



# **Safeguarding policy Procedures and Guidance (Children, Young People and Adults)**

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## APPENDIX I

Safeguarding Incident / Concern Report Form

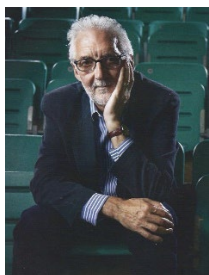
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What to do if being bullied

## 1. Introduction from our Active Lancashire Board Chair



At Active Lancashire, we understand and see the impact of what good leadership and support around the theme of safeguarding can bring to our sports bodies, delivery networks and commissioning partners. We are committing to raising the standards and expectations for good quality safeguarding and making a commitment to safeguarding a commitment from all partners. We are relentless in our vision to see safeguarding at the heart of everything that we do for young people and adults in Lancashire as a mechanism to improve engagement, offer support to people to be active and retain them as part of our physically active Lancashire community.

Active Lancashire's commitment starts with the Board, where we have a Director responsible for Safeguarding, to ensure that as an organisation we strive to promote the welfare and wellbeing of children, young people and adults at risk. We require all staff and volunteers to share this commitment. Active Lancashire's mission is to Get people active, keep people moving and to improve people's lives.

We aim to ensure that our services and providers prioritise safeguarding for adults and children as part of their core service provision. Active Lancashire supports this position through the provision of training, awareness raising and policy development to our provider network and across the sector. We work closely with colleagues from the NSPCC and Ann Craft Trust to ensure our policies, services and standards are fit for purpose and reflect best practice from across the sector. Active Lancashire seeks to work with national local partners to provide a safe and supportive environment for staff, volunteers and service users, where we jointly put safeguarding at the heart of all our services.

This new policy and procedures, which support both children and adults, seeks to ensure that Active Lancashire undertakes its responsibilities with regard to protection of all vulnerable people and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations. The policy is advocated to all staff, volunteers and partners across and beyond the partnership as good practice and a statement of our commitment to this critical work within our communities.

**Brian**

A handwritten signature in black ink that reads "Brian Cookson". The signature is written in a cursive style and is followed by a horizontal line.

**Chair  
Active Lancashire**

## 1.1 SAFEGUARDING POLICY STATEMENT

Abuse, wherever it happens and whoever perpetrates it, cannot be ignored, by anyone. This includes abuse by strangers, professionals, domestic violence and self-neglect.

Everyone has the right to be safe and protected from harm. It is everyone's responsibility to ensure that all children, young people and adults, are protected from harm and abuse. A child or young person is anyone under the age of 18, an adult at risk may be someone who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

Some groups are particularly vulnerable due to disability, age, mental health, cultural differences or linguistic barriers.

Active Lancashire believes that we should all work together to combat discrimination and actively include all children, young people and adults in their safeguarding measures. The aim of these measures is to ensure that all managers, trustees, board and committee members, staff, volunteers and all members of Active Lancashire's wider network act appropriately in response to any concern around abuse; be it physical, emotional, sexual, neglect or bullying.

Active Lancashire believes in these policies and procedures as safeguarding applies to anyone that has, or facilitates, any contact with children, young people and adults; however infrequently. Not just those involved directly. Even when Active Lancashire facilitates an event such as the Lancashire School Games, to which children and young people attend with their parents and guardians, there is still a responsibility to ensure that each one is safe and protected from harm. For example, if a child attends a workshop, coaching session or event with their parent or guardian there is still a general responsibility for everyone involved to ensure their safety. There must be sufficient planning to minimise risk. The presence of a parent or relevant guardian does not prevent accidents. There can be legal liability if proper planning is not undertaken and contingencies not made. In addition to this, those involved in Active Lancashire's affiliated bodies may come into contact with a child, young person or adult suffering or at risk of serious harm or abuse.

### KEY PRINCIPLES

It is recognised that:

- The welfare of children, young people and adults is and must always be the paramount consideration.
- The Children Act 1989 defines a young person as under the age of 18.

- Care Act 2014 put the safeguarding of adults on a statutory footing and placed an emphasis on all organisations playing a part in the safeguarding of adults
- All young people and adults have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious belief or sexual identity.
- 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 suspicious poor practice and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

## 1.2 SUMMARY OF RESPONSIBILITIES

Accepting its responsibilities for ensuring the safety and protection of young people and adults, Active Lancashire will:

- Promote a consistent approach to safeguarding across the sport and physical activity sector in Lancashire for the benefit of sports organisations, employees / volunteers, parents / carers and children / young people
- Provide advice and guidance on safeguarding to partner organisations
- Act as an advocate for good safeguarding practice, and promote the adoption of the guidance within this document, or similar, across the wider partnership
- Accept the moral and legal responsibility to implement procedures to provide a duty of care for young people and adults, safeguard their wellbeing and protect them from abuse
- Respect and promote the rights, wishes and feelings of children, young people and adults
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people and adults from abuse and themselves against allegations
- Require employees / volunteers to adopt and abide by this Safeguarding Policy and Good Practice Guidelines (at induction)
- Require employees / volunteers to adopt and abide by Active Lancashire Code of Conduct (at induction)
- Respond to allegations appropriately and implement the appropriate disciplinary and appeals procedures
- Ensure that its partnership, funding or commissioning criteria reference the requirement to address safeguarding within the relevant organisation(s)

- Monitor and evaluate the policy every three years, in response to any changes in the role of the Partnership or in relevant legislation or following a significant incident.

## 2 Legal Framework

### 2.1 Safeguarding Children (under 18yrs)

Safeguarding Children is the process of protecting children and young people (under 18years) from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

*A child is someone who has not yet reached their 18th birthday*

In 'Working Together to Safeguard Children 2018' Safeguarding and promoting the welfare of children is defined as:

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

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

#### Significant Harm

Significant harm is the level of harm that justifies compulsory intervention in family life in the best interests of children, and gives Local Authority's a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering or likely to suffer significant harm.

There are no absolute criteria upon which to rely when judging what constitutes significant harm; sometimes a single traumatic event may constitute significant harm. More often, however, significant harm is a compilation of significant events, both acute and long- standing, which interrupt, change or damage a child's physical and psychological development.

#### Children Act Guidance and Definitions

Within the Children Act 1989, the following guidance is offered: Significance is not defined within the Children Act although it is to be 'measured' in terms of:

- A child's health and development; and that which could reasonably be expected of a similar child.
- 'Harm' means ill treatment or the impairment of health or development;

- **‘Development’** means physical, intellectual, social, emotional or behavioural development;
- **‘Health’** means physical or mental health; and
- **‘Ill treatment’** includes sexual abuse and forms of treatment that are not physical, including for example, impairment suffered from seeing or hearing the ill treatment of another.

To begin with, in order to understand and establish significant harm, it is necessary to consider:

- The child’s development within the context of their family and wider social environment;
- Any special needs and how they impact at all levels (child and family);
- The nature of any harm and its likely impact upon the child’s health and development;
- The adequacy of parental care.

More specifically, how does the following contextual information shape your professional judgement about this situation?

- Age of child (developmental stage/needs, vulnerability, abilities)?
- The ‘act(s)’ described or referred to - what is being described? Possible criminal act or investigation required? (10 is the age of criminal responsibility - e.g. if the concern relates to the actions of one child against another)
- Severity of ill-treatment?
- Degree and extent of physical harm?
- Duration and frequency?
- Extent and degree of premeditation?
- Degree of threat or coercion? Immediate risk?
- Nature of risk and evidence of risk - when and how is the child at risk?
- Impact upon the child’s health and development?
- What am I being asked to do and what am I required to do in response to this information?

Children and Young People Safeguarding - see section 4

## **2.2 Safeguarding Adults at Risk (18yrs and over)**

The term ‘vulnerable adult’ which originated from previous adult protection guidance ‘No Secrets- DoH2000’ has been replaced by the term ‘Adults at Risk of abuse or neglect’ in the Care Act 2014.

Adult Safeguarding - see section 5

## **2.3 Safeguarding Governance- Roles and Responsibilities**

Active Lancashire is committed to providing support to all those involved within the organisation in working (or volunteering/mentoring) with children and adults including adults deemed at risk, and to provide a clear structure of Safeguarding accountability.

The Chief Executive has overall responsibility for ensuring that individuals are aware of and understand the principles of this policy.

Active Lancashire will ensure that it has arrangements in place to fulfil its commitment to safeguard and promote the welfare of both children and adults (or those adults deemed at risk) in the same way as statutory bodies and the public sector.

## **2.4 Active Lancashire - Safeguarding**

### **Board members**

The Active Lancashire's Board of Trustees is ultimately responsible for:

- The approval of all safeguarding policies and procedures
- Ensuring adequate resources for effective safeguarding training
- Developing a culture within the organisation that promotes effective safeguarding practices.
- Board Member who will be Active Lancashire's Safeguarding Champion - Andrea Barrow

The Trustees play a vital role in ensuring that they are legally compliant in order to manage the charity's resources effectively and provide a long-term vision and protect the charity's reputation and values. In order to fulfil these responsibilities, the Board of Trustees may delegate some or all of these responsibilities to the Active Lancashire Safeguarding Group.

### **Senior Leadership Team (SLT)**

Active Lancashire's Senior Leadership Team will provide a robust commitment to safeguarding arrangements in the delivery of all services, contracts and sub-contracts. They will also assist in the safer recruitment and selection of staff and volunteer / mentors by the implementation of robust vetting and recruitment processes.

The SLT will also ensure that:

- The policy is accessible and implemented
- The policy is monitored and reviewed annually
- Sufficient resources are allocated to ensure that the policy can be effectively implemented through allocation of those resources i.e. training
- Clear and effective communication pathways in safeguarding to all staff and volunteers



- Lead project and programme managers are supported by SLT members to ensure that any issues, concerns or feedback matters can be discussed and advice given. This will include out of hours support by telephone as necessary.

### **Active Lancashire Safeguarding Group**

Active Lancashire's 'Safeguarding Group' is responsible for the monitoring, review and audit of all Safeguarding matters in conjunction with colleagues from the NSPCC (Safeguarding in sport unit), Ann Craft Trust and LSAB. It will promote full compliance and best practice in safeguarding in all its functions. The group will meet every 6 months for policy review purposes and have ready access to the SLT and the Board in order to report or escalate safeguarding issues in a timely manner. The safeguarding group will consist of Board Safeguarding Champion, Active Lancashire Safeguarding Lead Officer, Deputy Safeguarding officer and two safeguarding officers.

### **Safeguarding Lead Officer**

The appointed Active Lancashire Safeguarding Lead Officer will provide support and guidance to all Project Safeguarding leads.

They are also responsible for:

- Monitoring all safeguarding concerns (via email alerts) and ensuring timely and effective responses and conclusions.
- Chairing the Safeguarding Group meetings and forwarding all safeguarding incidents to the Safeguarding Group for monitoring, audit and evaluation purposes.
- Attending necessary training on behalf of the organisation and cascading it across the partnership.

### **Project Safeguarding Leads**

Project and programme managers will provide lead roles for their areas of responsibility. These lead managers have safeguarding responsibilities for specific Active Lancashire Projects.

These managers will provide ready and accessible support and guidance to all staff and volunteers/mentors on safeguarding matters and will be trained by the Safeguarding Lead Officer on our expectation and responses to Safeguarding incidents. They are responsible for responding to initial concerns or disclosures from staff and volunteers/mentors.

They are also responsible for:

- Completion of Active Lancashire Safeguarding Concerns Form (triggers email alert to Active Lancashire LO)
- Reporting all Serious safeguarding incidents/concerns to Active Lancashire Safeguarding Lead Officer in person
- Liaising with statutory services in an emergency situation
- In absence of Project lead officer all concerns to be reported directly to Lead Safeguarding Officer

### **Active Lancashire's workforce - staff and volunteers**

Staff and volunteers have a shared responsibility to safeguard and promote the welfare of children and adults at risk and need to know how to respond when they have a safeguarding concern about someone we work with.

All staff and volunteers are responsible for reporting any abuse or neglect or suspected abuse or neglect of any child or adults at risk immediately to their Project manager (Safeguarding lead).

In an emergency situation staff and volunteers will be expected to report urgent cases direct to statutory agencies.

## **2.5 Legal definitions - Consent and Capacity**

It is a fundamental principle of English law that adults have the right to make decisions on their own behalf and are assumed to have the capacity to do so. This is known as the 'presumption of capacity' and extends to decisions that may entail personal risks and that may not be in accordance with an objective view of their best interests.

Active Lancashire is open and honest with all clients from the start and seeks the consent of clients in a written 'Consent Agreement'. This acknowledges and recognises the times when staff and volunteers will need to act and contact a third party when safety is the overriding concern.

If consent is refused however information may still be shared when interventions are needed to protect either the client or other vulnerable groups. i.e. children and adults.

### **Adults Lacking Capacity**

Adults lacking capacity to make decisions that would protect and promote their own interests are potentially extremely vulnerable. Although, in accordance with the principles of the Mental Capacity Act 2005, adults lacking capacity should be at liberty to participate as far as possible in decision-making, and express their views, emphasis should shift to ensuring that decisions made on an adults' behalf promote their overall best interests.

When supporting an adult at risk the principles of the Mental Capacity Act 2005 will be used to support the decision making process

- Presumption of capacity.
- Support to make a decision.
- Ability to make unwise decisions.
- Best interest.
- Least restrictive.

## 2.6 Sharing Information

Sharing of information between practitioners and organisations is essential for effective identification, assessment, risk management and service provision. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children, young people and adults at risk of abuse or neglect.

Personal information held by Active Lancashire is subject to a legal duty of confidentiality and will not normally be disclosed without the consent of the individual. However, the right to confidentiality and respect for private and family life (Article 8, Human Rights Act, 1998) is not absolute.

Active Lancashire recognise that information sharing between key organisations is essential to safeguard children and adults at risk of abuse, neglect and exploitation. A key factor in many serious case reviews has been a failure to record information, to share it, to understand the significance of the information shared, and to take appropriate action in relation to known or suspected abuse or neglect.

Active Lancashire will ensure that confidential information is only shared where it is lawful and ethical to do so.

Active Lancashire's staff and volunteers will give due regard to relevant legislation, guidance and local information sharing protocols when making decisions on sharing information including the following:

- The Data Protection Act 2018
- The Children Act 2004
- The Care Act 2014

Active Lancashire will also refer to local LCSB/LASB multi agency sharing agreements and protocols for further guidance.

Pan-Lancashire Safeguarding Children Policy and Procedures

[http://panlancashirescb.proceduresonline.com/chapters/p\\_info\\_share\\_confident.html](http://panlancashirescb.proceduresonline.com/chapters/p_info_share_confident.html)

Pan Lancashire and Cumbria Safeguarding Adults Boards Procedures Manual

[http://plcsab.proceduresonline.com/chapters/p\\_info\\_shar.html](http://plcsab.proceduresonline.com/chapters/p_info_shar.html)

Further information about information sharing is contained in the staff policy handbook.

### **3. Procedures**

#### **3.1 PURPOSE AND AIM OF THE PROCEDURES**

The role of Active Lancashire is one of strategic leadership and guidance rather than direct delivery. There are only a very limited number of projects where Active Lancashire Officers are involved in directly delivering sporting activities e.g. CSI. This section of the policy sets out the necessary procedures and standards to follow for Active Lancashire staff when directly delivering activities. The procedures set out in this section also constitute minimum standards for any partner organisation which is directly delivering sport and physical activity opportunities. Partner organisations should review their current policies and procedures to ensure that they comply with these minimum standards.

Active Lancashire assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concerns about a colleague or the possibility that a person may be being abused. It is not the responsibility of anyone working with or for Active Lancashire, in a paid or unpaid capacity to take responsibility or to decide whether or not abuse has taken place.

However, there is a responsibility to protect children and adults in order that appropriate agencies can make enquiries and take any necessary action to protect the person through contact with the appropriate authorities as outlined in these procedures.

### **4 SAFEGUARDING & PROTECTING CHILDREN & YOUNG PEOPLE**

#### **4.1 TYPES OF ABUSE**

##### **Abuse of Children and Young People**

##### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health Or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing; shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision including the use of inadequate car etakers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional Needs.

Neglect in a sport situation could include a coach failing to ensure children are safe and comfortable, or exposing them to undue cold or unnecessary risk of injury.

The physical signs of neglect may include: constant hunger, sometimes stealing food from other children, constantly dirty or 'smelly', loss of weight, or being constantly underweight, inappropriate clothing for the conditions.

Changes in behaviour which can also indicate neglect may include: complaining of being tired all the time, not requesting medical assistance and/or failing to attend appointments, having few friends, mentioning being left alone or unsupervised.

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or failing to protect a child from that harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Examples of physical abuse in sport may be when the nature or intensity of training and competition exceeds the capacity of the child's immature and growing body or where drugs are used to enhance performance or delay puberty.

Physical symptoms include bruises, black eyes and broken bones are obvious signs of physical abuse. Other signs might include injuries that the child cannot explain or explains unconvincingly, untreated or inadequately treated injuries, injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen, bruising which looks like hand or finger marks, cigarette burns, human bites, scalds and burns.

Changes in behaviour that can also indicate physical abuse: fear of parents being approached for an explanation, aggressive behaviour or severe temper outbursts, flinching when approached or touched, reluctance to get changed, for example in hot weather, depression, withdrawn behaviour, running away from home.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include noncontact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, can other children.

In sport, coaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over the young performer, if misused, may also lead to abusive situations developing. One of the issues in assessing whether sexual abuse has occurred is that of exploitation (see below). Other symptoms might include pain, itching, bruising or bleeding in the genital or anal areas, genital discharge or urinary tract

infections, stomach pains or discomfort walking or sitting, sexually transmitted infections.

Changes in behaviour which can also indicate sexual abuse include: sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn, fear of being left with a specific person or group of people, having nightmares, running away from home, sexual knowledge which is beyond their age, or developmental level sexual drawings or language, bedwetting, eating problems such as overeating or anorexia self-harm or mutilation, sometimes leading to suicide attempts, saying they have secrets they cannot tell anyone about, substance or drug abuse, suddenly having unexplained sources of money, not allowed to have friends (particularly in adolescence) acting in a sexually explicit way towards adults.

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Examples include

- Threats of harm or abandonment
- Humiliation, shaming or ridicule
- Harassment, bullying, intimidation
- Control or coercion
- Deprivation of choice or privacy
- Deliberate social isolation

Changes in behaviour which can indicate emotional abuse include: neurotic behaviour e.g. sulking, hair twisting, rocking, being unable to play, fear of making mistakes, sudden speech disorders, self-harm, fear of parent being approached regarding their behaviour, developmental delay in terms of emotional progress.

Emotional abuse in part may occur if children are subjected to constant criticism, name calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently, for example in a sporting capacity.

## **Bullying**

In some cases of abuse, it may not be an adult that is the abuser. It could be that the abuser is another child or young person and this is typically seen in common cases of bullying.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It could take the form of:

- Physical assaults
- Name-calling, sarcasm and racist taunts
- Threats and gestures
- Unwanted physical contact
- Graffiti
- Stealing or hiding personal items
- Being ostracised or ignored
- Cyberbullying

In the case of adults reported to be bullying anyone under 18yrs old, the most relevant organisation should always be informed (National Governing Body Safeguarding Officer, Active Partnership Lead Safeguarding Officer, etc) and will advise on action to be taken where appropriate. This may include initiating an investigation and possible disciplinary action, and in more serious cases lead to the Police and/or Social Services being contacted.

The Police are able to deal with the escalation of bullying incidents under the 'Protection from Harassment Act 1997'. When two or more incidents amount to a course of conduct which causes someone alarm and distress, then the Police can either consider a formal warning or prosecution. On conviction for harassment, the court can impose a restraining order for future protection of victims.

### **BULLYING PREVENTION**

All Clubs/Teams should have a written constitution, which includes what is acceptable and proper behaviour for all members, of which Anti-Bullying is one part. All Club/Team members will sign to accept the constitution upon joining the Club/Team. The Club/Team Welfare Officer will raise awareness about bullying and harassment and why it matters and, if the issues of bullying or harassment arise they will consider meeting with members to discuss the issue openly and constructively.

### **Help Organisations**

KIDSCAPE Parent Helpline (Mon-Fri 10-4pm)	0845 1205 204
Parentline Plus	0808 8002 222
NSPCC Helpline 24hour helpline	0800 8005 000
ChildLine	0800 1111

Signs that a child may be being bullied can be: coming home with cuts and bruises, torn clothes, asking for stolen possessions to be replaced, losing dinner money, falling out with previously good friends, being moody and bad tempered, wanting to avoid leaving their home, aggression with younger brothers and sisters, doing less well at school, sleep problems, anxiety, becoming quiet and withdrawn.

**These definitions and indicators are not meant to be definitive, but only serve as a guide. It is important too, to remember that many children may exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in the family or relationship problems between parents/carers.**

**In assessing whether indicators are related to abuse or not, the authorities will always want to understand them in relation to the child's development and context.**

## **4.2 RESPONDING TO SIGNS OR SUSPICIONS OF ABUSE**

Commitment to working with parents and carers is important when having concerns about a young person's well-being. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a person seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family such as parental separation or divorce or bereavement.

There are circumstances in which a young person might be placed at even greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations, or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the LO as soon as possible and recorded. Parents should not be contacted if the concern is about sexual abuse. This will be done by social care and/or the police at the appropriate time.

If there is a concern/report about the conduct or poor practice by the lead of a project/session then this will be recorded and shared with relevant bodies which will include governing body and/or police and social care.

The decision making process should include the views of the children and young people and should allow for the following:

Space - Children and young people should be given safe and inclusive opportunities to express their thoughts and feelings.

Voice - Children and young people must be facilitated and supported to express their views, thoughts and feelings

Audience - The views, thoughts and feelings must be listened to



Influence - The views, thoughts and feelings of the children and young people must be acted upon as appropriate

## Contact Numbers - Concern about a Child or Young Person

### *Local Contacts*

District Children's Services	Telephone Number
Blackburn with Darwen	01254 666400
Blackpool	01253 477299
Burnley	01282 452714
Chorley	01772 516466
Fylde	01253 722278
Hyndburn	01254 387757
Lancaster	01524 382818
Pendle	01282 606333
Preston	01772 790810
Ribble Valley	01200 423672
Rosendale	01706 871740
South Ribble	01257 517368
West Lancs	01695 651350
Wyre	01253 876532

### *Lancashire Safeguarding Children's Board*

Contact: Telephone: 01772 536288

Email: [children.cypsafeguarding@lancashire.gov.uk](mailto:children.cypsafeguarding@lancashire.gov.uk)

### **Local Authority Designated Officer (LADO)**

Authority	Telephone Number
Blackpool	01253 477541
Blackburn with Darwen	01254 585184
Lancashire	01772 536 694

#### **Lancashire Multi-Agency Safeguarding Hub (MASH Team)**

Blackpool - 01253 477299 (24 hours)

[Duty.assessment@blackpool.gov.uk](mailto:Duty.assessment@blackpool.gov.uk)

Blackburn with Darwen - 012554 666400 (8.45am-5pm Mon-Fri) or  
01254 587547 (EDT)

Lancashire County Council (East, Central, North Lancs)

0300 123 6720 (8am-8pm Mon-Fri) or 0300 123 6722 (EDT)

Or contact Lancashire Police on 0845 125 3545.

If there is an emergency **ALWAYS** dial 999.

#### **Active Lancashire Lead Safeguarding Officer**

Jayne Wilson: 01772 299830 / 07735 079778

#### **Active Lancashire, Deputy Safeguarding Officer (children & Young People)**

Ronan McMahon: 01772 299830 / 07861 551390

#### **Useful Websites**

[www.activelancashire.org.uk](http://www.activelancashire.org.uk)

[www.children.cypsafeguarding@lancashire.gov.uk](mailto:www.children.cypsafeguarding@lancashire.gov.uk)

[www.everychildmatters.org](http://www.everychildmatters.org)

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

[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

If there is an emergency **ALWAYS** dial 999.

### 4.3 RECORDING AND REPORTING ALLEGATIONS

If a child or young person says or indicates that he or she is being abused, or information is obtained which gives concern that a child or a young person is being abused, you should respond immediately and take the allegation seriously.

The LO may be informed of situations where there is uncertainty about whether or not the allegation constitutes abuse or not and therefore are unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult the LO or gain advice from social care, the police or the NSPCC if there is any doubt.

Sometimes it may be one of a series of incidents which when added together cause concern.

When the nature of the allegation or suspicion is clear, the following steps must be taken:

Make a full record of what had been said, heard and/or seen as soon as possible, information should include the following:

- Name of child/young person at risk.
- Age of child/young person at risk and date of birth.
- Home address and telephone number.
- Is the person making the report expressing their own concerns or those of someone else? In the latter case, also include the other person's details.
- What is the nature of the allegation? Include dates, times and special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries.
- Witnesses to the incidents.
- The child/young person at risk account, if it can be given, of what has happened and how any bruising or injuries have occurred.
- Have the parents/carers been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the child/young person at risk making the report has the child/young person concerned been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.

## **Inform the Designated Lead Officer**

Once the designated Safeguarding Lead Officer has been informed, it is their responsibility to refer to the social care department by telephone and confirm it in writing within one day. The designated Safeguarding Lead Officer is to report allegations and/or suspicions of abuse to social care; and if there are issues of poor practice this must be reported to the appropriate organisation or governing body.

Reporting the matter to the police or social care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social care department should be confirmed in writing within 24 hours by the LO. A record should also be made of the name and designation of the social care member of staff or the police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. A copy of this information may be sent to the NGB and Local Authority Designated Officer (LADO) as appropriate.

## **Action by Social Care and the Police**

If the concern is referred to social care it is likely a Senior Social Worker will be allocated to the case and an initial stage of investigation will be planned within one working day. The individual who originally identified potential abuse will be communicated with on a regular basis by the LO.

Social care will discuss the case and make a decision regarding the notification of parents/carers of children who have alleged or are suspected of being abused. In general, the parents of the child should be made aware of the circumstances although there are situations where this requires careful consideration before any action is taken, in particular, where a parent or carer is the suspected abuser or where a competent child is adamant that they do not want their parent/carer to be told.

The social worker will consult with the Police regarding their involvement.

The social worker will gather and assess any information from key agencies about the child and family. This may involve a strategy meeting including the designated Safeguarding Officer, Health Visitor, Police and the individual who originally identified potential abuse.

All referrals should be followed up in 48 hours and the next steps outlined. If you fail to hear anything within the 48 hours contact social care again. All referrals to social care can be made by telephone however they should be followed up in writing.

## **4.4 Confidentiality**

Confidentiality is a key issue in safeguarding work. Whilst information should not be shared freely, it must be shared with appropriate agencies to ensure that a child is not left unprotected. Decisions on who needs to be informed should be taken by the LO after discussion with social care.

- Remember that the Data Protection Act is not a barrier to sharing information
- Be open and honest
- Seek advice
- Share with consent where appropriate
- Consider safety and well-being Necessary, proportionate, relevant, accurate, timely and secure
- Keep a record

## 4.6 Working with Clubs & Partner Organisations

All partner members of Active Lancashire at some stage work directly or indirectly with local clubs and other organisations. This is done either through specific development work or merely a promotion of the club or organisation to the general public.

When working to promote clubs or other organisations through any medium i.e. website, hand-out or publication, care should be taken by the appropriate officer to ensure that each club or organisation is aware of safeguarding issues and is safe and child friendly and have appropriately adopted or are working towards the respective NGB policy for safeguarding.

In the instance where officers work directly to increase participation within clubs or using club coaches/volunteers to assist in activity i.e. school games, the club should have a firm stance on safeguarding issues and relevant documentation/accreditation levels in place or be working towards achieving accreditation or adopting policies. Examples of what clubs may need or already have in place are:

- Equity Policy
- Safeguarding policy (either adopted or club specific)
- Designated Safeguarding Lead Officer (LO)
- Safeguarding Leaflet for staff and parents (what to do etc)
- Relevant checking procedures for its staff/volunteers (DBS)
- Possible associated documentation on bullying, recording (Data Protection, privacy etc.), reporting (LO, contacts etc.), safeguarding training opportunities, Health and safety etc.

Where this documentation does not exist, every effort should be made to promote the benefits of it to the club and organisation representatives and support given to achieve either accreditation or written policies with a 1year time frame of the commencement of work with the club or organisation.

Support should be offered to the club or organisation through.

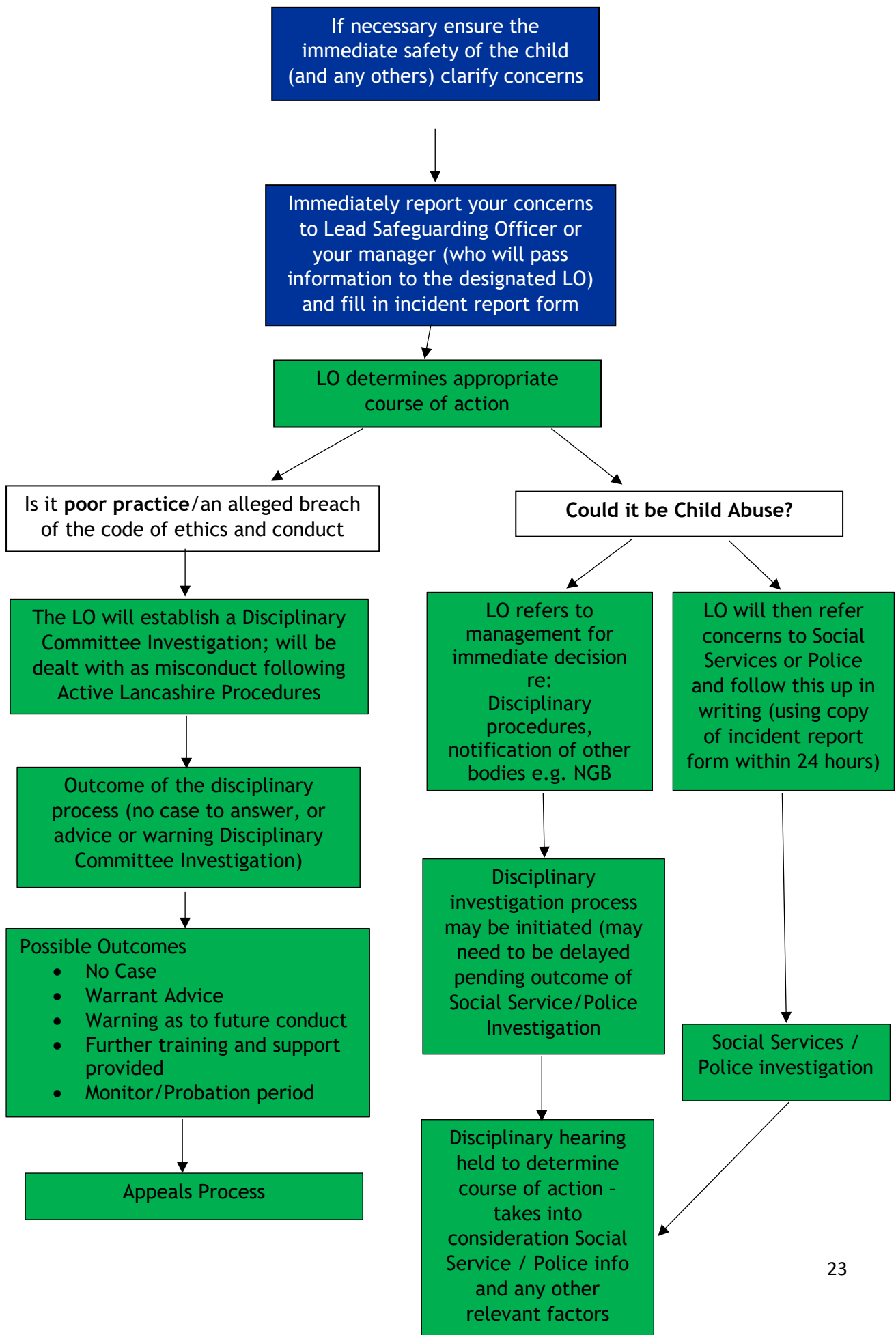
- National Governing Body Accreditation (NGB Officer)
- Advice and support from Local Sports Development Teams (where available)
- Active Lancashire, Coach Development Manager
- Relevant safeguarding websites (NSPCC, CPSU etc.)

## 4.7 SPEAKING TO THE CHILD

In speaking to children regarding suspected or alleged abuse, ensure you do the following:

<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• allow the child time to speak</li> <li>• react calmly so as not to frighten the child</li> <li>• reassure the child and ensure that the allegations will be taken seriously</li> <li>• take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech impairment and/or differences in language</li> <li>• keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said</li> <li>• reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments</li> </ul>	<p><b>Do not:</b></p> <ul style="list-style-type: none"> <li>• show any feelings of anger, disgust, and disbelief to the child as they may stop talking for fear of upsetting the person further or feel that the negative feelings are being directed towards them</li> <li>• interrupt or make suggestions to the child</li> <li>• ask probing or leading questions</li> <li>• speculate or make assumptions</li> <li>• make negative comments about the alleged abuser</li> <li>• approach the alleged abuser</li> <li>• make promises to keep secrets</li> </ul>
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## 4.8 REPORTING FLOW CHART



## 5 Safeguarding Adults

### 5.1 Definitions

To assist working through and understanding this policy a number of key definitions need to be explained:

**Adult** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

**Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.

"Adult safeguarding" is the process of protecting adults with 'care and support needs' from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities. (Care Act 2014).

The aims of adult safeguarding are to:

- stop abuse or neglect wherever possible;
- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- safeguard adults in a way that supports them in making choices and having control about how they want to live;
- promote an approach that concentrates on improving life for the adults concerned;
- raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect;
- provide information and support in accessible ways to help people understand the
- different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult; and
- address what has caused the abuse or neglect

### Duty to Safeguard Adults

Safeguarding is mainly aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect by others. In these cases, local services must work together to spot those at risk and take steps to protect them

The safeguarding duties apply to an adult who:

- Has **care and support needs** (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse or neglect; and



- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

### **‘Care and Support Needs’**

The threshold for eligible care and support needs is based on identifying how a person’s needs affect their ability to achieve relevant outcomes, and how this impacts on their wellbeing.

If an adult has a physical or mental impairment or illness and they are unable to achieve at least two of the below wellbeing outcomes, and as a consequence of being unable to achieve one of the outcomes there is, or is likely to be a significant impact on the adult’s wellbeing then they are eligible for care and support by the local authority. (See Section 3 of these Procedures for more information)

### **Wellbeing Outcomes**

- personal dignity (including treatment of the individual with respect)
- physical and mental health and emotional wellbeing
- protection from abuse and neglect
- control by the individual over day-to-day life (including over care and support provided and the way it is provided)
- participation in work, education, training or recreation
- social and economic wellbeing
- domestic, family and personal relationships
- suitability of living accommodation
- the individual’s contribution to society

In supporting an adult the principles of safeguarding adults will be followed using the following:

**Empowerment** - Ensuring people are supported and confident in their own decisions.

**Protection** - Provide support

**Prevention** - Take action before harm happens

**Proportionality** - Respect individuals and assess risks

**Partnership** - Organisations working together

**Accountability** - Everyone is accountable

Active Lancashire staff and volunteers will always promote the adult’s wellbeing in their safeguarding arrangements.

**Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

Active Lancashire is open and honest with all clients from the start and seeks the consent of clients in a written 'Consent Agreement'. This acknowledges and recognises the times when staff and volunteers will need to act and contact a third party when safety is the overriding concern.

If consent is refused however information may still be shared when interventions are needed to protect either the client or other vulnerable groups. i.e children and adults.

## 5.2 Types of Abuse and Neglect

### Definitions from the Care Act 2014

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.

**Self-neglect** - this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

**Modern Slavery** - encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. In an activity/session you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.

**Domestic Abuse** - including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member. For example, a participant with Downs's Syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.

**Discriminatory** - discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender

**Organisational Abuse** - including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. This could be training without a necessary break.

**Physical Abuse** - includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

This could be a coach intentionally striking an athlete.

**Sexual Abuse** - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning disabled adult they are training alongside.

**Financial or Material Abuse** - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

This could be someone taking equipment from an athlete with dementia.

**Neglect** - including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

This could be a coach not ensuring athletes have access to water.

**Emotional or Psychological Abuse** - this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

### 5.3 Not included in the Care Act 2014 but also relevant:

**Cyber Bullying** - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating  
or isolating another person. It can be used to carry out many different types of bullying

(such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

**Forced Marriage** - forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

**Mate Crime** - a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take

advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

**Radicalisation** - the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

#### **5.4 Signs and indicators of abuse and neglect**

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the club who an athlete comes into contact with. Or club members, workers, volunteers or coaches may suspect that an athlete is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

Unexplained bruises or injuries - or lack of medical attention when an injury is present.

Person has belongings or money going missing.

Person is not attending / no longer enjoying their sessions.

Someone losing or gaining weight / an unkempt appearance.

A change in the behaviour or confidence of a person.

They may self-harm.

They may have a fear of a particular group or individual.

They may tell you / another person they are being abused - i.e. a disclosure.

#### **5.5 What to do if you have a concern or someone raises concerns with you.**

You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to Active Lancashire Lead Safeguarding or Welfare Officer, or, if the Lead Safeguarding Officer is implicated then report to the Deputy Safeguarding Officer.

If you are at an international event and have a concern then speak to the coach or a team official.

If you are concerned someone is in immediate danger, contact the police straight away.

It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert, more information on this is given in Appendix 2 'The Legislative Framework'.

## **5.6 How to Record a Disclosure**

Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident / Concern Form and submit to the Safeguarding Lead at Active Lancashire

As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Lead Safeguarding or Welfare Officer.

Describe the circumstances in which the disclosure came about.

Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding or Welfare Officer and others on a need to know basis.

If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

## Adult Safeguarding Contacts

Adult Services	Telephone Number
Lancashire	0300 123 6721 (24hours) East, Central, North Lancs
Blackpool	01253 477592 (9am-5pm Mon-Thur)  01253 477678 (EDT)
Blackburn with Darwen	01254 585949 (9am-5pm Mon-Thur)  01254 587547 (EDT)

Or contact Lancashire Police on 0845 125 3545.

### Active Lancashire Lead Safeguarding Officer

Jayne Wilson: 01772 299830 / 07735 079778 (MPT)

### Active Lancashire Project Safeguarding Officers

Gwen Hughes: 01772 299830 / 07474 615073 (CSI)

Nathan Moulds: 01772 299830 / 07877 647519 (WPHC/Yes Hubs)

For further advice or support contact

Ann Craft Trust Tel: 0115 9515400 Email: [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk)

### Allegations of abuse or poor practice made against staff members or volunteers who work with vulnerable adults

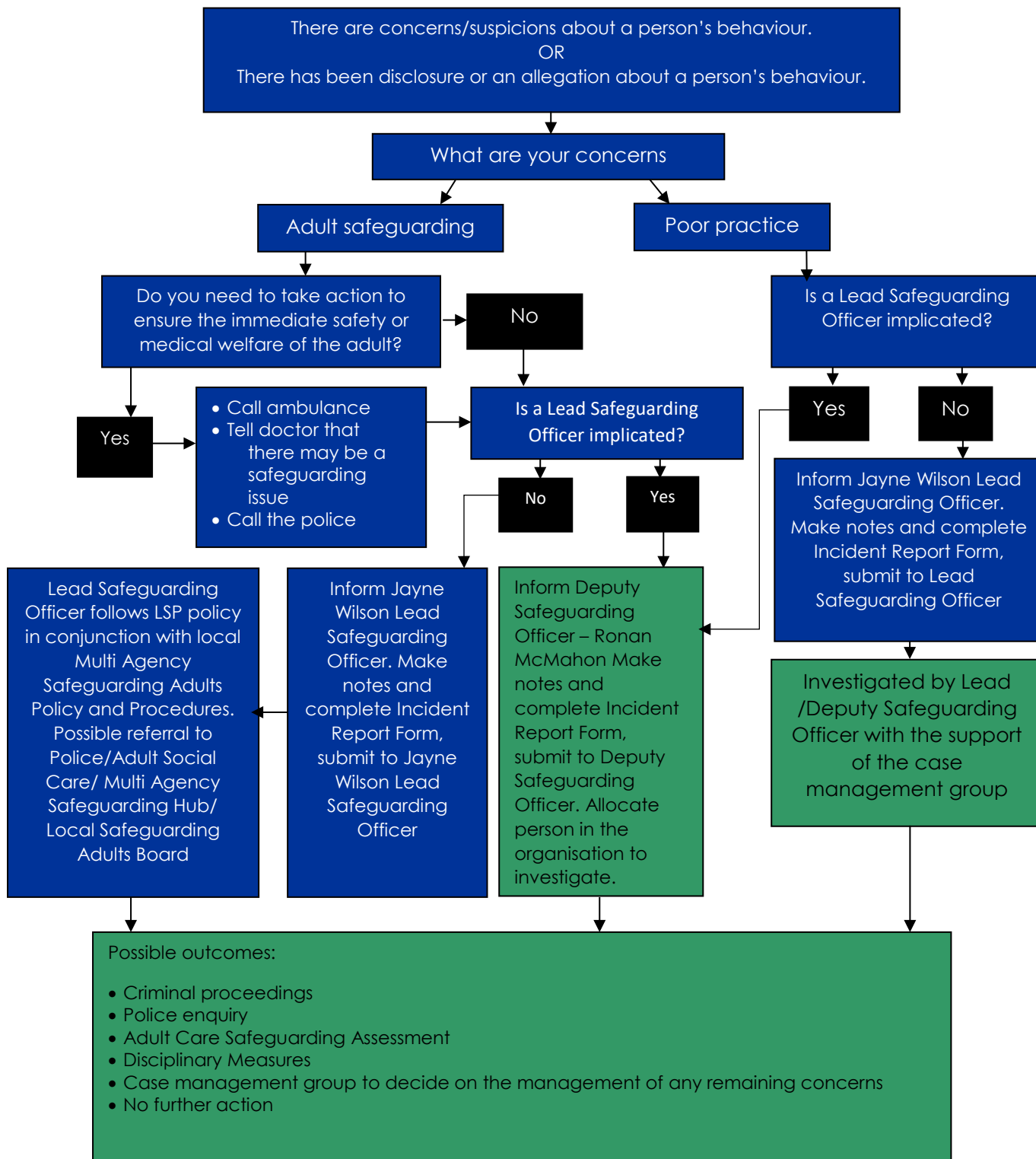
*If an employee or volunteer receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with adults that could amount to: -*

- Behaving in a way that has harmed or may harm a vulnerable adult.
- Possibly committed a criminal offence against, or related to a vulnerable adult.
- Behaving in a way that indicates they may pose a risk of harm to vulnerable adults.

There is a duty of care on all Active Lancashire employees and volunteers to record and report all concerns, no matter how small, relating to the welfare of adults. They should be reported according to the procedures outlined below.

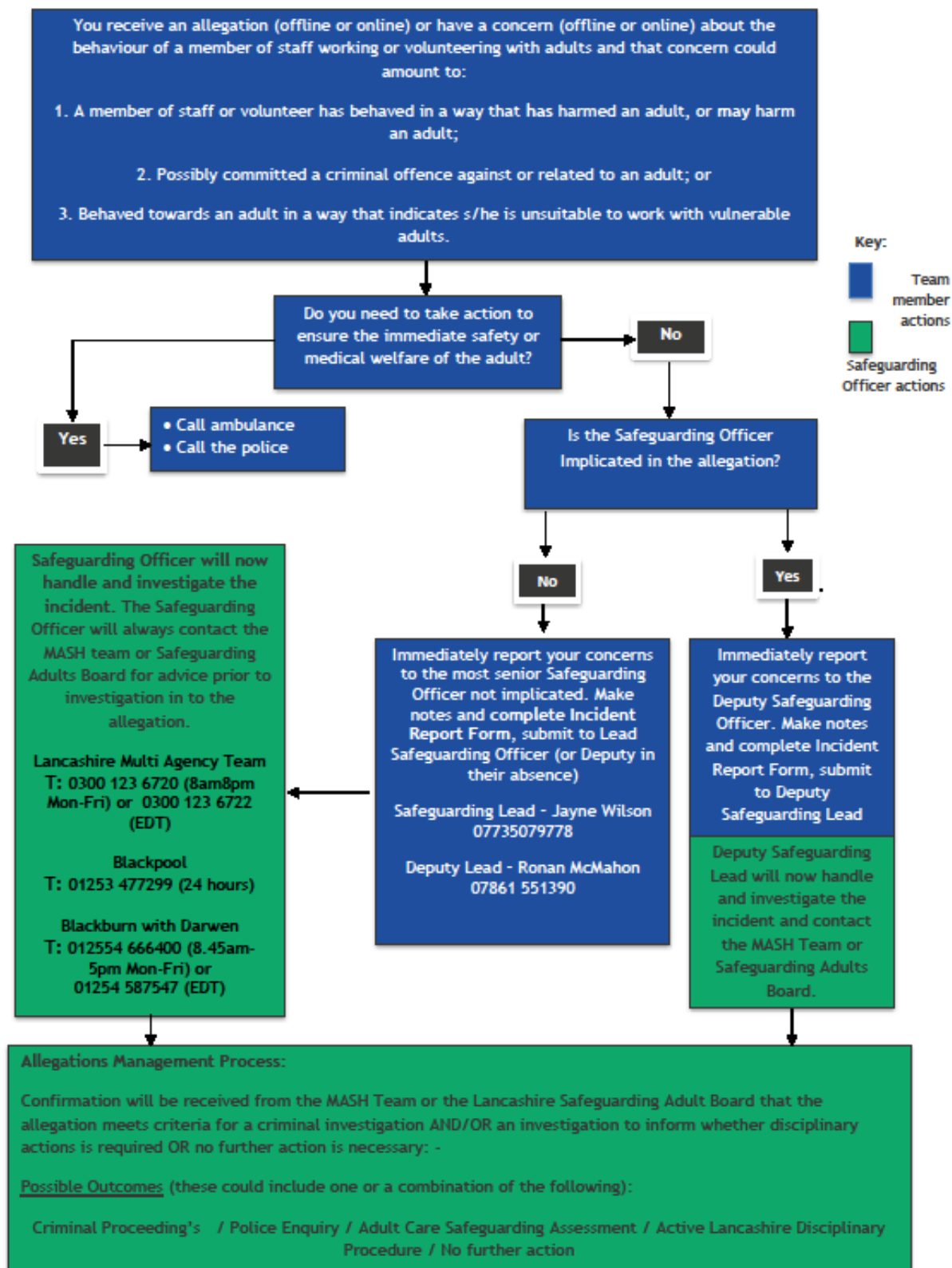
It is important that the circumstances in which the disclosure came about are recorded. Staff and volunteers will take care to distinguish between fact, observation, allegation and opinion, and ensure the information collected is accurate. The issues of confidentiality, information sharing, and capacity will also need careful consideration.

## 5.7 Safeguarding Adults Flowchart Dealing with Concerns, Suspicions or Disclosure



**Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity**

## Safeguarding Adults Flowchart for Concerns about a member of Staff or volunteer - Summary of Allegations Management Procedure





## 6. Prevent

In order to safeguard adults, children, young people and communities most public bodies now have a statutory duty to be aware of the signs of extremist behaviour and to try and prevent individuals who may be at risk of being exploited by radicalisers and subsequently drawn into terrorist related activity. Extremism “Is the 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.

If you are concerned that an individual is being exploited in this way it is important that you share these concerns with Active Lancashire’s Safeguarding Lead Officer.

To view the Governments Strategy on Prevent please go to;

<https://www.gov.uk/government/uploads/.../prevent-strategy-review.pdf>

## 7. Staff Recruitment and Appointment of Ex-Offenders Policy and Procedure

Active Lancashire will conduct appropriate checks on all staff and volunteers to assess if safe and trustworthy to work with children, young people and adults at risk as part of a robust recruitment procedure.

We pride our self on being a positive ‘recruit with conviction’ employer and where possible we will promote a non-judgemental and professional environment to ensure a safe, effective and sustainable employment for people with criminal convictions.

The Safeguarding Vulnerable Groups Act 2006 requires the organisation to carry out specific vetting (enhanced DBS) and checks on ‘references’ on staff or volunteers if they are to perform ‘regulated activity’ with children or adults.

The advertisement, recruitment and training of all Active Lancashire employees and volunteers will comply with current Safeguarding guidance. This means that all new ‘regulated activity’ positions will make clear in advertisements and application forms of the need for to undergo an enhanced DBS disclosure check. DBS checks and other information on an individual will be risk assessed prior to confirmation of recruitment

In addition, Active Lancashire will provide:

1. Job or role descriptions for all roles involving contact with adults and/ or children will contain reference to safeguarding responsibilities.
2. Person specifications for relevant roles which contain a statement on core competency with regard to child and or adults safeguarding
3. Short listing is based on formal application processes/forms and not on provision of CVs
4. Interviews are conducted according to equal opportunity principles and where relevant includes questions about safeguarding

5. DBS checks for specific roles for all staff (paid or unpaid) working with adults and children. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient.
6. No formal job offers are made until after checks for suitability are completed and references are taken up.

Active Lancashire also seeks to employ staff on the basis of equality of opportunity and that, subject to the overriding consideration for the protection of its staff, partners and participants as well as the good name of Active Lancashire, it will, through its recruitment procedures, prevent any discrimination against those with a criminal record.

To these ends Active Lancashire endeavours to operate within the requirements of the Protection of Children Act 1998, the Criminal Justice and Court Services Act of 2000 and the Rehabilitation of Offenders Act 1974.

The main focus on decision making in the recruitment process is on offences which are relevant in terms of protecting children and adults, rather than offences of dishonesty (other than such directly relevant categories as defrauding a vulnerable older person or someone with a learning disability). The relevant categories of offences for most purposes are violent, sexual and drug offences, although it should be borne in mind that all three categories cover a very wide range of behaviours from the relatively minor to the most-grave. Past offences of dishonesty may not be relevant in terms of protecting vulnerable people from harm. This may have a bearing on the trustworthiness of the individual, but consideration will be given to suitable applicants with regard to offences which are not relevant to the job.

## **7.1 Guidelines**

Unless the nature of the position allows Active Lancashire to ask questions about an applicant's entire criminal record it will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 (see 'A simple guide to the Rehabilitation of Offenders Act 1974' below).

Active Lancashire ensures that all staff involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, Active Lancashire will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

## 7.2 People banned from working with children

Under the Protection of Children Act 1999 and Criminal Justice and Court Services Act 2000, a number of people are banned from working with children. These are:

- People on the Department for Children, Families & Schools (DCFS) List 99;
- People on the Department of Health (DoH) List;
- People on the National Assembly of Wales List; and
- People aged 18 or over convicted of certain specific offences against those aged under 18 (or 16 in some instances) and given a hospital or guardianship order or a custodial sentence of 12 months or more. Suspended sentences of 12 months or more are treated as qualifying sentences.

## 7.3 Training

Active Lancashire identifies that training and raising awareness of safeguarding issues, policies and procedures is fundamental to the development and maintenance of a safe environment and safer organisation.

Active Lancashire will also ensure that all current staff and volunteers are trained to the appropriate standards in safeguarding to maintain and promote safer staff, safer culture and a safer organisation.

All members of staff, volunteers and board members will receive training in safeguarding to a level which is commensurate to the level of responsibility of the role that is being performed. This will usually be the UKCC Certified course "Safeguarding and protecting Children". "Safeguarding adults in Sport & Physical Activity" training as set by Ann Craft Trust

Lead and Deputy Officers will attend the Time to Listen training delivered by NSPCC and Level 3 Safeguarding Adults in Sports & Physical Ann Craft Trust for Active Partnership Lead safeguarding staff and will attend regular updates as recommended by NSPCC and Ann Craft Trust

Safeguarding training will not be regarded as a 'once only' activity, but as on-going development of skills and knowledge of safeguarding. Safeguarding refresher training events will be provided at least every three years and in response to staff turnover within the planned team skills development programme, led by the HR Manager.

## **8. Photography Consent Policy Statement**

The permission to film, video or take photographic images is given on the basis that the person given the permission agrees not to cause or permit, directly or indirectly, any of the images to be published, shown, sold, distributed or otherwise disposed of by any method without prior written consent.

If the event organiser/welfare officer or their representative suspects inappropriate photography or filming, they will request the person to leave the venue and to surrender any film/images relating to the event.

To ensure the correct use of film and photography, information and guidance is integrated within Active Lancashire event policy.

## **9. Anti-Bullying and Harassment Policy**

This document is designed to provide clear guidance and procedures for dealing with bullying and harassment in sport activities delivered directly by Active Lancashire

### STATEMENT OF INTENT:

Active Lancashire is committed to providing a caring, friendly and safe environment for everyone so they can participate and enjoy sport and physical activity in a relaxed and secure atmosphere. It is the policy of Active Lancashire not to tolerate bullying and harassment in any form. It is the right of everyone to participate in sport and physical activity without fear of harassment or bullying. If bullying of any kind does occur everyone should be able to tell and know that incidents will be dealt with promptly and effectively.

### OBJECTIVES OF THIS POLICY

- All participants, coaches, volunteers and parents/carers should have an understanding of what bullying is.
- Reference to organisations Code of Conduct to assess if a constitute breach or potentially abuse
- All participants, coaches, volunteers and parents/carers should know what their club, team or employer policy is on bullying, and what they should do if bullying arises.
- Active Lancashire takes bullying and harassment very seriously. Everyone should be assured that they will be supported when bullying or harassment is reported.

- Bullying and Harassment will not be tolerated.
- All participants, coaches, volunteers and parents/carers should have an appreciation of the signs and indicators of bullying and harassment.

#### WHAT TO LOOK OUT FOR

A person may show signs or behaviour that he or she is being bullied or harassed. Everyone should be aware of these possible signs and should investigate if a person:

- Says he or she is being bullied or harassed
- Is unwilling to go to their sport/activity sessions
- Becomes withdrawn, anxious or lacking in confidence
- Feels ill before their sport/activity session
- Becomes distressed and anxious, even stops eating
- Has clothes torn or equipment damaged after their sport/activity session
- Has possessions that go 'missing'
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Seem more aggressive and unreasonable than normal
- Attempts or threatens suicide or runs away
- Gives improbable excuses for any of the above

These are signs and behaviours that may indicate other problems, but bullying should be considered a possibility and should be investigated.

#### **9.1 PROCEDURES FOR DEALING WITH BULLYING AND HARASSMENT**

1. Report bullying incidents to the Designated Safeguarding Lead Officer
2. Designated Safeguarding Lead Officer will then report the incident to the appropriate bodies' dependent upon where the incident has taken place.

For example, if the incident has taken place in a local sports club the Club Welfare officer and/or the National Governing Body Safeguarding Officer will be informed.

3. The following are steps that the club welfare officer and/or the national governing body officer may take:
  - Parents/Carers should be informed and will be asked to come in for a meeting to discuss the problem.
  - If necessary and appropriate, the Police will be consulted
  - The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
  - An attempt will be made to help the bullies to change their behaviour.
  - If this fails and the bullying continues, the Club/Team will initiate an investigation and possible disciplinary action.
  - All coaches involved with the individuals should be made aware of the concerns and outcomes of the process.

## **10 Whistle Blowing**

(DISCLOSURES IN THE PUBLIC INTEREST POLICY AND PROCEDURE)

Active Lancashire always strives to safeguard and act in the interest of the public and its employees. **The Public Interest Disclosure Act 2018** protects employees who raise legitimate concerns about specified matters from being dismissed or from being subjected to detrimental treatment or victimised as a result, provided certain criteria is met.

Details of the Whistle Blowing procedure detailed in the Active Lancashire Staff Handbook (page 130) under DISCLOSURES IN THE PUBLIC INTEREST POLICY AND PROCEDURE

## **11 IT Usage**

### **11.1 INTERNET USAGE PROCEDURE**

All Active Lancashire resources including computers and the internet are provided for business purposes and for carrying out activities consistent with the responsibilities of your employment.

Incidental and occasional personal use of the computers and internet is permitted, subject to the restrictions contained in this policy. Any personal use of the internet is expected to be in your own time i.e. breaks and is not to interfere with

your job responsibilities. This includes the use of the internet through your own computers or devices such as laptops, tablets or mobile phones etc.

You should not engage in any activity which is illegal, distasteful or likely to have negative repercussions for Active Lancashire. Except to the extent required for the proper performance or your own duties, you must not upload, download, use, retain, distribute or disseminate any images, text, materials or software which:

- Encourage or promote activities which would, if conducted, be illegal or unlawful;
- Are or might be considered to be indecent or obscene;
- Promote or instruct in any terrorist activities;
- Are or might be offensive or abusive in that its content is or can be considered to be a personal attack, rude or personally critical, sexist, racist or generally distasteful;
- Involve activities outside the scope of your responsibilities - for example, unauthorised selling/advertising of goods and services;
- Might affect or have the potential to affect the performance of, damage or overload the system, network and/or external communications in any way;
- Might be defamatory or incur liability on the part of Active Lancashire or adversely impact on the image of Active Lancashire;
- Encourage or promote activities which make unproductive use of your time; and/or
- Are related to your own, a relative, partner or friend's business and are of a business nature.

## **11.2 Social Media**

### **EMAIL POLICY**

Each member of staff has an email account associated with their username and password. Limited personal use of the email system is permitted in accordance with this policy but it must be emphasised that its primary purpose is for business use.

Active Lancashire and individual members of staff share legal liability for use of the email system. Active Lancashire may be held liable for any representations made or contractual arrangements entered into by email by members of staff if it is reasonable for the recipient to assume that such people are acting with authority (employer's vicarious liability). Such commitments should be avoided at all costs unless specifically authorised. All emails whether business or personal can be required in legal proceedings.

As employer, Active Lancashire may be held legally liable for activities of members of staff for:

- Inaccurate statements or misrepresentations;
- Statements amounting to defamation of another person;
- Unlawful or unfair processing of personal data in emails in breach of the Data Protection Act 1998;
- Breaches of the Freedom of Information Act 2000;
- Breaches of the Human Rights Act 1998;
- Breaches of the Copyright, designs and Patents Act 1998; and/or
- Illegal or unlawful activities which could imply criminal or civil liability.

All email users are responsible for the content of their emails. All should be aware of the acceptable use policies and legislation relating to diversity and defamation. The sending or forwarding of emails containing indecent or obscene images are explicitly prohibited and will result in disciplinary action being taken. Where emails are received containing such images please inform the Business Manager immediately. Where the matter is an internal one between members of staff it will be dealt with in the first instance as a matter of internal discipline.

## **12. Codes of Ethics/Conduct**

### **12.1 COACHES AND SESSION LEADERS**

Coaches/session leaders are key to the establishment of ethics in sport. Their concept of ethics and their attitude directly affects the behaviour of individuals under their supervision. Coaches/session leaders are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches/leaders have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches/session leaders. This code is not intended to conflict with that. However, the code calls for coaches/session leaders to disassociate themselves from a “win-at-all-costs” attitude.

Increased responsibility is requested from coaches/session leaders involved in coaching children, young people and adults. The health, safety, welfare and moral education of children, young people and adults are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Set out below is the Code of Conduct (which reflects the standards expressed by UK Coaching which forms the benchmark for all involved in coaching:



1. Coaches/session leaders must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport/physical activity.
2. Coaches/session leaders must place the well-being and safety of each player/participant above all other considerations, including the development of performance.
3. Coaches/session leaders must adhere to all guidelines laid down by governing bodies.
4. Coaches/session leaders must develop an appropriate working relationship with each player/participant based on mutual trust and respect.
5. Coaches/session leaders must not exert undue influence to obtain personal benefit or reward.
6. Coaches/session leaders must encourage and guide players/participants to accept responsibility for their own behaviour and performance.
7. Coaches/session leaders must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players/participants
8. Coaches/session leaders should, at the outset, clarify with the players/participants (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach/session leader.
9. Coaches/session leader must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player/participant.
10. Coaches/session leaders must always promote the positive aspects of the sport/activity (e.g. fair play) and never condone violations of the Laws of the Sport, behaviour contrary to the spirit of the Laws of the Sport or relevant rules and regulations or the use of prohibited substances or techniques.
11. Coaches/session leaders must consistently display high standards of behaviour and appearance.
12. Coaches/session leaders must not use or tolerate inappropriate language.

Noncompliance with this Code of Ethics and Conduct may lead to the enforcement of the complaints and/or disciplinary procedures by the relevant organisation.

## 12.2 STAFF AND VOLUNTEERS

The essence of good ethical conduct and practice is summarised below for Staff, Volunteers and other support personnel

- Consider the wellbeing and safety of participants before the development of performance
- Develop an appropriate working relationship with participants and colleagues based on mutual trust and respect
- Make sure all activities are appropriate to age, ability and experiences of those taking part
- Promote the positive aspects of the sport or activity (e.g. fair play)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by Active Lancashire, national governing body and club
- Never exert undue influence over participants or colleagues to obtain personal benefit or reward
- Never condone rule violations, rough play or the use of prohibitive substances
- Encourage participants and colleagues to value their performance and not just results

Noncompliance with this Code of Ethics and Conduct may lead to the enforcement of the complaints and/or disciplinary procedures by the relevant organisation. (Code of Ethics and Conduct is read and agreed by volunteer on induction on any Active Lancashire programmes or projects)

## 13.3 ACTIVE LANCASHIRE'S CODE OF ETHICS

Children, young people and adults have a lot to gain from being active. Sport and physical activity provides an excellent opportunity for children, young people and adults to learn new skills, become more confident and maximise their own unique potential. These benefits will increase through a positive and progressive approach to the involvement of children, young people and adults in sport and physical activity that places the needs of the individual first and winning and competition second. Winning and losing are an important part of sport and physical activity, but they must be kept in a healthy perspective. A person-centred approach to sport and physical activity will return many benefits in terms of the health and wellbeing of our population.

All activity should be conducted in an atmosphere of fair play. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. It incorporates issues concerned with the elimination of cheating,

gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation and corruption.

This model of fair play should be incorporated into all sport organisations that have children, young people and adults as participants and work with Active Lancashire.

The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour. The importance of participation for each child, young person and adult, best effort and enjoyment rather than winning should be stressed.

Children, young people and adults should be encouraged to win in an open and fair way. Behaviour, which constitutes cheating in any form, for example, falling over in football to gain free kicks or penalties, should be discouraged.

All children, young people and adults should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children, young people and adults, irrespective of ability or disability should have the choice to be involved in sports/physical activities in an integrated and/or inclusive\*\* way, whenever possible, thus allowing them to participate to their potential alongside other children, young people and adults

#### **\*\*Definitions of Inclusive - taken and adapted from EFDS Inclusive Events Strategy**

**“Inclusive”** Indicates that the participant is receiving a coached or led opportunity for disabled people on an impairment specific, pan disability or mainstream integrated basis.

#### **“Inclusive activity”**

For the purpose of this paper a coached or led activity which provides choice and opportunity for disabled people.

Note:

Impairment specific and pan disability opportunities should be regarded as inclusive provided:

- Disabled people choose to participate in that environment.
- The impairment specific and pan disability opportunities are part of a continuum of activity that provides choice and progression through the player pathway which is supported, developed and owned by the NGB.

Noncompliance with this Code of Ethics may lead to the enforcement of the complaints and/or disciplinary procedures by the relevant organisation.

# APPENDIX I - Safeguarding Incident/Concern Report Form

**Date reported:** \_\_\_\_\_

**Your Details**

	Person reporting the incident	Person recording the incident
Name		
Job Role		
Knowledge of and relationship to alleged victim		
Contact Address		
Telephone Number (s)		
E-mail		

**Contact Details of the alleged victim**

Full Name			
Date of Birth			
Contact Address			
Telephone Number (s)			
Ethnicity		Disability	

**Incident Details**

Location of incident (if relevant)	
Date and time of incident	

**Detailed Information of incident or concern**

**(in alleged victims/adults own words if possible)**

**Details of any Observations made by you or to you** (e.g. description of visible bruising, other injuries, emotional state). If injuries are present please record size, location and colour, please note - make a clear distinction between what is fact and hearsay.

**Action Taken So Far**

**Outcome**

**Alleged / Suspected Abuser's Details (if known)**

Name	
Date of Birth	
Relationship to alleged victim	
Occupation	
Address	

Telephone Number (s)			
Ethnicity		Disability	

***External Agencies Contacted***

Agency	Yes/No	Contact Name	Contact Number	Date	Time	Details of Advice received
Police						
Social Services						
Active Lancashire (children/adult)						
Leisure Services						
NSPCC						
Other						
(Please name)						

I acknowledge that the details described are accurate and will remain strictly confidential between 'appropriate reporting channels' and myself.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form immediately to:

### **Safeguarding Lead Officer**

**Active Lancashire  
Farington House  
Lancashire Business Park  
Leyland, Lancashire  
PR26 6TW**

**Tel 01772 299830**

### **Appendix 2**

#### **Legislation and Government Initiatives**

##### **Sexual Offences Act 2003**

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. [www.opsi.gov.uk](http://www.opsi.gov.uk)

##### **Mental Capacity Act 2005**

<http://www.legislation.gov.uk/ukpga/2005/9/introduction>

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention. [www.dca.gov.uk](http://www.dca.gov.uk)

##### **Safeguarding Vulnerable Groups Act 2006**

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. [www.opsi.gov.uk](http://www.opsi.gov.uk)

##### **Deprivation of Liberty Safeguards**

<https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-liberty-safeguards>

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and

who may be deprived of their liberty in their best interests in order to protect them from harm.

### **Disclosure & Barring Service 2013**

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

### **The Care Act 2014 - statutory guidance**

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

### **Making Safeguarding Personal Guide 2014**

<http://www.local.gov.uk/documents/10180/5852661/Making+Safeguarding+Personal+-+Guide+2014/4213d016-2732-40d4-bbc0-d0d8639ef0df>

This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.

### **Prevent**

The Counter-Terrorism and Security Act 2015 contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism

<https://www.gov.uk/government/uploads/.../prevent-strategy-review.pdf>

## **APPENDIX 3**

### **WHAT IS BULLYING AND HARASSMENT?**

HARASSMENT CAUSES DISTRESS AND ANXIETY. IT IS UNINVITED, MAY BE PERSONALLY OFFENSIVE AND IS ALWAYS UNWELCOME; IT CAN BE DETRIMENTAL TO ALL ASPECTS OF PEOPLE'S LIVES. BULLYING CAN BE DEFINED AS BEING OFFENSIVE, ABUSIVE, INTIMIDATING, MALICIOUS OR INSULTING BEHAVIOUR; ABUSE OR MISUSE OF POWER OR UNFAIR SANCTIONS. IT COULD BE ILLEGAL AND PERPETRATORS COULD BE PROSECUTED FOR HATE CRIMES

Bullying and Harassment Can Be:

- **Emotional:** being unfriendly, excluding (emotionally and physically), sending hurtful messages, or tormenting.
- **Physical:** pushing, kicking, hitting, punching or any use of violence.
- **Racist:** racial taunts, graffiti, gestures.
- **Sexual:** unwanted physical contact or sexually abusive comments.
- **Homophobic:** because of, or focussing on the issue of sexuality.
- **Verbal:** name-calling, sarcasm, spreading rumours, teasing.
- **Cyber:** All areas of the internet, such as email, social media and chat room misuse, and mobile threats by text messaging and calls.

WHAT TO DO IF YOU ARE BEING BULLIED



- Talk to someone you can trust, a parent, coach, teacher, friend or relative
- Be persistent. If the first person you talk to ignores you don't give up, speak to someone else
- If you can, write down everything the bullies have done or said to you, and try to write how you feel. Witnesses are important, if you have been bullied or harassed in front of other people get their names. When you have found someone you can trust and who is helpful, discuss what you have written with this person.

#### WHAT NOT TO DO:

- Don't try to deal with the problem on your own - there is nothing wrong in asking for help.
- Don't hit the bullies - you might end up being accused of bullying yourself
- Don't believe the lies that the bullies tell you
- Don't hide what is happening from the people you trust. Keeping things secret is the bullies' biggest weapon against you

#### WHY IS IT IMPORTANT TO RESPOND TO BULLYING AND HARASSMENT?

Bullying and harassment hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying or harassing need to learn different ways of behaving.