

# Safeguarding Policy

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# Scope

This policy is a Safeguarding Policy for children and young people (throughout the document this will be referred to as Children only). We appreciate that abuse and harm does not stop on a child's 18th Birthday therefore we are mindful of the policies and processes directed by the Ann Craft Trust when dealing with children transitioning into adulthood. We will be developing an Adults at Risk Safeguarding Policy in line with the Ann Craft Trust Framework.

This policy applies to everybody employed by UK Coaching, which includes UK Coaching Solutions and 1st4sport Qualifications. "UK Coaching" is the Umbrella Charity for the group where we develop learning and development for all coaches across the UK. We also have a trading arm for our commercial products and services "UK Coaching Solutions," this include creative services, customer care, product development and fulfilment for many partners including national governing bodies of sport. Within the trading arm we have an awarding body "1st4sport Qualifications," this department works with national governing bodies to develop, design and deliver coaching qualifications to coaches through our recognised centres. Throughout this document the umbrella title of UK Coaching will be used to encompass UK Coaching, UK Coaching Solutions and 1st4sport Qualifications.

The policy equally applies to people who are contracted to work for UK Coaching. Known throughout this document as "Contracted Workers," for a list of these roles please see Appendix A.

## 1 Introduction

Every organisation that provides services for children and young people (anyone under the age of 18) and adults at risk has a part to play in safeguarding and promoting their welfare. The key elements to safeguarding include:

- The protection of children and adults at risk from all forms of abuse, harassment and neglect.
- The promotion of practices that contribute to young people's safety, health and wellbeing; and
- Ensuring a safe and effective environment for young people.

## 2 Who we are

### **We Are The Team Behind The Coach**

The team behind the nation's coaches, providing support, tools and guidance which assists coaches to be GREAT, inspires people and transforms lives.

### **We develop inspiring coaches to bring #GreatCoaching to the lives of millions**

UK Coaching connects, assists, represents and empowers all coaches. Whatever your sport, whatever your background, whatever your level, including sports and activity coaches; exercise trainers; sports instructors; activity leaders; volunteers; community sports leaders; coach developers; parent helpers and teachers.

### **We develop inspirational coaches to bring #GreatCoaching to the lives of millions**

## **We Represent**

The voice of coaching in the UK, celebrating and representing coaches in the media, working with the UK government for support, funding and legislation and championing inclusivity and diversity at every step

## **We Empower**

Developing coaches through online and offline learning and courses, events and workshops for every stage of their coaching journey

## **We Assist**

Provide toolkits, resources, insurance, legal services and specially selected partner offers via our UK Coaching Club

## **We Connect**

Our community of peers, experts and coaches to share best practice, elevate each other and collaborate with sporting bodies and organisations

UK Coaching is the leading agency for coaching in the UK. We are here to support people to deliver great coaching and to support those organisations who recruit, support and deploy coaches. We advocate that our partners have a professional duty to provide children and young people with appropriate safety and protection, for which we have produced a number of workshops, learning resources and guidance over the years.

We treat safeguarding very seriously. The Safeguarding and Protecting Children (SPC) workshops and resources meet the key safeguarding learning needs of coaches and other sport's staff and volunteers. The NSPCC and its Child Protection in Sport Unit (CPSU) fully support the workshop and its resources which aim to help organisations and individuals to act to make sport and physical activity the best experience it can be for current and future generations.

**“UK Coaching has an exceptional reputation for delivering outstanding safeguarding training. Its newly updated Safeguarding and Protecting Children learning suite will empower and enable coaches, sports staff, and volunteers to fulfil their safeguarding responsibilities by equipping them with the knowledge and skills they need to demonstrate a robust level of care that ensures the welfare and happiness of every child and young person.”**

**Stuart Armstrong, Sport England Strategic Lead for Workforce Transformation**

We believe that it is imperative that anyone involved in physical activity/sports' provision for children and young people is alert to:

- possible indicators of abuse and neglect
- risks that individual abusers or potential abuser, may pose to children; and
- understanding what actions they should take should concerns arise.

The aim of this policy is to set the context, commitment, principles, scope and core practice guidelines to members of staff and our contracted workforce who have sensitive information disclosed to them. This policy will equip all members of staff and contracted workforce to properly handle any concern that is reported into the organisation via the channels available to the public via our website, during our courses via our tutor network, and via our customer care team via direct telephone calls into the organisation. This policy has been written in line with the 2018 statutory guidance *Working Together to Safeguard Children*.

We expect that all NGBs will have their own policies covering safeguarding and welfare. We recognise our responsibility to work in partnership with other partners and statutory bodies in the event of a concern arising and in relation to a child, young person or adult at risk. We connect widely across the sector and attend Lead Officer meetings with the CPSU where we discuss and share our knowledge, expertise and experiences with other organisations periodically throughout the year. The UK Coaching Lead Officer is also the Vice Chair of the Safeguarding knowledge and Skill working group.

### **3 What is not within our scope**

Unlike the National Governing Bodies of Sport, **UK Coaching does not directly employ or deploy coaches to work with children or adults.** We are a lead agency for the advice and guidance to both coaches and national organisations. We are a learning and development organisations and work with subject matter experts like the NSPCC, the Child Protection in Sport Unit and Ann Craft Trust to help raise awareness of safeguarding and protection issues and concerns for coaches.

### **4 Why is this policy needed?**

The purpose of this policy is to help instill high safeguarding standards among our staff and contracted workforce.

We connect throughout the year with the CPSU and the Ann Craft Trust and hear many lived experience stories from survivors on abuse and non-recent abuse. We know it is imperative to have this lived experience as our lens when we develop or deliver anything associated with Safeguarding and Protection. Abuse can occur in many situations including the home, school and the sporting environment. Whilst rare, we know that some individuals will actively seek access to children through physical activity and sport in order to harm them. As the lead agency for coaching, we may receive concerns from the public, the tutor and assessor workforce and our Staff. It is important to have clear guidance in place as to how to respond to these. It is equally important that everyone knows about good practice, and who to contact when concerns arise.

**This policy applies to all UK Coaching staff and its contracted workforce.**

## 5 Policy statement

UK Coaching have a duty of care to safeguard and promote the welfare of individuals who are under the age of eighteen.

We are committed to:

- Making the welfare of children and young people paramount. This means that the need to ensure that children and young people are protected is a primary consideration and may override the rights and needs of those adults working with them.
- Creating and maintaining a safe and positive environment for all young people who are involved with sport and physical activity, enabling everyone whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity to participate in our organised activities in a fun and safe environment.
- Taking all reasonable steps to protect children and young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- Taking seriously all concerns and allegations of poor practice or abuse and responding swiftly and appropriately to them in accordance with current procedures.
- Tackling any areas of concern which are raised.
- Putting systems and procedures in place to safeguard children and young people working within sport and physical activity.
- Ensuring that all our staff and contracted workforce who work with, or have the potential to work with, children and young people are appropriate for their role and responsibilities and are provided with relevant training.
- Recognising that there are several groups, eg deaf and disabled children and adults (dependent upon a caregiver; impaired ability to utilise self-defense: behavioural signs may be interpreted as a characteristic of the disability) and talented and elite young people and adults (over-training; pushed too far; overly focused on performance goals to achieve success) who are made vulnerable to abuse.
- Recognising that children, young people and families from minority group backgrounds may face additional barriers to accessing help and reporting concerns in respect of safeguarding issues (language; family honour, shame and stigma; fear of rejection/broken confidentiality within the community).

## 6 Designated persons with responsibility for safeguarding children

### Lead Safeguarding Officer (LSO)

The LSO has a child (and adult at risk)-focused approach and communicates and provides advice and support at all levels. They have influencing skills and an ability to work with conflict and with emotionally distressing matters. The LSO has knowledge of relevant legislation, government guidance, UK Coaching's Safeguarding and Protecting Children Policy and procedures and will promote and demonstrate anti-discriminatory practice.

The LSO has overall responsibility for the development and establishment of our approach to safeguarding children and adults at risk. This includes reporting to the UK Coaching Board, Executive and Senior Management teams, updating all staff members on our policies and any amendments made to the policies and the chairing and management of the Internal

Safeguarding Group (ISG). The membership of the group consists of members of staff who hold a specific responsibility within the organisation and who are most likely to have concerns raised to them, including:

- Qualifications and Learning
- Customer Care
- Tutor management
- Membership and insurance
- People & Culture (HR)
- IT
- Marketing & Communications
- EEDI Management
- Governance
- Policy and Impact
- Talent & High Performance.

**The LSO role includes:**

- To coordinate UK Coaching's action in any safeguarding case
- To act as a first point of contact for Safeguarding matters.
- To liaise with the Executive over individual cases, proposed policy and guidance.
- Supported by the Head of People & Culture, to co-ordinate the dissemination of policy, procedures and resources throughout UK Coaching and with relevant stakeholders
- To represent UK Coaching at external meetings related to safeguarding
- To keep up to date with own knowledge and skills
- Identify specific awareness and training for members of staff at different levels within the organisation and Board structures.

**To contact the UK Coaching Lead Safeguarding Officer, Heather Douglas, write to:**

**Lead Safeguarding Officer, UK Coaching, 2 City Walk, Leeds LS11 9AR. Always mark the envelope "Private and Confidential"**

Tel: 07718 583 654

Email: [safeguarding@ukcoaching.org](mailto:safeguarding@ukcoaching.org)

**When the LSO is away on annual leave, their out of office message will provide an alternative contact.**

The Deputy Safeguarding Officer, **Alan Rapley**, can be contacted at:

Tel: 07980 583 882

Email: [safeguarding@ukcoaching.org](mailto:safeguarding@ukcoaching.org)

## 7 Good practice, poor practice and abuse

**Poor practice often falls short of the threshold to be deemed abuse, however research suggests that frequent low levels of abuse can manifest into abuse. Farrer and Co legal have provided some advice and guidance to help people better understand this area. A link to this guidance can be found [here](#).**

At UK Coaching we advocate that any concern raised needs to be recorded in Appendix D and the process should be followed in Appendix B.

It is not always easy to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in sport and physical activity to make judgements about whether or not abuse is taking place, but everyone has a responsibility to:

- identify poor practice and possible abuse
- act if they have concerns, as explained in Appendix B and Appendix C.

As good practice, all coaches should;

- conduct a risk assessment before undertaking any physical activity/sports-related activities (see Appendix H)
- aim to make the experience of sport and physical activity meaningful, beneficial and engaging
- promote fairness and playing by the rules
- not tolerate the use of prohibited or illegal substances
- treat all children equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

## 8 Responding to concerns and allegations of poor practice and abuse

Although most cases of child abuse take place within the family setting, abuse can and does occur in other environments including learning, sport and physical activity.

- It is essential that all allegations are taken seriously, and appropriate action is taken.
- It is not a person's responsibility to decide if child abuse is taking place.
- It is everyone's responsibility to report their concerns to the appropriate agencies - you will not get into trouble for raising genuine concerns.
- Our Staff and contracted workforce should seek help by contacting our Lead Safeguarding Officer (LSO), who will be able to speak to the NGB or other relevant agencies.
- Not acting is not an option.



## 9 Receiving evidence of possible abuse/poor practice happening either inside or outside of physical activity/sport

The public may have concerns about abuse/poor practice because:

- they see it happening
- they recognise signs
- someone reports it to them
- a child approaches them directly.

If a child or young person says or indicates that they are being abused, or a member of the public have concerns about their welfare they should:

- react calmly so as not to frighten them
- tell them they are not to blame and that it was right to speak up
- take what they say seriously
- recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability and/or differences in language
- keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said
- record all information please see appendices D for the correct way to record a disclosure
- report in accordance with the club or organisation's reporting procedures.

**For concerns about an individual's behaviour towards a child or young person in physical activity/sport, please follow the guidance in Appendix B.**

We expect exemplary conduct from our staff and contracted workforce. All staff working as a coach should follow the safeguarding guidance on our [website](#). And refer when appropriate to our [Code of Practice for Sports Coaches](#). Staff members are also directed to the Low levels of concern guidance too. Those members of staff who are coaches and who are involved in an investigation into their behaviour by an NGB or other organisation, will be subject to our internal Disciplinary Procedures. A copy of the internal disciplinary procedure is included within the staff policies held on our Meta-Compliance platform.

## 10 Recording information: confidentiality and information sharing

It is critical that where someone has reasonable cause to believe that a child or young person may be suffering or may be at risk of suffering significant harm, they should refer their concerns to children's social care or the police, in line with the multi-agency local safeguarding arrangements. The concern must not be ignored; they should always talk to someone to help them decide what to do. The person should protect the identity of the child or young person wherever possible until they have established a reasonable cause for their belief.

Anyone with concerns should complete a Child Protection Incident Report Form (Appendix D) including staff and contracted workforce and any concerns resulting from any interaction with UK Coaching, including workshops, webinars, qualifications, face to face interactions -

including conferences - should be recorded.

This information is recorded for the following reasons:

- themselves, so they have a record of what happened
- our Lead Safeguarding Officer (LSO)
- the Police/Children's Social Care Services, if appropriate.

It is not appropriate to share sensitive and confidential information with other people, eg:

- colleagues
- other acquaintances within and outside the physical activity/sport or organisation.

Any information relating to child protection should be held under secure conditions and only made available on a need-to-know basis.

The person(s) completing the form should:

- confine themselves to the facts - what they have observed/seen, heard or had reported to them
- distinguish between what is their own personal knowledge and what they have been told by other people
- not include their own opinions on the matter. Be clear where they are giving either their own or others' interpretation of events and the reasons for this (e.g. context, individual's response to challenge).

## Data protection

### Information sharing about child-protection concerns

The CPSU ([the cpsu.org.uk](http://the cpsu.org.uk)) has clear guidelines on the use of sensitive information that directly affects the welfare of children and young people ([Information sharing about child-protection concerns](#)). **To keep these children safe, information needs to be shared appropriately so that decisions can be made to protect them.** However, clear boundaries around information sharing are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it. So, it must be shared with the correct intention and only the required data shared, this data is protected but can be shared with Police, child protection services and NHS if the child is at risk and would likely be legitimate interest. UK Coaching will follow the Government guidance found [here](#) on information sharing and liaise with the CPSU also.

## 11 Reporting the concern

The discovery that someone you know may be abusing a child will raise feelings and concerns. Although it can be difficult to report such matters, you must remember that:

- the welfare of the child is paramount
- being vigilant helps to protect children
- everyone has a duty of care to immediately report any concerns they have
- a good reporting structure ensures that concerns are dealt with fairly.

Please refer to Appendix B for concerns about an individual's behaviour towards a child or young person in physical activity/sport. Appendix C is the flow chart for a concern arising outside of physical activity/sport (but identified through the child's involvement in sport or physical activity).

All concerns should be passed to our Lead Safeguarding Officer (LSO). However, if the LSO or deputy LSO is not contactable and it is urgent, or you are concerned that a child may be in immediate danger, then you should go to the Police or Children's Services. Information on where to get these services local to you can be found in Appendix A under Multi-Agency Safeguarding Arrangements. In this situation, please ensure you inform the LSO and deputy LSO as soon as possible.

At all times, we aim to conduct our business with the highest standards of integrity and honesty, and we expect all staff to maintain the same standards in everything they do. Staff are therefore encouraged to report any wrongdoing by any staff that falls short of these principles and which they feel is in the public interest (see Whistleblowing Policy within the Staff Handbook).

## 12 Involving the NGB

Our Lead Safeguarding Officer (LSO) must be informed of all reports of concerns or allegations of abuse and poor practice as soon as possible in order to decide the following:

- What further action should be taken by UK Coaching or the sport's NGB.
- Whether further action, advice or investigation is needed by/from the Police or Children's.

## Social care services

The Designated Officer (previously Local Authority Designated Officer, LADO), who manage concerns about people in positions of trust who work with children (England only), is the point of contact for advice and information.

Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. It also enables us to work with the National Governing Bodies to analyse trends and improve existing policy and guidance.

## 13 Involving statutory agencies

In any case of physical or sexual abuse, or where the child's immediate safety is believed to be at risk, a member of the public should contact one of the following statutory agencies immediately:

- Their local Police Child Protection Team, or in an emergency dial 999.

The police should be involved if the apparent abuse is of a criminal nature or if the incident involves a person outside the child's family. A record should be made of the crime reference number. The Police will be involved when a crime has been committed. They are involved in prevention measures to deter crime and protect the public.

- Local Authority Children's Social Care Services (formerly known as Social Services).

This body has a statutory duty to make enquiries where a child who is living or found in their area may be at risk of significant harm. This may involve talking to the child and family and gathering information from other people who know the child. They will investigate concerns about a child and liaise with other agencies where appropriate and relevant. Further information can be found via specific local authority websites.

- NSPCC (free phone 24-hour helpline **0808 800 5000**). The member of the public does not have to give their name, but it is helpful if they do.

Other statutory agencies include:

- Multi agency safeguarding hubs: multi agency centres in some areas which coordinate responses to concerns about children. This is dependent on councils and the services they offer which will then involve the police and children's services. Further information can be found [here](#).
- Designated officers: coordinate responses to concerns about those in positions of authority, including sports coaches. They co-ordinate next steps in relation to an individual. They exist mainly in England (they might be known as something else in other home countries). For a full list of designated officer contact details, please visit [here](#).

Other useful contacts include:

- National Governing Body safeguarding lead – see relevant NGB website
- Active partnership safeguarding lead – see relevant Active Partnership website

For further information on the online protection of children, visit [here](#) or [here](#)

For further information on safeguarding of adults at risk, visit [here](#)

For further information on renewing your safeguarding training, visit [here](#)

If our LSO needs to call one of the Statutory Agencies, details should be confirmed in writing within 24 hours. The LSO will record the following:

- name and job title of the member of staff to whom the concerns were passed
- the time and date of the call
- a summary of the information shared, and the response received.

## 14 Allegations of non-recent abuse

Allegations of abuse are occasionally made some time after the event, for example by an adult abused as a child by a member of staff who is still working with children.

The impact of non-recent abuse on someone can potentially last a lifetime. When responding to and reporting an incident of non-recent abuse, remember the importance of a trauma informed approach. The process of reporting may trigger memories, experiences, and responses as if they were happening again at that moment.

Where such an allegation is made, you should follow the procedures outlined in Appendix B. Individuals with previous criminal convictions for offences against children may well be automatically excluded from working with children.

## 15 Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, parents and members of staff may need in the aftermath of an abuse case. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. Please see Appendix I for details of support agencies.

The British Association for Counselling and Psychotherapy (BACP) is the professional association for members of the counselling professions in the UK. They exist for one simple reason – counselling changes lives. The BACP website address is: <https://www.bacp.co.uk/>

Information on how to use the BACP Register and the therapist directory is available [here](#)

Contact details for the BACP are:

Email: [bacp@bacp.co.uk](mailto:bacp@bacp.co.uk)

Twitter: @BACP

Mail: BACP, 15 St John's Business Park, Lutterworth, Leicestershire LE17 4HB

Our staff can access Sovereign Health Care 24-hour Confidential Employee Assistance Programme (0800 028 9165) and the Mindful Employer Confidential Helpline (0300 555 6006).

## 16 Recruitment of personnel

UK Coaching has a staff recruitment policy, which is available on our Meta-Compliance platform where staff policies are housed. This policy is for internal organisational use only. All offers of employment are subject to receipt of references which we find to be satisfactory.

Our staff are required to undertake a DBS check. All employees are asked to undertake a DBS check and their continued employment will be reviewed on the basis of the report. We strive to do the right thing; we take responsibility for our actions; we consider the implications of our actions on others; we will challenge unethical and non-inclusive practices and behaviours, linked to our Values:

- We Care
- We Collaborate

- We Coach
- We Champion Innovation

We have a Staff Code of Conduct, which is available to all staff on our Meta-Compliance platform where staff policies are housed. This document contains guidance for staff on the standard of behaviour we expect of our staff. Failure to follow the guidelines set out in this code may result in disciplinary action, which may include dismissal.

UK Coaching has a procedure (which is also housed on our Meta-Compliance platform), the aim of which is to ensure all staff maintain reasonable standards of conduct, performance and attendance to contribute to the smooth running of the organisation. To maintain acceptable standards of behaviour, we will deal with issues relating to bullying and harassment, including racial and sexual harassment, under this policy.

## Summary of the contracted workforce

Every member of the contracted workforce is required to obtain and provide UK Coaching and its subsidiaries with an up-to-date DBS certificate.

Applicants to the workforce are required to complete a tutor criteria form. The form seeks explicit information about their training and experience. These are required to be returned to the relevant department and the member of personnel who is managing the recruitment process.

The workforce is selected on their suitability to meet the job specification requirements and responsibilities. Applicants will receive confirmation of their application/interview in writing. If the outcome is positive, arrangements are made for induction and any relevant training. New members of the contracted workforce are then required to agree, in writing, to abide by the UK Coaching policies and procedures, including the Child Protection policy. Awareness of child protection practice will continue to be addressed via ongoing training or orientation. This is reviewed every three years.

All members of the contracted workforce who work with children and young people are required to adhere to this policy. Please also see Appendix E.

As part of the recruitment and renewal of services for our contracted workforce we undergo thorough due diligence checks to ensure everything is in place. These checks include having a Disclosure and Barring Service (DBS) check, holding appropriate insurance, relevant qualifications and confirmation of regular Continuous Professional Development (CPD) activities.

During recruitment, a potential candidate is asked for copies and evidence of their qualifications, DBS and Insurance at the start.

## 17 Awareness and training:

We advocate that Coaches:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children.

We publish our [Code of Practice for Sports Coaches](#), which includes sections on Rights, Relationships, Personal Standards and Professional Standards. Coaches, leaders, activators and instructors play a critical role in the development of any sport or physical activity, and in the lives of the people they coach. Good coaches ensure participants have positive experiences, so they are more likely to continue and achieve their potential. The Code promotes that coaches must demonstrate a high degree of honesty, integrity and competence. The need for coaches to understand and act on their responsibilities is vital to sport and physical activity, as is the need to promote participation for fun and enjoyment, as well as achievement.

Additional information and guidance can be found in Appendix F (Chaperoning in Safeguarding and Protecting Children (SPC) Workshops), Appendix G (Filming Children in Physical Activity/Sport).

UK Coaching requires:

- Our Customer Care staff to receive training for handling calls
- All Staff to undertake basic Safeguarding training
- Our Board to undertake Board safeguarding training
- Our Lead Safeguarding Officer (LSO) and Deputy LSO to attend specialist Safeguarding training
- All Managers and the Executive to undertake CPD including [CPSU webinars](#)
- Our contracted workforce to be recommended to attend updated sessions for example (Time to Listen) where relevant
- Those staff who regularly undertake Coaching to attend a recognised safeguarding awareness workshop, to ensure they have an understanding of what is considered to be good practice and to facilitate the development of a positive culture towards safeguarding children and adults at risk, aligned to their NGB best practice and minimum standard guidelines.

## 18 Policy Review:

The policy and processes contained within this document will be in place for three years, however, additional reviews/updates may be carried out in response to policy changes and/or legislative changes that make it unfit for purpose (including government or NSPCC guidance). In addition, further updates may take place based on learning from reported concerns.

# Appendix A

## Glossary of Terms

### Abuse

Abuse may take a number of forms, and may be classified under Neglect, Physical Abuse, Sexual Abuse, Emotional Abuse, Bullying.

### Neglect

Neglect is not meeting a child's basic physical or psychological needs. The four main types of neglect are physical, educational, emotional and medical. Each type of neglect can have a long-lasting impact on a child's health and development.

### Physical Abuse

When someone deliberately hurts a child causing physical harm it is called physical abuse. It may involve hitting, kicking, shaking, pushing, poisoning, burning, biting, scalding, drowning or any other method of causing non-accidental harm.

### Sexual Abuse

Sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.

Sexual abuse has immediate and long-term impacts on a child's physical, mental and emotional wellbeing, behaviour, development and personal relationships.

Emotional abuse is the emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development.

### Bullying

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying can be:

- Emotional: being unfriendly, excluding (emotionally and physically), sending hurtful text/email messages, tormenting, (e.g., hiding kit or equipment, threatening gestures)
- Homophobic: because of, or focusing on, the issue of sexuality
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti or gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Verbal: name-calling, sarcasm, spreading rumors, teasing. Please refer to Appendix J for the Anti-Bullying policy.

### Child Exploitation Online Protection (CEOP)

CEOP is a law enforcement agency and is here to help keep children and young people safe from sexual abuse and grooming online. Find out more [here](#).

### Child(ren)

Anyone under the age of 18.

### Child Protection in Sport Unit (CPSU)

The CPSU team is sited within the National Society for the Prevention of Cruelty to Children (NSPCC). [www.thecspu.org.uk](http://www.thecspu.org.uk)



## **Child Sexual Exploitation**

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

## **Child Trafficking**

The recruitment, transportation, transfer, harboring or receipt of a child for the purpose of exploitation shall be considered 'trafficking in human beings'.

## **Children's services**

Responsible for investigating and protecting children about whom there are concerns- investigate concerns about a child and liaise with other agencies where relevant. Further information can be found via specific local authority websites.

## **Children's Social Care Services**

The Local Authority statutory agency with responsibility for safeguarding and protecting children and families, formerly known as Social Services (the name may vary around the UK).

## **Code of Practice for Sports Coaches**

UK Coaching publishes on its website a Code of Practice for Sports Coaches provides a guide for good and safe coaching practice, including Rights, Relationships and Responsibilities (Personal and Professional Standards).

## **Contracted workforce to work includes but is not limited to**

- UK Coaching Tutors
- 1st4sport EQA – External Quality Assurers
- 1st4sport EPAA – End Point Assessment Assessors
- Associate coach developers
- Experts delivering in sessions/communities of practice
- Videographers, photographers
- Consultants working on behalf of UK Coaching.

As they may have sensitive information disclosed to them.

## **Disclosure**

The information contained on a certificate, or otherwise, issued by one of the Criminal Records Checking agencies (see above). The word may also be used to describe a verbal or written referral or information given about another individual or a child about whom someone has safeguarding concerns.

### **Designated Officer (DO)**

The Designated Officer (previously Local Authority Designated Officer, LADO) works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has behaved in a way that has harmed, or may have harmed, a child, possibly committed a criminal offence against children or related to a child or behaved towards a child or children in a way that indicates s/he is unsuitable to work with children. They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures. The DO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

Designated officers coordinate responses to concerns about those in positions of authority, including sports coaches. They co-ordinate next steps in relation to an individual. They exist mainly in England (they might be known as something else in other home countries). For a full list of designated officer contact details, please visit [here](#).

### **Disclosure and Barring Service (DBS)**

In England and Wales. Primary role to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children. The DBS was established under the protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau and Independent Safeguarding Authority.

### **Duty of Care**

The duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible.

### **Contracted workforce**

This can include the following roles: accredited SPC Tutor workforce and external contractors on our instruction, Tutors, assessors, EQA, EPAA, associate coach developers, experts delivering in sessions/communities of practice, videographers, photographers.

**EPAA:** (1st4sport) – End Point Assessment Assessors.

**EQA:** (1st4sport) – External Quality Assurers.

### **Female Genital Mutilation (FGM)**

This comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons, as defined by the World Health Organisation (WHO).

### **In Loco Parentis**

The additional obligation on a coach, or other individual with responsibility for children, to act as a 'Reasonable parents'.

### **Low Levels of Concern**

A low-level concern is any concern that an adult has acted in a way that: is inconsistent with the code of conduct of the organisation that they represent, including inappropriate conduct outside of that setting that doesn't meet the threshold of harm or is not considered serious enough for that organisation to refer to the local authority. An example of a low level of concern could be: **Being over-friendly with children. Having favourites.** Engaging with a child one to one in a secluded area. Using inappropriate sexualised, intimidating, or offensive language.

## **Multi-agency Safeguarding Arrangements (formerly Local Safeguarding Children Boards (LSCBs))**

Establishing local safeguarding arrangements is the responsibility of the three identified Safeguarding Partners (the Local Authority, Health (clinical commissioning groups), and the Police).

Local arrangements will co-ordinate what is done by all agencies/organisations who provide services for children and have responsibility to safeguard them and promote their welfare. They provide local inter-agency guidelines related to the procedures that should be followed in cases of actual or suspected child abuse. Some areas have established sports' sub-groups to inform their work [here](#).

## **NSPCC**

The NSPCC provide a free helpline to advise, support and refer concerns about children. Helpline number 0808 800 5000, [www.nspcc.org.uk](http://www.nspcc.org.uk)

## **The National Centre for Family Hubs (NCFH)**

A national initiative, led by the Anna Freud Centre and funded by the Department for Education, to help ensure all babies, children and families have the support they need through a network of family hubs across England [here](#).

## **National Governing Body (NGB)**

The organisation recognised by the International Federation for each sport as the body that selects British or UK teams for international competition.

## **National Society for the Prevention of Cruelty to Children**

The National Society for the Prevention of Cruelty to Children (NSPCC) is a charity campaigning and working in child protection in the United Kingdom and the Channel Islands.

## **Parent**

A generic term that includes parents, carers and guardians.

## **Personnel**

Employees, contracted workforces and anyone acting on behalf of and consultants to UK Coaching.

## **Police**

Involved when a crime has been committed, involved in prevention measures to deter crime and protect the public.

## **Position of Trust**

This is where an individual, such as a Coach, teacher, or foster carer who makes decisions for or about a child, can influence the child's actions and may misuse that position to groom or abuse the child. This position can be a positive one, in building confidence and self-esteem in children. This legislation does include sports roles (e.g., coaches, instructors or helpers) or sports organisations and settings (eg clubs, leisure facilities or events) within these definitions, misusing the position of trust is a breach of the Code of Conduct and disciplinary processes.

## **Regulated Activity**

Activity which involves:

- Teaching, training, instructing, caring for or supervising children; OR Providing guidance/ advice on well-being; OR driving a vehicle only for children

- AND happens frequently (once a week or more often) OR happens intensively (on 4 or more days in a 30-day period, or overnight)
- AND The individual carrying out the activity of teaching, training or instructing is unsupervised.

### **Regulated Activity Provider**

The person or organisation responsible for employing or deploying workers to facilitate an activity, whether these workers are paid or unpaid.

### **Risk Assessment**

A procedure to help identify possible sources of harm and take appropriate action to minimise these risks taking into account the age, number, the nature of the activity and competence of participants.

### **Safeguarding Officer (LSO or DSO)**

UK Coaching has appointed a Lead Safeguarding Officer (LSO) from its staff whose responsibilities are set out in section 5.

### **UK Coaching:**

The lead agency for coaching in the UK.

### **Welfare of the Child is Paramount**

Key principle of the Children Act 1989. It is to the principle that the safety and welfare of children must be the primary consideration in any proceedings involving children.

### **Children Act 2004**

The Children Act 2004 is a development from the 1989 Act. It reinforces that all people and organisations working with children have a responsibility to help safeguard children and promote their welfare. The Act places a general duty on local authorities to promote and safeguard the welfare of children in need in their area by providing a range of services.

### **Working together to safeguard children 2018**

Government guidance that details statutory guidance and responsibilities on inter-agency working to safeguard and promote the welfare of children.

### **Children and Social Work Act 2017**

An Act to make provision in relation to looked after children; safeguarding of children; other provision relating to Children's social care and Education.

### **Every Child Matters**

This Green paper outlines the Government's proposals for the reform and improvement of child care. The paper outlines a vision of positive intended outcomes for every child.

### **Welfare Officer**

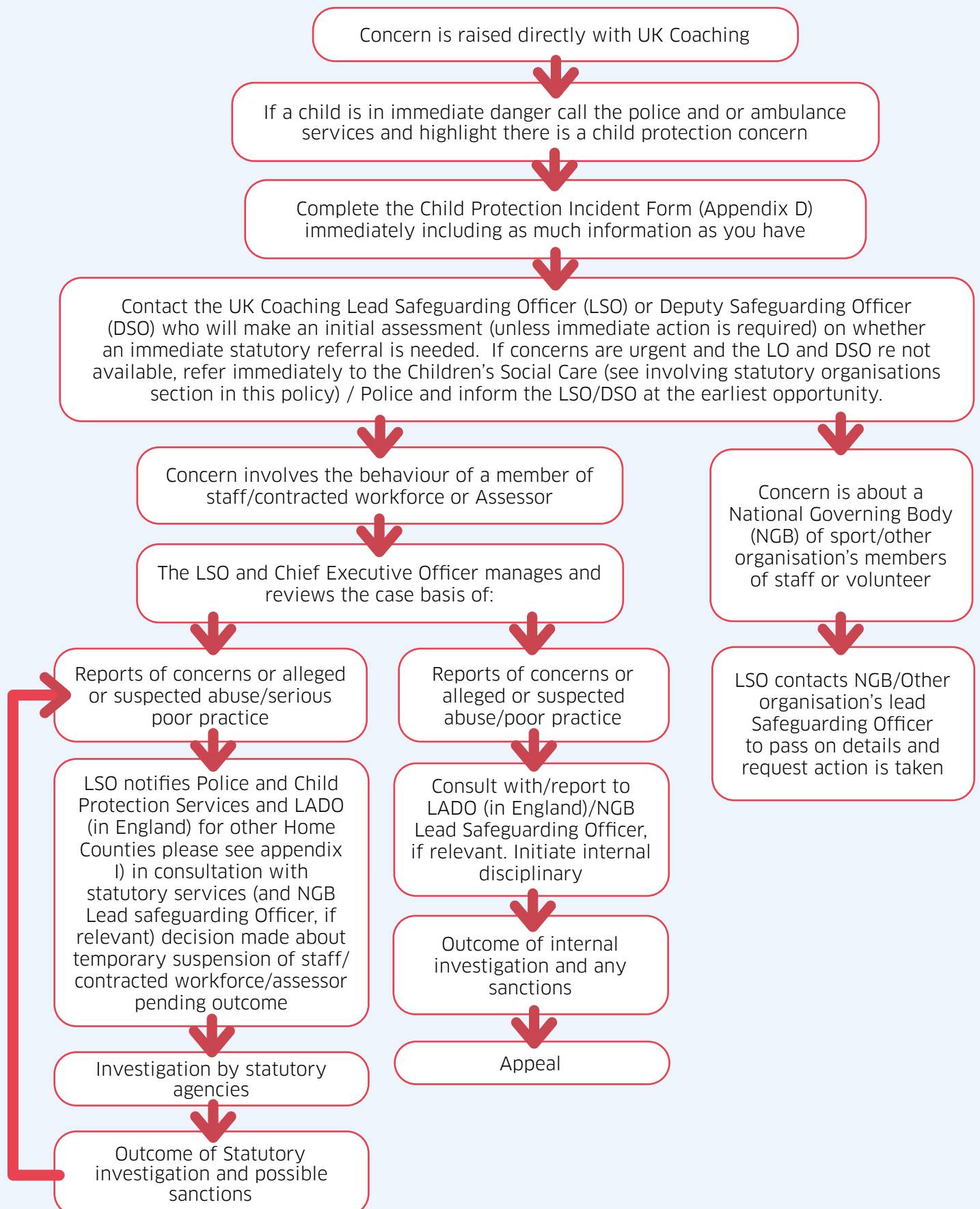
A designated individual who is responsible for safeguarding and promoting the welfare of individuals in a specific environment. They respond to child protection and poor practice concerns; provide support and advice in the implementation of procedures which promote safeguarding and ensure that safeguarding is promoted as everyone's responsibility and is embedded throughout practices.

For further information on safeguarding of adults at risk, visit [www.anncrafttrust.org](http://www.anncrafttrust.org)

For further info on renewing your safeguarding training, visit [www.ukcoaching.org](http://www.ukcoaching.org)

# Appendix B:

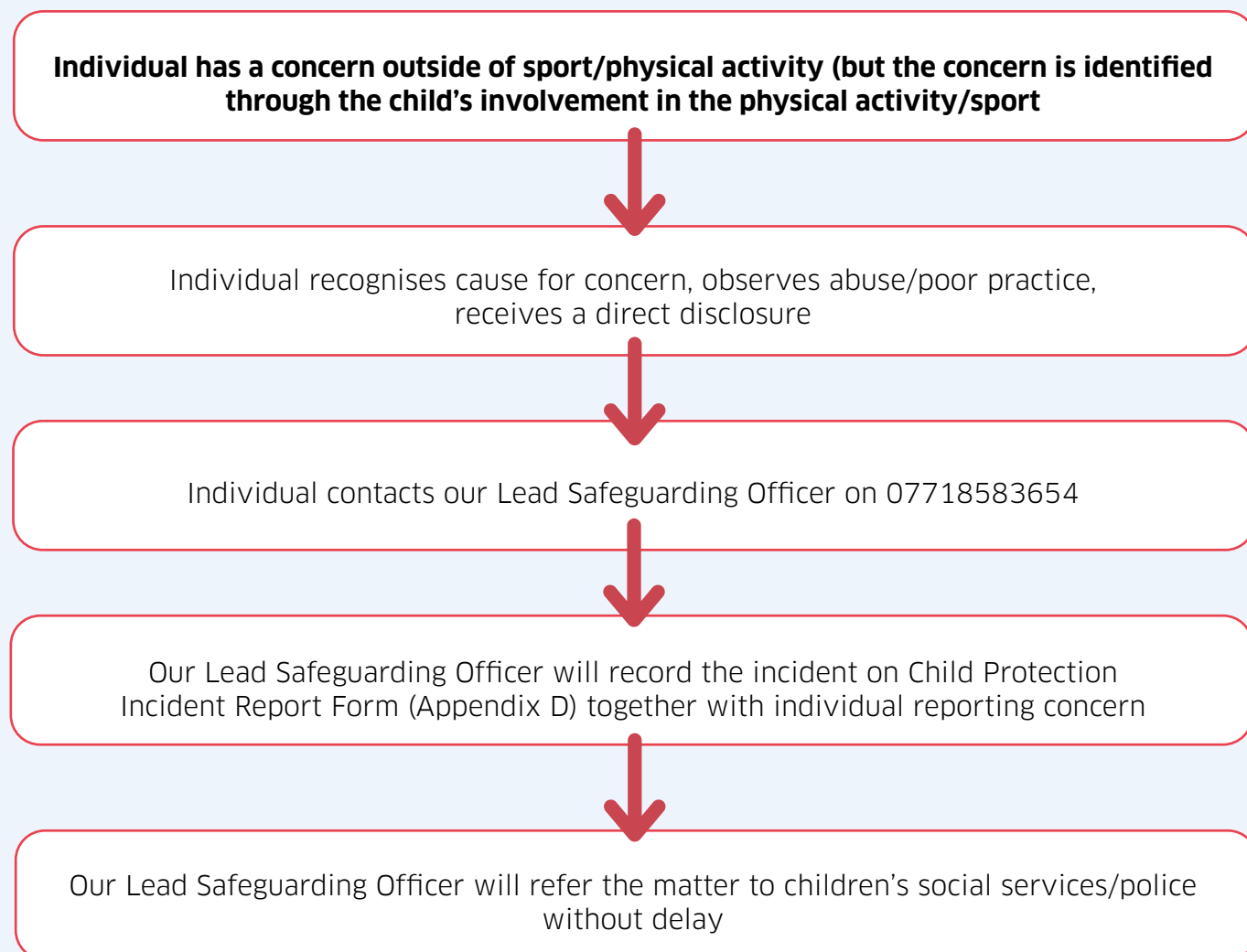
## UK Coaching flowchart for concerns about an individual's behaviour



# Appendix C

## UK Coaching Reporting Flowchart for if a concern arises outside of physical activity/sport (But is identified through the child's involvement in sport or physical activity)

In case of an emergency dial 999.



**If you are uncertain as to what to do at any stage, please contact the sport's Lead Welfare or Child Protection Officer, the NSPCC free 24-hour helpline (0808 800 5000) or our Lead Safeguarding Officer, Heather Douglas (07718 583654).**

# Appendix D

**Child Protection Incident Report Form** (please refer to appendix B for process to follow on completion of this form.) All data will be stored in line with the guidance from the CPSU on document and retention of storage [here](#).

Person completing the form:

Your name:	Your position:
Your address:	
Your phone number:	

**By what means did this concern come into UK Coaching? Please tick:**

Telephone  email

It is worth noting that a disclosure or a concern can be raised by a variety of people this could be: The child themselves, a parent or carer, a member of the public, a coach, a tutor or assessor, a sports club or physical activity provider. Please be as specific as you can when completing this form. You may not have all of the information, however please do complete as much as you can.

**Child's name of whom the concern is raised:**

Their address:
Their date of birth:
Their contact number:
Their race/ethnic origin:
Gender:
Any special needs/disability:

Parent/Carer's name:
Their address:
Their phone number:
Name of the person who disclosed/raised the concern:

<b>Their contact details:</b>
<b>Phone:</b>
<b>Email:</b>

<b>Date &amp; time of any incident:</b>
---

<b>Your observations (please be as factual as you can):</b>
---

<b>Exactly what the child/Parent/other person (coach, tutor, assessor, a sports club or physical activity provider) has said and what you said (please be as factual as you can):</b>
---

<b>Action taken so far:</b>
-----------------------------

<b>Alleged/suspected individual</b>
-------------------------------------

<b>Their name:</b>
--------------------

<b>Their address:</b>
-----------------------

<b>Their role/position:</b>
-----------------------------

<b>Their contact number:</b>
------------------------------



<b>External agencies contacted (date and time)</b>	
<b>Police</b> Yes/no	If yes - which: Name & Contact number:
	Details of advice received:
<b>Statutory Agencies</b> (Children's Social Services or relevant home country agency) Yes/no	If yes - which: Name & Contact number:
	Details of advice received:
<b>NGB</b> Yes/no	Name & Contact number:
	Details of advice received:
<b>Local Authority</b> Yes/no	If yes - which: Name & Contact number:
	Details of advice received:
<b>Other</b> (e.g. NSPCC) Yes/no	Which:
	Name & Contact number:
	Details of advice received:

<b>Signature:</b>
<b>Print Name:</b>
<b>Date:</b>
<b>NB This form should be received by the Lead Safeguarding Officer (LSO) within 24 hours. They may forward it to social services if appropriate. Immediately after completing the form, telephone the LSO to report the incident.</b>

# Appendix E

## UK Coaching Policy on suitability to be a Contracted Worker

**Please note: it is a contracted workforce's responsibility to immediately inform the UK Coaching LSO if they are aware of any reason why they may no longer be an appropriate person to be part of our Contracted Workforce. Further Information is detailed in the contract.**

Concerns over an accredited contracted worker suitability to work for UK Coaching is raised to UK Coaching through the tutor or third party.



If a report has been made to UK Coaching over a contracted workforce's suitability to represent the organisation, then this concern will be passed on to the appropriate body, e.g. Governing Body of Sport (NGB), Local Authority or Police. If the information has been shared with UK Coaching as part of [Information Sharing guidance](#), then we will follow the guidance of the investigating body on how to proceed. Only the appropriate persons within UK Coaching will be made aware of any such concerns, e.g. L&A Product Team Manager, Head of People and Culture, Executive Management Team and Safeguarding Lead.



Where appropriate, UK Coaching will inform the contracted workforce, that they are temporarily ineligible to undertake tutoring, EQA, EPAA work etc, pending investigation or further information from a Local Authority, NGB, Police or other official body. In some circumstances, it will not be appropriate for UK Coaching to contact the contracted workforce, over a concern raised.



Local Authority, NGB, Police or other official body have made a decision on whether there is a case to answer, UK Coaching will be able to take a decision on whether to extend the suspension.



If a contracted workforce is convicted of an offence that would mean that tutor is deemed inappropriate to represent UK Coaching, then that contracted workforce's role with the organisation will be terminated with immediate effect.



We reserve the right to act within existing legislation to pass any appropriate information onto appropriate organisations of a contracted workforce's suitability to work with children and adults at risk. In some circumstances, it may also be appropriate to terminate use of a contracted workforce, despite the lack of a court conviction

# Appendix F

## UK Coaching Chaperone Guidance for Safeguarding and Protecting Children Workshops

In this document the term chaperone refers to a responsible adult who would support a 16/17-year-old through participation in a UK Coaching Safeguarding and Protecting Children (SPC) workshop (in person).

Keeping Safe in Sport 13+ is our recommended workshop for young people (aged 13-17). However, we are aware that many 16 and 17-year-olds already have assistant coaching qualifications. Therefore we have developed a Safeguarding and Protecting Children online classroom for 16 and 17 year olds. This new online classroom has been developed in partnership with the Child Protection Sport Unit (CPSU) of the NSPCC.

The course is created by specialists in child welfare and is written and delivered with the safety of the young coach in mind throughout. It covers all the appropriate content to support younger coaches to recognise safeguarding and child protection best practice as an important part of your great coaching journey. As a young leader or assistant coach, you will discover how to report any concerns you may have, and who you can report your concerns to. Safeguarding your own welfare as a coach is just as important, so this online classroom will also provide information on who you can talk to and get support from.

Safeguarding and Protecting Children (16-18) online classroom is created for a specific audience and should be recognised by all partners who currently recognise the UK Coaching Safeguarding and Protecting Children (online classroom) and face-to-face workshop as an essential element of a coach's minimum standards of deployment.

This certificate of attendance is valid for up to two years and should be renewed by attending the Safeguarding and Protecting Children classroom.

### **Please note - under 16s may not attend the *Safeguarding and Protecting Children* workshop.**

We have taken guidance from the Child Protection in Sport Unit that 16 and 17-year-olds may sometimes find some of the topics of discussion within the Safeguarding and Protecting Children Workshop challenging or upsetting. For this reason and because 16 and 17-year-olds may simply sometimes need a little extra support, we are committed to a chaperone policy.

To help contracted workforces and workshop organisers understand the chaperone role we have produced some simple guidance:

- The chaperone should be a responsible adult and able to support the young person as required
- The chaperone should be known to the young person before the workshop takes place and someone, they feel comfortable talking about sensitive subjects with
- The chaperone should not be a delegate already participating in the workshop as the chaperone's purpose should be to support the young person
- Chaperones will not be certificated following an SPC workshop
- The chaperone must stay for the full duration of the workshop, but how individual tutors use chaperones can be agreed with a young person on a case-by-case basis
- Chaperones are not required for the Keeping Safe in Sport workshop as this workshop is specifically designed for under 18s.

### **Additional information for contracted workforces**

UK Coaching does not wish to promote a single method for the use of chaperones by contracted workforces and young people in the workshop. We are comfortable that our contracted workforces will make judgments based on each individual circumstance. We recommend that contracted workforces speak to the young person and the chaperone to agree an approach that will best meet the needs of that young person. Contracted workforces are able to make a judgment to exclude the chaperone from proceedings if they do not feel that their presence is benefitting a young person.

The CPSU have advised that we cannot and should not vet a young person's choice of chaperone before a workshop, but the above guidance should help contracted workforces decide whether a chaperone is suitable or not.

Should a concern be raised to the contracted workforce by a young person or a workshop delegate, or if you, as an contracted workforce, have concerns over a participant's welfare, then contracted workforces should follow the procedure laid out in the UK Coaching Disclosure procedure for contracted workforces.

# Appendix G

## UK Coaching Guidance on Filming Children in Sport

### Based on [NSPCC Child Protection in Sport Unit Guidance](#)

Coaches often need to use video analysis as a coaching aid when children are taking part in sporting activities. We recommend that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for children and young people. This briefing will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images/videos on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.

### What are the potential concerns?

There have been concerns about the risks posed directly and indirectly to children and young people through the use of images (photographs and videos) on sports' websites, social networks and other publications. Images can be used as a means of identifying children when associated with personal information e.g., this is X who lives at y; X is a member of the z sports club and likes a certain music group. This information can make a child vulnerable to an individual who may wish to contact and start to "groom" that child for abuse - online (e.g., through websites or social networking) or through direct contact in the off-line, "real" world. Information placed on the internet has also been used by estranged parents (e.g., in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children. Secondly the content of photographs/videos can itself be inappropriate or be used or adapted for inappropriate use.

### UK Coaching advise coaches and organisations to adopt the following principles:

- The interests and welfare of children taking part in physical activity/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 the club, organisation or coach ensures that children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

### Easy rules to remember are:

- Where possible, do not include the name of a child whose image is being used.
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the physical activity/sport.
- Avoid the inclusion of other detailed information about individual children.
- 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/physical activity. A Child's Permission Form is one way of achieving this.
- Ask for written 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/physical activity (e.g., on a website, or on Facebook). Developing

or adopting a Parental Permission Form is one way of achieving this. Ensure parents understand the nature of the potential risks associated with the intended use of the image/s.

- 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).
- 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 physical activity/sport.
- With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports and activities. 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/activities. 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.

There is no intention to prevent club coaches and teachers using videoing as a legitimate coaching aid. However, children/young people and their parents should be aware that this is part of the coaching programme and consent to it. Care should be taken in the secure storage of such materials and films. If clubs are concerned that someone, they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact their Governing Body or (depending on the nature of the concerns) the police for further advice.

Coaches/Clubs should include wording on their consent forms similar to the following.

*<Name of club> will follow the <name of governing body> guidance for the use of videoing for training/coaching purposes, a copy of which is available from <name of club web site or club official>*

# Appendix H

## UK Coaching Guidance on conducting risk assessments

### Risk Assessment Procedures

Coaches and contracted workforces should ensure that suitable and sufficient control measures are in place to reduce identified risks in the delivery of all sessions/courses/programmes.

All personnel required to conduct risk assessments should be given the appropriate training and/or will be made aware of what is expected of them in advance. All recorded risk assessments should be made available to all relevant staff who must ensure that all control and/or recovery measures plans are complied with, and related actions recorded.

Where coaches/contracted workforces/assessors identify additional risks which were not previously identified, or where a current risk assessment is not in place, a risk assessment must be conducted.

## Risk Assessment Record

<b>Location/Site</b>					
<b>Activity</b>					
<b>Risk assessor</b>				<b>Date</b>	
<b>Hazard description</b>	<b>Cause and consequence</b> (What causes the hazard and why is it harmful)	<b>Control measures in place</b> (Preventive action)	<b>Recovery measures in place</b> (Corrective action)	<b>Severity/level of risk</b> (low/medium/high based on evaluation of likelihood and mimpact)	<b>Action completion details</b> (Date and nominated staff)
<b>Signed</b> Name (in CAPITALS)			<b>Time risk assessment completed</b>		



# Appendix I

## Support Agencies

For Statutory Agencies - see Section 13

### Relating to Safeguarding Children

Who	What	Telephone	Email	Website
<b>NSPCC</b>	Provide a free helpline to advise, support and refer concerns about children. NSPCC has brought together all safeguarding resources for the Voluntary and Community Sector in one place: <a href="http://nspcc.org.uk/vcs">nspcc.org.uk/vcs</a>	0808 800 5000		<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
<b>Childline</b>	A free and confidential helpline for children who have concerns - no worry is too big or too small	0800 1111		<a href="http://www.childline.org.uk">www.childline.org.uk</a>
<b>Child Exploitation and Online Protection Centre (CEOP)</b>	Are you worried about online sexual abuse or the way someone has been communicating with you online? Make a report to one of the CEOP's Child Protection Advisors.	0870 000 3344		<a href="http://www.ceop.police.uk/Safety-Centre">www.ceop.police.uk/Safety-Centre</a>
<b>Child Protection in Sport Unit (CPSU)</b>	The Child Protection in Sport Unit (CPSU) is part of the NSPCC and is funded by Sport England, Sport Northern Ireland, Sport Wales and UK Sport. The unit plays a strategic role in the landscape of sport in the UK and work directly with UK Sport Councils, National Governing Bodies (NGBs), Active Partnerships (APs - previously known as County Sports Partnerships) and other organisations. They support organisations to implement and maintain safeguarding practices, to minimise the risk of abuse and ensure that sport stays safe and enjoyable for all those involved.	0116 366 5590	<a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a>	<a href="http://thecpsu.org.uk">thecpsu.org.uk</a>

Who	What	Telephone	Email	Website
<b>Family Lives</b>	Parenting and family support with a confidential helpline for advice on any parenting or family matter, and parenting advice videos/online parenting courses.	0808 800 2222	<a href="mailto:askus@familylives.org.uk">askus@familylives.org.uk</a>	<a href="http://www.familylives.org.uk">www.familylives.org.uk</a>
<b>Internet Watch Foundation (IWF)</b>	Helping child victims of sexual abuse by searching for, and removing, any online record of the abuse.	01223 203 030	<a href="mailto:information@iwf.org.uk">information@iwf.org.uk</a>	<a href="http://www.iwf.org.uk">www.iwf.org.uk</a>
<b>National Children's Bureau (NCB)</b>	Identifying the most serious issues putting children and young people at risk. Bringing people and organisations together to drive change in society and deliver a better childhood.	0207 843 6000	<a href="mailto:enquiries@ncb.org.uk">enquiries@ncb.org.uk</a>	<a href="http://www.ncb.org.uk">www.ncb.org.uk</a>
<b>NWG Network</b>	A charitable organisation formed as a UK network of over 14,500 practitioners who disseminate our information down through their services, to professionals working on the issue of child exploitation (CE) and trafficking within the UK.	01332 585 371	<a href="mailto:network@nwgnetwork.org">network@nwgnetwork.org</a>	
<b>Marie Collins Foundation (MCF)</b>	A charity based in the UK that is leading the way both nationally and internationally when it comes to responding when a child is sexually abused online. They are dedicated to supporting victims of technology assisted child sexual abuse and exploitation on their recovery journey to go on to live safe and fulfilling lives.	01765 688 827	<a href="mailto:info@mariecollinsfoundation.org.uk">info@mariecollinsfoundation.org.uk</a>	<a href="http://www.mariecollinsfoundation.org.uk">www.mariecollinsfoundation.org.uk</a>
<b>Refuge</b>	See details under Safeguarding Adults section.			

## Relating to Safeguarding Adults

Who	What	Telephone	Email	Website
<b>The Ann Craft Trust</b>	Expert for advice about safeguarding adults.	0115 951 5400	<a href="mailto:ann-craft-trust@nottingham.ac.uk">ann-craft-trust@nottingham.ac.uk</a>	<a href="http://www.anncrafttrust.org">www.anncrafttrust.org</a>
<b>Women's Aid</b>	Working together against domestic abuse until women and children are safe. Women's Aid is a grassroots federation working together to provide life-saving services in England and build a future where domestic abuse is not tolerated.	0808 200 0247	<a href="mailto:helpline@womensaid.org.uk">helpline@womensaid.org.uk</a>	<a href="http://www.womensaid.org.uk">www.womensaid.org.uk</a>
<b>Refuge</b>	Refuge supports women and children who experience all forms of violence and abuse, including domestic violence, sexual violence, female genital mutilation, forced marriage, so-called 'honour'-based violence, and human trafficking and modern slavery. Freephone 24-Hour National Domestic Abuse Helpline: 0808 2000 247.			<a href="http://www.refuge.org.uk">www.refuge.org.uk</a> <a href="http://www.nationaldahelpline.org.uk">www.nationaldahelpline.org.uk</a>

## Bullying, general support, mental health support and Government

Who	What	Telephone	Email	Website
<b>Anti-Bullying Alliance</b>	<p>A coalition of organisations and individuals that are united against bullying.</p> <p>Provides information on where to go for advice and support about bullying for parents/carers, young people or those who work with young people.</p>	N/A	<a href="mailto:aba@ncb.org.uk">aba@ncb.org.uk</a>	<a href="http://anti-bullyingalliance.org.uk">anti-bullyingalliance.org.uk</a>
<b>Disclosure and Barring Service (DBS) - formerly Criminal Records Bureau</b>	<p>Helps employers make safer recruitment decisions each year by processing and issuing DBS checks.</p> <p>Maintains the Adults' and Children's Barred Lists and makes considered decisions as to whether an individual should be included on one or both of these lists and barred from engaging in regulated activity.</p>	03000 200 190	N/A	<a href="http://www.gov.uk/government/organisations/disclosure-and-barring-service">www.gov.uk/government/organisations/disclosure-and-barring-service</a>
<b>Kidscape</b>	<p>Providing practical support, training and advice to challenge bullying and protect young lives.</p> <p>Parent advice line, and advice provided for parents and carers, young people and adults working with children.</p>	<p>020 7823 5430 - Parent Advice Line</p> <p>WhatsApp: 07496 682 785</p>	<p><a href="mailto:info@kidscape.org.uk">info@kidscape.org.uk</a> <a href="mailto:parentsupport@kidscape.org.uk">parentsupport@kidscape.org.uk</a></p>	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
<b>Samaritans</b>	<p><i>Talk to someone</i></p> <p>There to help, support and listen if you are having a difficult time.</p>	116 123	<a href="mailto:jo@samaritans.org">jo@samaritans.org</a>	<a href="http://www.samaritans.org">www.samaritans.org</a>
<b>MIND</b>	Provide advice and support to empower anyone experiencing a mental health problem.	0300 123 3393	<a href="mailto:info@mind.org.uk">info@mind.org.uk</a>	<a href="http://www.mind.org.uk">www.mind.org.uk</a>

## Sport's organisations

Who	What	Telephone	Email	Website
<b>Association for Physical Education (AfPE) The PE Subject Association in the UK.</b>	Committed to being the representative agency of choice for people and organisations delivering or supporting the delivery of physical education, school sport and physical activity in educational contexts and in the wider community.	01905 855 584	<a href="mailto:enquiries@afpe.org.uk">enquiries@afpe.org.uk</a>	<a href="http://www.afpe.org.uk/physical-education">www.afpe.org.uk/physical-education</a>
<b>Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)</b>	The professional development body for the UK's sport and physical activity sector, committed to supporting, developing and enabling professionals and organisations to succeed and, as a result, inspire our nation to become more active.	01509 226 474	<a href="mailto:info@cimspa.co.uk">info@cimspa.co.uk</a>	<a href="http://www.cimspa.co.uk">www.cimspa.co.uk</a>
<b>English Institute of Sport (EIS)</b>	Delivering support that enables sports and athletes to excel.	0870 759 0400	N/A	<a href="http://eis2win.co.uk">eis2win.co.uk</a>
<b>Safe Sport International (SSI)</b>	Safe Sport International seeks to end violence and abuse against athletes. They bring together the thought, policy and practice leaders in sport through collaboration, such as the SSI Founders Group, the women in sport networks, the IOC and many others. SSI will collaborate to develop and support the implementation of international frameworks for safe sport, developing safeguards for adult athletes and managing the transition from child to adult sport.		<a href="mailto:info@safesportinternational.com">info@safesportinternational.com</a>	<a href="http://www.safesportinternational.com">www.safesportinternational.com</a>

<b>Sport England</b>	Established by Royal Charter in 1996, we're determined to give everyone in England the chance to benefit from sport and physical activity. Providing investment in sport and physical activity to make it a normal part of life for everyone in England, regardless of who you are. A 10-year vision to transform lives and communities through sport and physical activity.	0845 850 8508	<a href="mailto:info@sportengland.org">info@sportengland.org</a>	<a href="http://www.sportengland.org/">www.sportengland.org/</a>
<b>Sport Northern Ireland</b>	The leading public body for the development of sport in Northern Ireland. We distribute funds on behalf of the Exchequer and on behalf of The National Lottery.	028 9038 1222	<a href="mailto:info@sportni.net">info@sportni.net</a>	<a href="http://www.sportni.net">www.sportni.net</a>
<b>Sportscotland</b>	The national agency for sport in Scotland. Our vision is an active Scotland where everyone benefits from sport.	0141 534 6500	<a href="mailto:sportscotland.enquiries@sportscotland.org.uk">sportscotland.enquiries@sportscotland.org.uk</a>	<a href="http://sportscotland.org.uk">sportscotland.org.uk</a>
	The national organisation responsible for developing and promoting sport and physical activity in Wales.	0300 300 3111	<a href="mailto:info@sportwales.org.uk">info@sportwales.org.uk</a>	<a href="http://www.sport.wales">www.sport.wales</a>
	Bringing together the sport and recreation sector and supporting members to tackle the challenges and take advantage of opportunities. The voice of the sector with Government, policy makers and the media. Helping to get the nation active at the grassroots by providing advice, support and guidance.	0207 976 3900	<a href="mailto:info@sportandrecreation.org.uk">info@sportandrecreation.org.uk</a>	<a href="http://www.sportandrecreation.org.uk">www.sportandrecreation.org.uk</a>
<b>UK Coaching</b>	We're here for the COACH Whatever your role - coach, facilitator, instructor, leader, teacher or trainer - if you're helping people to be active and improve, we're here for you.	0113 274 4802	<a href="mailto:communication@ukcoaching.org">communication@ukcoaching.org</a>	<a href="http://www.ukcoaching.org">www.ukcoaching.org</a>

<b>UK Sport</b>	UK Sport is the nation's trusted high-performance experts, powering our greatest athletes, teams, sports and events to achieve positive success.	020 7211 5100	<a href="mailto:info@uksport.gov.uk">info@uksport.gov.uk</a>	<a href="http://www.uksport.gov.uk">www.uksport.gov.uk</a>
<b>Youth Sport Trust (YST)</b>	The Youth Sport Trust equips educators and empowers young people with the vision of creating a future where every child enjoys the life-changing benefits of play and sport.	01509 226 600	<a href="mailto:info@youthsporttrust.org">info@youthsporttrust.org</a>	<a href="http://www.youthsporttrust.org">www.youthsporttrust.org</a>

# Appendix J

## UK Coaching Anti-Bullying statement

We are committed to fostering a caring, friendly and safe environment for everyone involved in sport and physical activity so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in sport and physical activity. If bullying does occur, all athletes, coaches, volunteers or parents should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullies can be boys or girls, men or women. Although bullying often takes place in schools, research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground or changing rooms.

The bully in sport/physical activity can be a:

- Parent who pushes too hard
- coach who adopts a 'win at all costs' philosophy
- athlete who intimidates or ridicules a peer
- team official who places unfair pressure on a person
- spectator who constantly shouts abuse.

### **Why is it important to respond to bullying:**

Bullying results in pain and distress to the victim. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Athletes and Personnel who are bullying need to learn different ways of behaving. Everyone involved within sport and physical activity has a responsibility to respond promptly and effectively to issues of bullying.

### **Signs and indicators:**

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children. A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says they are being bullied
- is unwilling to go to training sessions
- becomes withdrawn, anxious or lacking in confidence
- feels ill before training sessions
- has clothes torn or possessions damaged
- has possessions go 'missing'
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above.

In more extreme cases:

- starts stammering
- cries themselves to sleep at night, has nightmares or wets the bed
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings



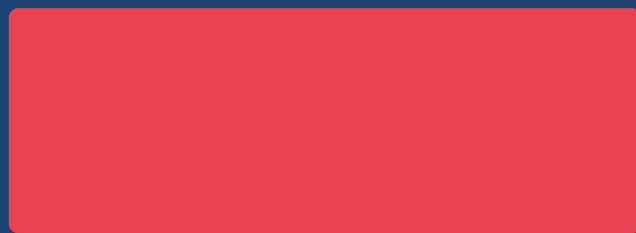
- stops eating
- self-harms
- attempts or threatens suicide or runs away.

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

**Procedures for reporting bullying in a sporting/physical activity environment:**

1. Report bullying incidents to the Lead Safeguarding Officer.
2. In cases of serious bullying, the incidents will be referred to the Lead Safeguarding Officer for advice and appropriate action.
3. If the bullying persists/cannot be resolved, parents may be informed and may be asked to come to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the Club/Group will initiate disciplinary action appropriate to the specific circumstance.

For further reading, please visit the [CPSU guidance](#).



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