



Safeguarding Policy



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Policy Statement

County Durham Sport is committed to safeguarding the welfare of children & young people involved in sport and physical activity across County Durham, and to promoting good practice which helps protect vulnerable young people from harm.

Introduction and Scope

County Durham Sport (CDS) is an independent company, with charitable status and one of 43 Active Partnerships working closely with national, regional and local organisations to encourage and enable more people to take part in sport & physical activity across our county.

Our Vision – A healthy lifestyle is an easy choice for everyone.

Our Mission – Challenging inequalities and changing lives through sport and physical activity.

Our Values:

Ambitious - Setting our standards high and being an employer of choice with high levels of staff satisfaction.

Collaborative - Working in effective partnerships to challenge barriers to an active lifestyle.

Curious - Creating a learning organisation that is responsive to local need and works with local communities.

Equality - Promoting equality through high performing staff and an effective Board.

Passionate - Sharing our passion for change, our knowledge and skills.

County Durham Sport promotes the welfare and safety of all children & young people taking part in activity we are accountable for including activities that are funded by and / or provided directly by the CDS Team.

As well as this we are committed to working in partnership with all agencies, at both the local and national level, to ensure that training & education opportunities and safeguarding best practice is available to anyone delivering physical activity & sport in the county, those supporting opportunities (coaches & volunteers) and for participants themselves (including parents/guardians & carers)

Our role in Safeguarding Children & Young People

Advocacy - promoting safeguarding advice/guidance and encouraging and supporting physical activity/sport providers to plan and implement safeguarding policies. This includes:

- Having a nominated Safeguarding Champion on our Board of Trustees.
- Signposting to local / national safeguarding training
- Supporting the Child Protection in Sport (CPSU) & National Society for the Prevention of Cruelty to Children (NSPCC) campaigns across our partners and networks
- Promoting safeguarding via the CDS website & Social Media channels
- Signposting to local safeguarding processes and policies/procedures
- Publishing this Safeguarding Children & Young People Policy and supporting documents

Education – Helping people to better understand the safeguarding quality standards, case studies and general safeguarding information:

- Safeguarding Lead and Deputy Safeguarding Deputy Lead roles within the CDS Team are in place and publicised.
- The above leads are champions of safeguarding children, helping to cascade knowledge across the CDS Team and external organisations.

Scrutiny – Ensuring that all activity providers commissioned by CDS have in place the relevant policies and procedures and that they are understood and being implemented fully:

- CDS consider and question the safeguarding readiness of potential physical activity providers during any investment decisions
- Prior to any investment being made CDS check and challenge the providers safeguarding policies and procedures
- Throughout the monitoring & evaluation process activity providers are assessed to ensure agreed standards are met.
- CDS will visit 25-50% of the projects invested in, and during these site visits participants & nonparticipants are asked about their understanding of Safeguarding.
- CDS will act on any information generated from the monitoring & evaluation process, addressing any knowledge, skills or policy gaps identified.

On a broader partnership level, the CDS and Physical Activity Strategic Partnership Board (SPA) also exists, driven by an independent Chair. CDS is a partner on the Board. SPA's primary role is to ensure that sport and physical activity contributes its true value to the vitality of County Durham.

This Policy applies to all individuals directly employed by or volunteering on behalf of County Durham Sport. Where individuals are employed by or volunteering for partner organisations but delivering activity under the County Durham Sport banner, the Policy and Procedures of the partner organisation will apply subject to these procedures meeting the standards outlined below.

CDS has a trained Designated Safeguarding Lead Officer (and Deputy) with responsibility for leading on the Active Partnership's safeguarding work. They are the first point of contact when any safeguarding concerns arise, ensure that all staff, volunteers and coaches understand their role in Safeguarding, and promote this Safeguarding policy. Contact details can be found in appendix A.

We recognise that this is a demanding and difficult area of work and therefore we will ensure that all CDS staff and volunteers working with children and young people are provided with the appropriate guidance, direction and training. It is well established that effective work to prevent poor practice and abuse requires sound procedures, good inter-agency co-operation and a workforce which is competent and confident in recognising and responding to situations where the protection of a child, young person or vulnerable adult is an issue.

Principles underpinning the policy

- the welfare and safety of young people is of primary concern, *the Children Act 2004 defines a young person as being under the age of 18.*
- all young people have a right to be safe and to be treated with dignity and respect
- 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 statutory agencies to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns
- all incidents of suspected poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- confidentiality should be upheld in line with the GDPR regulations (2018), Data Protection Act (1998), the Freedom of Information Act (2000) and the Protection of Freedoms Act (2012)
- this policy will be promoted to all staff and volunteers, partners and customers, and will be available on the County Durham Sport website and in additional formats as required

Policy Aim:

The purpose of this policy is to make clear County Durham Sports commitment to safeguarding all children & young people and to help demonstrate how we are meeting our statutory safeguarding obligations as set out in *Working Together to Safeguard Children; A guide to inter-agency working to safeguard and promote the welfare of children* (Department for Education; July 2018).

This policy also:

- Outlines expectations on CDS staff & volunteers in delivering any activity or service for children or young people
- Provides a reference framework for CDS to check that partner policies & procedures meet an appropriate minimum standard when commissioning or sub-contracting work that involves delivery to young people
- Is a guidance document for partner organisations when developing their own child protection policies and to encourage them to work in line with national standards.
- Promotes a consistent approach to safeguarding across the sports sector in County Durham through regular advocacy and communication
- Provides advice, guidance and training on safeguarding to those involved in the delivery of sport and physical activity across County Durham
- Acts as an advocate for good practice, ensuring that the sport and physical activity sector is connected to statutory safeguarding bodies
- Respects and promote the rights, wishes and feelings of young people
- Promotes that safe recruitment practices are adopted in line with the policies of the host authority
- Encourages that relevant training and supervision be given to employees and volunteers to ensure best practice and to protect young people from abuse, and themselves against allegations
- Ensures that any events delivered by the core team have relevant and robust safeguarding and welfare plans in place
- Requires employees and volunteers to adopt and abide by this Policy and the codes of conduct
- Helps us to respond to allegations appropriately and implement the appropriate disciplinary and appeals process
- Helps CDS ensure that all partnership funded or commissioned organisations have in place the relevant safeguarding policies and procedures
- Will be monitored and reviewed every three years, or in response to any relevant changes within County Durham Sport or national legislation or guidance

Legal and Procedural Framework

County Durham Sport recognises and supports the statutory responsibilities of safeguarding and specialist services to ensure the welfare of children & young people and we are committed to supporting the Durham Safeguarding Children Partnership.

From 1st April Durham DSCP will be transitioning to Durham Safeguarding Children Partnership in line with Working Together 2018 Guidance.

CDS is committed to complying with Durham Safeguarding Children Partnership policy and procedures. The practices referred to within this guidance are based on the principles contained within UK and international legislation and government guidance in particular the Protection of Children Act 1989 and 2004 and Working Together to Safeguard Children 2018 and have been designed to complement Local Safeguarding arrangements.

The CPSU Safeguarding Standards & Framework

CDS remains committed to maintaining the CPSU Safeguarding Standards and the linked Safeguarding Framework that help sports organisations meet their statutory safeguarding responsibilities by establishing, maintaining and embedding safeguarding policies and practices throughout their organisation. Further information on the standards and framework can be found at:

<https://thecpsu.org.uk/resource-library/tools/framework-for-safeguarding-and-protecting-children-in-andthrough-sport-in-wales/>

Following a robust self-assessment process, the CDS team develop an annual safeguarding action plan to address areas which need maintaining or developing and to build upon agreed strengths. This action plan is signed off annually by the CDS Management Team and board in consultation with the CPSU.

Direct Delivery

Where the CDS Core Team directly delivers activity (e.g. School Games level 3 and work with young leaders and volunteers) the Designated Lead Officer (DLO) will take responsibility for Safeguarding, before, during and after the event. The DLO will produce a welfare plan with the lead Event Manager, ensuring that each venue has a named Welfare Officer in place. The welfare plan will be shared with all relevant staff and volunteers and appropriate training given.

Working with Partners & External Organisations

In respect of its strategic responsibilities for safeguarding, partners of CDS are defined as those organisations that:

- make partnership funding contributions
- are awarded funding from CDS
- CDS has a service level agreement or other partnership agreement with
- CDS commissions to provide a service
- oversee, lead or deliver activities and programmes with or on behalf of CDS

Partners could include, but are not limited to: Durham County Council, Leisure Trusts, Durham University, Sports Clubs, Governing Bodies of Sport, Leisure/activity providers, Schools, School Sports Partnerships, Colleges, Community Sports Networks, Training Providers, Youth Services or Sports Facilities.

CDS will:

- ensure partner organisations have adequate policies & procedures in place regarding safeguarding,
- expect partners to respond to any allegations appropriately, in a timely manner and implement their own procedures
- ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
- review all partnership agreements & service level agreements annually, or when changes in legislation require a review
- encourage, support and assist organisations to develop and implement safeguarding policies and procedures.

Where CDS works in partnership with other service providers, their safeguarding policies should, as a minimum, comply with this guidance and the associated policies and procedures.

Promoting and Communicating the Safeguarding Policy

CDS recognises that all individuals working with children and young people need to be made aware of the policies & procedures referred to in this document and relevant good practice in order to ensure that they are not placed in situations where allegations could be made.

All staff and volunteers delivering sport or physical activity on behalf of CDS must demonstrate exemplary behaviour in order to promote the welfare of children and to reduce the likelihood of allegations being made.

In order to promote wider good practice CDS will:

- Ensure that all policies and procedures are readily available on the CDS website
- Promote guidance, information, and any changes in legislation via the CDS newsletter and on our website
- Provide appropriate training to all staff and volunteers supporting CDS events

- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people

Promoting Good Practice

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 judgment 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 person needs protection. All suspicious cases of poor practice should be reported to the appropriate and relevant National Governing Body, other partner (e.g. school, private provider) or to CDS.

Good Practice Guidelines

Everyone working in sport will be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made against them. These Good Practice Guidelines are outlined in Appendix B and are common sense examples of how to create a positive culture and climate within sport.

Recruitment & Selection

CDS are an independent company and we follow our own safe recruitment and employment procedures and policy when recruiting staff and volunteers.

Members of the core team involved in recruiting staff for CDS have attended recruitment and selection training. This ensures that the following checks are in place prior to every appointment:

- References – These are independent references, one of which must be the last employer of the individual
- Qualifications – All qualifications relevant to the role at CDS will be checked
- Asylum and immigration – a person's right to live & work in the UK will be checked
- Disclosure and Barring Service (DBS) check (where appropriate) – Positions within CDS are risk assessed and a decision made against each position as to the level of DBS check undertaken.

All new CDS staff and volunteers will undergo an induction. This process ensures that individuals are aware of the safeguarding policy, relevant procedures and codes of conduct, and sign up to comply with these. A record of their induction is kept in their personnel file which includes a signed form to say they understand and comply with CDS policies & procedures.

We acknowledge that when using volunteers to assist with events on an occasional basis it is not appropriate to carry out all the pre-employment checks as above. A minimum requirement is that all such volunteers must sign a self-declaration form, and be allocated duties where all access to children and young people is supervised by an individual who has undergone all relevant checks. For more information and a template form, please go to: <https://thecpsu.org.uk/resource-library/forms/selfdeclaration-form/>

Information provided on a self-disclosure form will only be disclosed to those who are involved in the risk assessment of the information. The information will only be used for the specific reason for which it was collected and not passed on to any other organisation or individual.

Organisations requiring guidance on safe recruitment and selection will find further information on the CPSU website:

<https://thecpsu.org.uk/resource-library/best-practice/safe-recruitment-and-selectionprocedures/>

Training & Development

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. All members of the CDS Core Team will be required to attend safeguarding basic awareness training and equity training. Additional training and CPD will be mandatory for the Designated Lead Officer and Deputy Child Protection Officers (This will include CPSU delivered Time to Listen Training for Active Partnerships). Opportunities will be available to the wider sports workforce in County Durham to enable them to keep up to date with current legislation, and ensure that the workforce is suitably qualified. This will include the provision of subsidised access to:

- Sector specific child protection awareness course (e.g. UK Coaching workshop on Safeguarding & Protecting Children)
- Relevant e-learning opportunities (e.g. NSPCC online child protection in sport resource)
- First aid (e.g. UK Coaching / BRC Emergency First Aid for Sport, St Johns Appointed persons or STA NARS/ECB Appointed Persons First Aid qualifications).

In addition to these courses, deliverers will be encouraged to attend other relevant training such as disability awareness and young people specific coach education through their NGB or other training providers such as Coachwise.

CDS utilises an online training programme which can be accessed through BookIt:

<https://www.bookit.org.uk/>

Safeguarding Children & Young People

It is difficult to accept but every child can be hurt, put at risk of harm or abused, regardless of their age, gender, religion or ethnicity. Safeguarding legislation and government guidance says that safeguarding means:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children and young people to have the best outcomes, and

“the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play”

Working Together to Safeguard Children 2018

Understanding the different types of child abuse

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. Staff, coaches, officials and volunteers 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. CDS therefore encourages and expects staff and volunteers to discuss any concern they may have about the welfare of a person immediately with the Designated Lead Officer.

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. Children can be abused by adults or other children. There is growing evidence to suggest that peer abuse is an increasing concern for young people.

The main forms of abuse are:

Neglect - where adults fail to meet a child's basic physical and/or psychological needs

Physical abuse - where someone causes physical harm to a child

Emotional abuse - persistent emotional ill treatment of a child which has an adverse effect on the child's emotional development

Sexual abuse - abuse by adults or other children in order to meet the abuser's sexual needs.

Identifying Signs of Abuse

Signs of abuse are often difficult to recognise. Those that deliver or supervise activities are not expected to be 'experts', but they should know and recognise the common signs/indicators that abuse might be taking place. The following might provide indications that a young person is being abused:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- 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 outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt.

Further information on abuse in a sports setting can be found on the CPSU website:

<https://thecpsu.org.uk/help-advice/introduction-to-safeguarding/child-abuse-in-a-sports-setting/>

Responding to Safeguarding or Child Protection Concerns

It is not the responsibility of anyone working under the auspices of sport in a paid or voluntary capacity to decide whether or not abuse is taking place. However, there is a responsibility to report their concerns in order that appropriate agencies can then make enquiries and take any necessary action to protect the individual.

CDS recognises that not all concerns raised will relate directly to staff or volunteers for whom CDS are responsible. There are a number of ways in which abuse can become apparent. In any of the following circumstances, an Incident Report Form (Appendix E), should be immediately referred to the Designated Lead Officer and the reporting procedures followed:

- Concerns about the behaviour of a CDS member of staff or a CDS volunteer (Appendix A.1)
- Concerns about the behaviour of another organisation's staff member or volunteer (Appendix A.2)
- Concerns about children/young people arising out of sport (e.g. at home, school or in the community) (Appendix A.3)

Do's & Don'ts

If you have concerns or receive information about possible abuse the CDS Designated Lead Officer should be contacted, however it is recognised that an individual may need to respond to a situation immediately.

With this in mind the following guidelines offer you help in responding to abuse or a suspicion of abuse:

Do:

- Treat any allegations extremely seriously and act always towards the person raising the concern as if you believe what they are saying.
- Tell the individual they are right to tell you.
- Reassure them that they are not to blame.
- Be honest about your own position, who you must tell and why.
- Tell the individual what you are doing and when, and keep them up to date with what is happening.
- Take action – you may be the only person in a position to prevent future abuse.
- Write down what you have been told. Anything you write down must be maintained in full confidence and shared, in full, as soon as possible with those responsible for investigating the concern.
- Seek medical attention if necessary.
- Inform parents/carers unless there is suspicion of their involvement.

Do Not:

- Make promises you cannot keep.
- Interrogate the person raising the concern – it is not your job to carry out an investigation – this will be up to the Police and/or Local Authority Representatives.
- Cast doubt on what you have been told, don't interrupt or change the subject.
- Say anything that makes the individual feel responsible.
- Take photographs of any injuries.

DOING NOTHING IS NOT AN OPTION, IT IS YOUR RESPONSIBILITY TO ACT – Make sure you inform the Safeguarding Lead as soon as possible, they will know how to follow this up and where to go for further advice. If it is believed there is immediate danger contact the Police using 999.

Sharing Concerns with Parents

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.

When it is Not Appropriate to Share Concerns with Parents

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

Expert Advice

If advice is required the first point of contact should be the Designated Lead Officer. However, delays should not be made if that officer is not available. In this instance if an officer is not sure what to do, he/she can obtain advice by telephoning the local Children's Social Care Services department (emergency duty team) and speak to the duty worker or call the NSPCC 24-hour free phone Helpline on 0800 800 500. The police also have specially trained child protection teams who will give guidance and support.

Photography and Filming in Children Sport Briefing Paper *(Adapted from the Child Protection in Sport Units Briefing paper 'Guidance on photographing and videoing children in sport 2012')*

Photographing and Filming Children in Sport

Parents/carers often want to be able to celebrate the achievements of their children when taking part in sporting activities through taking photographs or films. Sports organisations may also want to promote their activities to encourage increased participation. County Durham Sport does not advocate the banning of photography and the use of images and videos of children but recommends that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for children and young people.

CDS will ensure all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. This applies whether images are taken using cameras, mobile phones or any other equipment.

CDS will adopt the following principles:

- The interests and welfare of children taking part in sporting activities is paramount.
- Children and their parents/carers have a right to decide whether their images are taken, and how these may be used.
- Children and their parents/carers must provide written consent for their images to be taken and used.
- Consent is only meaningful when we ensure that children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

CDS will follow the below rules:

- Where possible we will not include the name of a child whose image is being used.
- If naming a child or group of children in an image, we will only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.
- We will avoid the inclusion of other detailed information about individual children.
- We will ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A Childs Permission Form is one way of achieving this.
- We will ask for parental permission to use an image of a young person. This ensures that parents are aware of where and how the image of their child will be used to represent the club, event or sport (e.g. in a sports magazine, on a website, or on Facebook). Developing or adopting a Parental Permission Form is one way of achieving this.
- We will ensure parents understand the nature of the potential risks associated with the intended use of the image/s.
- We will be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled)
- We will only use images of children in suitable dress/kit (including required or recommended safety wear such as shin pads, gum shields etc) to reduce the risk of inappropriate use.
- Images should positively reflect young people's involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of the sport.
- With regard to the actual content, it is difficult to specify exactly what is appropriate given the wide diversity of sports. However, there may be some sports activities (e.g. gymnastics or swimming) where the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity rather than on a particular child and should avoid full face and body shots. So, for example shots of children in a pool would be appropriate or, if poolside, waist or shoulder up.
- We will create and publicise a procedure for reporting the abuse of images or the use of inappropriate images, to reduce the risks to children. Following County Durham Sports safeguarding procedures, we will ensure Children's Social Care and/or Police are informed.

Use of Photographic Filming Equipment for Official Use at Sporting Events

- We will provide a clear brief about what is considered appropriate in terms of content and behaviour.
- We will issue the photographer with identification, which must be worn at all times.
- We will inform children and parents that a photographer will attend an event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child (e.g. close ups, small group and team photos).
- At many events, organisers and others will reasonably wish to take wide angle, more general photos of the event sites, opening and closing ceremonies, and so on. Separate to the issue of consents for identifying photographs/footage of individual participants (as above) parents and children should at least understand that these types of images will be taken during, or at specific points in, the event e.g. information could be included on the parental consent form. It is not reasonable, practical or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of the concerns of a small number of parents.
- We do not allow unsupervised access to children or one to one photo sessions at events.
- We do not approve/allow photo sessions outside the event or at a child's home.
- Children, parents and others will be informed that if they have concerns, they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- We will clarify issues of ownership, retention and access (by event staff and participants/parents) to the images.
- Other professional photographers/filming/video operators wishing to record at our events should seek accreditation with us by producing their professional identification for the details to be recorded. Ideally, they should request this at least 10 working days before the event.
- Students or amateur photographers/film/video operators wishing to record at our events should seek accreditation with us by producing their student or club registration card and a letter from the club/educational establishment outlining their motive for attending the event and planned use of the material.

Parents / Spectators Guidance

County Durham Sport are committed to ensuring that clubs and events are safe for participants, officials, and spectators. One aspect of this safety is taking photos and the use of images. Historically, photography has been permitted through a system of registering your details in order to take photos. This system has its limitations and is resource intensive to implement. For CDS events we will not require spectators to register cameras, however, below is guidance on what spectators should and should not do regarding the taking of images and the sharing of these during or after the event.

Parents and carers of participants under the age of 18 who wish to take photos are requested to focus on their own children as much as reasonably possible and to avoid including other children in images, particularly if those images are being shared with family and friends or through social media platforms. Whilst it is acknowledged that parents/carers wish to celebrate the achievements of their own children when taking part in a school games event, it should be recognised and respected that other parents/carers may not wish for their child's image to be taken and shared in this way.

Spectators should:

- Take close up photos of their own children / participants wherever possible – unless the photos are wide-angle, more general images of the events including opening ceremony.
- Only use images of children in suitable clothing to reduce the risk of inappropriate use (Some activities, for example, swimming and gymnastics, present a much greater risk of potential misuse).
- Obtain the child's permission to use their image wherever possible.

- Think carefully before using any images showing children and young people on websites, social media or other publications.
- Take images that present the activity in a positive light and promote the best aspects of the sport.
- Make themselves familiar with the photography and filming arrangements for the County Durham School Games and be vigilant during the event.
- Report any concerns about photography or filming at the event to the immediate attention of the Designated Lead Safeguarding Officer at the earliest opportunity.

Spectators should not:

- Take photos in any of the following banned areas on site which will be identified by signage:
 - In and around toilets
 - Changing and shower areas
 - First aid tent / first aid incidents
- Take or share pictures of children or young people wearing a coloured wristband, which they are wearing to ensure their picture is not used.
- Take and share images of other children and young people without the young persons and their parent's permission.
- 'Tag' children or young people on Facebook and other social media sites.
- Use children's names in photograph captions. If a child is named, avoid using the photograph.
- Take images of young people that show the activity in a negative light e.g. following a defeat or an injury.

County Durham Sport will:

- Challenge spectators taking photographs in areas that are not allowed (as above)
- Challenge spectators taking photographs where a young person, another spectator or an event official has raised concerns about the nature of the photography.

If there are any indications or concerns that an individual may be taking images of children or young people that are inappropriate or illegal, this should immediately be reported to the County Durham Sport Designated Lead Safeguarding Officer who has responsibility for contacting the police.

If for any reason you do not wish to have your child in a photograph, you must inform County Durham Sport. Any official photographer / camera crew or CDS staff will then be able to identify any children wearing a wristband in any of the images or footage and blur the image or ensure these images are not used.

County Durham Sport has a photography policy and procedures in place with clear guidelines issued to our official photographers for both the taking and use of photos and images. We strongly advise them not to publish any images of children wearing a wristband, however we cannot be held responsible for this.

Concerns About The Behaviour of County Durham Sport Staff Member or Volunteer

Concerns arise about the behaviour of a member of staff, coach or volunteer towards a child/children (Eg suspicions or allegations of poor practice or possible abuse)

Individual alerted to concerns report to organisation / club / facility or event Safeguarding Lead officer, completes the safeguarding incident report form and forwards a copy to the County Durham Sport Safeguarding Lead

Safeguarding Lead Officer (if appropriate in consultation with Case Management Group and / or Children's Social Care, Police or LADO) determines the route for further action to be taken. It does matter appear to be poor practice or possible abuse and records actions taken and agreed.

Poor Practice / Breach of Code of Conduct.

Concern dealt with as misconduct issue using complaints / disciplinary procedures as appropriate (in consultation with LADO).

Disciplinary investigation undertaken and hearing held.

Outcome of disciplinary process (eg no case to answer, advice or warning given, training / support required, other sanctions, or exclusion). Consideration of referral to DBS if appropriate.

Disciplinary appeals process.

Possible Child Abuse / Criminal Offence

Safeguarding LO consults with / refers to HR / Disciplinary lead/s reinitiating disciplinary procedures, immediate temporary suspension (without prejudice), and notification of other organisations. All in consultation with statutory agencies and LADO.

Disciplinary process initiated - investigation may be delayed pending outcome of statutory agencies' processes. Support from LADO.

Full disciplinary investigation undertaken and hearing held.

Safeguarding LO consults with / refers to Children's Social Care / Police and LADO and follows this up in writing within 24 hours.

Children's Social Care and / or Police hold Strategy Meeting (may include sports organisation rep) and agree investigation process.

Outcome of Children's Social Care or Police investigation (eg NFA criminal prosecution assessment of risk etc).

Concerns About The Behaviour of Another Organisation's Staff Member or Volunteer

(e.g. allegations reported about an individual working for a partner organisation)

Concerns arise about the behaviour of a member of staff, coach or volunteer from another organisation towards a child / children (Eg. suspicions or allegations of poor practice or possible abuse).

Individual alerted to concerns reports to organisation / club / facility or event Safeguarding Lead Officer, completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead.

Safeguarding Lead Officer (if appropriate in consultation with Case Management Group and /or Children's Social Care, Police or LADO) determines the route for further action to be taken ie does matter appear to be significant poor practice or possible abuse, and records actions taken and agreed.

Poor Practice / Breach of Code of Conduct.

Inform subject of concerns of intention to pass information to employing/deploying organisation safeguarding lead in line with safeguarding policy and/or any inter-organisation information sharing arrangements.

Contact safeguarding lead in employing/deploying organisation and pass on concerns. Record actions and plans agreed. Follow up in writing within 24 hours, cc'ing the individual.

Possible Child Abuse / Criminal Offence

If matter appears urgent and indicates a high level of risk to child/ren, either contact Children's Social Care or Police direct to refer, or contact the safeguarding lead in the individual's employing/deploying organisation to pass on the information. Secure and record their commitment to refer to statutory agencies, and seek confirmation when this has been undertaken. If not agreed - contact statutory agencies directly.

Safeguarding Lead Officer records actions and plans agreed and follows up referrals in writing within 24 hours.

Member of staff, coach or volunteer made aware of concerns about child's welfare or safety
(Eg. suspicions of bullying at school, allegations of abuse within the family etc).

Member of staff, coach or volunteer reports to/consults with organisation/club/facility or event Safeguarding Lead Officer, and completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead.

If child requires immediate medical attention arrange this and ensure that medic is informed that there may be a child protection concern or allegation.

Safeguarding Lead Officer makes decision on immediate referral to or consultation with Children's Social Care or Police; records actions taken/agreed (including who will inform parents).

Safeguarding Lead Officer sends written safeguarding report to Children's Social Care/Police within 24 hours and considers need for support or advice for original referrer or others involved.

Appendix B. Good Practice Guidelines

All personnel who are employed / deployed by County Durham Sport will be given a copy of the following guidelines and will be required to abide by them. The guidelines will form an integral part of any training provided.

Failing to comply with guidelines may result in disciplinary action being taken.

The guidance encompasses 'online/virtual' behaviours as well as 'real world' – e.g. contact on Facebook, Twitter, text messaging and other social networking.

Good practice means:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating everybody equally, and with respect and dignity
- always putting the welfare of each individual first, before winning or achieving goals
- maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust which empowers individuals 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 individual is constantly moving. People should always be consulted and their agreement gained.
- keeping up to date with the technical skills, qualifications and insurance in sport
- involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB However, same gender abuse can also occur.)
- ensuring that at tournaments or residential, adults should not enter children's rooms or invite children into their rooms
- being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of individuals – avoiding excessive training or competition and not pushing them against their will

Practice to be avoided

The following will be avoided except in emergencies. If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the Organisation 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 time alone with children away from others.
- Avoid transporting children alone in your car

Practice never to be sanctioned

The coach should never:

- take children to his/her home where they will be alone with the coach
- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun

- reduce an individual to tears as a form of control
- allow allegations made by an individual to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children or vulnerable disabled adults, that they can do for themselves
- invite or allow children to stay at the coaches home unsupervised.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or have a disability. By prior agreement personal care tasks should be the responsibility of parents or carers, but if sports personnel have to be involved then these tasks should only be carried out with the full understanding and written consent of parents and the performers involved. The need of the young person needs to be clarified before starting the activity. 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.

If any of the following incidents should occur, they should be reported immediately to another colleague and a written note made of the event. Parents should also be informed of the incident:

- if you accidentally hurt a performer
- 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

Appendix C. Recognising signs of abuse

County Durham Sport recognises that safeguarding and protecting children and young people is the responsibility of everyone, be they paid coaches, staff or volunteers. Everyone involved in delivering sport and physical activity in County Durham has a responsibility to respond to any concerns in an appropriate manner.

There is a reluctance to tell someone when being abused so it is vital that all adults working in sport are aware of the possible signs of abuse and understand when a child's safety or welfare is under threat. There will not always be a clear sign so it is important to take into account any small pieces of information which may be relevant, as well as using instinct.

The table below outlines some possible signs of abuse, some explicit to the type of abuse, others more general. Care is needed to ensure that the signs are interpreted correctly, there may be a plausible explanation. Concerns may arise over time, if there is a combination of unexplained changes. It is also important to understand that a child's disability or cultural difference such not be used to explain any concerns.

Category of abuse	Physical signs	Behavioural signs
Physical abuse	Unexplained and unusual bruising, finger, strap and bite marks, injuries, cigarette burns, fractures, scalds, missing teeth. Injuries that a child/young person with limited mobility would find it difficult	Fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, cowering, bullying or abuse of others.
Neglect	Constant hunger, ill-fitting or inappropriate clothes, weight change, untreated conditions, continual minor infections, failure to supply hearing aids, glasses and or inhalers.	Always being tired, late, absent, few friends, regularly left alone, seeks adult company or withdraws from people, stealing, no money, parent or carer not attending or interested.
Sexual abuse	Genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STDs, thrush, anal pain on passing motions.	Apparent fear of someone, nightmares, running away, age inappropriate sexually explicit knowledge or behaviour, bedwetting, eating problems, substance abuse, unexplained money or gifts, inappropriate masturbation, sexual approaches to others, sexual games with toys.
Emotional abuse	Weight change, lack of growth / development, unexplained speech disorders, self-harm, clothing inappropriate for child/young person's age, gender or culture.	Unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends.
Bullying	Weight change, unexplained injuries and bruising, stomach and headaches, incontinence, disturbed sleep, hair pulled out.	Difficulty making friends, anxiety over school/sport truancy, withdrawn, depressed, anger, moodiness, suicide attempts, reduced performance, money or possessions reporting as 'lost', stealing from the family, distress and anxiety on reading emails or texts.

It is important to remember that it is not our role to determine if a child is being abused but is our responsibility to record and report any concerns following the procedures outlined in this document.

This policy is inclusive and the same actions should be taken regardless of the needs and background of the child. However, we recognize that some children are disadvantaged by their experience as follows:

Children with disabilities might be additionally vulnerable because:

- They may lack a support network to support and protect them
- There could be significant communication difference such as limited verbal communication or using sign language
- Their capacity to resist verbal or physical abuse may be reduced

- They may require personal intimate care
- They might not be believed
- The young person may have medical needs which might be used to explain away the signs of abuse
- The young person may be dependent on the abuser for their involvement in sport
- They might not have a peer group to help them understand what is acceptable behaviour

Children from minority ethnic groups may be additionally vulnerable because:

- They experience racist attitudes
- Their experiences of racist behaviour are ignored by people in authority
- They may be afraid that they will suffer further abuse if they challenge others
- They may be subject to cultural myths concerning acceptable behaviour
- They may want to fit in and therefore do not want to make a fuss
- They may be learning or using English as a second language

Children performing in elite sport are additionally vulnerable because:

- They can experience burn out due to the pressure of competition
- They may spend significant time away from home, weakening their support networks
- They may find themselves performing in an adult focused environment
- They could be subject to a win at all cost's mentality
- They can become subject to an unhealthy coach to athlete relationship

Appendix D. Contact Details and Cover Arrangements



Designated Lead Officers

Name	Designation	Contact
Becks Lippe	Designated Safeguarding Lead Officer County Durham Sport	becks.lippe@countydurhamsport.com 0191 307 7117 07715 077 266
Joe Armstrong	Deputy Safeguarding Lead Officer County Durham Sport	joe.armstrong@countydurhamsport.com 0191 307 7117 07936 947 077
David Shipman	Deputy Designated Person County Durham Sport (Board)	shipmand60@gmail.com 07757 711 705

In the event that one of the above cannot be contacted, the following support is also in place:

Name	Designation	Contact
Damien Smith	Designated Safeguarding Lead North Yorkshire Sport	Damien@northyorkshiresport.co.uk 01423 637 652 07858 919 295
David Marrin	Designated Safeguarding Lead Rise	david.marrin@wearerise.co.uk 0191 497 2324 07791 931 922

Local Contacts

If you have a concern about a child or young person who lives in County Durham, First Contact is the service to call.

Durham County Council's Children's Services are responsible for delivering services to safeguard children. By law they must make enquiries about any child if they are told that there is a risk of harm to that child. They will ensure that children & families are fully involved in decision-making and planning throughout this process, unless this would place the child at immediate risk.

They will also talk with other people who are involved with the child, such as doctors, teachers, health visitors, school nurses and the police. If there are any serious concerns, arrangements will be made for the child to have a Child Protection Plan. It is important to remember that most children who have a Child Protection Plan live at home with their families and are helped to do so with support.



First Contact/Social Care Direct

@ First Contact/Social Care Direct

☎ 03000 267 979

📠 0191 383 5752

Other National Numbers

Organisation	Contact
NSPCC	If you're worried about a child, even if you're unsure, contact our professional counsellors for help, advice and support: 0800 800 500 (Helpline is 24 Hours) or email help@nspcc.org.uk 18 or under? Childline offers free, confidential advice and support whatever your worry, whenever you need help: 08001111
Child Protection in Sport Unit (CPSU)	0116 3665626 cpsu@nspcc.org.uk
Childline UK	0800 1111 / 1-2-1 Counsellor Chat - https://www.childline.org.uk/get-support/1-2-1-counsellor-chat/

Appendix E. CDS Incident Report Form

Your name:	
Your role:	
Contact information (you):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Child / Adults name:	Child / Adult date of birth:
Child /Adult ethnic origin: <i>Please state</i>	Does Child/Adult have a disability: <i>Please state</i>
Gender:	
<input type="checkbox"/> Male	
<input type="checkbox"/> Female	
<input type="checkbox"/>	
Parent's / carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Have parent's / carer's been notify of this incident?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns	
<input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i>	
<i>Position within the organisation or relationship to the child:</i>	
<i>Telephone numbers:</i>	<i>Email address:</i>
Date and times of incident:	
Details of the incident or concerns:	
<i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	

Child /Adult account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

Yes – please complete below table

No

AGENCY	YES/NO	CONTACT NAME	CONTACT NUMBER	DATE	TIME	DETAILS OF ADVICE RECEIVED
Police						
Social Services						
Local Authority						
NSPCC						

Other (<i>please name</i>)						
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I acknowledge that the details described are accurate and will remain strictly confidential between the 'appropriate reporting channels' and myself.

Your Signature:		Print name:	
Date:			

Form to be passed to:

Becks Lippe (Designated Lead Officer for Safeguarding)
County Durham Sport, The Sjovoll Centre, Front Street, Framwellgate Moor, Durham, DH1 5BL

becks.lippe@countydurhamsport.com

Tel: 0191 307 7117

Mobile: 07715 077 266

www.countydurhamsport.com

Appendix F. CDS Related Policies

Other policies to be considered alongside this policy are:

- Whistleblowing
- Equality
- Recruitment
- Disciplinary
- E Safety
- Complaints
- Photography and Filming

The above policies are available within the employee handbook or available upon request.

Appendix G. Code of Conduct – Staff & Volunteers

As a member of staff or volunteer with CDS, we'd like you to:

- Implement our safeguarding policy & procedures (Children and Adult)
- Report any concerns about or allegations of abuse or poor practice to our safeguarding led officer (Becks Lippe)
- Listen to any concerns that parents, young people or adults might have
- Consider your behaviour – do not engage in any behaviour that constitutes any form of abuse
- Respect your position of trust and maintain appropriate boundaries and relationships with young people and adults.
- Keep coaching and safeguarding training up to date
- Keep participants in your sessions safe by supervising appropriately, using safe methods and techniques and by putting participants safety first.
- Make sure you've got appropriate staffing ratios of adult to participant before the sessions begins
- Ensure equipment is fit for purpose, safe to use and accessible
- Respect children and adults trust and rights whilst being honest and open with them
- Champion everyone's right to take part and celebrate differences by not discriminating against anyone, regardless of gender, ethnicity, sexual orientation or ability
- Use constructive and positive methods of developing children's and adults' skills, without humiliating or harming them
- Behave appropriately online in accordance with CDS's social media policy
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people or adults
- Lead by example when it comes to good sportsmanship, positive behaviour and commitment to sport
- Help make CDS and our events a friendly and welcoming place to be

As a member of staff, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role
- Be informed of our safeguarding and reporting procedures and what you need to do if something isn't right
- Have access to ongoing training in all aspects of your role
- Be listened to
- Be involved and contribute towards decisions within the organisation
- Be respected and treated fairly by us
- Feel welcomed, valued and not judged based on your ethnicity, gender, sexuality or ability
- Be protected from physical or emotional abuse from children or adults and be supported to resolve conflicts

We expect all of our staff and volunteers to follow the behaviours and requests set out in this code. If any staff member or volunteer behaves in a way which contradicts any of the points set out above, we will address the problem straight away and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in County Durham Sport taking disciplinary action against you with the involvement of governing bodies and ultimately your dismissal from the organisation.

Signature of staff member: _____

Print Name: _____

Date: _____

Signature of line manager: _____

Print Name: _____

Date: _____