



**ESAA**

English Schools' Athletic Association

# English Schools Athletics Association

## Safeguarding and Young Athlete Welfare Policy

### Guidance for County Associations

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# 1 Purpose of the ESAA Safeguarding and Young Athlete Welfare Policy

The purpose of the ESAA Safeguarding and Young Athlete Welfare Policy is to promote and ensure the well-being of those children and children taking activities that come under the auspices of the English Schools Athletics Association. The guidance will also ensure that County Schools' Athletics Associations:

- Understand their safeguarding role and responsibilities.
- Understand the procedures for responding to concerns about children's welfare.
- Are able to act on these appropriately and effectively.

## Principles

This guidance is underpinned by the following principles, which have been agreed with all stakeholders involved in its development, through an extensive consultation process:

- The welfare of the athletes and all children is paramount.
- All competitors and young volunteers, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability, have equal rights to safety and protection from harm.
- All safeguarding concerns or allegations of a child protection nature arising at Schools' Athletics events, within the sport or outside of the sport, will be taken seriously and responded to swiftly and appropriately.

## **2 ESAA Child protection Policy statement.**

The English Schools' Athletic Association is a charitable organisation run on a voluntary basis. Its main role is "the advancement of the moral and physical welfare and development of school pupils through the medium of athletics"

The English Schools' Athletic Association acknowledges its moral and legal obligation to provide a duty of care to safeguard and promote the welfare of children and is committed to ensuring its safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice along with England Athletics requirements.

The English Schools' Athletic Association acknowledges the primary responsibility for safeguarding both the athletes and the adults that accompany them rests with their schools, when competing in Cup competitions, the County Schools Athletic Associations in the case of County teams and with the ESAA in the case of selected teams.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure this, regardless of age, ability or disability, gender, race, religion or belief, sex or sexual orientation or socio-economic background. Therefore ESAA seeks to ensure that all children will;

- have a positive and enjoyable experience of sport at events under the management of the English Schools Athletic Association and other competitions in which we participate in a safe and child centred environment
- be protected from inappropriate and abusive behaviours whilst participating in these events.

The ESAA acknowledges that some children can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy The ESAA will;

- promote and prioritise the safety and well-being of children and children under the age of 18 (in our care)
- ensure that all Officials and others taking on roles for and on behalf of the ESAA understand their roles and responsibilities in respect of safeguarding
- continue to develop and update procedures in relation to incidents and disclosures that come within our jurisdiction
- ensure appropriate action is taken in the event of incidents/concerns of abuse and ensure that support is provided to the individual/s who raise or disclose concerns
- ensure that confidential, detailed and accurate records of all safeguarding and welfare concerns are maintained and securely stored
- work with all relevant agencies involved with safeguarding

The policy and procedures will be widely promoted for everyone involved in the ESAA. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### **Monitoring**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and England Athletics.
- as a result of any other significant change or event.

### 3 What is child protection?

Child Protection is part of safeguarding process, protecting individual children identified as suffering or likely to suffer significant harm. This includes the child protection procedures which detail how to respond to concerns about a child.

### 4 Safeguarding requirements for County Associations

*Keeping Children Safe in Education* (HM Government, 2021) states that safeguarding is everyone's responsibility. This document provides the overall framework on which this policy is based. The guidance highlights the need for organisations working together, to take a coordinated approach to ensure effective safeguarding arrangements, the important role played by voluntary organisations and private sector providers in the delivery of services to children and expects such organisations to put in place arrangements that reflect the importance of safeguarding and promoting the welfare of children. Working Together also highlights that both the paid and voluntary workforce need to be aware of their individual responsibilities for safeguarding and promoting the welfare of children and how they should respond to child protection concerns and make a referral to local authority children's social care or the emergency services if necessary.





## **5 Aims and Objectives**

The overall aim of this policy is to ensure that everyone participating schools' athletics in a safe, holistic and child-centred environment that supports children to meet their potential. This can only be achieved if everyone involved in the sport is fully compliant with the policy. The key objectives of the policy are as follows: -

- To ensure everyone understands their roles and responsibilities in respect of safeguarding.
- To ensure everyone who comes into contact with children is able to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and children.
- To promote positive practice and challenge poor practice.
- To ensure robust systems are understood and implemented to manage any concerns or allegations.
- To ensure everyone who is involved in a role with children have been through appropriate pre-recruitment checks, including the appropriate level criminal record checks.
- To ensure children and their parents/carers are consulted and, where appropriate, fully involved in decisions that affect them.

## **6 Responding to and reporting concerns**

It is not the responsibility of anyone working on behalf of a school or county association to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate person or the appropriate authorities.

It's important that each organisation has one or more people with specific responsibility for safeguarding. This person will:

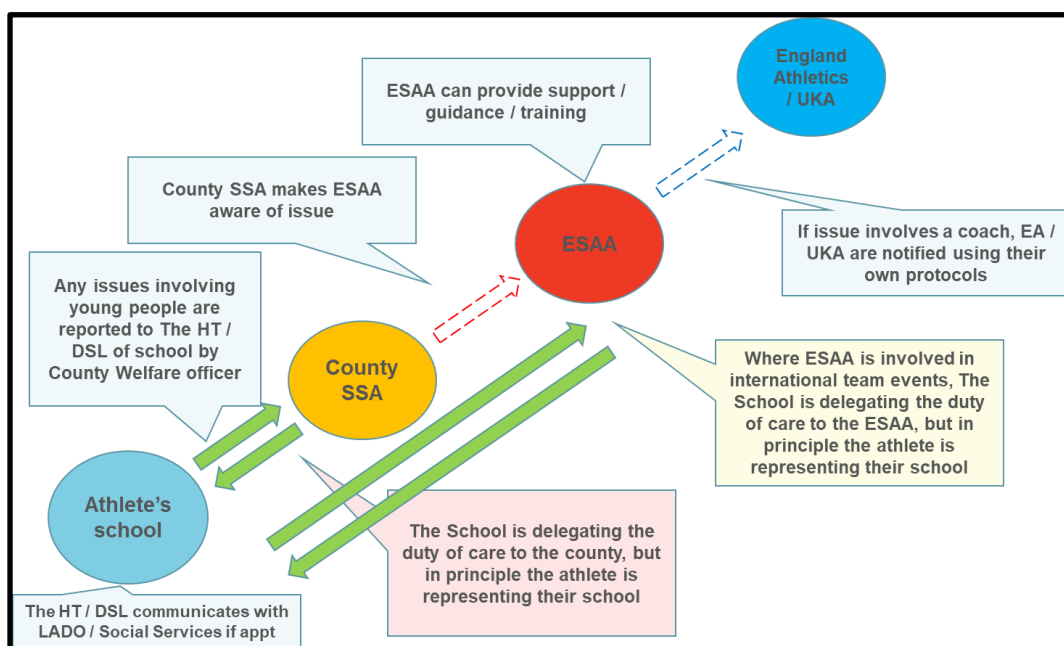
- coordinate concerns about children and children
- support those working in schools
- put safeguards in place
- act on reports of concerns

Each county association should also named officer with a designated safeguarding / welfare role. It is recommended that this person is trained as a designated safeguarding lead (level 3) in a school or educational setting.

All concerns about a child should be reported to the named safeguarding / welfare officer.

**The safeguarding / welfare officer** should inform the head teacher or the Local Authority designated Officer (LADO) who can be contacted via Children's Social Care who will follow normal Local Safeguarding Children Board (LSCB) procedures.

Where concerns are about child abuse, this may lead to a referral to children's services who may involve the police. If concerns are about poor practice, referral should be made to the ESAA welfare officer, who will liaise with England Athletics whose procedures will define the course of action to address this.



## 7 Codes of conduct

Codes of conduct for staff and volunteers, parents and guardians, and children and children should also be developed to ensure all those involved in Athletics activities are clear on what behaviour is expected and what will not be tolerated.

## 8 Safer recruitment

The majority of people who want to work or volunteer with children within sport are well motivated. Without them the ESAA and County Schools Athletics Associations, and indeed the sport could not operate.

Unfortunately, some individuals are not appropriate to work with children and children. It is therefore essential that county associations have effective recruitment and selection procedures for staff and volunteers to help screen out and discourage those who are not suitable.

The **Disclosure and Barring Service (DBS)**, which replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA), helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

### Safer recruitment checklist

Key parts of a safe-recruitment procedure could include:

- writing a clear job or role description (what tasks will be involved)
- also writing a person specification (what experience or attributes a supervisor or team manager needs in order to carry out the role)
- Formally advertising for the posts or roles.
- using an application form to gather relevant information about each applicant

- requiring specific written references or testimonials
- for eligible posts, undertaking a criminal records check:
  - Disclosure and Barring Service (DBS) – England and Wales
- risk assessment of any concerning information
- verifying qualifications and experience
- recording recruitment decision
- induction to the role (including safeguarding policies and procedures, safeguarding training, sign up to Code of Conduct)
- probationary period

The ESAA recognises that although it may not be practical to include all these steps in a recruitment process, County associations are strongly recommended to be robust in building in as many elements as you can when recruiting personnel to support athletics activity.

## **9 Supervision, support and training**

Once recruited, all staff and volunteers should be well informed, trained, supervised and supported to ensure that they effectively safeguard children and know how to respond to any concerns.

The county association should ensure that training and resources are available to encourage the development of staff and volunteers. This should include:

- an induction to the role and the association
- ongoing support and monitoring

The NSPCC have introduced a new 'online' safeguarding course for all adults working with children in sport settings, to ensure they have the essential skills they need in this area. The

ESAA recommends that this training is a minimum requirement for volunteers supporting county associations, who are not employed in schools and educational settings.

There is an assumption that school employees will have undergone regular training in child protection and safeguarding.

The training will help ensure all children, children and adults at risk within the sport are protected, as well as giving coaches increased skills to ensure that they have good practice in place and deal with safeguarding situations that do arise. The NSPCC's Child protection in sport elearning course will help you to gain an understanding of everyone's role in protecting children from abuse or harm and what to do when concerns arise.

The course and information are available at

<https://learning.nspcc.org.uk/training/introductory/child-protection-in-sport-online-course/>

## **10 Records retention and storage guidelines**

As part of its safeguarding policy and procedures, every county Association must have clear guidelines for the retention, storage and destruction of data and personal information relating to children.

### **Guiding principles of records management**

- According to Data Protection principles, records containing personal information should be: adequate, relevant and not excessive for the purpose(s) for which they are held
- accurate and up to date
- only kept for as long as is necessary (Information Commissioner's Office, 2019).
- The introduction of the General Data Protection Regulation (GDPR) in 2018 does not change the way
- child protection records should be stored and retained.

**The County Association must:**

- know the reason why you're keeping records about children and/or adults
- assess how long you need to keep the records for
- have a plan for how and when the records will be destroyed.

**To keep personal information secure, you should:**

- compile and label files carefully
- keep files containing sensitive or confidential data secure and allow access on a 'need to know' basis
- keep a log so you can see who has accessed the confidential files, when, and the titles of the files they have used.
- If you are creating records about the children and/or adults that take part in your activities, you need to make sure they understand what records you hold, why you need to hold them and who you might share their information with.

**General Data Protection Regulations (GDPR)**

County Associations in their communication with parents & guardians should make them aware of the importance of disclosing information. This information may be essential to enable the organisers, supervising adults and team managers meet their duty of care satisfactorily, and so manage their child's participation safely.

Sensitive information should be kept secure but accessible, and understood by those who need it. Consideration should be given to how that information is carried. This might include copies of medical forms, a printed summary sheet or on an electronic device.

The law does not prevent supervising adults and county associations from carrying the necessary records.

### **Personal data:**

- Must be stored securely;
- Must be kept only if there is a clear reason for keeping it;
- Must not be kept for longer than is strictly necessary;
- Must be accurate and up to date.

Sometimes it is necessary for to share personal data with another organisation, such as the management of residential accommodation, the ESAA or emergency services.

If there is any doubt about whether it is acceptable to share personal data with another organisation, the safeguarding and wellbeing of children must take priority.

***Working Together to Safeguard Children (2018)*** allows personal data to be shared for the protection of life, even if there is no consent.

## **11 Whistleblowing**

It's important that people within the county association have the confidence to come forward to speak or act if they're unhappy with anything.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their sports organisation.

The NSPCC has a **whistleblowing advice line** to support professionals who have concerns about how child protection issues are being handled in their own or another organisation.

## **12 Complaints**

In order to ensure that you develop an open culture where children and staff feel able to express any concerns, it's important that the ESAA and county associations have procedures for dealing with complaints from a child, worker, volunteer, parent or carer. This should be linked to the organisation's complaints procedures, ensuring the provision of support and advocacy for the people involved.

## **13 Good Practice for the management of teams at ESAA events**

County Associations, and all team members (including adults and children) need to understand where their responsibilities lie.

Under the Health and Safety at Work Act 1974, an education employer has a duty to ensure, as far as is reasonably practicable:

- the health, safety and welfare of staff;
- the health and safety of students;
- the health and safety of its visitors, e.g. parents and volunteers who are involved in their activities.

For schools, the duty is owed when activities take place on and off site. It is therefore incumbent on education employers to ensure that clear and sufficient arrangements for educational visits are in place.



Although County Schools Athletic Associations are not essentially employers, they must rigorously deliver to the same standards, as they meet the duty of care delegated to them by the schools attended by young athletes in their care.

- Athletes must have documented permission from their headteacher to be at the event.
- An athlete although representing their county, is effectively representing their school.
- Although delegated to the county SSA, the duty of care remains with the school, who must be confident that the county SSA and its personnel is robust in making sure their children are safe.

The ESAA considers that county associations should plan with same level of rigor as a school teacher would when facilitating a residential educational visit.

The ESAA recommends that County Associations should be able to provide headteachers with documented assurance that;

- all preparatory work, including travel arrangements and risk assessments, are completed;
- adequate child protection measures are in place;
- the lead team manager / steward has sufficient experience and time to organise the visit;
- training needs have been considered by a competent person;
- any necessary approval has been given;
- adult to student ratios are appropriate;
- first aid provision is adequate;
- arrangements are in place for those with special educational and/or medical needs;
- appropriate insurance cover is in place;
- all consent forms have been signed;

- the team leader and nominated persons have a list of all the students and adults on the visit, the contact details of each of them and a copy of the procedure to be followed in an emergency;
- the address, telephone number and name of contact person at the venue are obtained;
- a contingency plan is in place which caters for any changes in the itinerary or for any delays.

### **Team Managers and adults with supervising responsibility**

The role of all team staff should be made clear,

They must know and agree who they are responsible to. It should be ensured that the insurance arrangements for the event and activity cover non-teachers.

### **Risk assessments**

The Management of Health and Safety at Work Regulations 1999 require employers to assess the risks of activities, introduce measures to control those risks and inform their employees of these measures. Employers must ensure that those carrying out risk assessments are competent to do so. The five steps to risk assessment involve the following:

- identifying the hazards;
- decide who might be harmed and how;
- consider what safety measures need to be implemented to reduce the risks to an acceptable level;
- record the findings;
- review the assessment at intervals.

When assessing the risks of educational visits, the following should be considered:

- the type of activity;
- the age/competence/fitness/usual standard of behaviour of the students;
- any special educational/medical needs of students;
- adult to student ratios;
- the competence/experience/qualifications of the adults;
- modes of transport, journey routes and location(s) of visits;
- emergency procedures.

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**Appendix A**

**Welfare Breach incident referral form**

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**Welfare Breach referral form**

To report a **safeguarding concern**, please complete this form and attach any other relevant information, and give to the Lead / Deputy Safeguarding Officer

<b>Your Name &amp; Contact details</b>			
<b>Your Position</b>			
<b>Participant Details</b>			
<b>Name of participant:</b>		<b>Date of Birth</b>	
<b>Participant address if known</b>			
<b>Details</b>			
<b>What has happened</b> (include as much information as possible – continue on an extra sheet of paper if required):			
<b>NB Make a clear distinction between what is fact, opinion or hearsay</b>			
Where did it happen?			
When did it happen?			
<b>Immediate Action</b>			
<b>State what immediate action was taken:</b>	<b>By Who, Date and Time:</b>		
Is this now closed? <b>YES / NO</b>			
If <b>Yes</b> , sign off the incident on Page 2. If <b>No</b> , state follow up action required on Page 2.			

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**Welfare Breach referral form****Follow Up Actions**

Follow up actions required	What follow up actions were taken	By who, date , time

Is this now closed? **YES / NO**If **YES**, sign off the incident below. If **NO**, state further follow up action required below.

Follow up actions required	What follow up actions taken	By who, date , time?

Is this now closed? **YES / NO**If **YES**, sign off the incident below. If **NO**, state further follow up action required below.**Incident Sign Off**

Name of Welfare lead	Date

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**Appendix B**

**Blank Event planning form**

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**Blank Event planning form**

<b>ESAA Competition with overnight stay.</b>	
<b>Purpose of trip</b>	
<b>When</b>	
<b>Accommodation</b>	
<b>Venue for competition</b>	
<b>Who</b>	
<b>TRAVEL ARRANGEMENTS to &lt;&lt; &gt;&gt;</b>	
<b>TRAVEL ARRANGEMENTS from &lt;&lt; &gt;&gt;</b>	
<b>RISK ASSESSMENT OF ACTIVITY</b>	
<b>First Aid</b>	
<b>Communication with parents/carers</b>	
<b>Names of team managers</b>	
<b>Kit and Equipment</b>	
<b>Competition detail</b>	
<b>Emergency contact</b> <b>Consent forms</b> <b>Medical forms</b> <b>Code of conduct</b>	
<b>Safeguarding arrangements</b>  <b>Supervision</b>	
Room lists in hotel	
Arrival at hotel	

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**Appendix C**

**County Athletics Association**

**Safeguarding policy template**

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## **A Sample Child Protection Policy for County Association**

(This has been produced by the Child Protection in Sport Unit (CPSU).

Their website [www.thecpsu.org.uk](http://www.thecpsu.org.uk) contains further information and advice for organisations working with children in sports settings

### **Introduction**

All sporting organisations which make provision for children and children must ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer

### **Policy Statement**

(*County Schools Athletics Association*) has a duty of care to safeguard all children involved in (*County Schools Athletics Association*) from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. (*County Schools Athletics Association*) will ensure the safety and protection of all children involved in (*County Schools Athletics Association*) through adherence to the Child Protection guidelines adopted by (*County Schools Athletics Association*).

A child is defined as a person under the age of 18 (The Children Act 1989).

### **Policy Aims**

The aim of the (*County Schools Athletics Association*) Child Protection Policy is to promote good practice:

- Providing children and children with appropriate safety and protection whilst in the care of (*County Schools Athletics Association*)
- Allowing all staff / volunteers to make informed and confident responses to specific child protection issues

### **Promoting Good Practice**

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with children and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child has been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the *County Schools Athletics Association* must work with the appropriate agencies to ensure the child receives the required support.

### **Good Practice Guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication)
- Treating all children/disabled adults equally, and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Maintaining a safe and appropriate relationship with athletes and children
- Building balanced relationships based on mutual trust which empowers children to share in the decision- making process
- Making athletics fun, enjoyable and promoting fair play
- Ensuring that if mixed teams are taken away for the day or night, they should always be accompanied by a male and female member of staff.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of children and disabled adults
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment. Keeping a written record of any injury that occurs, along with the details of any treatment given

### **Practices to be Avoided**

The following should be avoided except in emergencies.

- Avoid spending time alone with children away from others
- Avoid taking a child to an event / session or taking them home afterwards

### **Practices Never to be Sanctioned**

The following should never be sanctioned.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do for themselves

### **Incidents that Must be Reported/Recorded**

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a player
- If he/she seems distressed in any manner
- If a player misunderstands or misinterprets something you have done

### **Use of Photographic/Filming Equipment at Sporting Events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All **County Schools Athletics Associations** should be vigilant and any concerns should be reported to the (**County Schools Athletics Association**) Child Welfare Officer.

Videoing as a coaching aid: there is no intention to prevent coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is happening and give their permission, and such films should be stored safely.

## Recruitment and Training of Staff and Volunteers

(*County Schools Athletics Association*) recognises that anyone may have the potential to abuse children in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children.

Key parts of a safe-recruitment procedure could include:

- writing a clear job or role description (what tasks will be involved)
- also writing a person specification (what experience or attributes a supervisor or team manager needs in order to carry out the role)
- Formally advertising for the posts or roles.
- using an application form to gather relevant information about each applicant
- requiring specific written references or testimonials
- for eligible posts, undertaking a criminal records check:
  - Disclosure and Barring Service (DBS) – England and Wales
- risk assessment of any concerning information
- verifying qualifications and experience
- recording recruitment decision
- induction to the role (including safeguarding policies and procedures, safeguarding training, sign up to Code of Conduct)
- probationary period

(*County Schools Athletics Association*) requires:

- Non-teaching staff and volunteers to complete a recognised awareness training on child protection / safeguarding
- All supervising staff and volunteers to have undergone a DBS check
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person
- Relevant personnel to gain a national first aid training (where necessary)
- Attend update training when necessary.

### **Responding to Allegations or Suspicions**

It is not the responsibility of anyone working in (*County Schools Athletics Association*), in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

(*County Schools Athletics Association*) will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

## Action if there are Concerns

### Concerns about Poor Practice:

If, following consideration, the allegation is clearly about poor practice; the (*County Schools Athletics Association*) Child Welfare Officer (CWO) liaise with the ESAA Welfare Officer who will liaise with England Athletics whose procedures will define the course of action to address this.

If the allegation is about poor practice by the (*County Schools Athletics Association*) CWO, or if the matter has been handled inadequately and concerns remain, it should be reported to the ESAA Welfare officer who will will liaise with England Athletics whose procedures will define the course of action to address this.

- **Concerns about Suspected Abuse**

Any suspicion that a child has been a victim of abuse by either a member of staff or a volunteer should be reported to the (*County Schools Athletics Association*) CWO, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. The official breach of welfare referral form should be used for this purpose.

The *County Schools Athletics Association* Child Welfare Officer will refer the allegation to the Headteacher/Principal of the child's school, who should work with the school's Designated Safeguarding Lead (DSL). The parents or carers of the child will be contacted as soon as possible following advice from the Local Authority Designated Officer (LAD)) and / or Social Services department.

The *County Schools Athletics Association* CWO should also notify the ESAA Welfare officer may need to deal with any media enquiries.

## Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The **County Schools Athletics Association** Child Welfare Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Headteacher of the school
- Social Services / Police
- The ESAA Welfare Officer
- The alleged abuser (and parents if the alleged abuser is a child).
- 

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

## 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 by a member of staff who is still currently working with children). Where such an allegation is made, the **County Schools Athletics Association** should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.



## **Action if Bullying is Suspected**

If bullying is suspected, the same procedure should be followed as set out in 'Responding to Allegations or Suspicions' above.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when)
- Report any concerns to the **County Schools Athletics Association** Child Welfare Officer or the school (wherever the bullying is occurring)

## **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 to the victim(s)
- Inform the bully's / bullies' parents
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim
- Provide support for the victim's coach
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families to report on progress
- Inform all organisation members of action taken
- Keep a written record of action taken

### **3. Concerns Outside the Immediate Sporting Environment (e.g. a Parent or Carer):**

Report your concerns to the **County Schools Athletics Association** Child Welfare Officer, who should contact the Child's school.

If the **County Schools Athletics Association** Child Welfare Officer is not available, the person being told of or discovering the abuse should contact Social Services or the police immediately.

Social Services and / or the Police will decide how to involve the parents/carers.

The **County Schools Athletics Association** Child Welfare Officer should also report the incident to the ESAA Welfare Officer.

Maintain confidentiality on a need-to-know basis only.

#### **Information for Social Services or the Police about Suspected Abuse**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation. Include dates, times, any special factors and other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes

### Details of witnesses to the incidents

- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded

If you are worried about sharing concerns about abuse with a senior colleague, you can contact Social Services or the Police direct (see below), or the NSPCC Child Protection Helpline on 0808 800 5000 or Childline on 0800 1111.

This Policy was formally adopted by the committee of (*County Schools Athletics Association*) on (*Date*)

It will be reviewed on an annual basis, with the next review taking place on (*Date*)

**Declaration:**

On behalf of (*County Schools Athletics Association*), we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed:

Name:

Position within (*County Schools Athletics Association*):

Date:

Signed:

Name:

Position within (*County Schools Athletics Association*):

Date:

N.B. It is recommended that one of the signatories is the Child Welfare Officer and one is the Chairperson.

**Appendix D**  
**Implementing a safeguarding policy – Action Plan**

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**Implementing a Child Protection Policy**  
**An Action Plan for County Associations**

Action	Who	When	✓
Inform your County Association affiliated schools the fact that you will be implementing a Child Protection Policy across the association			
<p>Produce a Child Protection Policy for your County SAA.            You should use the ESAA Policy as a point of reference            A sample Policy, developed by the Child Protection in Sport Unit (CPSU) is shared in Appendix C of ESAA Guidance.</p> <p><i>Standard Policies such as the CPSU one can be adapted to meet the individual needs of the County SSA, and the ESAA advise you to do this to ensure that the procedures outlined in the policy are practical to implement within your context</i></p>			
<p>Child Protection Policies should always contain:</p> <ul style="list-style-type: none"> <li>• A statement about your County SSA's commitment to Child Protection</li> <li>• Guidance on good practice / practices to be avoided</li> <li>• Information about procedures for recruiting Team managers / volunteers</li> <li>• Procedures for dealing with concerns about poor practice or suspected abuse within the sport</li> <li>• Procedures for dealing with concerns about suspected abuse outside of the athletics arena</li> </ul>			
Produce a Code of Conduct for Team Managers & Volunteers			
Produce a Code of Conduct for Parents / Carers			
Produce a Code of Conduct for Children			
Produce a Role Description for a County SAA Child Welfare Officer			
Present your Child Protection Policy and Codes of Conduct to the County SSA committee and gain approval to implement them			

Identify someone to take on the role of Child Welfare Officer (CWO). Depending on the size of your county SSA, you may feel it appropriate to have more than one officer			
Give the CWO a copy of their Role Description			
Share Child Protection / Safeguarding Policy and Codes of Conduct in correspondence with Affiliated schools, and on County SAA website.			
Share Child Protection / Safeguarding Policy and Codes of Conduct with ESAA			
Use the Recruitment Procedures outlined in the Child Protection Policy when recruiting new Team Managers and Volunteers			
Review the Policy on an annual basis, to ensure that the procedures are working effectively across the County SSA. This should be done by Executive Committee and the CWO			



**Appendix E**  
**Example of Photography and filming policy statement**

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## The purpose and scope of this policy statement

[County SAA] works with children and families as part of its activities. These include:

[insert brief outline of what your organisation does with children and families].

The purpose of this policy statement is to:

- protect children and young people who take part in [County SAA]'s services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people

This policy statement applies to all staff, volunteers and other adults associated with [County SAA].

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England/Northern Ireland/Scotland/Wales [select the relevant nation]. Summaries of key legislation and guidance is available on:

- online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- child protection [learning.nspcc.org.uk/child-protection-system](https://learning.nspcc.org.uk/child-protection-system)

### We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

### We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation

- the welfare of the children and young people taking part in our activities is paramount children, their parents and carers have a right to decide whether their images are taken and awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

More information about this is available from

[learning.nspcc.org.uk/researchresources/briefings/photography-sharing-images-guidance](https://learning.nspcc.org.uk/researchresources/briefings/photography-sharing-images-guidance).

## **We will seek to keep children and young people safe by:**

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by:
  - only using images of children in appropriate clothing (including safety wear if necessary)

- avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity.
- We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

## Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers and children that they need to give consent for [name of group/organisation] to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them [delete as appropriate]
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

## Photography and/or filming for [County SAA]'s use

We recognise that our group leaders may use photography and filming as an aid in activities such as coaching. However, this should only be done with [County SAA]'s permission and using our equipment.

Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent. If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and
- ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

## Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by [County SAA]) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

[County SAA] will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If [County SAA] is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

## Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of \_\_\_\_\_ (number of months/years).

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

[County SAA] does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the [group/organisation] should be used.

*[Organisations that store and use photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information. Further guidance can be found on the Information Commissioner's Office website at [ico.org.uk](http://ico.org.uk)]*

## Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection.
- Procedures for responding to concerns about a child or young person's wellbeing.
- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse.

More information about what these policies and procedures should include is available from [learning.nspcc.org.uk/safeguarding-child-protection](http://learning.nspcc.org.uk/safeguarding-child-protection).

## Contact details

### Senior lead for safeguarding and child protection

Name: \_\_\_\_\_

Phone/email: \_\_\_\_\_

We are committed to reviewing our policy and good practice **annually**.

This policy was implemented on: .....(date)

This policy was last reviewed on: .....(date)

Signed: .....

[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].

Date: ..... |