

## Safeguarding policy and procedures

### Introduction

North Yorkshire Sport is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved will be treated with dignity and respect.

These procedures have been designed to ensure the welfare and protection of any adult or child who accesses services provided.

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### Scope

This policy applies to all staff and volunteers who act on behalf of the organisation and who come directly into contact with vulnerable adults and children.

Every individual has a responsibility to inform the designated person in respect of safeguarding, or their deputy, of concerns relating to safeguarding.

The designated person must decide if the concerns should be communicated to other relevant organisations.

## **Policy statement**

It is acknowledged that significant numbers of vulnerable people are abused and it is important that North Yorkshire Sport has a Safeguarding policy, a set of procedures to follow and puts in place preventative measures to try and reduce that number.

North Yorkshire Sport is committed to zero tolerance of abuse and neglect within the organisation. The Policy Statement and Procedures have been drawn up in order to enable it to:

- implement processes which enable it to meet the requirements of the Multi - agency Safeguarding Adults policy and procedure for North Yorkshire and the North Yorkshire Area Child Protection Procedures
- promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- ensure that any allegations, disclosures of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- stop that abuse occurring.

In order to implement the policy North Yorkshire Sport will work to:

- manage services in a way which promotes safety and prevents abuse
- promote the freedom and dignity of the person who has or is experiencing abuse
- promote the rights of all people to live free from abuse and coercion
- ensure the safety and well-being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing

North Yorkshire Sport will:

- ensure that all management committee members, staff, volunteers and service users are familiar with this policy
- act within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency
- inform service users that where a person is in danger, at risk, or a serious crime has been committed then a decision may be taken to pass information to another agency without the service user's consent
- make a referral to the relevant agency as appropriate

- endeavour to keep up to date with national developments relating to preventing abuse and welfare of vulnerable adults and children
- ensure that the named person understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies.

## Preventing and minimising abuse

North Yorkshire Sport is committed to safer recruitment policies and practices for paid staff, volunteers and trustees. This includes enhanced DBS disclosures for staff and volunteers, ensuring references are taken up and adequate training on Safeguarding Adults is provided for staff and volunteers.

The organisation will work within the current legal framework for reporting staff that are abusers.

All staff, volunteers, trustees and service users will be provided with adequate training and information to enable them to develop the awareness, skills and abilities appropriate to their role within the organisation and responsibilities regarding Safeguarding.

All staff, volunteers and trustees will be provided with information regarding the organisations safeguarding policy and procedures during their induction period.

Staff will be provided with opportunity to discuss Safeguarding issues during their supervision and appraisal.

## Recognising the signs and symptoms of abuse

North Yorkshire Sport is committed to ensuring that all staff and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse and will ensure that the named person and other members of staff and volunteers have access to training around safeguarding.

“Abuse is a violation of an individual’s human and civil rights by any other person or persons” No Secrets: Department of Health, March 2000

Abuse includes:

- physical abuse - hitting, slapping, punching, burning
- sexual abuse - rape, indecent assault, inappropriate touching
- emotional abuse - belittling, name calling,
- financial or material abuse - stealing, selling assets
- neglect and acts of omission - leaving in soiled clothes, failing to feed properly
- discriminatory abuse - including racist, sexist, based on a person’s disability and other forms of harassment
- institutional

See **Appendix 1** for more detailed definitions of types of abuse (this is an extract from the North Yorkshire Multi-agency Policy and Procedure).

Abuse may be carried out deliberately or unknowingly.

Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

## **Named person for safeguarding issues**

North Yorkshire Sport has an appointed individual who is responsible for dealing with any safeguarding concerns. In their absence, a deputy will be available for workers to consult with.

The named person(s) for Safeguarding within North Yorkshire Sport is/are:

**Named Person for Safeguarding: Damien Smith – Head of Development**

Mobile Number: 01423 637652 / 07766760271

**Name of deputy person: Robin Lavin – Workforce Development Manager**

Mobile number: 01423 637662 / 07780571570

## **Responsibilities of the named persons**

- To ensure that all staff, volunteers and trustees are aware of what they should do and who they should go to if they have concerns that someone may be experiencing, or has experienced abuse.
- To ensure that concerns are acted on, clearly recorded and referred to the relevant authority where appropriate.
- To follow up any referrals and ensure the issues have been addressed.
- To reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security.
- To ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- To co-operate with safeguarding investigations carried out.
- To ensure that disciplinary procedures are co-ordinated with any other enquiries taking place as part of the ongoing management of any allegation.

## Procedure

The procedures in this policy will be divided into two sections, the first in regard to vulnerable adults and the second in relation to vulnerable children.

### 1. **Adults** (adapted from the North Yorkshire Safeguarding Adults Board model policy).

#### **Responding to people who have experienced or are experiencing abuse**

North Yorkshire Sport recognises that it has a duty to act on reports, or suspicions of abuse or neglect. Anyone who has contact with vulnerable adults and hears disclosures or allegations or has concerns about potential abuse or neglect has a duty to pass them on appropriately.

How to respond if you receive a disclosure:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff and service users safe
- To inform the named person
- To record what happened in 48 Hours from the incident

All situations of abuse or alleged abuse will be discussed with the named person. The alleged victim will be told that this will happen. This stage is called the alert.

The named person can then take advice from the Safeguarding Adults Team and/or other advice giving organisations. **See Appendix 2**

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral to Adult Social Care will be made, using the North Yorkshire Safeguarding Adults Referral process below.

If the individual experiencing abuse does not have the mental capacity to understand what is happening to them, a referral will be made without that person's consent.

## Making a referral

See **Appendix 3** for the role of the referrer

- Once you have established that you believe there is an allegation of abuse, you have a duty to make a referral to North Yorkshire Adult Social Care.
- Prior to making a referral, you will need to gather as much information as you can about the allegation, and complete as much of the Inter-agency Safeguarding Adults Alert/Referral Form (SA A) as possible. See **Appendix 4**

To make a referral to North Yorkshire Adult Social Care contact:

**NB:** Lack of access to the necessary information should NOT delay the referral.

## North Yorkshire County Council Customer Service Centre

Telephone: **01609 780780**

Minicom: **01609 779838**

Email: [cru.customer.services@northyorks.gov.uk](mailto:cru.customer.services@northyorks.gov.uk)

If you are deaf or hard of hearing and use a text phone, call 0845 603 6391.

For any Safeguarding Adults concerns which may involve a **Crime**, contact should also be made with the **Police** via **999** or **121 (non emergencies)**. It should be made clear that the report is about a Safeguarding Vulnerable Adults issue, and an incident number should be requested.

Explain to the call taker that you wish to make a '**Safeguarding Adults Referral**'.

It is important to provide contact details about yourself, as the Safeguarding Manager may need to contact you for further details and, should contact you in any event to offer feedback about the safeguarding assessment.

- A referral will then lead to the implementation of the next stages of the Multi agency Safeguarding Adults policy and procedures. The named person should have an overview of this process so they can explain it to the person concerned and offer all relevant support to the process. This could be practical support e.g. providing a venue, or information and reports and emotional support.
  - Information should be provided to the individual. This could be about other sources of help or information that could enable them to decide what to do about their experience, enable them to recover from their experience and enable them to seek justice.
2. **Children** (adapted from the North Yorkshire Safeguarding Children Board policy statement on safeguarding children)

## **If you suspect abuse**

- You must report concerns as soon as possible to the named person. If it is an emergency, and the designated persons cannot be contacted, then social services or the police should be contacted at the numbers given below.
- If the suspicions relate to the designated person, then the deputy or social services should be contacted.
- Suspicions should not be discussed with anyone, other than those named above.
- It is the right of any individual to make direct referrals to the child protection agencies. We would hope that an individual would use this procedure. However, if you feel that the organisation has not responded appropriately to your concerns, it is open to you to contact the child protection agencies direct.

## **Allegations of physical injury, emotional abuse or neglect**

If a child has an injury which may be a non-accidental injury, or symptoms of neglect and a referral is to be made then:

- The named person should contact social services. If there has been a deliberate injury or where there are concerns about the child's safety the child's parents should not be contacted before first consulting with social services.
- Where emergency medical attention is necessary it should be sought immediately. The named person should inform the doctor of any suspicion of abuse.
- If a referral is being made without the parent's knowledge and non-urgent medical treatment is required, social services should be informed. Otherwise, speak to the parent/carer and suggest medical attention be sought for the child.
- If appropriate the parent/carer should be encouraged to seek help from the Social Services Department prior to a referral being made. If they fail to do so in situations of real concern the designated person will contact social services directly for advice.

## **Allegations of sexual abuse**

In the event of allegations of sexual abuse the designated person will:

- Contact the Social Services or Police Child Protection Team directly. The named person will not speak to the parents.
- Under no circumstances should the named person, or any other member of the organisation, attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the named person is to collect the exact details of the allegations or suspicion and to provide this information to the child protection agencies that will investigate the matter under the Children Act 1989.

## **What to do once a child has talked to you about abuse**

- Make a note immediately of what the child has said, writing down exactly what the child has said, write down what you said in reply, when they said it and what was happening immediately beforehand. Record dates and times of the events and when the record was made. Keep all notes secure.
- Report your discussion as soon as possible to the named person.
- Once a child has talked about abuse the named person must consider if it is safe for a child to return home to a potentially abusive situation. On a rare occasion it might be necessary to take immediate



For more information please see the NYSCB Managing Allegations Against Staff Practice Guidance and the LADO Referral Form.

## Local Authority Designated Officers (LADO) Contacts

### Hambleton / Richmond / Coast

Karen Lewis	Tel: 01609 534200	Mobile: 07715 540711
Julie Kaye	Tel: 01609 532508	Mobile: 07814 533363

### Craven / Harrogate / Selby

Rosemary Cannell	Tel: 01609 534974	Mobile: 07715 0540723
Susan Crawford	Tel: 01609 532152	Mobile: 07813 005161

## Child Protection in Sport Unit: 0116 366 5590

The Child Protection in Sport Unit (CPSU) is a partnership between the NSPCC, Sport England, sportscotland, Sport Northern Ireland and the Sports Council for Wales.

The CPSU work with UK Sports Councils, County Sports Partnerships, governing bodies and other organisations to help them minimise the risk of child abuse during sporting activities.

Child Protection in Sport Unit  
NSPCC National Training Centre  
3 Gilmour Close  
Beaumont Leys  
Leicester LE4 1EZ.  
Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

## NSPCC Helpline: 0808 800 5000

Worried about a child? Advice and support whenever you need it.

[www.nspcc.org.uk](http://www.nspcc.org.uk)  
[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## ChildLine: 0800 1111

A free and confidential helpline for children who have concerns.

## **Managing allegations made against member of staff or volunteer**

North Yorkshire Sport will ensure that any allegations made against members or member of staff, volunteer or trustee will be dealt with swiftly.

Where a member of staff/volunteer/trustee is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

Where the allegation involves alleged abuse of a vulnerable adult, a referral should be made following the above procedure.

The safety of the individual(s) concerned is paramount and it should be ensured that they are safe and away from the person(s) who are the alleged perpetrators.

The named person will liaise with the appropriate management to discuss the best course of action and to ensure that the North Yorkshire Sport's Disciplinary Procedures are coordinated with any other enquiries taking place as part of the on-going management of the allegation.

## **Recording and managing confidential information**

North Yorkshire Sport is committed to maintaining confidentiality wherever possible and information around Safeguarding issues will be shared only with those who need to know.

All allegations/disclosures/concerns must be recorded in 48 Hours from the incident. The information should be factual and not based on opinions, recording what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection.

## **Reviewing policy and procedures**

North Yorkshire Sport will ensure that the Safeguarding Policy and Procedures are reviewed annually by the Board of Trustees. The named person for Safeguarding Adults will be involved in this process and can recommend any changes.

It may be appropriate to involve service users in the review and parents/carers need to be informed of any significant changes.

The named person will also ensure that any changes are clearly communicated to staff, volunteers and service users.

**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. North Yorkshire Sport Ltd 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.

We 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.

**North Yorkshire Sport Ltd adopts 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.

**We 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 and so on) 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 North Yorkshire 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 be in attendance at 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.

### Accreditation procedure:

We will ensure parents / spectators and professionals should register prior to our events and their identification details be recorded. This will include:

- name and address of the person using the camera
- names of subjects (if specific)
- the reason or use the images are being or intended to be put to
- signed declaration that the information provided is valid and that the images will only be used for the reasons given.

On registering, we will issue a coloured identification label on the day which can serve to highlight those who have accreditation but they must ensure that where events occur regularly, the colour and or type of identifying label is changed to prevent unofficial replication.

A clear brief about what is considered appropriate in terms of content and behaviour will be issued. It may include a list of any areas where photographic and recording equipment, including mobile phones, is forbidden under all circumstances (e.g. changing rooms, toilet areas). Unsupervised access to athletes or one to one photo sessions at event or photo sessions outside the events or at an athlete's home will not be approved/allowed.