

Safeguarding Children and Young People Policy and Procedures

(Abilite Limited)

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INTRODUCTION

This policy has been formulated in order to help safeguard and protect children and young people, particularly when they are involved in events or activities which are organised or co-ordinated by Abilite Limited. The policy is based on current good practice and is informed by legislation and guidance as produced from a wide range of governmental and non-governmental agencies and organisations.

Where activities, programmes or events are planned and delivered by Abilite Limited, they come directly under the governance of this policy. In practice, this means that the Abilite Limited Safeguarding Children and Young People Policy shall take precedence, and be the Policy in effective force, in relation to any activity or event where the following criteria are fulfilled:

1. The lead officer involved in planning and organising the event or activity in question has been employed by, and acting on behalf of, Abilite Limited whilst undertaking those tasks. Such tasks would typically include, *inter alia*: booking of venue, marketing and promotion of event, registering learners and candidates, providing or sourcing equipment needed, attending the event as lead officer, handling finances relating to the event or activity. This list is not exhaustive, and Abilite Limited staff may fulfil some of these roles in relation to events which are organised and delivered by partner organisations.
2. Any employees or other casual workers involved in an event or activity have been paid for their work directly by Abilite Limited.

If there is any doubt about a particular event or activity, staff are advised to consult with the Lead Welfare Officer or Deputy.

If, and only if, the above criteria are met (with the exception of formal written agreements to the contrary in relation to specific events or activities), will Abilite Limited accept that its policy and procedures are in force at any specific event or activity, and accept liability for any Child Protection issues which arise at that event or activity. In all circumstances where the above do not apply, Abilite Limited undertakes that the relevant agency to which those criteria do apply has assumed *de facto* responsibility for all matters of Child Protection, and any liability attaching to the event or activity in question.

Where the delivery of programmes, activities or events is the responsibility of partner organisations, this document represents a statement of the position of Abilite Limited in relation to those programmes, and may contain opinions in relation to good practice, but does not purport to impose policies or procedures onto partner organisations.

Conversely, this policy and the procedures it contains in no way reduce the need for all partner organisations to formulate, implement, monitor and review their own policies and procedures.

It is the policy of Abilite Limited to provide a duty of care for children and young people, safeguard their well-being and protect them from abuse. It is therefore essential that all Abilite Limited employees are familiar with the contents of this policy



to equip them with a basic understanding of the main forms of abuse, and to enable them to implement the procedures contained in this policy.

STATEMENT OF POLICY

Abilite Limited makes the following statements of general policy in relation to Child Protection for all those children and young people with whom it comes into contact through its work.

Principles

- Children and young people have a right to enjoy learning and educational activities free from all forms of abuse and/or harm.
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have equal rights to protection from harm and /or abuse.
- All children and young people should be encouraged to fulfil their potential. Inequality will be challenged in whatever form(s) it may emerge.
- Whilst it is the responsibility of the child protection experts to determine whether or not abuse has taken place, it is everyone's responsibility to support the care and protection of children.
- Partner organisations have a duty of care to children and young people who take part in learning and educational activities.
- The welfare of children and young people are paramount, including their rights to confidentiality.

Abilite Limited will:

- accept the moral and legal responsibility to implement procedures to provide a duty of care for children and young people, safeguard their well-being and protect them from abuse.
- respect and promote the rights, wishes and feelings of children and young people.
- recruit, train and supervise our employees to adopt best practice to safeguard and protect children from abuse and reduce the likelihood of allegations being made against them.
- require all employees to adopt and abide by the appropriate Codes of Conduct and the Safeguarding Children and Young People Policy and Procedures outlined within this document.
- respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures, in conjunction with local LSCB procedures.
- fully support and protect anyone who in good faith reports his or her concern that a colleague is, or may be, abusing a child according to its Whistle-blowing Policy. Anyone having such concerns should feel able to contact the Abilite Limited Lead Welfare Officer for an informal discussion without the need to submit a formal report.



- review this policy every year, or whenever there is a major change in the organisation or in relevant legislation or following a significant incident of abuse.
- support any Abilite Limited employee or casual worker who is involved in handling actual or alleged incidents of abuse to help them deal effectively with any emotional effects of this work.

Confidentiality, Data Protection and information sharing

Abilite Limited takes the issue of confidentiality of information very seriously and has notified the Information Commissioner as required under the provisions of the Data Protection Act 1998 for the processing of personal data. All Abilite Limited staff and volunteers are required to respect the confidentiality of any young person with whom they come into contact during their work in line with the requirements of the common law duty of confidence, the Data Protection Act 1998 and the Human Rights Act 1998, remembering that no promises of absolute confidentiality should be made to a young person regarding disclosures of abuse (see Appendix 4).

Information regarding allegations relating to Child Protection will be stored in a secure place with limited access to designated people, in line with General Data Protection Regulation (GDPR) legislation. This is the responsibility of the Abilite Limited Directors and the Lead Welfare Officer.

Abilite Limited will maintain systems for storage, monitoring and reporting on all reports relating to Child Protection issues, and will include statistics (that have been made anonymous) relating to all such reports in the Health & Safety section of future Annual Reports.

The sharing of information amongst practitioners working with children and their families is essential. In many cases it is only when information from a range of sources is put together that a child can be seen to be in need or at risk of harm. Abilite Limited is committed to effective and responsible information sharing. Best practice guidance is available in the report 'What to do if you're worried a child is being abused' which is available from www.everychildmatters.gov.uk and at a dedicated section of the website: <http://www.everychildmatters.gov.uk/informationsharing/>

Please see appendix 11 for further guidance on whether to share information or not.

Definitions

- According to The Children Act 2004 "child" means a person under the age of eighteen (and "children" is to be construed accordingly); Any reference to a child includes, in addition to a person under the age of 18, a person aged 18, 19 or 20 who -
 - (a) has been looked after by a local authority at any time after attaining the age of 16; or
 - (b) has a learning disability.
- The term 'parent' is used throughout this document as a generic term to represent parents, carers and guardians.
- The term 'young person' also refers to players with disabilities and vulnerable adults 18 years and older.
- The term 'employee' in relation to Abilite Limited includes all those on the organisation's payroll, whether full-time or part-time, and regardless of the duration of their contract of employment.
- The term 'volunteer' in relation to Abilite Limited includes all those working for the organisation, or on programmes being directly delivered by the organisation, on a voluntary basis.
- The term 'Lead Welfare Officer (LWO)' refers to the member of Abilite Limited staff appointed to take lead responsibility for handling Child Protection concerns and allegations. Abilite Limited has also appointed a Deputy Welfare Officer to maximise the availability of this function to anyone wishing to report concerns. Appendix 9 gives details of the officers concerned.

Abbreviations

| | |
|------|---|
| LWO | Lead Welfare Officer of Abilite Limited |
| DWO | Deputy Welfare Officer |
| AL | Abilite Limited |
| LA | Local Authority |
| LSCB | Local Safeguarding Children's Board |

WHAT IS CHILD ABUSE?

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of age, gender, race or ability.

There are four main types of child abuse: **physical abuse**, **sexual abuse**, **emotional abuse** and **neglect**. Abuse of disabled children and young people, and, instances of bullying, also fall within the wider definition of abuse.

An abuser may be a family member, or they may be someone the child encounters in residential care or in the community. An individual may abuse or neglect a child directly or may be responsible for abuse because they fail to prevent another person harming that child.

Appendix 2 contains definitions and examples of each of these main forms of abuse, plus additional information on the abuse of disabled children and young people, and bullying.

Appendix 3 contains guidance on recognising signs of abuse.

It is not the responsibility of staff or volunteers of Abilite Limited to determine whether or not abuse is taking place in any individual situation; **it is their responsibility to identify poor practice and possible abuse, and act where they have concerns about the welfare of a child** by referring this information to the appropriate person or statutory agency.

SECTION 1 – ABUSE ARISING FROM ABILITE LIMITED LTD EVENTS OR ACTIVITIES

What to do if you have concerns about the behaviour of a member of an employee or volunteer of Abilite Limited.

- Any suspicion that a child has been abused, or is at risk of abuse, by an employee or a volunteer should be reported to the Abilite Limited LWO (or, in their absence, DWO) who will take such steps as considered necessary to ensure the immediate safety of the child in question and any other children who may be at risk.
- Any such report should be made using the Child Protection Incident Report Form (CPIRF) provided at Appendix 7, which will enable the individual making the report to ensure they have all the information social services or the Police will need. If the initial report to the LWO is via telephone, the original copy of the CPIRF should be provided to the LWO within 24 hours of the report being made. No such reports should be made via email or fax.
- If, following consideration, the allegation is clearly about poor practice, Abilite Limited will deal with it as a disciplinary/misconduct issue.
- If, following consideration, the allegation is about actual or potential abuse, the LWO will refer the allegation to the appropriate social services department who may involve the Police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- A decision will be made regarding possible suspension of the worker concerned (without prejudice) pending an investigation. Such decisions will be taken following advice from LSCB/Police.
- The Abilite Limited Managing Director will deal with any media enquiries – all such enquiries must be referred to the CEO following the protocol in Appendix 10. In the event of the CEO being the subject of the suspicion/allegation, or unavailable, the LWO/DWO will liaise with the Chair of the Board.
- If the LWO/DWO is the subject of the suspicion/allegation, or unavailable, the report must be made to the Abilite Limited Managing Director who will refer the allegation to Social Services. In such cases, the original copy of the CPIRF should be provided to the Abilite Limited Managing Director within 24 hours of the report being made.

A flowchart of action is contained in Appendix 5. Contact details for key agencies involved in Child Protection are contained in Appendix 9.

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

- A criminal investigation (Police)
- A child protection investigation (Children Services and Police)
- A disciplinary or misconduct investigation (Abilite Limited)



The results of a Police and/or Child Protection investigation may influence the disciplinary investigation, but not necessarily.

Confidentiality

Information should be handled and disseminated on a “need to know” basis only.

SECTION 2 – ABUSE ARISING OUTSIDE THE ACTIVITIES OF ABILITE LIMITED

What to do if you have concerns about abuse or possible abuse of a child arising from circumstances not connected to Abilite Limited.

Abuse can occur within many situations including the home and school as well as the sporting environment. Abilite Limited employees and volunteers should be aware of the possibility of a child being abused outside their contact with Abilite Limited, and should respond to suspicions and concerns, or information disclosed by a child, with the same professionalism that they would for other instances.

Action if there are concerns about abuse outside the immediate learning environment (e.g. by a parent or carer):

- Concerns should be reported to the Abilite Limited LWO (or, in their absence, DWO).
- Any such report should be made using the Child Protection Incident Report Form (CPIRF) provided at Appendix 7 which will enable the individual making the report to ensure they have all the information social services or the Police will need. If the initial report to the LWO is via telephone, the original copy of the CPIRF should be provided to the LWO within 24 hours of the report being made. No such reports should be made via email or fax.
- The LWO will refer the allegation to the appropriate social services department who may involve the police.
- If neither the LWO nor the DWO can be contacted, the person being told of or suspecting the abuse should contact social services or the Police immediately, completing the CPIRF as a guide and sending the original copy of the form in an envelope marked 'Private and Confidential' to the LWO within 24 hours of the report being made.
- Children Services, in consultation with the LWO, will decide how to inform the parents/carers who will be notified at the earliest opportunity. In exceptional circumstances, parents / carers may not be notified of the allegations where it is judged that this may put the child at further risk. Such circumstances include where the parents may be responsible for the abuse, or where there are clear indications that the parents may not respond appropriately to the situation. Such decisions to withhold information will be taken under advice from Children Services.

A flowchart of action is contained in Appendix 6. Contact details for key agencies involved in Child Protection are contained in Appendix 9.

Confidentiality

Information should be handled and disseminated on a “need to know” basis only.

SECTION 3 – PREVENTATIVE MEASURES

In order to fulfil its policy commitments, and to ensure that all reasonable steps are taken to ensure unsuitable people are prevented from working with children, Abilite Limited will implement the following procedures

Recruitment & selection of paid employees

- All those applying for paid employment with Abilite Limited will be required to complete an application form including a statement of convictions under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 where appropriate to the job description.
- Before an offer of employment is made, at least two confidential references will be sought, including at least one regarding the applicant's previous work history.
- All those offered employment in a regulated position will be required to obtain a Disclosure from the Criminal Records Bureau at a level appropriate to their position. Ideally the Disclosure should be obtained prior to commencement of employment; in all circumstances the applicant must have made application to DBS prior to starting with the Organisation.

Training of staff

- All new employees with the Organisation will receive a copy of this Safeguarding Children & Young People Policy and Procedures and the accompanying procedures as part of their induction, and this will be required reading during the induction process.
- Safeguarding training needs will also be identified during induction, and any training needs identified should be fulfilled within 6 months. Abilite Limited intends that the training given should help staff and coaches to:
 - Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from allegations.
 - Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
 - Respond to concerns expressed by a child or young person.
 - Work safely and effectively with children.

Abilite Limited requires, and will facilitate, the following training as a minimum:

- Frontline employees to attend a recognised 3-hour Safeguarding and Protecting Young People awareness training workshop (or equivalent approved by the Child Protection in Sport Unit), to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice in Child Protection.

- Non-frontline employees to complete an awareness training course on Child Protection.
- Attendance at ongoing training as appropriate

Supervision of employees

The working practices of Abilite Limited mean that it is often not possible for employees to be supervised during the execution of their duties. However, employees are given feedback where appropriate, and any indications of poor practice are treated as a priority.

Renewal of Disclosures

It is the policy of the Abilite Limited to renew DBS Disclosure at least every 3 years, where appropriate.

Recruitment & selection of volunteers

- All those applying for voluntary work that is directly supervised by Abilite Limited will be required to complete an application form including a statement of convictions under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 where appropriate to the job description.
- Before an offer of voluntary work is made, at least two confidential references will be sought, including at least one regarding the applicant's previous work history.
- Anyone offered a voluntary position with Abilite Limited may be required to obtain a Disclosure from the Disclosure and Barring Service at a level appropriate to their position. Such decisions will be made on a case by case basis taking into account the position applied for and the level of access to children this involves. Ideally the Disclosure should be obtained prior to commencement of the voluntary work; wherever possible the applicant must have made application to DBS prior to starting with the Organisation. The decision will be taken by the LWO.

The above procedures will be implemented taking into account the duration of the voluntary work to be undertaken, the level of responsibility involved, and the level of access which the postholder will have to children.

Training of Volunteers

- All new volunteers with the Organisation will receive a version of this Policy appropriate to the role they are undertaking, and this will be required reading during the induction process.
- Safeguarding training needs will also be identified during induction, and any training needs identified should be fulfilled within an appropriate timescale. Abilite Limited intends that the training given should help volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Be aware of the procedure for reporting incidents.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

As the roles of volunteers can vary greatly in nature and duration, the training given will also be tailored to fit the context. Volunteers may be required to complete a recognised awareness training course on Safeguarding or be issued with written guidance appropriate to their role and level of access to children and young people.

Supervision of Volunteers

Volunteers will only ever be given tasks which are appropriate to their status, skills and experience, and will never be given unsupervised responsibility for children and young people.

Renewal of Disclosures

It is the policy of Abilite Limited to require volunteers to apply for a new DBS Disclosure at least every 3 years, where relevant. Where volunteers are not in regular ongoing work with Abilite Limited, a new Disclosure will be required in relation to each period of work.

Use of video and photography at events

Abilite Limited recognises concerns regarding the use, and potential abuse, of images of children and young people taking part in sporting activities.

In order to protect children, and re-assure parents, Abilite Limited will implement the following procedures in relation to all events for which it takes direct organisational responsibility:

- For all events and activities where, official photography will take place, the consent of learners and their parents will be sought in advance for both the taking and subsequent potential publication of still or video photography.
- All those attending any such event or activity will be required to register stills or video cameras upon arrival on-site, and to display such registration as is provided specific to each event.
- For events where the press is in official attendance, all press photographers and film workers will be issued with guidance regarding the Abilite Limited Safeguarding Children and Young People Policy, and specific procedures relating to acceptable practice for the event and activities. Key elements of these procedures will include:
 - A requirement to register with the event organiser on the day for press accreditation and equipment registration
 - Respecting the wishes of those young people who may not wish their photograph to be taken under any circumstances.
 - Never taking any individual young person(s) away from the main public places at the event for the purposes of photography unless they are chaperoned by an event official (or parent or other adult *in loco parentis*) at all times.
 - The press will be requested to take care to ensure that information which could potentially lead to any unwanted contact being made with a young person is not included with their image. Abilite Limited recognises that publications may have their own policies and guidelines in this area; young people's names (particularly full names) should not be published with their images without the consent of the parent/guardian of the young person, if present, or the young person's coach or team official.
 - If a young person becomes the subject of a particularly newsworthy story, we will ask that any reporter liaises with the parents of the young person, if present, or the young person's coach or team official to pursue the story.

Guidelines for photography has been created and is to be disseminated at events to anyone wishing to take either photos or videos. Employees and casual workers should make themselves familiar with the contents of this guidance.

These are available by telephoning the Abilite Limited office on 07813131561.

PREVENT AGENDA

From July 1st 2015 and as part of the Safeguarding and Prevent Duty all employees, contract providers and colleagues have a duty to demonstrate and help develop values which underpin an awareness of social and moral responsibility in modern Britain.

The **Prevent Strategy** published by the Government in 2011, as part of the overall counter-terrorism strategy, CONTEST, places a duty on certain bodies to give “due regard to reduce the threat to the UK by preventing people from being drawn into terrorism”.

The Prevent Strategy has three specific objectives:

- **Respond** to the ideological challenge of terrorism
- **Prevent** people from being drawn into terrorism by ensuring they are given appropriate advice and support; and
- **Work in partnership** where there are risks of radicalisation and extremism that needs to be addressed

The inclusion of sector-specific guidance sets out three themes:

- **Leadership** – ensure staff and contract delivery partners implement the duty effectively
- **Working in partnership**- prevent depends of effective collaboration of all concerned parties to demonstrate effective compliance
- **Capabilities**- ensure staff are provided with appropriate training for the implementation of the duty to exemplify British values in their general behaviours, supporting opportunities to learn, educate and challenge extremist ideas

What is extremism?

Extremism is defined as “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.”

British values – therefore are defined as “democracy” and refer to everyone being expected to encourage respect to other people, taking particular regard to the protected characteristics set out in the Equality Act 2010.

Further details can be found at:

<http://www.gov.uk/government/publications/prevent-duty-guidance>

Prevent support for Education & Training providers can also be found at:

<http://www.preventforfeandtraining.org.uk/p-useful-links>

“Channel” and the Referral Guidance

Compliance with the duty requires all the concerned parties to undertake Prevent awareness training and any other training to be able to recognise vulnerability of those being potentially drawn into terrorism and be aware of what action to take in response. This will include an understanding of when to make referrals to the “Channel” programme and where to access additional advice and support.

Details can be found at: <https://www.gov.uk/government/publications/channel-guidance>

[Humberside Channel Information](#)

[Humberside Channel Referral Form](#)

SECTION 4 - GOOD PRACTICE

Guidelines for good practice

All Abilite Limited employees and volunteers should be encouraged to demonstrate exemplary behaviour in order to safeguard and protect young people from abuse and reduce the likelihood of allegations being made against them. Below are common sense examples of how to create a positive culture – all Abilite Limited employees and volunteers should be familiar with these principles and able to articulate them as statements of good practice, whether or not they are directly involved in sporting environments.

Further detailed information on good practice relating to child protection is available on the Child Protection in Sport Unit website www.nspcc.org.uk/Inform/cpsu –. This includes links to excellent resources and publications.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance with children and young people (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them). Transport issues also need to be considered in this regard.
- Building balanced relationships based on mutual trust which empowers children and young people to share in the decision-making process;
- Making learning fun, enjoyable and promoting fairness.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the umbrella body. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and parents should always be consulted, their views considered and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in education and learning.

- Involving parents/carers wherever possible. If groups have to be supervised in the classrooms, always ensure tutors, assessors and mentors work in pairs.
- Ensuring that if mixed gender groups are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at away trips or residential events, adults should avoid entering children's and young people's rooms whenever possible, and should never invite children and young people into their rooms.
- 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 disabled adults – avoiding excessive training or competition or pushing them against their will.
- Securing parental consent in writing to act *in loco parentis* if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge, or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others
- Avoid taking or dropping off a child to an event

You should never ...

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child and young person
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged, taking into account young people who may have emotional or behavioural disorders.

- Make sexually suggestive comments to a child or young person, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unheeded, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

N.B. It may sometimes be necessary for employees or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the person involved. There is a need to be responsive to a person's reactions. If a person is fully dependent 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 for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to another colleague and record the incident using the CPIRF at Appendix 7. You should also inform the Athena Aspire Ltd LWO who will inform the child's parents at the earliest opportunity:

- If you accidentally hurt a child or young person.
- If he/she seems distressed in any manner.
- If a person appears to be sexually aroused by your actions.
- If a person misunderstands or misinterprets something you have done.

Abilite Limited Codes of Conduct:

Abilite Limited has formulated Codes of Conduct for the following groups of people who engage with Abilite Limited activities:

- Tutors, Assessors and Mentors
- Coaches and Instructors
- Volunteers
- Learners and Participants

These Codes can be found in Appendix 8 of this Policy. The code of conduct has been created utilising the views of young people.

SECTION 5 – SUPPORTING EMPLOYEES

It is Abilite Limited policy to support any worker who is involved in handling actual or alleged incidents of abuse to help them deal effectively with any emotional effects of this work.

The exact nature of support required will depend on the precise circumstances of the incident. The Managing Director and the LWO/DWO will consider the following potential areas of support for those affected:

- Professional psychological evaluation
- Counselling
- Flexible working for a specified period to assist with emotional recovery
- Compassionate leave

Consideration will also be given to what is reasonable in the circumstances for both the individual and the Organisation.

In all cases where such support is deemed necessary, an evaluation of the individual's role will be undertaken and an assessment made of whether amendments may be necessary (on a short-term or permanent basis).

This entire process will be conducted in full consultation and discussion with the individual concerned, and they will be given the option of an alternative 'primary contact' within the Senior Management Team if this would be helpful.

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Appendix 1 – Abilite Limited Information

Our Mission:

To enrich people's lives through mentoring, coaching and alternative education.

Our Vision:

To create an organisation that is focused on making a positive improvement to people's lives. Using the values and lessons of sport to build confidence, self-belief, personal ambition and individual success. We will build a service which delivers class leading results, is used as an example of best practice and is recognised for the role it plays in bringing success to both individuals and employers.

Our Values:

Collaboration, Respect, Equality, Accountability, Trust, Excellence

Underpinning all our work is a fundamental awareness of, and concern for, the need of all young people to be able to take part in a learning environment that is both enjoyable and safe. Safeguarding is embedded in all the programmes and activities coordinated and delivered by Abilite Limited

Abilite Limited is a Company Limited by Shares, registered in England and Wales, no. 14205978.

Abilite Limited
69 Norwood
Beverley
East Yorkshire
HU17 9HN

Tel: 07813131561

www.abilite.uk

Appendix 2 - The main forms of abuse

Physical abuse: where adults (male and female), and sometimes other children, physically hurt or injure children, including by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning. This category of abuse can also include when a parent or carer reports non-existent symptoms of illness or deliberately causes ill health in a child they are looking after.

Examples of physical abuse in sport may be when a child is forced into training and competition that exceeds the capacity of his or her immature and growing body; or where the child is given drugs to enhance performance or delay puberty.

Sexual abuse: when adults (male or female), and sometimes other children, use children to meet their own sexual needs by forcing or enticing a child or young person to take part in sexual activities, whether or not they are aware of what is happening. This could include full sexual intercourse; masturbation; oral sex, anal intercourse; fondling; showing children pornography (books, videos, pictures) or talking to them in a sexually explicit manner.

In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

Emotional abuse: the persistent emotional ill treatment of a child, sometimes by other children, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve communicating to a child that they are worthless or unloved, inadequate, or valued only in terms of meeting the needs of another person. It may feature expectations of children that are not appropriate to their age or development. 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. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Examples of emotional abuse in sport include subjecting children to constant criticism, name-calling, and sarcasm or bullying. Putting them under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

Neglect: when adults fail to meet a child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failing to ensure access to appropriate medical care or treatment. Refusal to give children love, affection and attention can also be a form of neglect.

Examples of neglect in sport could include: not ensuring children are safe; exposing them to undue cold or heat or exposing them to unnecessary risk of injury.

Abuse of disabled children and young people, and vulnerable adults.

Some disabled children and young people are mentally or physically more vulnerable than others, which could make it easier for abusers to exploit them. They may also find it more difficult to recognise and report abuse, and to be believed. For example, if their disability means that they:

- Have limited life experiences and so have not developed the social skills needed to work out what the behaviour and attitudes of others mean. This could make them less able to understand what appropriate and inappropriate behaviour is.
- Have been encouraged to comply with other people's wishes and not to question authority figures.
- Are afraid to challenge potentially abusive situations because of fear of the consequences. It is often easier to be compliant and pleasing rather than risk angering an authority figure and getting into trouble.
- May not be able to report abuse either because there is no-one they can report it to or because they do not have the appropriate language or communication skills to use.
- May not be able to recognize that abuse has taken place.
- Feel powerless because they have to depend on others for personal support.
- May not be able to physically remove themselves from abusive situations.
- Are not believed because their authority figures cannot accept that anyone would abuse a disabled child.
- May not have anybody they can trust and confide in.
- May feel guilt or shame about the abuse which prevents them from reporting it.
- May not have a sense of ownership of their own bodies because they are so used to being examined physically by others as part of their medical and physical care.
- Have low self-esteem and a poor self image.

Bullying

Bullying, racism and other types of discrimination are forms of child abuse, whether those responsible are adults or other young people. It is important to recognise the impact and extent of bullying and discrimination in the lives of young people. Sports organisations have a duty of care to safeguard children from harm, including disabled children and others who may be particularly vulnerable.

Bullying can be psychological, verbal, or physical in nature. It involves an imbalance of power in which the powerful attack the powerless and occurs over time rather than being a single act. Examples of bullying behaviour include:

- Being called names, insulted or verbally abused;
- Being deliberately embarrassed and humiliated by other children;
- Being made to feel different or like an outsider;
- Being lied about;
- Being physically assaulted or threatened with violence;
- Being ignored.



In the NSPCC study 'Child Maltreatment in the UK', boys were most likely to experience physical bullying or threats, or have property stolen or damaged. Girls were more likely to be ignored or not spoken to.

Bullying by adults was a less common experience but one in ten young people reported this. Their most common experiences of adult bullying were:

- Being deliberately embarrassed or humiliated.
- Being unfairly treated or verbally abused.
- Being ignored or not spoken to.

Appendix 3 - How to recognise child abuse

It is not the responsibility of staff or volunteers of Abilite Limited to determine whether or not abuse is taking place in any individual situation; **it is their responsibility to identify poor practice and possible abuse, and act where they have concerns about the welfare of a young person** by referring this information to the appropriate statutory agency.

Changes in behaviour of a young person can sometimes relate to other significant life-events such as bereavement or other family problems. It is therefore important that effective interaction with a young person's parents is maintained to ensure that the causes of any behavioural changes are identified, and appropriate action can be taken.

Common signs

- Unaccounted sources of money.
- Fear of going home to parents or carers or of them being contacted.
- Changes over time in manner and appearance.
- Telling you about being asked to “keep a secret” or dropping other hints or clues about the abuse.
- The child or young person describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of a child.
- Unexplained changes in behaviour.
- Distrustful of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty making friends and socialising.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loss of weight and personal hygiene problems.

PHYSICAL ABUSE

Physical indicators

- Unexplained bruising, marks or injury
- Bruises which reflect hand marks
- Cigarette burns
- Bite marks
- Broken bones
- Scalds

Behavioural indicators

- Fear of parent being contacted
- Outbursts of aggression or anger
- Running away
- Fear of going home
- Flinching

- Depression
- Keeping arms/legs covered
- Reluctance to change clothes
- Withdrawn behaviour

SEXUAL ABUSE

Physical indicators

- Pain or itching in the genital area
- Bruising or bleeding near genital area
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting
- Pregnancy

Behavioural indicators

- Sudden changes in behaviour
- Child or young person becomes withdrawn and aggressive
- Apparent fear of certain people / person
- Running away
- Nightmares
- Unexplained sources of money
- Advanced sexual knowledge, language or drawings
- Eating disorders
- Self harm e.g. mutilation, suicide
- Secrets which cannot be told to anyone
- Drug abuse
- Behaving inappropriately for age
- Telling about the abuse

EMOTIONAL ABUSE

Physical indicators

- Developmentally delayed
- Sudden speech disorders

Behavioural indicators

- Neurotic or paranoid
- Unable to take part or play
- Fear of making mistakes
- Sudden speech disorders
- Self harm or mutilation
- Fear of parents being contacted

NEGLECT

Physical indicators

- Constant hunger
- Unkempt state
- Weight loss / underweight
- Inappropriate dress

Behavioural indicators

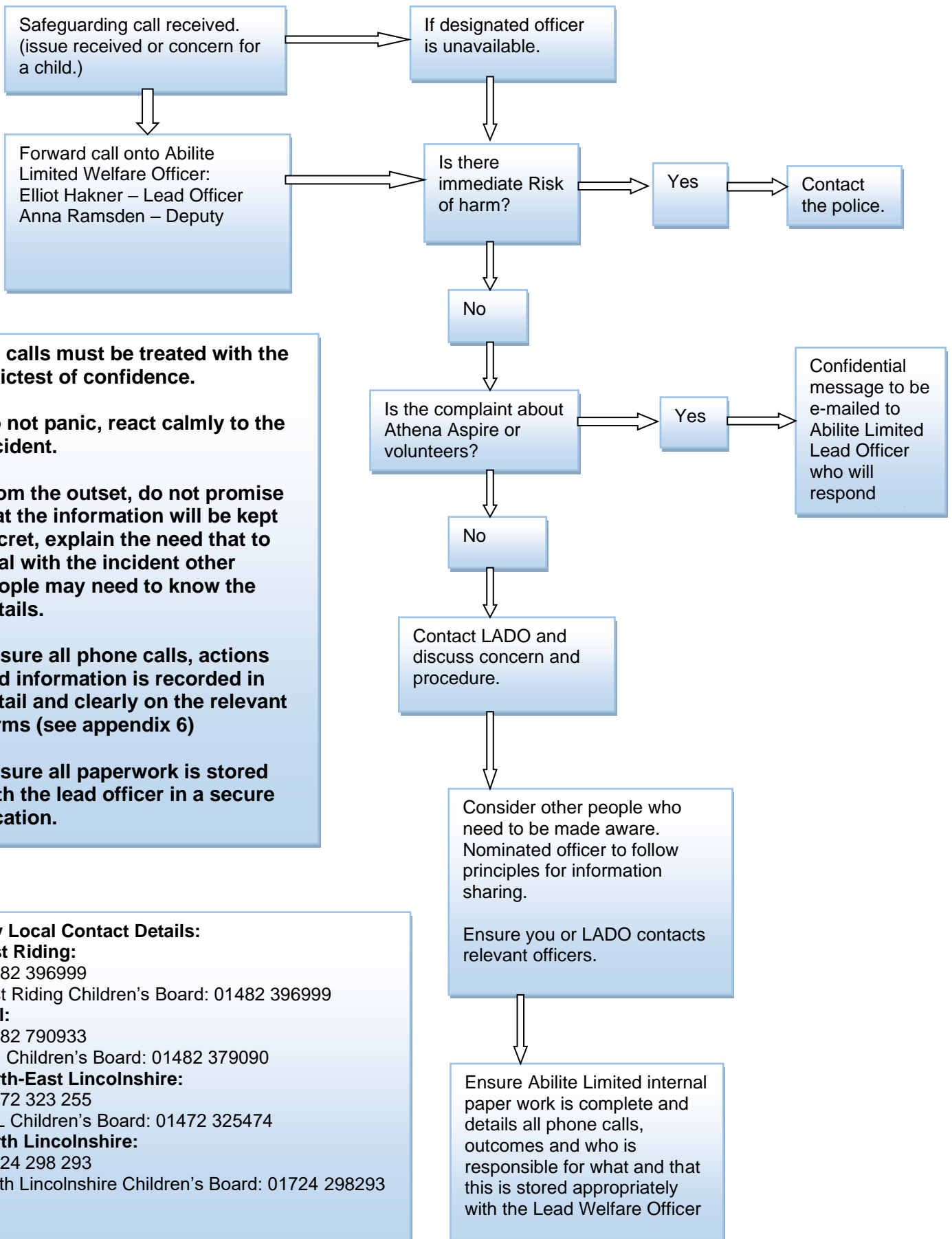
- Missing appropriate at doctors / hospital
- Truancy / late for school
- Tiredness or fatigue
- Few friends
- Regularly alone and unsupervised

Appendix 4 - Responding to a child's allegations/disclosure of abuse

If a child says or indicates that he/she is suffering from abuse, or information is obtained pointing towards abuse of a child, the person receiving this information should;

- React calmly, so as to not frighten the child
- Tell the child it is not their fault – they are not to blame.
- Tell the child they were right to tell
- Take what the child says seriously, recognising the difficulties in interpreting what a child, who has a speech disability or a difference in language says.
- Reassure the child, but do NOT make promises of confidentiality.
- When recording allegations or suspicions of abuse it is important to record the facts. Make a full record of what had been said, heard and /or seen as soon as possible. Refer to Appendix 7 for further guidance.

APPENDIX 5 - SAFEGUARDING AND PROTECTING CHILDREN REPORTING CONCERNS



All calls must be treated with the strictest of confidence.

Do not panic, react calmly to the incident.

From the outset, do not promise that the information will be kept secret, explain the need that to deal with the incident other people may need to know the details.

Ensure all phone calls, actions and information is recorded in detail and clearly on the relevant forms (see appendix 6)

Ensure all paperwork is stored with the lead officer in a secure location.

Key Local Contact Details:

East Riding:

01482 396999

East Riding Children’s Board: 01482 396999

Hull:

01482 790933

Hull Children’s Board: 01482 379090

North-East Lincolnshire:

01472 323 255

NEL Children’s Board: 01472 325474

North Lincolnshire:

01724 298 293

North Lincolnshire Children’s Board: 01724 298293

Consider other people who need to be made aware.
Nominated officer to follow principles for information sharing.

Ensure you or LADO contacts relevant officers.

Ensure Abilite Limited internal paper work is complete and details all phone calls, outcomes and who is responsible for what and that this is stored appropriately with the Lead Welfare Officer



Appendix 6 – Incident Report Form

(Please refer to Incident Reporting Form)

Appendix 7 – Abilite Limited Code of Conduct:

This document is an agreement between the Learner and Abilite Limited on joining an education, learning or mentoring programme.

Abilite Limited expects its Learners to follow and respect all applicable guidelines at all times and not engage in any activities that will bring the programme to disrepute. As a member of a programme all Learners must adhere to all conditions set out and agreed by Tutors, Mentors, Assessors and learners.

Abilite Limited expects all its Learners to conduct themselves in a professional manner i.e. attending every meeting/appointment scheduled with a member of Abilite Limited, ensuring that all the required documents are brought to each meeting, giving reasonable notice if any meeting/appointment cannot be attended.

In addition to the above, all Learners are expected to attend all components of the programme that have been scheduled; if any learners cannot attend any of the sessions they must provide prior notice and a valid reason for non-attendance. This must then be agreed/accepted by the Tutor, Mentor or Assessor.

| | | |
|-----------------|----------------------|------|
| Name of Learner | Signature of Learner | Date |
|-----------------|----------------------|------|

| | | |
|------------------|-----------------------|------|
| Name of Employee | Signature of Employee | Date |
|------------------|-----------------------|------|

Appendix 8 – Key Contacts

Local Authority Contacts:

Hull

Main Call Centre: 01482 300300
Central Duty Team: 01482 448879
Local Safeguarding Children's Board: 01482 379090
Local Authority Designated Officer: 01482 790933

East Riding of Yorkshire

Main Call Centre (for referrals to Children's Social Care): 01482 395500
East Riding Safeguarding Children's Board: 01482 396999
Local Authority Designated Officer: 01482 396999

North Lincolnshire

Children's Services Duty Team (9am – 5pm, Mon – Fri): 01724 296500
Children's Services Duty Team (out of hours and weekends): 01724 296555
Local Authority Designated Officer: 01724 298293

North East Lincolnshire

Safeguarding Unit: 01472 325464
Children's Services: 01472 325555
Local Safeguarding Children's Board: 01472 325474
Local Authority Designated Officer: 01472 323255

National Contacts:

Child Protection in Sport Unit: 01163 665590 www.thecpsu.org.uk

National Society for the Protection of Cruelty to Children (NSPCC): 0800 800 5000
www.nspcc.org.uk

Childline: 0800 1111

Here are links to the four Safeguarding Boards within the Humber

[Hull Safeguarding Children Board](#)

[North Lincolnshire Safeguarding Children Board](#)

[North East Lincolnshire Safeguarding Children Board](#)



[East Riding Safeguarding Children Board](#)

Appendix 9 – Protocol for handling media/public enquiries regarding Child Protection incidents

All enquiries relating to specific Child Protection concerns/reports/incidents **MUST** be handled by the Managing Director following the protocol laid out below unless the query relates to a particular event/activity with its own formal protocol.

Queries relating to non-specific, generic or policy matters should be referred to the Lead Welfare Officer or the Deputy Welfare Officer.

Formal Protocol

The person receiving the initial telephone call/enquiry from a member of the press/public or from another organisation should respond as follows:

- Thank the caller for their enquiry.
- Be polite at all times.
- Take the callers name, contact details and organisation (if not calling on a personal basis) together with a summary of the matter they are enquiring about. Record their actual words as much as possible.
- Note down all this information together with the date and time of the call.
- Inform the caller that staff are not authorised to comment on any specific child protection incidents – official statements will be issued by the Abilite Limited Managing Director.
- An official statement will be issued within 24 hours or as soon as practicable.
- Contact the LWO and Managing Director immediately.

Appendix 10 – Role Descriptions for Lead Welfare Officer and Deputy Welfare Officer

Lead Welfare Officer Role Description

Purpose of Role: to act as the lead officer within the Abilite Limited team in relation to Safeguarding casework, and to take a key role in the development and implementation of Safeguarding policies and procedures.

Key Tasks:

- To receive and collate child protection and poor practice concerns which are reported to Abilite Limited and take action as necessary in accordance with Abilite Limited policies and procedures.
- To seek advice and guidance regarding the handling of child protection and poor practice concerns as necessary, taking action as advised by the Local Safeguarding Children’s Board or Police.
- Together with the Deputy Welfare Officer, to liaise with individuals and their families who raise Safeguarding concerns, and where appropriate with individuals who are the subject of those concerns, to ensure effective and timely communication.
- To record efficiently and securely retain all information relating to child protection and poor practice concerns and cases.
- To act, together with the Deputy Welfare Officer, as the point of contact for partner and external organisations in relation to Safeguarding matters.
- Where competent to do so, to provide advice on child protection and poor practice issues. Alternatively, to seek advice from the NSPCC’s or Local Safeguarding Children’s Board.
- To liaise with the Deputy Welfare Officer in relation to Safeguarding concerns, casework and issues to ensure effective joint working.
- To keep up to date with, promote and support the aims of Abilite Limited safeguarding policy and procedures.
- To have a sound understanding of Abilite Limited Disclosure & Barring Service (DBS) process and its role within safeguarding children and young people.
- To promote Safeguarding best practice training workshops across the network.
- Where appropriate, to provide advice to sports clubs and other sporting organisations in relation to the development of effective Safeguarding policies and procedures.
- To actively seek training and development opportunities to ensure that own Safeguarding knowledge and training is relevant and up to date.
- To support the Deputy Welfare Officer in monitoring and reviewing the organisation’s safeguarding policies and procedures to ensure ongoing implementation and timely staff training.

Knowledge:

- National policy (legislation/safeguarding standards) and Abilite Limited policy & procedures.
- Training/support available.
- The role and responsibilities of statutory agencies (Children Services, Police, LSCB, NSPCC).
- Child Abuse – basic knowledge of forms and indicators of abuse, thresholds of ‘poor practice’ and ‘abusive behaviour’.
- Best practice, particularly in relation to prevention.

Deputy Welfare Officer Role Description

Purpose of Role: to act as the lead officer within the Abilite Limited team in relation to the development and implementation of Safeguarding policies and procedures, and to support the Lead Welfare Officer in handling Safeguarding casework.

Key Tasks:

- To support the Lead Welfare Officer in receive and handling child protection and poor practice concerns, including liaison with those involved where appropriate to ensure effective and timely communication.
- To record efficiently and securely retain all information relating to child protection and poor practice concerns and cases.
- To act, together with the Lead Welfare Officer, as the point of contact for partner and external organisations in relation to Safeguarding matters.
- Where competent to do so, to provide advice on child protection and poor practice issues. Alternatively to seek advice from the NSPCC or Local Safeguarding Children's Board.
- To liaise with the Lead Welfare Officer in relation to Safeguarding concerns, casework and issues to ensure effective joint working.
- Keep up to date with, promote and support the aims of Abilite Limited Safeguarding policy and procedures.
- To take the lead in developing and implementing Abilite Limited Disclosure & Barring Service (DBS) process, including acting as Lead Signatory for DBS applications.
- To actively seek training and development opportunities to ensure that own Safeguarding knowledge and training is relevant and up to date.
- To lead the monitoring and review of the organisation's safeguarding policies and procedures, ensuring ongoing implementation and timely staff training.
- To initiate and develop relationships with statutory agencies/LSCBs locally and maintain contact information.
- To actively promote good safeguarding practice, particularly in relation to education and learning environments.
- To engage effectively with regional and national forums and working groups in relation to safeguarding policy, practice and training to ensure that Abilite Limited remains well-informed in relation to safeguarding developments.

Knowledge:

- National policy (legislation/safeguarding standards) and Abilite Limited policy & procedures.
- Training/support available.
- The role and responsibilities of statutory agencies (Children Services, Police, LSCB, NSPCC).

- Child Abuse – basic knowledge of forms and indicators of abuse, thresholds of ‘poor practice’ and ‘abusive behaviour’.
- Best practice, particularly in relation to prevention.

Appendix 11 - Flowchart of key principles for information sharing

