It is important to record accurately everything that is said. The form should be placed in an envelope marked private and confidential and given to any of the above safeguarding lead officers. It will then be filed in an appropriate secure place. A copy may also be shared with Children's Services / the Police, and/or the NGB, if applicable.

Following completion of the form, please follow the guidelines below.

### **Please note:**

- If the information you receive is provided by the alleged victim themselves (i.e. a child or young person), you should contact the relevant organisation yourself.
- If the information you receive is from an adult who is not the alleged victim (e.g. a parent or a teacher), you should give them the phone number of the relevant organisation and tell them to contact that agency.

### **When deciding who to contact/refer the person on to, you should consider the seriousness of the information given:**

1. If the information you have received has given you **serious concerns** about the safety of a child or young person, or you need to make an allegation or disclosure of abuse, the police or relevant children's services department should be contacted immediately (please make sure you make a record of the name and contact details of the member of staff to whom the concerns were passed):

#### **Gateshead Council – Children's Services**

Office Hours: 0191 433 2653

Out of Office Hours: 0191 477 0844

#### **Newcastle City Council – Children's Services**

Office Hours: 0191 277 2500

Out of Office Hours: 0191 278 7878

#### **North Tyneside Council – Children's Services**

Office Hours: 0345 200 0109

Out of Office Hours: 0330 333 7475

**Northumberland County Council – Children’s Services**

Office Hours: 01670 536 400

Out of Office Hours: 01670 536 400

**South Tyneside Council – Children’s Services**

Office Hours: 0191 424 5010

Out of Office Hours: 0191 456 2093

**Sunderland City Council – Children’s Services**

Office Hours: 0191 561 7007

Out of Office Hours: 0191 520 5552

2. If the information you have received, or the concern, is **not serious** and does not require immediate action, the relevant club's/organisation's safeguarding officer/welfare officer should be contacted. Alternatively, you/the reporter may wish to speak to the relevant children's services department or one of the contacts listed below for advice and support.

**NSPCC**

Help for adults concerned about a child: 0808 800 5000 (free service) /

help@nspcc.org.uk

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

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

Tel: 0116 366 5580 / cpsu@nspcc.org.uk

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

**Childline**

Help for children and young people: 0800 1111 (free service - Childline)

Website: [www.childline.org.uk](http://www.childline.org.uk) (you can send emails via this link too)

**National Governing Body Lead Safeguarding Officers**

Please visit the CPSU website (<https://thecpsu.org.uk/help-advice/deal-with-a-concern>) and click on the 'contact your national governing body' tab on the left hand side to find the contact details of the relevant officer.

3. If the information you have received, or the concern, is related to **poor practice**, the relevant activity organiser should be contacted.

**Rise Reporting Form**

Date & time reported: \_\_\_\_\_

**Your Details**

	Person reporting the incident to you	Person recording the incident
Name	_____	_____
Job Role	_____	_____
Relationship to alleged victim	_____	_____
Contact Address	_____	_____
Tel Number (including mobile)	_____	_____
E-mail	_____	_____

**Contact Details of the Alleged Victim**

Full Name	_____
Date of Birth	_____
Contact Address	_____
Telephone Number (s)	_____
Gender	_____
Ethnicity	_____
Disability	_____

**Incident Details**

Location of incident (if relevant)	_____
Date and time of incident	_____

**Detailed Information (in child / reporter's own words if possible) *Continue on separate sheet if required***

**Details of any Observations made to you by child or reporter**

(e.g. description of visible bruising, other injuries, young person's emotional state). If injuries are present please record size, location and colour, please note – make a clear distinction between what is fact and hearsay. Ask about witnesses and also whether or not the parents/guardians have been contacted.

**Action Taken So Far**

**Alleged / Suspected Abuser's Details (if known)**

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Relationship with child \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (s) \_\_\_\_\_

Ethnicity \_\_\_\_\_ Disability \_\_\_\_\_

**Please refer to the Referral Procedure in Appendix G of the policy for advice to give**

**Action Undertaken / Advice Given**

Referred to Children's Services (give details)  \_\_\_\_\_

Referred to other agency (give details)  \_\_\_\_\_

Referred to activity organiser (give details)  \_\_\_\_\_

I acknowledge that the details described are accurate and will remain strictly confidential between 'appropriate reporting channels' and myself.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send this form, in an envelope marked private and confidential, to the Rise Lead Safeguarding Officer or one of the Deputy Safeguarding Officers. It will then be filed in an appropriate secure place. A copy may also be shared with Children's Services / the Police, or other relevant partners (e.g. the NGB), if applicable.**