



Policy & Procedures for Safeguarding & Protecting Children

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Foreword

Coventry Solihull & Warwickshire Sport (CSW Sport) aims to provide clear guidelines to, as well as, ensure the safe, equitable and enjoyable participation of all coaching activities delivered and provided by CSW Sport, its coaching staff, development staff and all agents of the partnership.

The well-being of all the young people who engage in any coaching activity provided by CSW Sport is of paramount importance and central to the partnerships coaching activity. This policy sets out standards that recognise the rights, dignity and self-worth of every young participant and that the delivery of its coaching activities both endorses and respects these rights throughout the delivery system.

Sport, the participation of, and the delivery of, is a powerful force in addressing individual development of health, self-worth, motivation and well-being. It can also support much wider issues such as regeneration, reduction of crime and social inclusion. The delivery of sport, sports coaching, leading officiating, voluntary or paid, is, and must then be seen as, a very important part of the successful delivery of sport with the emphasis being placed on the coach, official or people delivering. The coach or trusted adult is a very influential position and the recruitment to this position must be undertaken with great care in order to safeguard the young people we work with.

The reality of this is that abuse, in many forms, does take place within sport and in some cases coaches and other trusted adults have been convicted.

Coventry Solihull & Warwickshire Sport is a County Sports Partnership and is committed to providing a safe, equitable and friendly environment in which the hearts and minds of all young people can be engaged through physical activity and sport.

CSW Sport is a representative organisation of the geographical areas of Coventry, Solihull and Warwickshire. It is made up of the following local authorities:

- Coventry CC
- North Warwickshire BC
- Nuneaton and Bedworth BC
- Rugby BC
- Solihull MBC Stratford
- on Avon DC
- Warwick DC

The partnership is supported by Sport England, sports coach UK and the advisory support of NSPCC Child Protection in Sport Unit and the regional structure of sports coach UK is welcomed and endorsed throughout this policy.

Coventry Solihull & Warwickshire Sport - Strategic Safeguarding Statement

Coventry Solihull & Warwickshire Sport is committed to promoting the safety and welfare of children and young people engaged in sporting activities across Coventry, Solihull and Warwickshire. It aims to contribute to safeguarding children and young people by:

- Meeting the requirements of the Standards for Safeguarding and Protecting Children in Sport (CPSU, 2002) and undertaking an annual self-assessment, with production of a yearly Action Plan.
- Implementing and demonstrating best safeguarding practice when staff, volunteers or others are providing services, activities and programmes for children and other young people.
- Working with partners to establish and implement agreed, consistent minimum safeguarding standards for sporting activities across Coventry, Solihull and Warwickshire.
- Requiring those individuals or organisations that are funded or commissioned to provide any service for children and young people, to effectively address safeguarding requirements.
- Maximising its influence to promote safeguarding practice and principles within its wider partnership roles and relationships.

The Executive Board endorse these aims; support CSW Sport in this work, and the development of a partnership implementation plan.

Jennifer Powell

Executive Board

CSW Sport

August 2015

1.0 Policy Statement

1.1 Responsibilities

Coventry Solihull & Warwickshire Sport will:

- Accept the moral and legal responsibility to provide a duty of care for young people accessing its activities and implement procedures to safeguard their well-being and protect them from abuse.
- Respect and promote the rights, wishes, self-worth and feelings of all young people accessing sport through Coventry Solihull & Warwickshire Sport as well as the wider participation through partnership events.
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations.
- Require employees and volunteers to adopt and abide by the Coventry Solihull & Warwickshire Sport Code of Ethics and Conduct and this Policy and Procedures for Safeguarding and Protecting Children in Sport.
- Respond to any allegations appropriately and implement the appropriate disciplinary policies and procedures.

1.2 Principles

The guidance given in this policy and procedure is based on the following principles:

- The welfare of young people, (the Children Act 1989 defines a young person as under 18 years of age) and vulnerable adults are the primary concern.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998.

1.3 Working Together

The framework for the child protection in England and Wales, and the roles and responsibilities of statutory and voluntary agencies is outlined in *Working Together to Safeguard Children (HM Government 2015)*.

1.4 Communication

A key principle underpinning *Working Together to Safeguard Children* is working in partnership with parents, carers and all others with responsibility for safeguarding children and young people. In order to promote the safeguarding and protecting policies and procedures it is important to communicate these as widely as possible. Sporting organisations should ensure that information is available from a range of sources.

2.0 Recruitment, Employment and Deployment of Staff and Volunteers

2.1 Introduction

CSW Sport shall ensure all reasonable steps are taken to prevent unsuitable people from working and delivering sports coaching on all associated activities, throughout the Coventry, Solihull and Warwickshire area. The steps shall be applied to both paid and unpaid staff, employed full-time or part-time.

2.2 Pre-recruitment checks

The following pre-recruitment checks should always be carried out:

2.2.1 Advertising

If any form of advertising is used to recruit staff, it should reflect the:

- Aims of the organisation and where appropriate, the particular programme involved responsibilities of the role
- Level of experience or qualifications required, (e.g. experience of working with children is an advantage)
- The organisation's open and positive stance on safeguarding and protecting children and young people
- The use of Disclosure and Barring Service (DBS) Application Forms in the recruitment and selection process
- Protection of all young people participating on all the partnerships activities

2.2.2 Pre-Application Information

Pre-application information sent to interested or potential applicants should contain:

- A job description including roles and responsibilities
- A person specification (e.g. stating qualifications or experience required)
- An application form

2.2.3 Applications

All applicants whether for a paid or voluntary, full or part-time positions should complete an application and a Disclosure and Barring Service (DBS) Application Form which should elicit the following information:

- Name, address and National Insurance number, to confirm identity and the right to work
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport which confirms experience and identify any gaps
- Any criminal record
- Whether the applicants are known to any children's services as being an actual or potential risk to children or young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
- The names of at least two people, (not relatives), willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people, (previous employer)
- Any former involvement in sport
- The applicant's consent to completing a DBS Application Form
- The applicant's consent to abide by CSW Sport Code of Ethics and Code of Conduct, (**Appendix 1**) appropriate to the position sought, (e.g. coach, official etc.)
- Failure to disclose information or subsequent failure to conform to the Code of Ethics and Conduct will result in disciplinary action and possible dismissal.

2.3 Checks and References

All coaches, volunteers and officials working or supporting delivery of the partnerships activities must complete a DBS Application Form prior to the commencement of work, where it is appropriately required, in line with DBS recommendations and definitions.

A minimum of two written references should be taken up and at least one should be associated with former work with young people. If applicant has no experience of

working with young people, training is strongly recommended. Written references should always be followed up and confirmed by telephone but should be in written format first.

2.4 Interview and Induction

All coaches, volunteers and officials undertaking work for the partnership shall have an informal interview prior to the commencement of work.

All staff, paid or voluntary, will undergo a formal induction in which:

- Their qualifications are substantiated
- Their training needs/aspirations are identified
- They sign up to the CSW Sport “Code of Ethics and Conduct”
- The expectations, roles and responsibilities of the job are clarified, (e.g. through a formal or informal induction programme
- The Policy and Procedures for Safeguarding and Protecting Children in Sport are explained and training needs established

2.5 Training

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

2.5.1 Coaching

All coaching staff working for the partnership must be up to date or receive training in the following areas:

- **Safeguarding and Protecting Children** (e.g. sports coach UK - **Safeguarding and Protecting Children in Sport**)
- **First Aid** (e.g. Appointed Persons Emergency Aid Course)
- **Equity** (e.g. sport coach UK - Equity in your Coaching)
- **Coaching Disabled People** (e.g. sports coach UK - How to coach Disabled People in Sport)

2.6 Monitoring and Appraisal

The position is subject to a three-month probationary period within which time the effectiveness of the delivery, performance and suitability for the post shall be monitored by CSW Sport. A report shall be completed by both the coach and the manager and retained on file by the employing body. The host local authority for CSW Sport is Coventry City Council.

The post will receive a six-month review/update interview with the manager once again to review progress of delivery but also to highlight any concerns regarding the coaching activity, well-being of the young people, poor practice or concerns around safety, either by the coach, young people or third parties. The manager will provide relevant information should they wish to report concerns/complaints.

2.7 Complaints Procedure

CSW Sport shall manage complaints against an employee in accordance with procedures for the employing body. The host local authority for CSW Sport is Coventry City Council. The host local authority has procedures for in place for managing discipline and complaints against employees.

3.0 Promoting Good Practice with Young people

3.1 Introduction

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 any 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 young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported to the National Governing Body (NGB) of sport (**Appendix 2**) or in line with the CSW Sport “A Quick Guide to Procedures for CSW Sport” (**Appendix 3**).

3.2 Good Practice Guidelines

CSW Sport approaches the subject of good practice with the coach, volunteer, official or supervising adult in mind. All employees representing CSW Sport as part of the delivery system should demonstrate exemplary conduct within their delivery. A high level of understanding is required from all staff representing CSW Sport at all times for the wellbeing of the children and young people participating on the activities but also to protect the coach, volunteer, official or supervising adult from false allegations. The following are suggested common sense examples of how to create a positive culture and environment within the delivery of all sporting activity.

3.2.1 Good Practice Principles

Good practice in sport means:

- Always working in an open environment, e.g avoiding private or unobserved situations and encouraging an open environment i.e. no secrets
- Treating all young people/vulnerable 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 distance with performers e.g. it is not appropriate to be in an intimate relationship with a child or share a room with them
- Building balanced relationships based on mutual trust which empowers children to share in the decision making process
- Making sport fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required it should be provided openly and according to guidelines provided by the NGB. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered
- Keeping up to date with the technical skills, qualifications and insurance in sport
- It is recommended that two coaches, a head coach and an assistant coach deliver all coaching activity. This may not always be the case, head coaches are encouraged to employ the help and support of parents/carers and ensure that at no time do they work in isolation when delivering hands on, supportive techniques within the context of their sport, (e.g. the responsibility of their children whilst in the changing rooms).
- If groups have to be supervised in the changing rooms, always ensure parents/teachers/officials/supervisors or you the coach work with someone else in doing so, again avoid isolated practice.
- Ensuring that if mixed teams are taken away, they are always accompanied by a male and female member of staff, (NB: however, same gender abuse can also occur).

- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
Recognising the developmental needs and capacity of young people and vulnerable adults – avoiding excessive training or competition and not pushing them against their will
- Securing parental consent, via the Participant Registration Form (**Appendix 4**), to act in *loco parentis*, if the need arises for the administration of emergency first aid and or medical treatment
- It is the responsibility of the coach to make themselves aware of any medical circumstances or requirements of each child or young person participating on the programme, (e.g. allergies, asthma, etc).
- All accidents should be logged on the employing bodies Accident Report Form as part of the procedures. The host local authority for CSW Sport Coventry City Council and the Accident and Near Miss Incident Form should be used.

3.2.2 Poor Practice - Practice to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of a manager and/or the consent of the parent/guardian of the child or young person.

For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session:

Avoid spending excessive amounts of time alone with children away from others Avoid taking children to your home where they will be alone with you.

3.2.3 Practice Never to be sanctioned

The following should never be sanctioned:

- Engage in rough, physical or sexually provocative games, including horseplay
Share a room with a young person
- Allow or engage in any form of inappropriate touching
- Allow a young person 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 young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for young person or vulnerable adult that they can do for themselves
- Invite or allow a young person to stay with you at your home unsupervised

NB: It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and consent of the parents and the performers involved. There is a need to be responsive to a person's reactions. If a person is fully dependant on you talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities.

- Avoid taking on the responsibility for tasks you are not appropriately trained for.

If any of the following occur you should report them immediately to a manager and complete the appropriate Incident Report Form for the employing body. For Coventry City Council employees, this is the Accident and Near Miss Incident Report Form Parents should also be notified of the incident:

- If you accidentally hurt a performer/participant.
- If he/she seems distressed in any manner.
- If a performer appears to be sexually aroused by your actions.

- If a performer misunderstands or misinterprets something you have done.

3.3 Code of Ethics and Conduct

All employees, officials and volunteers shall sign up to the CSW Sport “Code of Ethics and Code of Conduct” (**Appendix 1**) shall be issued with a copy as part of the induction process.

The “Code of Ethics and Code of Conduct” encourages:

- The development of an open and positive climate in sport Poor practice to be identified
- Investigations to be carried out
- Disciplinary action to be taken, if appropriate

3.4 Guidelines for the use of Photographic Filming Equipment at Sporting Events

All unauthorised photography at any coaching activity organised, delivered or supported by CSW Sport is strictly prohibited.

All parties wishing to take pictures at any said event will have to first complete a Photography Consent Form (**Appendix 6**) and present proof of identification at time of registration, prior to the event, and on the day of the event/coaching activity identification must be worn at all times whilst in attendance at the event/coaching activity. Failure to comply with any of the regulations will result in the person in question being asked to leave the event/coaching activity and the police may be called.

3.5 Guidelines for Transporting Children and Young People

It is important to ensure all steps are taken to ensure the safe transport of children and young people. If children are to be transported by a coach the following should be considered:

Use only a reputable company providing transport with all necessary insurance. Ensure sufficient supervisors (team managers/coaches/parents) are on each coach.

All participants have a seat and seat belt regulations are adhered to.

- Parents/carers are issued with detailed information of pick up and drop off points and times.
- All supervisory staff are issued with all relevant information of passengers i.e.:

Name/contact number
Pick up/drop off point and time
Name of parent/carer to collect participant/emergency telephone contact
Participants are not left unsupervised (i.e. dropped off and parent/carer is not present).

If private cars are used for transport you should ensure parental consent has been obtained, and if the driver is undertaking this role on behalf of the club or activity (not as a parent) all relevant documentation has been seen and recorded. Official drivers should also be made aware of guidance in relation to working with children and young people. (**Appendix 5**)

3.6 Supervision of Children and Young People

Prevention is the most important aspect of supervision of children and young people. From the moment children and young people arrive at the event (or from when they are handed over by parents to be transported to the event), staff and volunteers are acting *in locoparentis* and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times, who in the team is responsible for supervision. This is particularly important where events are held on large sites and at residential venues.

For events involving children and young people, NSPCC Child Protection in Sport Unit, Briefing Paper 01/2015 is set out in the Guidelines on Staffing/Supervision Ratios for Children/Young People's Activities (**Appendix 9**)

3.7 Code of Conduct

Most NGBs and coaching organisations require staff/volunteers to sign up to their code of conduct or code of behaviour. Many also have a code of ethics. The code of conduct outlines good practice when working with children/young people. An environment which allows bullying, shouting, racism, or sexism, is not acceptable. There should be clear guidance about what behaviour is inappropriate in a relationship between adults and young people. Specific guidance should be given where personal or intimate care tasks are carried out; for example with very young or disabled children.

4.0 Recognition of Poor Practice, Abuse and Bullying

4.1 Introduction

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers within sport, whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone, (an adult or another child), towards a young person. CSW Sport encourages the reporting of any concerns by staff, volunteers, children or young adults of the welfare of a child or young person. The first point of contact, if appropriate, is the coach and then following on from this the Manager should be informed of any concerns.

4.2 Poor Practice

Poor Practice includes any behaviour that contravenes the CSW Sport "Code of Ethics and Conduct", and the Policy and Procedures for Safeguarding and Protecting Children in Sport as well as the Policies and Procedures provided by the host authority, Coventry City Council or the employing body, which is constituted around the following:

Rights of the player/participant, the parent, the coach and the official etc.

Responsibilities for the welfare of the players/participants, the sport, the profession of coaching and their own development.

Respect of other players, officials and their decisions, coaches and the rules.

4.3 Abuse

Abuse can happen wherever there are young people, and young people and vulnerable adults of any age can be abused. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved in drugs or prostitution, attempt suicide or even abuse a child in the future.

4.3.1 Disabled Children

There have been a number of studies¹ which suggest children, (or adults), with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect them, or adequately communicate that abuse has occurred.²

4.3.2 Race and Racism

Children from black and minority ethnic groups, (and their parents), are likely to have experienced harassment, racial discrimination and institutional racism at some time throughout their lives. Although racism causes significant harm it is not, in itself, a category of abuse. However this may be categorised as emotional abuse, under this Policy and Procedures for Safeguarding and Protecting Children in Sport. CSW Sport has a policy of equal opportunity delivery and encourages the equal and fair participation of all.

4.3.3 LGBT Children and Young People

Many sports organisations already work with a wide range of children and young people from different backgrounds and with different needs. Effectively meeting the needs of LGBT young people should be an element of this.

Considering the issues below and applying good practice will allow LGBT young people to feel safe and supported in and by the services they use:

- the organisation treats everyone with respect and fully implements equal opportunities, tackling homophobia and transphobia in the same way as racism, sexism and other forms of discrimination
- **anti-bullying policies** take into account LGBT issues and are visible within the group setting
- the images the organisation presents and displays reflect LGBT diversity
- practices are open and inclusive
- do not automatically assume that everyone is heterosexual or with their assigned birth gender
- mainstream services are available to everyone
- positive action is taken to attract a representative group of young people to attend
- the service undertakes sensitive monitoring of sexuality
- staff have LGBT awareness training and understand the needs and vulnerabilities that LGBT young people have
- staff teams reflect the diversity in the community in terms of sexuality as well as race, gender, religion, ability, age, etc
- there is knowledge within the organisation about the range of LGBT facilities and resources available – both nationally and in the local community

4.3.3 Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Adults or other children can abuse children. There is growing evidence to suggest that peer abuse is an increasing concern for young people:

- **Neglect** – where adults fail to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, (e.g. failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give a child love, affection and attention. Neglect in sport could also include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.
- **Physical Abuse** – where someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting or scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm 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, e.g. factitious illness by proxy or Munchausen's syndrome by proxy. Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body; where drugs are used to enhance performance or delay puberty.
- **Sexual Abuse** – where girls and boys are abused by adults or other children, (both male and female), who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material, (books, videos, pictures), is also a form of sexual abuse. In sport, coaching techniques, which involve physical contact with children, could potentially create situations where sexual abuse may go unnoticed. The power of a coach over a young performer, if misused, may also lead to abusive situations developing.

- **Emotional Abuse** – is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or 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 children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a child. Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

There is a growing awareness that children, who live in extreme poverty, are socially excluded, live with domestic violence or where alcoholism or mental health problems exist, may be at greater risk of long term emotional abuse. CSW Sport recognises that a larger portion of its coaching activity is delivered in socially disadvantaged areas and so encourages a greater awareness of the participants with which its staff engage.

The above definitions are adapted from the HM Government (2015) *Working Together to Safeguard Children*.

4.3.4 Indicators of Abuse

Indications that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injury
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her. Someone else, (a child or adult), expresses concern about the welfare of another child.
- Unexplained changes in behaviour, (e.g. becoming very quiet, withdrawn or displaying sudden outburst of temper).
- Inappropriate sexual behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty making friends.
- Is prevented from socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite. Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is **not proof** that abuse is actually taking place. It is not the responsibility of those delivering on CSW Sport activity or acting as agents for CSW Sport to decide whether abuse is actually occurring but it is their responsibility to act on any concerns within the parameters of the appropriate policies and procedures.

4.4 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are physical, (e.g. hitting, kicking, theft), Verbal, (e.g. racist or homophobic remarks, threats, name calling) and emotional, (e.g. isolating an individual from activities and social acceptance of the peer group).

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

Girls and boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools³ research shows it can and does occur anywhere where there is inadequate supervision - on the way to and from school, at a sporting event, in the playground and changing rooms.

Bullies come from all walks of life; they bully for a variety of different reasons and may even have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.⁴

The competitive nature of sport makes it an ideal environment for the bully.

The bully in sport can be:

- A parent who pushes too hard
- A coach who adopts a win-at-all cost philosophy
- A player, coach or team who intimidates inappropriately
- An official who places unfair pressure on a person

Bullying can include:

- Verbal: e.g. name calling, constant teasing, sarcasm, racist or homophobic remarks
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring.
- Sexual: e.g. unwanted physical contact or abusive comments
- Physical: e.g. hitting, kicking or theft.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and vulnerable adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm, (including self-harm).

There are a number of signs that may indicate that a young person or disabled adult is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, and tearful, emotionally up and down, reluctance to go to school, training or sports club.
- A drop off in performance at school or standard of play.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothing and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

³ Tackling Bullying, Listening to the views of Children and Young People, 2003, Institute of Education. ⁴ The BBC Education publication (1994) also indicates that bullies are four times more likely to become criminals.

5.0 Responding to Disclosure, Suspicions and Allegations

5.1 Introduction

False allegations of abuse do occur. However, they are rare, and if a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, it is your responsibility to react immediately. People working in sport are well placed to recognise or receive concerns relating to the welfare of children and young people. CSW Sport have a responsibility to respond to these concerns whether this relates to a child's home or family situation, community or concerns arising from their involvement in sport.

5.2 Responding to concerns about possible child abuse within the home, family or community

The primary responsibility of the sports organisation is to ensure the concerns and any relevant information is passed to the police or the relevant children's service for Coventry, Solihull and Warwickshire. These organisations have a statutory responsibility to make enquiries to establish if a child is at risk of harm.

5.2.1 Actions to Take

The person receiving the information should ensure they are aware of their governing body guidance and pass the information to the relevant designated person with responsibility for child protection. If that person is not available, the information should be passed directly to the statutory organisation. Remember delay may place a child at further risk.

Complete an Incident Record Form (**Appendix 7**)

Send a copy and any other written information to a statutory organisation within **24 hours** and to the NGB where appropriate.

5.3 Responding to Disclosure

5.3.1 Actions to Take

The person/coach receiving the information concerning disclosure should:

- React calmly so as not to frighten the child
- Tell the child he/she is not to blame and that he/she was right to tell
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by the child who has a speech disability and/or differences in language
- Keep questions to the absolute minimum to ensure a clear accurate understanding of what has been said
- Reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Make a full record of what had been said, heard and/or seen as soon as possible

NB: it may not be that all young or disabled performers are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young/adult disabled performer, record what has been observed in detail and follow the procedures as laid out as below.

5.3.2 Actions to Avoid

The person receiving the disclosure should not:

- Panic
- Allow their shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
Approach the alleged abuser
- Make promises or agree to keep secrets

5.4 Responding to Suspicions

It is not the responsibility of anyone working under the auspices of sport in a paid or voluntary capacity, or those working under the banner of CSW Sport to take responsibility or decide whether or not child abuse is taking place.

However, there is a responsibility to protect children in order that appropriate agencies can then make enquires and take any necessary action to protect the young person

5.4.1 Children and Young People Services and Local Safeguarding Children Boards

Children and Young People Services (through Local Safeguarding Children Boards) have a statutory duty under the Children Act 2004, Every Child Matters, Working Together to Safeguard Children national strategy to ensure the welfare of children and work with other

agencies to comply with procedures. When a child protection referral is made, these staff have a legal responsibility to investigate. This may involve talking to the child and family, gathering information from other people who know the child. Enquires may be carried jointly with the police. If action needs to be taken urgently and out of hours, then the police will deal with the enquiry sensitively and effectively. Local authorities will need to link in closely with their respective Local Safeguarding Children Boards and cross-reference the guidance produced by the Local Safeguarding Children Board's Inter Agency Procedures. Across CSW Sport there are three Local Safeguarding Children's Boards; Coventry, Solihull and Warwickshire. Contact details are available on the CSW Sport website www.cswwsport.org.uk.

5.4.2 Sharing Concerns with Parents

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

5.4.3 When it is not appropriate to share Concerns with Parents

There are circumstances where a young person may be placed at even greater risk if concerns are shared, (e.g. where a parent/carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicions, allegations or incident of abuse must be reported to a manager as soon as possible and recorded. Advice and guidance should be sought from the relevant Children and Young People Service across Coventry, Solihull and Warwickshire with respect to consulting with parents.

5.4.4 Designated Officer/s

The Business Partnership Manager for CSW Sport is the designated Child Protection Officer for the reporting of all incidents, allegations and suspicions and is the first point of call for coaches, development staff, administrators and any other person working under the CSW Sport banner. Role/Job Description for the Coventry Solihull & Warwickshire Sport (CSW Sport) Lead Child Protection Officer is shown in (**Appendix 8**).

In the absence of the Business Partnership Manager, the Partnership Director should be informed of any incidents, allegations or suspicions.

It is the responsibility of the designated person to contact the relevant Children and Young People Service across Coventry, Solihull and Warwickshire. If the person in charge is not available or the concern is about the person in charge, the person/coach with concerns or being informed of them should immediately contact the Children and Young People Service across Coventry, Solihull and Warwickshire or relevant local police service. Contact details can be found at www.cswwsport.org.uk, local authority or local police service websites as well as in the local phone directory. The Local Safeguarding Children's Boards, together with the designated person, where appropriate, will decide how and when parents or carers will be informed.

Any incidents should also be referred to the NGB (**Appendix 3**).

5.4.5 Expert Advice

If you are not sure what to do, you can obtain advice by telephoning the relevant Children and Young People Service and speak to the duty social worker, or call the **NSPCC 24-hour free phone Helpline on 0808 800 5000**. The police also have specially trained child protection teams who will give guidance and support.

5.4.6 Records and Information

Information passed to the relevant Children and Young People Service or the police must be as helpful as possible, hence the necessity for making a detailed Incident Record Form (**Appendix 7**) at the time of the disclosure/concern. Information should include the

following:

- The nature of the allegation
- A description of any visible bruising or other injuries
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Witnesses to the incident(s).
- Any times, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay

Reporting the matter to the police or relevant Children and Young People Service should not be delayed by attempts to gain more information. Wherever possible, referrals telephoned to the relevant Children and Young People Service should be confirmed in writing within **24 hours**. A record should also be made of the name and designation of the relevant Children and Young People Service or the Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.

- A copy of this information should be sent to the NGB.

5.5 Allegations against Staff or Volunteers

This includes anyone working with children in a paid or voluntary capacity for CSW Sport on its coaching activities, sports festivals, tournament days and any over activity organised, promoted or endorsed by the partnership. Child Abuse can and does take place outside of the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings, (e.g. sport or other social activities). Recent inquiries indicate that abuse that takes place within a public setting, is rarely a one-off event, it is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action be taken. It is important that any concerns for the welfare of the child, arising from abuse or harassment by a member of staff or volunteer, should be reported immediately.

5.5.1 Seek Advice

On occasion the designated person may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or not and therefore is unclear about what action to take. There may be circumstances where the allegations are about poor practice rather than abuse but those responsible should always consult a manager and gain advice from the relevant Children and Young People Service, Police or the NSPCC if there is any doubt. This is because it may be just one of a series of other instances which together cause concern.

5.5.2 Support for the Reporter of the Suspected Abuse

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

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

5.5.3 Types of Investigation

Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation:

- Criminal
- Child Protection
- Disciplinary or Misconduct

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

The results of the Police and relevant Children and Young People Service investigation may well influence what action CSW Sport takes with regards to disciplinary investigations, however, this may not always be the case.

Further information on the potential actions of the relevant Children and Young People Service etc. may be found in the Inter Agency Procedures agreed with the relevant Local Safeguarding Children Board guidelines.

Complaints of abuse should be responded to and investigated within a 28 day timescales, where possible, however it is acknowledged that complaints of child abuse can take longer.

5.5.4 Actions if there are Concerns

The following action should be taken if there are any concerns:

Whistle-blowing

“Whistle-blowing” is an early warning system about revealing and raising concerns over misconduct or malpractice within an organisation. Any adult or young person concerns about a colleague can use “whistle-blowing” by contacting the lead officer for CSW Sport or alternatively by contacting the relevant Children and Young People Service or their local Police. Contact details in **Appendix 2**.

Poor Practice

If, following consideration, the allegation is clearly about poor practice; the designated person will deal with it as a misconduct issue and follow the procedural guidelines of the host authority, Coventry City Council or that of the employing body.

If the allegation is poor practice by the designated person, or the matter has been handled inadequately and concerns remain, it should be referred to the relevant manager to deal with the allegation and whether or not to initiate disciplinary proceedings.

If the incident of poor practice is suspicious, all details should be recorded and reported to the relevant manager to action.

Suspected Abuse

- Any suspicion that a child has been abused by either a member of staff or volunteer should be reported to the designated person, 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 designated person will refer the allegation to the relevant Children and Young People Service who may involve the Police, or go directly to the Police if out-of hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the relevant Children and Young People Service.
- The designated person should also notify the NGB, their manager, as well as the CSW Sport Partnership Director who will decide who and how to deal with any media enquiries.

If the designated person is the subject of the suspicion/allegation, the report must be made directly to the CSW Sport Partnership Director who is then responsible for taking the action outlined above.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should always be handled and disseminated on a *need to know basis* only.

This includes the following people:

- The designated person in charge.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- The relevant Children and Young People Service or Police
- Designated officers within the NGB.
- The alleged abuser (and parents if the alleged abuser is a child).*

*Seek advice on who should approach alleged abuser. 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).

Internal Enquires and Suspension

CSW Sport can and will make immediate decisions on whether or not any individual accused of abuse should be temporarily suspended from duty. All decisions will be based on the procedures laid down by the host authority, Coventry City Council or the relevant employing body.

Irrespective of the findings of the relevant Children and Young People Service or Police enquiries, CSW Sport will assess all individual cases under its misconduct/disciplinary procedures, to decide whether or not a member of staff can be reinstated and how this can be sensitively handled with other staff or volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, CSW Sport will make an informed decision based on available information that could suggest, on a balance probability, it is more likely than not that the allegation is true. The welfare of all young adults participating on all coaching activities delivered by CSW Sport is and will always remain paramount.

Support to Deal with the Aftermath

- Consideration should be given to what support may be appropriate to children, parents and members of staff. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.
- Consideration should be given to what support is available to the alleged perpetrator of the abuse.

5.6 Allegations of Previous Abuse

Allegations of abuse may be made some time after the event, (e.g. an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, CSW Sport will employ the procedures outlined within this document and report the matter to relevant Children and Young People Service or the Police. This is because other children, either within or outside sport, may be at risk from the person. Anyone who has previous convictions for the offences related to abuse is automatically excluded from the delivery of any coaching activity or related activity where children and/or young adults are the participants. This is reinforced by the Children Act 2004.

5.7 Action if Bullying is suspected

The same procedure should be followed as in 5.3 if bullying is suspected or alleged. The designated officer will follow the guidelines of the bullying procedure as outlined within the host authorities or employing body guidelines on bullying.

5.7.1 Action to Help the Victim and Prevent Bullying in Sport:

- Take all signs of bullying seriously.
- Encourage all children to speak and share concerns. Help victim to speak out and tell the coach/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 anyone else.
- Keep records of what is said, (what happened, by whom, when).
- Report any concerns to the designated officer, sports specific officer or the coach development officer or to the club or school you are working with.

5.7.2 Action Towards the Bully(ies)

The Coach or person in charge should:

- 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 parents.
- Insist on the return of borrowed items and that the bully(ies) compensate the victim.
- The designated officer or the sports specific officer will give support to the coach of the victim.
- 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 all action taken.

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Codes of Conduct examples

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- **Staff and Volunteers**
- **Parents and Carers**

E-Safety & Managing Challenging Behaviour

Safeguarding the Elite Young Athlete

Safeguarding & inclusion of Deaf & Disabled Children

Away Trips and Hosting

Glossary of Terms



Code of Ethics and Conduct for Adults working with Children and Young People

Sport helps the development of children and young people through improving their performance. This is achieved by:

- Identifying and meeting the needs of all children and young people.
- Improving the performance through a progressive programme of safe, guided practice, measured and performance and/or competition.
- Creating an environment in which children and young people are motivated to maintain participation and improve performance.

All adults should comply with the principles of good ethical practice listed below:

- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Must place the well-being and safety of the participant above the development and performance.
- Follow guidelines laid down by the sport's governing body and hold appropriate insurance cover.
- Develop an appropriate working relationship with all participants based on mutual trust and respect.
- Never exert undue influence to obtain personal benefits or reward.
- Encourage and guide participants to accept responsibility for their own behaviour and development.
- Hold up-to-date and nationally recognised sport's governing body qualifications.
- Ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the participant.
- Clearly set out with the participant (and where appropriate with their parents or carers) exactly what is expected of them and what the participant is entitled to expect from them.
- Co-operate fully with other specialists (e.g. other coaches, officials, doctors, physiotherapists, first aiders, welfare officers etc.) in the best interest of the participant.
- Promote the positive aspects of the sport (e.g. fair play)
- Never condone rule violations or the use of prohibited substances.
- Consistently display high standards of behaviour and appearance.

Therefore when working with children and young people:

- Treat all children and young people with respect.
- Provide an example of good conduct you wish others to follow.
- Ensure that whenever possible there is more than one adult present during activities with children and young people or at least that within sight or hearing of others.
- Respect that children and young people have the right to personal privacy and encourage them to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else may misinterpret your actions, no matter how well intentioned.
- Be aware that even physical contact with a child or young person may be misinterpreted.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.

You must not:

- Have inappropriate physical or verbal contact with children or young people.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people.
- Jump to conclusions about other without checking your facts.
- Either exaggerate or trivialise child abuse issues.
- Show favouritism to any individual.
- Rely on your good name to protect you.
- Believe “It could never happen to me”
- Take a chance when common sense, policy or practice suggests another more prudent approach.

Breaches of this Code of Ethics and Conduct

The above Code of Ethics and Conduct has been developed for all adults working with children and young people. Failure to comply could mean that there is a breach of a position of trust.

CSW Sport will treat all matters of failing to comply when working in a position of trust seriously. If this is the case then the following action would take place:

- An incident report would be completed.
- The incident report would be forwarded to the CSW Sport designated Child Protection Officer.
- The CSW Sport Child Protection Officer would review the incident report and decide on how to proceed.
- This could include passing this information on to other agencies such as Children's Services, Police, Designated Officer for sport governing bodies, relevant employer or Human Resource Service for host Local Authority Coventry City Council.

Once the investigation has concluded then appropriate action will be carried out which could mean disciplinary action taken.

APPENDIX 2

Essential Contacts

NAME	PURPOSE	WEBSITE	ADDRESS	CONTACT
The NSPCC  	Most of their work is with children, young people and their families. They also seek to achieve cultural, social and political change - influencing legislation, policy, practice, attitudes and behaviours and delivering services for the benefit of young people.	www.nspcc.org.uk	Midlands and West Gloucester Office Alexandra Warehouse 4th Floor The Docks Gloucester GL1 2LG Tel: 01452 313360 Fax: 01452 424721	Helpline: 0808 800 5000 Email: help@nspcc.org.uk Fax: 020 7825 2750 - marked for the attention of the duty manager. Post: NSPCC Child Protection Helpline 42 Curtain Road London EC2A 3NH
ChildLine UK  	ChildLine is the free helpline for children and young people in the UK. Children and young people can call on 0800 1111 to talk about any problem – counsellors are always here to help you sort it	www.childline.org.uk	3rd Floor CIBA Building 146 Hagley Road Edgbaston Birmingham B16 9NX Tel: 0870 336 2917 Fax: 0870 336 2916	Telephone: 0800 1111

Disclosure & Barring Service  Disclosure & Barring Service	The DBSs aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society.	https://www.gov.uk/dbs-closure-barring-service-check/overview	DBS customer services customerservices@dbs.gsi.gov.uk DBS customer services PO Box 3961 Wootton Bassett SN4 4HF	Telephone 0300 0200 190 Monday to Friday, 8am to 6pm Saturday, 10am to 5pm
The Child Protection Unit 	The Child protection in Sport Unit (CPSU) is a partnership between the National Society for the Prevention of Cruelty to Children (NSPCC), Sport England, Sport Scotland, Sports Council for Northern Ireland and The Sports Council for Wales. The CPSU's mission is to safeguard the welfare of children and young people U18 in sport and to promote their well-being.	Child Protection Unit	NSPCC National Training Centre 3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Email to: cpsu@nspcc.org.uk

 <p>Coventry Solihull & Warwickshire Sport</p> <p>Tracy Murphy Business Partnership Manager & Lead Child Protection Officer</p>	<p>Coventry Solihull & Warwickshire Sport is committed to establishing a sustainable and integrated system for all people to benefit from Sport, Physical Activity and Active Recreation in Coventry, Solihull and Warwickshire</p>	<p>www.cswsport.org.uk</p>	<p>Riverside House Milverton Hill Leamington Spa Warwickshire CV32 5HZ</p>	<p>Telephone 01926 888500</p> <p>Mobile 07885 200479</p> <p>Email tracy.murphy@coventry.gov.uk</p>
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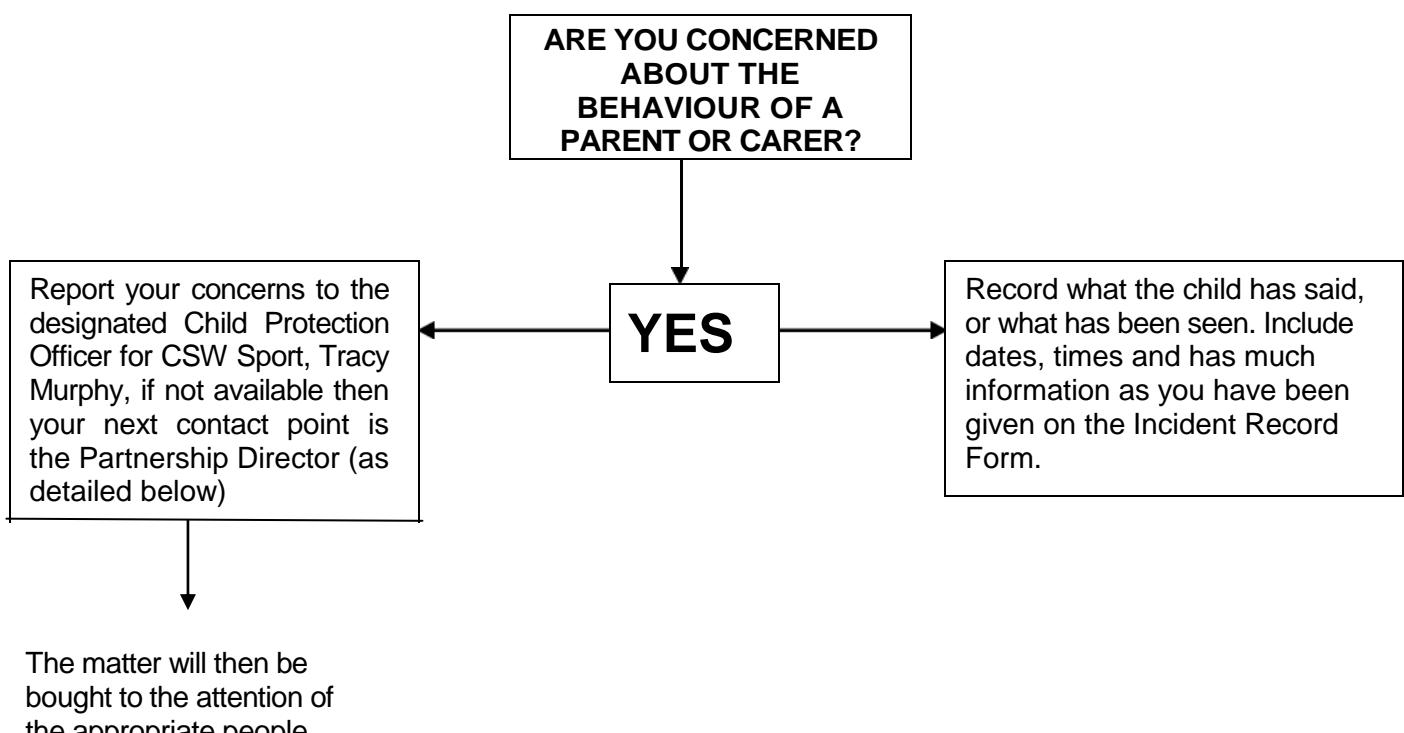
Coventry Children's Social Care		024 7678 8555 Office Hours 024 7683 2222 Out of Hours
Solihull Education & Children's Services	www.solihull.gov.uk/staysafe	0121 788 4333 Office Hours 0121 605 6060 Out of hours
Warwickshire Children's Team	www.warwickshire.gov.uk/wscb	01926 410410 Office Hours 01926 886922 Out of Hours
West Midlands Police	www.west-midlands.police.uk	Telephone: 0845 113 5000
Warwickshire Police	www.warwickshire.police.uk	Telephone: 01926 415000
Coventry City Council	www.coventry.gov.uk	Telephone: 024 7683 3333
Solihull MBC	www.solihull.gov.uk	Telephone: 0121 704 6000
Warwickshire County Council	www.warwickshire.gov.uk	Telephone: 0845 090 7000 or 01926 410410
North Warwickshire BC	www.northwarks.gov.uk	Telephone: 01827 715341
Nuneaton and Bedworth BC	www.nuneatonandbedworth.gov.uk	Telephone: 024 7637 6376
Stratford on Avon DC	www.stratford.gov.uk	Telephone: 01789 267575
Rugby BC	www.rugby.gov.uk	Telephone: 01788 533533
Warwick DC	www.warwickdc.gov.uk	Telephone: 01926 450 000

APPENDIX 3



A Quick Guide to Procedures

This guide is designed to inform the most appropriate action in relation to concerns about either a parent or carer, (e.g. outside the immediate sporting environment).



Remember:

- Maintain confidentiality on a need to know basis only.
- Ensure the designated officer follows up with the relevant Children and Young People Service.
- If the concerns are about someone who plays a role within sport e.g. coach, official or volunteer, then the designated officer will inform the relevant sports NGBs Child Protection Officer at both local and national level.

Tracy Murphy Business Partnership Manager	Telephone: 01926 888500 Mobile: 07885 200479 Email: tracy.murphy@coventry.gov.uk
Tony Costello Partnership Director	Telephone: 01926 888500 Mobile: 07885 200470 Email: tony.costello2@coventry.gov.uk

APPENDIX 4



Participant Registration Form

Name:

Address:

Postcode:

Home telephone number:

Mobile*:

Email*:

Date of Birth:

* Neither the mobile number nor the email should be that of the child this could make children vulnerable and is considered poor practice. For a child/young person these details should be those of the parent/carer.

Ethnicity

In order to help the club monitor its membership please will you tick one of the following boxes to identify your ethnic group/origin.

What is your ethnic group? – Choose ONE from A to E , then tick the appropriate box to indicate your cultural background.								
A White		B Mixed		C Asian or Asian British		D Black or Black British	E Chinese or other Ethnic Groups	
British		White & Black Caribbean		Indian		Caribbean		
Irish		White & Black African		Pakistani		African	Chinese	
		White & Asian		Bangladeshi				
Any other white background please state below		Any other mixed background please state below		Any other Asian background please state below		Any other Black background please state below	Any other, please state below	

Disability

The Disability Discrimination Act 1995 defines a disabled person as anyone with "a physical or mental impairment, which has a substantial long-term adverse effect on his or her ability to carry out normal day-to-day activities".

Do you consider yourself to have a disability? YES NO (Please circle)

If yes, what is the nature of your disability?	<input type="checkbox"/> Visual <input type="checkbox"/> Hearing <input type="checkbox"/> Physical <input type="checkbox"/> Learning	<input type="checkbox"/> Multiple <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
---	---	---

Sporting information (Please circle or tick where appropriate)

Have you played NAME OF SPORT before? Yes No

If yes, where have you played the sport (please indicate below)

- | | |
|-------------------------------------|--------------------------|
| Primary school | <input type="checkbox"/> |
| Secondary school | <input type="checkbox"/> |
| Local authority coaching session(s) | <input type="checkbox"/> |
| Club | <input type="checkbox"/> |
| County | <input type="checkbox"/> |
| Other (please specify) | <input type="checkbox"/> |

--

Medical information

Please detail below any important medical information that we should be aware of (e.g. epilepsy, asthma, diabetes etc.)

--

Emergency contact details

To be completed by the parent/carer

Please insert the information below to indicate the person(s) who should be contacted in event of an incident/accident.

Contact name e.g. parent/carer:**Emergency contact number:**

By returning this completed form, I agree to my son/daughter/child in my care taking part in the activity.

I understand that I will be kept informed of these activities . for example timing and transport details.

I understand in the event of injury or illness all reasonable steps will be taken to contact me, and to deal with that injury/illness appropriately.

Name of parent/carer:**Signature of parent/carer:****Date:**

CPSU BRIEFINGS

Guidelines on transporting children or young people in your car

Introduction

The issue of transporting children to and from their sports activities safely can present challenges for sports clubs. Many sports clubs could not operate without the good will of volunteers and parents/carers ensuring that children are transported to and returned home from events in a private car.

It is reasonable for clubs and activity organisers to place full responsibility on parents for ensuring appropriate transport arrangements are made. Where parents/carers transport their own children, or make private arrangements with other parents/carers to deliver or collect their children, they are responsible for their children's safety and for the suitability of any travel arrangements. However, where the activity deliverer, club or coach is organising transportation of its young members and asks or requires parents to transport other people's children on the club's behalf the organiser has a responsibility to take reasonable steps to safeguard these young people for whom they have a duty of care.

What are the Issues?

The CPSU encourages coaches or other volunteers/staff not to take children on journeys alone in their car. The vast majority of coaches and volunteers will help out through their genuine desire to see children or their particular sport develop. Unfortunately we must face the reality that a minority of others will join a sports club to gain access to children to harm them.

There have in the past been many opportunities within the sport setting for those who wish to harm children to isolate a particular child. Thankfully Sports Governing Bodies are reducing this possibility in most coaching sessions, but the inappropriate transport arrangements can still leave children vulnerable.

Key considerations

Best practice is clearly to avoid transporting a child alone, but we recognise that in some circumstances it is an essential part of a child's participation in training and competition. If all alternatives have been exhausted and an adult has to transport a child, there are a number of safety measures that should be put in place to minimise the risk:

- Establish the suitability of any driver. The driver like all coaches/volunteers who have unsupervised access to children in your organisation, should have agreed to a vetting check (where appropriate) and be carried out as part of wider safe recruitment procedures.
- Parents/carers should be informed of transport arrangements including the person who will be transporting their child, the reasons why and how long the journey will take.
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
- Organisations/clubs must ensure drivers representing the club have valid car insurance, MOT and driving licence prior to carrying any passengers.
- We advise the individual/driver to check with their own insurance company if they want to use their car as part of their paid/volunteer role.
- Organisations/clubs should try to ensure there is more than one child in the car.
- When transporting children after a match or training session coaches/volunteers should alternate which child is dropped off last. Ideally two children would be dropped off at an agreed point such as one of their family homes.
- The person who returns the children to the agreed point, such as family home, should be alternated; this would reduce the risk of any one individual frequently being alone with a particular child or group.

- The driver should have a point of contact and mobile phone should they break down.
- Ensure that children are aware of their rights to be safe and that they have someone to turn to or report any concerns they may have. If a culture of safety is created within the club then the child is more likely to talk to another person if they are feeling uncomfortable about a situation.
- Late collections can present clubs and coaches with particular difficulties. Parents/carers should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections.
- Clubs should have contact numbers for parents/carers and if possible be provided with an alternative contact number. Parents/carers should have a contact number for the club/coach to inform them of emergencies and possible late collections.

Children should wear seatbelts at all times. The following is guidance regarding the seat-belt law which was introduced in September 2006, for more information please visit <https://www.gov.uk/seat-beltlaw/overview>.

- Children **must** have an appropriate child restraint or seatbelt when travelling in a car or goods vehicle.
- Under 12 years old or 135cm tall must use the right type of booster chair or booster cushion
- Older children should use an adult seatbelt

Alternative transport

If taxis are used by your organisation/club, there is no child restraint available; children can travel in the back seat of taxis. Those over 3 must use the adult seatbelt.

Sometimes parents/carers may be asked to drive a minibus on behalf of the organisation/club. Passengers on minibuses will be required to wear seat belts where fitted and the driver will be responsible for making sure that children under 14 use their seatbelts. If seatbelts are fitted on a bus, passengers must use them.

The driver will be responsible for letting people know that they must use seat belts.

These are European rules so they apply in the UK, the Republic of Ireland and all countries in the European Union.

APPENDIX 6



Photographic Permission

Coventry Solihull & Warwickshire Sport (CSW Sport) recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with the CSW Sport's Safeguarding and Protecting Young People Policy, we will not permit photographs, videos or other images of young people to be taken without the consent of the parent/carer.

CSW Sport would like to take photographs and digital images of the activity*, which may include your child/young person, for promotional purposes.

These images may appear in our printed publications and promotional materials, on our website, or both in perpetuity**. To comply with the Data Protection Act 1998, we need your permission before we take any images of your child/young person.

**The images will also be stored and may be used in perpetuity on our Online Image Gallery, which is accessible only by CSW Sport employees and registered organisations that are then able to use the images for promotional purposes only.

Activity Information (To be completed by staff):

*Activity Date:	
Activity Venue:	
Activity Description:	

Consent (To be completed by Parent/Carer):

I consent/do not consent to the photographing/videoing and publication of images. I confirm that I am legally entitled to give this consent. CSW Sport can use my child/young person's image in printed and promotional publications and on the CSW Sport website.	I consent/do not consent (Please delete as appropriate)
Signed: (Parent/Carer)	
Print Name (Parent/Carer)	
Print Name (Child/Young Person)	

CSW Sport reviews the Online Image Gallery annually or as and when there is a need to remove out of date material.

APPENDIX 7



Incident Record Form

Your Name:	
Your Position:	
Your Contact Details:	
Child's Name:	Gender M/F:
Child's Address:	
Parents/carers	
Names and Address:	
Child's Ethnic Background:	
Any identified Special Needs or Disability:	
Child's Date Of Birth:	
Date and time of any incidents:	

Your Observations:

Exactly what the child said and what you said:

(Remember; do not lead the child and record actual details. Continue on a separate sheet if necessary)

Action taken so far:

Action taken so far:

External agencies contacted (date and time):			
Police:	Yes	No	If yes - which: Name and contact number: Details of advice received:
Children and Young People Service (Social Services)	Yes	No	If yes - which: Name and contact number: Details of advice received:
NGB	Yes	No	If yes - which: Name and contact number: Details of advice received:
Local Authority	Yes	No	If yes - which: Name and contact number: Details of advice received:
Other (e.g. NSPCC)	Yes	No	If yes - which: Name and contact number: Details of advice received:
Signature:	Print name:		
Date:			
NB: A copy of this form should be sent to the relevant Children and Young People Service after the telephone report.			

APPENDIX 8



Role of the Coventry Solihull & Warwickshire Sport (CSW Sport) Lead Child Protection Officer

The CSW Sport Lead Child Protection Officer is responsible for:

1. Leading on the development and implementation of CSW Sport's Policy and Procedures for Safeguarding and Protecting Children in Sport
2. Ensuring that all relevant staff receive training on the Policy and Procedures
3. Ensuring that the Policy and Procedures are updated as necessary
4. Leading on the promotion of good safeguarding practice across the Partnership
5. Keeping up to date on knowledge and understanding on safeguarding matters through attendance at relevant meetings, conferences and other training
6. Be the lead contact for CSW Sport on all matters relating to safeguarding and protecting children in sport. This includes contact with:
 - CSW Sport Core Team and Sport Specific Officers
 - Other Key Partners and Networks
 - The wider sporting community
 - Local Communities across Coventry, Solihull and Warwickshire
 - Local Authority Social Services for Coventry, Solihull and Warwickshire Police Services for West Midlands and Warwickshire
 - Other Child Protection organisations such as the CPSU,
7. Representing CSW Sport on the Regional West Midlands CSP Safeguarding and Protecting Children in Sport Forum
8. Disseminating relevant information to the CSW Sport Core Team and other Networks for Community, Education and Sport which includes:
 - Training opportunities
 - Information gained from training attended by the Lead Officer Changes to legislation
 - New guidance from the CPSU
9. Providing advice upon request to any individual/organisation, and recording the details of this advice on the Incident Record Form (**Appendix 7**)
10. Receiving and acting upon any reported safeguarding and protecting children in sport concerns. This includes:

- Deciding when to refer to Social Services or the Police Service
- Deciding when it is appropriate to share information with other organisations
- Seeking advice from Social Services, the CPSU or Coventry City Council's (host Local Authority) Human Resource Service as appropriate before making a decision
- Ensuring that all of the above follows the procedures outlined in the CSW Sport Safeguarding and Protecting Children in Sport Policy
- Ensuring that all incident reporting forms and record of advice forms are stored securely and are only made available to others on a need to know basis
- Ensuring that CSW Sport maintains the Advanced Level of the Standards for Safeguarding and Protecting Children in Sport
- Arranging for the Partnership's Deputy Child Protection Officer to take over the Lead role if the Lead Officer is planning to be on annual leave or absent for a substantial period of time
- The Lead Child Protection Officer is expected to attend the following CPSU training courses as soon as possible after taking on the role:
 - Child Protection Policy and Implementation Procedures
 - Time to Listen

Subject to the Draft Guidance Document: Roles, Skills, Knowledge and competencies for safeguarding and Protecting Children in the Sports Sector

	Category 5a Staff and volunteers with strategic service management responsibilities and technical expertise	Reference
Example roles	National / Organisational Lead Designated Person, Performance Director, Senior Management Team Member, Board / Council Members, Assistant Director of Leisure Services	
Competency	Contribute to the development and implementation of policies for the safeguarding and protection of children in sport Develop, maintain and review organisational policies and procedures to safeguard children Represent the organisation's approach to safeguarding and protecting children at internal forums Contribute to internal and statutory agency plans to protect individual children Communicate the approach of the organisation to safeguarding and protecting children and young people to other organisations Work collaboratively with external agencies on cases of serious poor practice or abuse of children	
Knowledge	Comprehensive knowledge of key government strategy, legislation, guidance and plans for safeguarding and promoting the welfare of children and young people How to apply the above to develop own organisation's policies, procedures and practice guidance in line with national/organisational standards	

	<p>How to effectively monitor and evaluate organisational performance against implementation plans</p> <p>How to communicate these effectively at all levels of the organisation and with external partners and stakeholders</p> <p>How to ensure that a child focussed approach is reflected in organisational policies, procedures and practices at all levels</p>	
Skills	<p>Ability to develop, maintain and review organisational policies and procedures to safeguard children</p> <p>Ability to represent the organisation's approach to safeguarding and protecting children at internal forums</p> <p>Ability to contribute to internal and statutory agency plans to protect individual children</p> <p>Ability to manage discipline, complaints and appeals procedures regarding the welfare and protection of children</p> <p>Ability to communicate the approach of the organisation to safeguarding and protecting children and young people to other organisations</p> <p>Ability to work collaboratively with external agencies on cases of serious poor practice or abuse of children</p>	

CPSU BRIEFINGS

Supervising Children and Young People's Sport and Activities

This guidance is for anyone with responsibility for planning or delivering activities for children and young people, or for establishing good practice guidelines.

Why are supervision ratios important?

It is important to ensure that, in planning and running sports activities for children and young people, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants.

Benefits include:

- minimising any risks to participants
- enhancing the benefits children draw from the activity
- reassuring parents/carers
- providing some protection for those responsible for providing, funding or commissioning the activity in the event of concerns or incidents arising.

Key considerations:

Due to the number of potential variables, it is not possible to recommend “one size fits all” guidance to cover all activities involving children and young people.

There are, however, a number of **key considerations** that are recommended as good practice:

1. What makes an individual suitable to supervise children?

It is the responsibility of those commissioning, planning or providing sessions/activities to ensure the suitability of those running the activity.

This includes:

- being appropriately qualified for their role and the activity
- being subject to a safe recruitment process, including criminal records checks for eligible roles
- having insurance appropriate to their activity
- signing up to comply with a code of practice
- understanding their responsibility to safeguard children

2. What factors inform appropriate supervision levels?

- Whatever the recommended ratio of adults to participants is, **a minimum of two adults should be present**. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (eg in the event of one participant requiring the attention of an adult during the activity following an accident).
- In the planning of all activities, and regardless of any other assessments that may be required (for example of equipment or for Health and Safety purposes), a risk assessment should be undertaken which specifically informs decision-making about appropriate supervision levels.

Key factors to assess include:

- Ages of children
- Additional supervision/support needs of some or all participants (for example due to disability or age)

- Competence/experience of participants for the specific activity
- Nature of activity (for example climbing or swimming sessions may require higher levels of supervision than an aerobics class)
- Nature of the venue - whether closed (e.g. a swimming pool) or open (e.g. parkland); private and exclusive to the group or open and accessible to the public); and what types of equipment children may have access to.

3. Sport specific guidance

Many sports governing bodies, facilities and other activity providers have issued guidance on minimum supervision ratios (and a range of other factors linked to the welfare and safety of participants) for specific sports or activities which may exceed the guidance below.

Where relevant to the activity these should be adhered to as minimum standards
Recommended minimum supervision ratios. While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity, the following table shows recommended adult to child ratios. These are based on Ofsted guidelines and would be suitable for most organisations working with children and young people.

Remember that regardless of the overall ratio, a minimum of two supervisors is recommended.

Child/Young person's age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
13-18	1	10

Young people as supervisors

Many sports provide opportunities for under 18's to coach, officiate or organise events for other children, including achieving qualifications and awards. These positive opportunities allow young people to develop skills, experience and confidence but should not mean that organisations should depend on them to take full responsibility for managing groups of children.

Under 18 year olds in coaching or other roles should only supplement the adult with overall responsibility for supervising the activity.

Parents and carers as supervisors

Although the CPSU encourages parents/carers to accompany children to activities, we do not recommend those planning or providing activities include carers in supervision calculations, unless the carers/parents are acting in a formal volunteering or other capacity during the activity.

In these circumstances, this should mean that those parents/carers meet all appropriate requirements in terms of:

- appropriate checks,
- clarity about their role
- who has overall responsibility for the group
- what is acceptable practice

Codes of Conduct Examples

CPSU Template

Code of conduct for children and young people

Insert name of name of club / organisation is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with **Name** and **Position**.

Sports clubs should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. As a member of *Insert name of name of club / organisation*, you are expected to abide by the following junior code of practice:

Children and young people are expected to:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Keep yourself safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or be violent and aggressive.
- Make your club a **fun** place to be.
- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- Show respect to other youth members/leaders and show team spirit.
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from bullying or persistent use of rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Wear suitable kit; *insert a list compulsory items* – for training and match sessions, as agreed with the coach/team manager.
- Pay any fees for training or events promptly.
- Not smoke on club premises or whilst representing the club at competitions.
- Not consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Children / Young People have the right to:

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
- Have any concerns taken seriously and acted on.

Any minor misdemeanours and general misbehaviour will be addressed by the coach and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the club/sport. Parents will be informed at all stages.

Disciplinary action can be appealed to the coach with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

Signature of child/young person :

Print name child/young person:

Date:

Signature of parent /carer:

Print name parent/carer:

Date:

CPSU Template

Code of conduct for staff and volunteers

Insert the name of club/organisation coaches and volunteers involved in sport for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Staff and volunteers are expected to:

- Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people fairly and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the club's procedures. Parents will be informed.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not spending excessive amounts of time alone with children unless there are exceptional circumstances
- Never taking children to their home

- Not administering First Aid involving the removing of children's clothing unless in the presence of others.
- Hold appropriate valid qualifications and insurance cover.
- Make the sport/activity **fun**.

Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by the governing body/club.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from the club/sport.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

Emergency action and first aid

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

Clubs should also contact their own governing body to ensure they incorporate their own specific guidelines.

Signature of staff member/volunteer:

Print name of staff member/volunteer:

Date:

Signature of line manager:

Date:

Print name line manager:

Date:

CPSU Template

Codes of conduct for parents and carers

As parents you are expected to:

- Positively reinforce your child and show an interest in their chosen activity.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete and return the Registration, Medical and Consent Form pertaining to your child's participation with "Name of Club, School or Event" (see parental consent).
- Deliver and collect your child punctually before and after sessions/matches/the event.
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any relevant medical concerns or conditions pertaining to their child on the registration/consent form. Any changes in the state of the child's health should be reported to the coach/school/event staff prior to the activity.
- To inform the organiser prior to the activity starting if your child is to be collected early.
- Encourage your child to play by the rules, and teach them that they can only do their best.
- Ensure that your child understands their code of conduct.
- Behave responsibly on the side-line; do not embarrass your child.
- Show appreciation and support the coach/school/event staff.
- Ensure your child is punctual.
- Be realistic and supportive.
- Ensure your child has appropriate showering equipment, plus adequate food and drink.
- Accept the official's judgment and do not enter the field of play
- Promote your child's participation in playing sport for fun.

As a parents/carer you have the right to:

- Be assured that your child is safeguarded during their participation in sport.
- Be informed of problems or concerns relating to your children.
- Be informed if your child is injured.
- Have your consent sought for issue such as trips or photography.
- Contribute to decisions within the club.
- Have any concerns about any aspect of your child's welfare listened to responded to.

Any breaches of this code of conduct will be dealt with immediately by a "Name of Club/School or Event" official. Persistent concerns or breaches may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/guardian continue to breach the code of behaviour may be the "Name of Club, School or Event" officials regrettably asking your child to leave the session, event or club.

Signature of parent/carer:

Print name parent/carer:

Date:

CPSU sample e-safety policy

Introduction

This policy provides guidance on the procedures that will support and underpin the use of social networking and other online services within your club or organisation. It is important that all staff, volunteers, coaches, officials/referees, board/trustee members, or anyone working on behalf of the organisation are aware of this policy and agree to the following terms.

Terms:

- To protect all children and young people attending the sports club/organisation and who make use of technology (such as mobile phones, games consoles/hand held devices and the internet) whilst they're within the care of the club/organisation.
- To provide staff and volunteers with policy and procedure information regarding e-safety.
- To ensure the club/organisation is operating in line with their values and within the law regarding how the organisation uses information technology.

E-safety checklist:

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.
2. When engaging with digital technology/social networking companies (e.g. Facebook, Twitter or MySpace) it is important to ensure that they adhere to relevant legislation and good practice guidelines.
3. Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated
 - reporting online concerns about possible abuse
 - reporting other breaches of terms
4. Decide how your sports webpage/profile will be managed within your club/organisation
 - vetting and managing the webpage/profile
 - training for the person/s managing the organisation's online profile
 - involvement from your club's/organisation's designated safeguarding lead person
 - ensure any interactive content is moderated e.g. club social network page/discussion forums.
5. Registration or 'signing up' to your sports club/organisation:
 - choose an appropriate email address to register/set up a profile/account
 - ensure appropriate security settings are set up
6. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.
7. Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by the club/organisation to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that a clear differentiation between their personal and professional profiles.
8. Address safety when adding content to your webpage/profile:
 - sports contact details
 - promote your sports webpage/profile
 - promote safe and responsible use
 - avoid taking personal details of children and young people
 - when uploading content – 'think before you post'
 - report fake or impostor webpage/profiles.

9. Address safeguarding when promoting the sport, organisation, events and competitions.
10. Promote your sports webpage/profile
 - where possible use the club's/organisation's own webpage/profile/email instead of using personal accounts.

..... (**Insert name of club/organisation**) to review e-safety policy, procedures and good practice annually:

This policy was last reviewed on:	
The name of e-safety coordinator:	<i>Insert name:</i> <i>Signature:</i> <i>Date:</i>
Contact information of e-safety coordinator:	

CPSU Template

ICT Sample acceptable use policy

..... (Insert name of club/organisation) understand the importance of new technology for children and young people's development. However we recognise that relevant safeguards need to be put in place by sports clubs to ensure children and young people remain safe whilst online or using social media.

We ask that all parents/carers spend a few minutes to read through and discuss this policy with their child/children and then sign and return this form to the

..... (Insert name of coach or club welfare officer) at the
..... (Insert name of club/organisation)

- I will be responsible for my behaviour when using the internet and other online media at the sports club, including the resources I access and my use of language.
- I will not deliberately browse, download or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to an adult.
- I will not use social networking or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or illegal.
- I understand that my use of the internet and other online media on club ICT equipment can be monitored, logged and made available to my coach and other staff members at the club.
- I will not give out any of my personal information such as name, age, address or telephone number.
- I will not share my passwords with anyone else.
- I will not arrange to meet someone unless accompanied by a member of staff or parent/carer.
- I understand that these rules are designed to keep me safe and if they are not followed my parents/carers may be contacted.

We have discussed this policy and(Insert child's name)
agrees to support the safe use of ICT at(Insert name of club/organisation)

Parent's / carer's name:	
Parents / carer's signature:	
Date:	
Child's name:	
Child's signature:	
Date:	

CPSU Briefings

Managing Challenging Behaviour

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and are based on the following principles:

- The welfare of the child is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
- Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

Planning Activities

Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:

- Assessment of additional risk associated with the child's behaviour
- Appropriate supervision ratios and whether numbers of adults should be increased
- Information sharing for all/volunteers on managing any challenging behaviour to ensure a consistent approach
- Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely. (see below)

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreement about:

- what constitutes acceptable and unacceptable behaviour (code of conduct)
- the range of sanctions which may be applied in response to unacceptable behaviour.

This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp. It should involve the views of children and young people to encourage better buy in and understanding.

Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down.

Ensure that parents/carers understand the expectations on their children, and ask them to reinforce this ahead of any trip or activity.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.
- Fully explained to the child and their parents/carers.

In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an outing or match
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Physical Intervention

Staff/ volunteers should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention.

The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property.
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Form part of a broader approach to the management of challenging behaviour.
- Be the result of conscious decision-making and not a reaction to an adult's frustration.
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time
- Used only after all other strategies have been exhausted
- Be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child

Physical intervention must not:

- Involve contact with buttocks, genitals and breasts.
- Be used as a form of punishment.
- Involve inflicting pain

Views of the child

A timely de-brief for staff/volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

A policy for managing challenging behaviour

All organisations that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour.

It should include:

- The standard of conduct expected from staff/volunteers and participants.
- How the organisation will respond to unacceptable behaviours.
- How your organisation will respond to 'high risk' behaviours.
- The circumstances in which physical interventions will be used.
- Guidance, support and/or training available to staff/volunteers.
- The circumstances where external agencies will be contacted for support or in response to concerns e.g. – Children's Social Care services, the Police.
- What will happen after an incident with regards to debrief.

CPSU BRIEFING

Safeguarding the Elite Young Athlete

Background

The Child Protection in Sport Unit (CPSU) has been working with sports governing bodies and county sports partnerships (England only) for a number of years to support them to implement safeguarding policy, procedures and processes. This is to ensure more and more young people are able to play sport in a safe enjoyable environment. All young people have the right to participate in sport in a safe environment which promotes their welfare - regardless of whether their involvement in sport is at a recreational or elite level.

No young person starts off as an elite athlete; they must grow in experience, skill and confidence with the support of their coach and others. Many sports organisations already ensure that the majority of young people involved in their sport only participate in age appropriate levels of competition with correct safeguards in place but there remain specific concerns around the treatment of elite young sports people.

Purpose of briefing paper

This briefing paper has been developed in response to a number of enquiries to the CPSU focusing on the experiences of elite level young athletes in sport, and in response to findings from research. The paper is designed to assist governing bodies, coaches and parents to consider the impact and pressure being placed on young elite athletes and what is acceptable practice within their sport. For many young people, reaching a representative level has been their focus for a number of years, and they will have trained hard to achieve this. Some parents will also have made a significant contribution and often considerable sacrifices to support their child's progress and success.

Physical and Emotional Impact on Elite Young Athletes of the Sporting Environment:

Jon Oliver (2010) emphasises that training routines should consider the development of the whole young person to maximise their development and potential. Oliver points out that, although the importance of the physical and technical factors will vary depending on the sport, too much emphasis on the conditioning of a child may have a negative impact on their social and physiological development. Within the competitive sport model, too much early pressure on competition can lead to **burn-out** and withdrawal from sport among children.

A number of researchers over the years have highlighted the particular vulnerability of those young people who are participating in elite level sport, and the justifications behind the strenuous training environment these young people may have to experience without any consideration to the negative impact it may be having on the child's development.

Potentially abusive situations can arise when a high performance coach develops training programmes and attendance at competition schedules that are focused on the goals of the sport to achieve success rather than the needs of the young person. An example of this may be a training schedule that requires travelling long distances to training centres four times a week either after or before school, then having to represent the young person's county or region at competitions every weekend; or being forced to play above their age band. These demands on the talents and time of a young person can have negative consequences on their ability to socialise with those outside the sports world and denial of other peer opportunities and friendships.

A young athlete competing in too many games/tournaments that are close together or being exposed to excessive training requirements can be at a physical risk because of a shortened recovery time. Another concerning issue is that on occasions young athletes

are required to operate in a more **adult focused environment**. We must start to question are these demands fair on the young person or their parents and other siblings as this sort of commitment must have an impact on the whole family.

Ethos

With all the efforts that sport has put into maximising participation and quality coaching for grassroots clubs we need to consider whether young people at the elite level are being afforded the same level of consideration as other participants; or are required to accept poor or possibly exploitative practices because they have the most to lose if they complain.

Although there have been great strides made in challenging the '**no pain no gain**' culture within sport, when it comes to elite sport this view point still appears to persist and the CPSU believe that this needs to be challenged as being detrimental to the welfare of young athletes. Cook and Cole (2001) explained that when the goal of **winning at all costs** overshadows other reasons for participating in sport, the participant is lost and the child quickly becomes an instrument of status to be trained and disciplined to fulfil a particular role. Once this shift in identity occurs, the athlete is no longer viewed as an individual with personal needs and rights, but rather as a tool to be used in the pursuit of sporting success, thus placing the athlete in a position of vulnerability to abuse.

Parents and even coaches have contacted the CPSU to express their concern about the overuse of training, or the lack of opportunity to recover from injury, that can result from a culture that has evolved within elite sport that pushes a child and often their family to the limits under the justification that "*that's just what you have to do if you want to succeed in sport*". Pike refers to this as a pressure to conform to a "**culture of risk**" in sports which compromises the wellbeing of young athletes. This requires the young person and their parents to conform to the expectations without questioning the impact it may have on them as an individual.

Stirling and Kerr (2009) in their research data revealed that it was not uncommon for athletes to be afraid of their coach. They expressed fear in two respects; one was a sense of being intimidated by the coach and the second was a fear of losing their athletic career should they report their coaches' abusive practices. Fear is reflected in the following statements: "*I remember being afraid of her (my coach) right from the beginning... I was scared of her*", and "*Whatever the coach said, whatever they told me to do was gold, and I was afraid to not do it*".

One athlete in the same research also indicated that even when parents intervened the response was not positive, "*Every parent tried at one time or another to talk to her (coach) about her anger and name calling, but it never made a difference. I think she scared them too...And then after the parent talked to her the athlete would get teased or chastised by the coach*".

Unhealthy Coach- Athlete Relationships

Rhind (2010) argues that due to the culture of sport, an authority system may be created which facilitates power, obedience and potentially the rationalisation of abuse which can be more prevalent at the elite level. This abuse can take the form of unhealthy or even illegal sexual contact (see *CPSU briefing on Abuse of Position of Trust for more details*). Elite athletes spend a significant amount of time alone with their coach who is often involved in other areas of the athlete's life as well. One athlete in Stirling and Kerr's research suggested that coaches shouldn't get so close to the athlete that they "*cross the line*". Specific behaviours of a coach described as "*crossing the line*" included social outings (movies, barbeques, time in hot tubs), hugs, kisses, texts/phone calls and highly personal conversations that were irrelevant to the athlete's participation in sport.

There have been a significant number of people convicted of child sexual abuse who were in positions of responsibility in relation to youth sport. Prosecutions for abuse included individuals from a wide range of sports. The cases below are examples of situations where prosecutions have been successful and are illustrative of the kinds of concerns being brought to CPSU by Sports Governing Bodies:

A former Olympic coach was convicted of sexually abusing a 15 year old female he was training. The jury heard evidence that the sexual abuse was carried out under the pretence of being part of the young person's training regime.

A coach who assaulted two promising 15 year old female players was jailed for five and a half years. At his trial, evidence was given that the abuse took place over a two year period. On one occasion the coach told his victim "I can't wait until you are legal. I can't wait until you are sixteen". In passing sentence the judge said: "you were in a position of trust as a coach and used that opportunity to commit these offences against these girls....you were trusted by them, you were trusted by their parents. You controlled her (the victim) by using her ambitions as a means of exercising that control". His behaviour was described as "controlling, grooming and predatory".

Given the legal age of consent for sexual activity is 16 years, not all cases can or do lead a criminal prosecution. Many require the sports governing body to respond to concerns that (though not necessarily illegal) nevertheless breach their own internal code of conduct that identify any potential abuse of a position of trust as a disciplinary matter.

For example:

A National Governing Body received complaints against the national coach in his late twenties by members of an under 21 national squad. They alleged the coach was exploiting his position by having sexual relationships with team members. When challenged by the sport, the coach admitted this and internal disciplinary action was taken. He was not prosecuted however as all those involved were over 16 and under 18, and therefore legally able to consent.

Conclusions

Stirling and Kerr argue that the coach has immense power over the athlete, power that often transcends to other areas of an athlete's life such as academics, social life and diet. Sports governing bodies in particular need to understand this power imbalance and have robust systems in place to respond to abusive practices and enforce standards of behaviour for coaches of elite athletes as they would for other coaches.

Margo Mountjoy (2010) from the International Olympic Committee Medical Commission emphasises that elite child athletes deserve to train and compete in pleasurable and suitable environments with the need for injury and illness surveillance programmes, and the monitoring of volume and intensity of training and competition. The challenge for sports governing bodies would firstly be to establish these as basic principles for all elite athletes and then secondly consider how they could implement such recommendations and ensure they are enforced.

The following are issues that sports governing bodies may wish to consider:

- Sports codes of conduct should be reviewed to include wording referencing the sports view on a person in authority abusing their position of trust. Suggested wording may be:
"Coaches should ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists."

- Governing bodies should consider the emotional, social and physical impact of the training requirements set for their elite young athletes. Particularly those programmes link to athlete funding.

At the elite level a young person's commitment is expected and assumed, but in situations where this operates within an established "culture of risk" such commitment can be abused physically, sexually or emotionally. Adults around that young person must ensure suitable boundaries are maintained and dangerous practices removed from the sport

For further research on Elite Child Athlete Welfare please visit:
<http://www.brunel.ac.uk/sse/sportsciences/research/birnaw>

CPSU Briefing

Safeguarding and inclusion of deaf and disabled children and young people in sport

Many deaf and disabled children and young people already enjoy the benefits of sports and activities – whether playing for fun or competing at national or international level. However we know that many thousands of other keen, willing and able young disabled people are prevented from doing so because of negative misconceptions about them, or because they are not given access to opportunities, facilities, or support from appropriately trained coaches and staff. Sports should take positive steps to include deaf and disabled children and young people, and in doing so also recognise and address their additional needs and vulnerabilities.

How can sports promote the inclusion of disabled children?

Research by Sport England found that only 12 per cent of disabled young people are members of sports clubs, compared to 46 per cent of all young people, indicating that a lot more can be done and should be done to involve deaf and disabled children in sport. Sports can include children and young people with disabilities by:

- becoming familiar with the different impairment needs through disability equality training or local disability specific groups
- including positive images of people with disabilities in all aspects of marketing materials
- telling people what activities are on offer through school events, local sports centres, at tournaments, through the local community, physiotherapists, occupational therapists and coaches
- offering taster sessions or open days for disabled children and young people
- including specific sections on disability in your organisation's Mission Statement in Strategic Plans and Risk Assessment Policy
- seeking feedback from young people about the activities to find out what worked and what didn't. This information can be used to adapt the activity in the future.

Activity providers, including sports clubs, have to make reasonable adjustments for disabled people in the way they deliver their services. Examples of reasonable adjustments could include:

- providing larger, well-defined signage for people with impaired vision
- putting in a ramp at the entrance to a building that has steps to accommodate wheelchair users or those with impaired mobility.

What is considered a reasonable adjustment for a large organisation may be different to a reasonable adjustment for a small club. It is about what is practical in the service provider's individual situation and what resources they may have.

All young people have the right to participate in sports or activities of their choice, however mainstream sports clubs may not always be the most suitable or safest environment for a child with specific or complex needs. There are a wide range of disability-specific sports, clubs, organisations and governing bodies.

What are the barriers to young people of participating in sport?

Some common barriers deaf and disabled children may face with getting involved in sport include²:

- lack of early experiences in sport

1. Finch, N (2001) *Disability Survey 2000: Young people with a disability and sport. Headline Findings*. London: Sport England. 2. International Platform on Sport & Development, (2011). *Barriers to Participation* [online] Available at: http://www.sportanddev.org/learnmore/sport_and_disability2

- sports lack of understanding and awareness of how to include people with a disability in sport
- limited opportunities and programmes for participation, training and competition
- lack of accessible facilities, such as gyms and buildings
- limited accessible transportation
- limiting psychological and sociological factors including attitudes towards disability of parents, coaches, teachers and even people with disabilities themselves
- limited access to information and resources.

By working towards the lifting of barriers that stop deaf and disabled children from being fully integrated into mainstream life, they can also be more effectively safeguarded from abuse.

Why are deaf and disabled children more vulnerable to abuse?

The available UK evidence on the extent of abuse among deaf and disabled children suggests that they are at increased risk of abuse and that the presence of multiple disabilities increases the risk of both abuse and neglect.

Deaf and disabled children may be especially vulnerable to abuse for a number of reasons:

- the increased likelihood of social isolation
- having fewer contacts to disclose to than non-disabled children
- a dependency on others for practical assistance in daily living, including intimate care
an impaired capacity to resist, avoid or understand abuse
- their speech and language communication needs may make it difficult to tell others what is happening
- their particular vulnerability to bullying
- being viewed as a “safe target” for abusers
- their relative powerlessness physically, psychologically and socially) and the opportunities this presents for grooming by potential abusers
- many young people having learnt to be compliant
- a reluctance to challenge carers who may often be viewed as valiantly coping with the burden of a disabled child and therefore not considered as potential risks
- the denial of the possibility of (particularly sexual) abuse of disabled children
- disabled children being less likely to be heard or listened to

What types of abuse do deaf and disabled children experience?

Sullivan and Knutson³ (2000) found that 31% of disabled children had been abused compared to a prevalence of 9% in the non-disabled population. A more recent review of the literature⁴ in relation to children with disabilities continued to find:

- that disabled children are significantly more likely to experience abuse than their non-disabled peers
- that most disabled children who were abused endured multiple forms with neglect being the most common
- that children with communication difficulties and behavioural disorders were more at risk of maltreatment

Like other children, deaf and disabled children are subject to all types of abuse. However there are additional risks that they may face as a result of their condition, disability or impairment.

For example:

- **neglect** – a child could be confined to their room, lack appropriate supervision, or be deprived of visitors

3. Sullivan PM and Knutson JF (2000) Maltreatment and Disabilities: a population based epidemiological study. *Child Abuse and Neglect* 24 10 1257–1273.

4. Stalker, K. and McArthur, K. (2012), Child abuse, child protection and disabled children: a review of recent research. *Child Abuse Rev.*, 21: 24–40. doi: 10.1002/car.1154

- **sexual** – a child could be subject to inappropriate personal care or be abused by someone taking advantage of one to one supervision arrangements
- **physical** – drugs given incorrectly to a child, insufficient treatment, misuse of medication or inappropriate restraint of a child
- **emotional** – lack of stimulation or over-protection of the child, the child may suffer from a lack of privacy or from too high or low expectations.

NSPCC research found that disabled children are also significantly more likely to experience harm online than non-disabled children. Across every single measure (from bullying, to racism, to being asked to send sexual messages), disabled children were more likely to report having had harmful direct personal experiences on a social networking site than non-disabled children.

The NSPCC Child Protection in Sport Unit has produced a resource to support sport and recreation organisations in their safeguarding responsibilities towards deaf and disabled children. The resource includes film scenarios, expert commentary, guidance notes and training tasks.

<https://thecpsu.org.uk/resource-library/2013/safeguarding-deaf-and-disabled-children-in-sport/>

For further information on the inclusion and participation of children and young people with a disability contact;

English Federation of Disability Sport: Tel: 01509 227750, Fax: 01509 227 777
<http://www.efds.co.uk/>

Scottish Disability Sport: Tel: 0131 317 1130, Fax: 0131 317 1075
<http://www.scottishdisabilitysport.com/>

Disability Sport Wales: Tel: 0845 846 0021, Fax: (029) 20 665 781
<http://www.disabilitysportwales.com/>

Disability Sports NI: Tel: 028 9046 9925, Text phone: 028 9046 3494 <http://www.dsni.co.uk/>

In addition to the CPSU resource there are also a range of courses and resources available to sports to support work with deaf and disabled participants:

Sportscoach UK – How to Coach Disabled People in Sport www.sportscoachuk.org/

Sportscoach UK – Inclusive Coaching: Disability www.sportscoachuk.org/

Typhoo Sports For All – Disability Inclusion (in partnership with **Federations of Disability Sport**)
<http://www.efds.co.uk/microsite.asp?section=1061§ionTitle=Typhoo+Sports+for+All>

AWAY TRIPS and HOSTING

<https://thecpsu.org.uk/resource-library/2013/away-trips-and-hosting/>

Glossary of terms

NGB	National Governing Body
NSPCC	National Society for the Prevention of Cruelty to Children
DBS	Disclosure & Barring Service
CPSU	Child Protection in Sport Unit
CSW Sport	Coventry Solihull & Warwickshire Sport
CSP	County Sport Partnership
LSCB	Local Safeguarding Children Board

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