



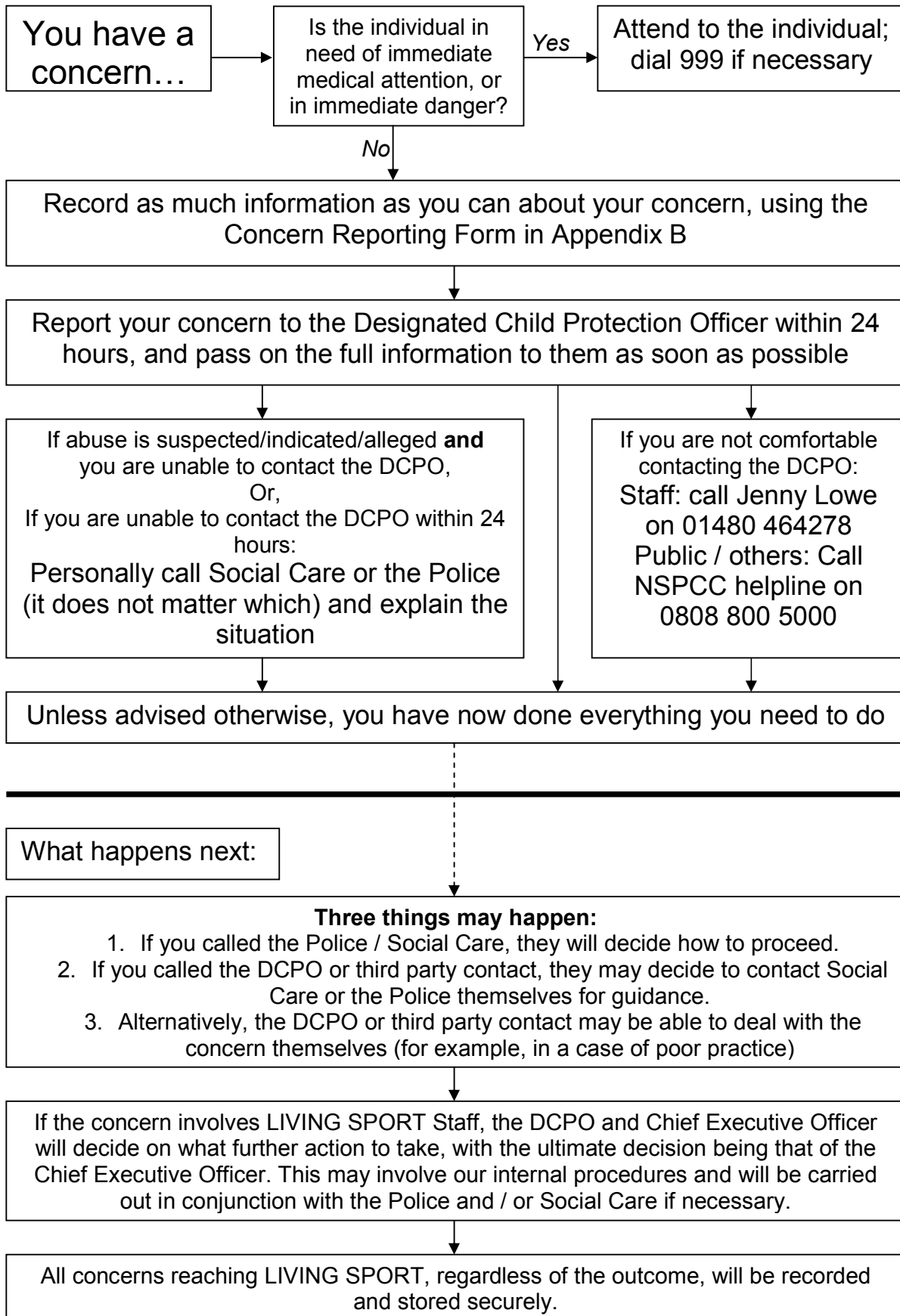
Child and Vulnerable Adult Protection Policy & Procedures

**STANDARDS
for SAFEGUARDING
and PROTECTING
CHILDREN in SPORT**



2006 - 2009

What to do if you have a concern about a child or vulnerable adult:



Essential numbers

Designated Child Protection Officer for LIVING SPORT: Simon Fairhall, 01487 849928 or 07767 390516.

Alternative Contact for LIVING SPORT staff: Jenny Lowe, East Cambs District Council, 01353 616383 or 07810 874843.

NSPCC Helpline: 0808 800 5000 (24-hour)

Childline: 0800 1111 (24-hour)

Reader information

- If you would like a copy of this Policy in a different format please contact us:

LIVING SPORT
Unit 5
Fen Road
Pidley
Cambridgeshire
PE28 3DF

Phone: 01487 841559

Fax: 01487 841387

Email: info@livingsport.co.uk

Website: www.livingsport.co.uk

- This Policy is available to any group or individual for their own use upon request.
- Please contact us if you have any comments or feedback about this Policy.
- This Policy will be reviewed in 2009.
- The NSPCC is a registered Charity, number 216401.
- LIVING SPORT is a registered company, number 5894596.

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Definition of terms used in this Policy

Child and Vulnerable Adult Protection refers to the systems, procedures and culture that are put in place to ensure LIVING SPORT services are provided in such a way as to protect children and vulnerable adults from harm and abuse, in order that they may feel safe, enjoy themselves, and fully receive the benefits of an involvement in sport and physical activity. This is also referred to as **safeguarding**.

In this Policy the terms **child, children, young person and young people** are used interchangeably to represent anyone under the age of 18.

A **vulnerable adult** is defined as an adult, who is aged 18 or over, who is or may be in need of community care services by reason of learning or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

The term **guardian** is used throughout this document to represent parents, carers and guardians.

The term **LIVING SPORT Staff** is used to include any person working for or on behalf of LIVING SPORT, in a paid or voluntary capacity. It does not include staff of partner organisations except when they are working solely on behalf of LIVING SPORT.

This Policy covers **children** and **vulnerable adults**. Although it is acknowledged that there are differences in providing services for these two groups, the principles around protecting them are the same. Therefore this Policy does not differentiate between them.

The **Designated Child Protection Officer** (DCPO) will lead on both child and vulnerable adult protection matters.

Acknowledgements

LIVING SPORT would like to thank East Cambridgeshire District Council and The Lincolnshire Sports Partnership, whose own policies proved invaluable in preparing this one. Thanks also to the Child Protection in Sport Unit for their help and advice.

1. Introduction

1.1 Introduction to LIVING SPORT

LIVING SPORT is a registered company, number 5894596. It serves the geographical area of Cambridgeshire and Peterborough.

Our vision is:

‘Active, healthy, successful communities where everyone can play, achieve, and enjoy.’

Our two over-riding aims are to enable more people to participate in sport and physical activity, in order to improve their health and fitness; and to enable all talented sportspeople to achieve their potential.

To work towards this vision and achieve these aims we recognise the importance of offering a service in which children and vulnerable adults are protected from harm of any kind.

This Policy and the procedures within it are mandatory for all LIVING SPORT staff, and will underpin all services which we provide for children and vulnerable adults. This Policy sits alongside an implementation plan which will enable LIVING SPORT to meet the requirements of the Standards for Safeguarding and Protecting Children in Sport (Child Protection in Sport Unit 2006).

The LIVING SPORT Chief Executive approved this Policy in December 2006.

1.2 Our role in the wider partnership

LIVING SPORT operates within a broad partnership of organisations, groups and individuals, working jointly to achieve our aims for sport and physical activity. It is important that an understanding of the issues, and knowledge of what to do if there is a concern is widespread across the partnership, and we hope that our work around safeguarding will encourage and influence others to take similar action.

LIVING SPORT requires all partners and individuals who work with us to address safeguarding as a requirement of their working agreement with us. LIVING SPORT keenly recommends that its partners:

- Commit to a similar policy and procedures for their own use
- Develop their understanding of the importance of safeguarding in providing a safe, enjoyable and beneficial experience in sport
- Take their own actions to promote safeguarding through the services they deliver
- Work with LIVING SPORT and its other partners to develop a powerful shared voice for safeguarding across Cambridgeshire and Peterborough.

This Policy is available to any group or individual for their own use upon request.

1.3 Responsibilities

LIVING SPORT will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for children and vulnerable adults, safeguard their well-being and protect them from abuse.
- Respect and promote the rights, wishes and feelings of children and vulnerable adults.

- Recruit, train and supervise staff to be properly equipped to adopt, follow and uphold this Policy and the procedures within it, in order to protect children and vulnerable adults from harm, and to protect themselves from false accusations.
- Respond to any concerns, disclosures and allegations promptly, and in line with the procedures set out in this Policy.
- Review this Policy in three years time (2009), and whenever appropriate before then in line with new guidance or legislation, changes in the organisation's role, or significant incidents.
- Promote the adoption of the safeguarding standards reflected in the Policy across the wider partnership.

1.4 Principles

This Policy is guided by the following principles:

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults have the right to protection from abuse, regardless of their age, culture, disability, gender, language, ethnic origin, religious belief, sexual orientation, or any other factors.
- All LIVING SPORT Staff have the responsibility to report concerns of suspected abuse or poor practice to the Designated Officer or other appropriate organisation (see Section 4).
- All actual or suspected incidents of poor practice or abuse shall be taken seriously and responded to swiftly and appropriately.
- Confidentiality shall be upheld in line with current data protection and human rights legislation.

2. Recruitment and employment

2.1 Introduction

All reasonable steps shall be taken by LIVING SPORT to ensure unsuitable people are prevented from working with children and vulnerable adults. The information in this section details what action will be taken in order to help achieve this.

The following applies to all LIVING SPORT Staff (as defined at the beginning of this Policy) with the exception as noted in Section 2.8.

2.2 Pre-recruitment information

Where possible pre-recruitment information will include information on:

- LIVING SPORT'S aims.
- The responsibilities of the role.
- Experience and/or qualifications required (e.g. experience of working with children or vulnerable adults is an advantage).
- LIVING SPORT'S open and positive stance on child protection.
- The requirement of a Criminal Records Bureau (CRB) check

2.3 Applicant information

All job applicants will be asked to provide the following information as part of their application:

- Name and address.
- National Insurance number.
- Relevant experience, qualifications and training.
- Previous employment history.
- Whether they have a criminal record.
- A signed Self-Disclosure form (see Appendix D), including confirmation that they agree to a CRB check being undertaken on them, if recommended for appointment.
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's suitability for the role. At least one of these must also be able to comment on the applicant's suitability for working with children and vulnerable adults.
- Confirmation that they agree to abide by LIVING SPORT'S Child and Vulnerable Adults Protection Policy, if appointed.

This information will be substantiated and validated at the interview or induction stage, along with the more detailed requirements and expectations of the role.

2.4 Checks and references

Once an applicant is recommended for appointment to a position, LIVING SPORT will carry out a CRB check on this individual before offering the post. In some cases it may be prudent for the individual to begin the post before the results of this check have been received. This decision will be down to the Chief Executive, and a post will only be offered in this way if it is judged safe and appropriate to do so.

LIVING SPORT will normally accept CRB checks on individuals, which have been undertaken by previous employers, provided the disclosures are less than a year old, and subject to a safe and appropriate process,

Written references will be taken up before offering the post.

If it becomes known by whatever means that the applicant has a criminal record, or that there are other reservations about them working with children or vulnerable adults, then this will be assessed and dealt with on a case-by-case basis. If necessary, expert advice will be sought before making a decision as to whether to offer the applicant the post.

CRB checks – and other such checks as detailed here – are carried out to indicate whether there are any convictions that suggest an individual is not suitable for working with or around children or vulnerable adults. LIVING SPORT acknowledges that certain convictions have no bearing on this suitability; thus having a conviction does not necessarily preclude an individual from being offered a post.

2.5 Training

Consideration will be given as to what, if any, training new staff require in the area of safeguarding.

As a minimum, staff within the core team will be expected to be first aid trained, and to have attended a child protection awareness course (for example those run by sportscoachUK or the Local Safeguarding Children Board). New staff shall attend these courses as soon as possible after joining LIVING SPORT.

Consideration will be given to what training casual staff / volunteers will be required to attend, depending on their role.

2.6 Performance monitoring

Staff are encouraged to discuss their views and feelings around the subject of Child and Vulnerable Adult Protection, via their 1-2-1 meetings with their line manager. This will also be used to identify training needs, set agreed goals, and discuss work relating to this area. If any issues or concerns arise, they will be dealt with as in Appendix A of this Policy.

2.7 Related policies

All LIVING SPORT staff are subject to other related LIVING SPORT policies and procedures, such as the disciplinary procedure and Equality Policy.

2.8 Volunteers / casual paid staff

When using volunteers or casual paid staff to assist with events on a one off or occasional basis it is not always feasible or practical to follow all of the procedures detailed in this section. Exact recruitment procedures for these staff will be established at the time, and will always be made with a full awareness and consideration of the issues detailed in this Policy.

3. Recognition of abuse

3.1 Introduction

Abuse can be defined as inflicting harm, or failing to act to prevent harm. An individual may be abused by anybody, though it is typically someone known to them. Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. This section provides information on the types of abuse in order to provide a basic understanding. It also distinguishes between abuse, poor practice and bullying.

3.2 Types of abuse

There are four different types of abuse, which are detailed below based on definitions from the Department of Health Guidance 'Working Together to Safeguard Children' (2006).

Physical abuse – where an adult or another young person physically hurts or injures an individual by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm. Physical harm may also be caused when a guardian or carer feigns the symptoms of, or deliberately induces ill health in an individual. E.g. Pushing a child to the floor for not doing what was asked.

Emotional abuse – the persistent emotional ill treatment of an individual. It may involve conveying to an individual 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. It may involve causing an individual to feel frightened or in danger, or exploiting or corrupting an individual. Some level of emotional abuse is involved in all types of abuse. E.g. Repeatedly insulting a child for making mistakes.

Sexual abuse – involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. These sexual activities may involve physical contact, including penetrative and non-penetrative acts. They may also include non-contact activities, such as showing or involving a child in pornographic material or activities, or encouraging sexually inappropriate behaviour. E.g. Grooming a child for sex during coaching sessions.

Neglect – is the persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in the serious impairment of that person's health or development. This may include failure to provide adequate food, shelter and clothing, failure to protect an individual from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of or unresponsiveness to an individual's basic emotional needs. E.g. Not allowing children drinks breaks on a hot day.

3.3 Signs of abuse

Signs and indications that an individual may be suffering abuse may come directly from the individual in question, from a friend or family member, or from a third party. Some physical and behavioural signs are shown in Appendix C. Please note that the presence of one or more signs is not confirmation that abuse is taking place as there may be other, more innocuous reason behind them. However, if you have any doubts or concerns then you have the responsibility to report them.

3.4 Distinction between abuse, poor practice and bullying

If you consider **abuse**, defined in section 3.2, as one end of a continuum, and good practice as the other end, then poor practice sits somewhere in the middle.

Poor practice is behaviour of an individual in a position of responsibility which falls below the organisation's required standard. In this case, if the behaviour of LIVING SPORT staff is outside the Code of Conduct in Appendix F, then it is likely to constitute poor practice. Poor practice may not be immediately dangerous or intentionally harmful to a child or vulnerable adult, but is likely to set a poor example. Poor practice is potentially damaging to the individual, the organisation, and to children who experience it. For example, coaching with alcohol on the breath, smoking or swearing in front of children, or not paying due care and attention to participants.

Poor practice can sometimes lead to, or create, an environment conducive to more serious abuse. It may also lead to suspicions about the individual's integrity or motivation, even where no harm is intended. For example, if a coach clearly favours one child over another, allows inappropriate language to go unchallenged, or regularly escorts children in his / her car without a guardian's consent.

Poor practice should be reported in the same way as abuse (Appendix A) in order that it can be investigated, assessed and dealt with. Low-level poor practice can often be dealt with internally and relatively informally, for example by advising, educating or training the individual about expected good practice. Repeated or more serious poor practice however, will lead to formal, firmer action being taken. External agencies such as the Police and Social Care will only be contacted if there is a risk that the poor practice may also constitute abuse.

Bullying is a form of abuse, and would normally be classed as physical or emotional abuse. Bullying is typically defined as aggressive or intimidating behaviour, with the intention of undermining or humiliating an individual. Bullying is often associated with the behaviour of one child towards another, but adults can bully, and be bullied as well.

Bullying should be reported in the same way as abuse in order that it can be stopped. LIVING SPORT will decide in each case what action is appropriate to resolve the situation.

4. What happens if you have a concern

4.1 Introduction

A concern may be defined as any piece of information that leads you to suspect that abuse

- *Is or may be* taking place
- *Has or may have* taken place, even if it was some time ago
- *Will or may* take place in the future

Concerns may arise through:

- Direct disclosure by a child
- Your direct observations of incidents or indicators of abuse or poor practice
- Reports from other children, staff or guardians
- Anonymous reports
- Recruitment or deployment checks

This section details what you should do if you have a concern.

4.2 What action to take

If you have or receive any piece of information that causes concern, then you have the responsibility to report it using the procedures set out in Appendix A.

It is not up to you to decide if abuse is taking place, but by reporting it you enable the appropriate people to take the correct course of action.

4.3 Guidance on receiving information

If you receive information from someone relating to abuse, follow the advice below:

Do

- React calmly
- If the individual is the one being abused, tell them they are not to blame, and are right to tell you
- Take the information seriously
- Recognise that some people have communication difficulties
- Ensure you have a clear and accurate understanding of the information
- Make a full written record of all relevant information you have received, as soon as possible (see Appendix B)
- Remain impartial – you are only recording information, not making a judgement

Do Not

- Do not panic
- Do not allow any shock or distaste to show
- Do not probe for more information than is offered, or ask leading questions
- Do not speculate or make assumptions
- Do not amend, add to, or remove from the information in any way
- Do not approach the alleged abuser
- Do not make negative comments about the alleged abuser
- Do not make promises to the person revealing the information, nor agree to keep what they have said secret

4.4 Concerns involving LIVING SPORT staff

Where concerns involve the behaviour of LIVING SPORT Staff, these concerns will ultimately be handled using the internal Complaints / Disciplinary Procedures, and in conjunction with the Police and / or Social Care if necessary.

4.5 Alternative contacts

If, for whatever reason, you are not comfortable reporting your concern to the DCPO, then you can contact a third party to discuss your concern.

LIVING SPORT staff: Contact Jenny Lowe, East Cambridgeshire District Council, 01353 616383.

All others including members of the public: Phone the NSPCC helpline on 0808 800 5000.

4.6 Timescales

If you report a concern to LIVING SPORT, the DCPO will advise you on what will happen next, including any relevant timescales that are under our control. If you are making a complaint, timescales for resolving this will be in line with our complaints procedure.

4.7 Arrangements for partnership activities

Where LIVING SPORT is working in partnership with other organisations, we will take steps to ensure all partners involved follow a clear policy and procedures, be it their own, that of LIVING SPORT, or another explicit and agreed set. This extends to having clear guidance on the sharing of relevant information with other parties.

4.8 Support

Consideration will be given to the type and extent of support offered to any and all parties involved in a particular case. This may involve training for staff, informal meetings with those alleged to have abused, and guidance (for example, helplines) for guardians.

5. Confidentiality and record-keeping

5.1 Confidentiality

All information relating to concerns will be treated on a strictly need-to-know basis. This may include the following people:

- The DCPO
- The Deputy DCPO (see Appendix E)
- Guardians or relatives of the person who is alleged to have been abused
- The person reporting the concern
- Social Care (formerly Social Services)
- The Police
- The Chief Executive Officer of LIVING SPORT (where the concern relates to a member of staff)

If it is deemed appropriate to do so we may also seek to share information with partners such as Governing Bodies of sport and Local Authorities. This will only happen if sharing the information may help prevent further instances of abuse. For example, if the alleged abuser is known to coach for a Local Authority as well as for LIVING SPORT. We will always seek guidance from Social Care and / or the Police before sharing information in this manner.

In the case of abuse (not poor practice), we will only contact the alleged abuser (or the guardians if the alleged abuser is a child) following advice from Social Care or the Police.

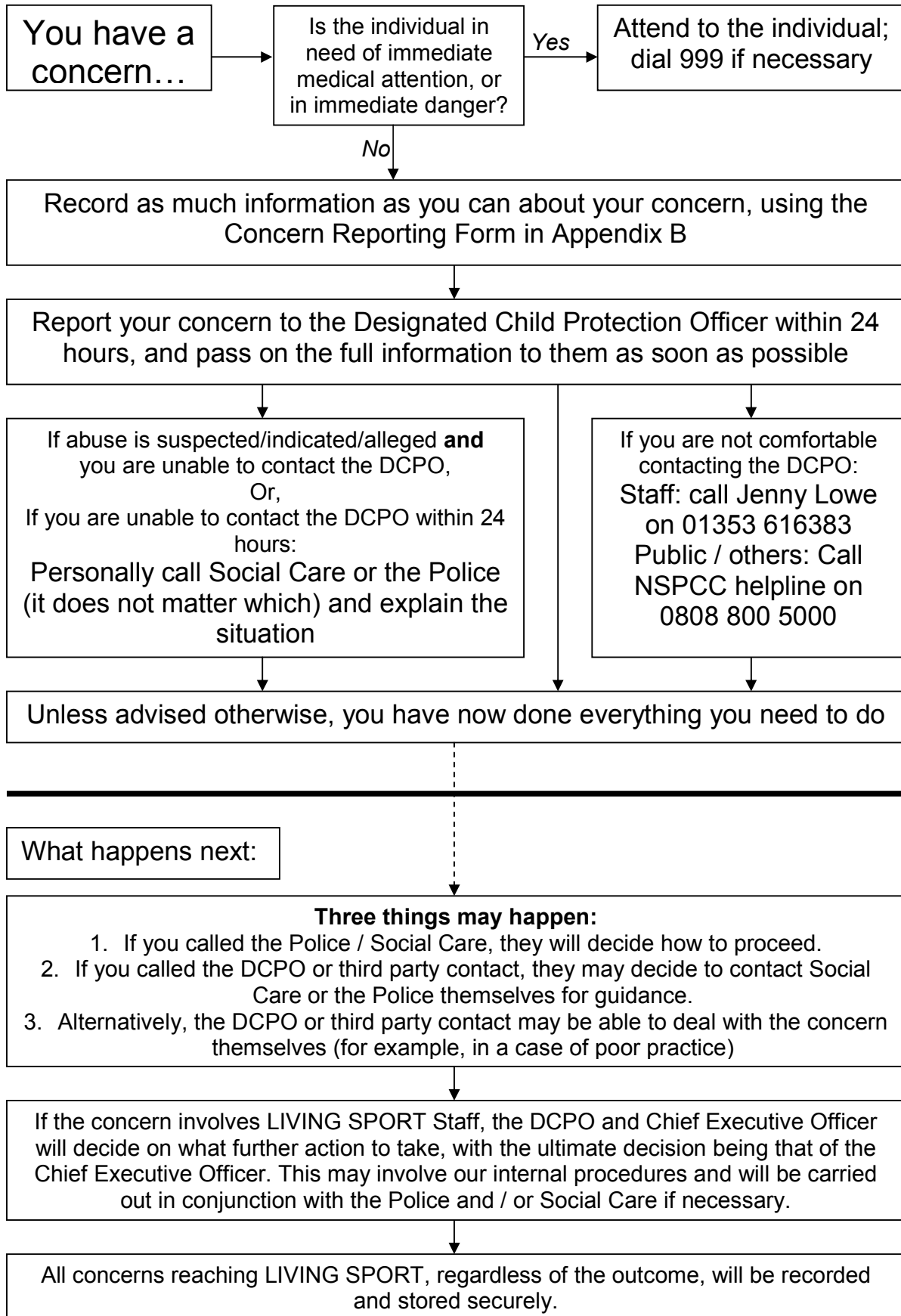
5.2 Record-keeping

All records and information relating to concerns will be stored securely, in line with Data Protection laws.

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Appendix A: What to do if you have a Concern



Appendix B: Concern Reporting Form

Please give as much information as possible, using extra sheets if necessary.
Once completed please pass this form to the Designated Child Protection Officer.

Your Details		
Name:	Contact Number:	
Position:		
Details of the individual at risk		
Name:	Age:	Gender:
Home address:	Home phone number:	
	Name of guardian(s) / carer(s):	
Are there any special factors relating to this individual (e.g. ethnicity, religion, language difficulties, disability)? Please give details:		
Details of your concern		
What is your concern? If you are reporting the concerns of someone else please include their details.		
Please describe what has prompted your concern. Include times, dates, and details of any specific incidents, and names of any people involved.		
Please give details of the person(s) allegedly responsible for abuse/poor practice:		
Have you spoken to the individual at risk? If so, what was said?		
Have you spoken to anybody else about your concern? If so, please give details, including any further actions agreed:		
Is there any other information you feel is relevant to this incident?		
Your signature:	Date:	

Thank you. Please now pass this form to the Designated Child Protection Officer.

Appendix C: Signs of Abuse

Please note:

- These lists are a guide and are not exhaustive or definitive.
- The presence of one or more of these signs is not confirmation that abuse is taking place. There may be other, more innocuous reason behind them. However, if you have any doubts or concerns then you have the responsibility to report them.

Type of abuse	Physical Signs	Behavioural Signs
Physical	<ul style="list-style-type: none"> • Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries. • Bruises that reflect hand marks or fingertips (from slapping or pinching). • Cigarette burns. • Bite marks. • Broken bones. • An injury for which the explanation seems inconsistent. 	<ul style="list-style-type: none"> • Fear of guardian being approached for an explanation. • Aggressive behaviour or severe temper outbursts. • Flinching when approached or touched. • Reluctance to get changed, or covering up (e.g. wearing long sleeves in hot weather). • Depression. • Withdrawn behaviour. • Running away from home. • Distrust of adults, particularly those where a close relationship would normally be expected.
Emotional	<ul style="list-style-type: none"> • A failure to thrive. • Sudden speech disorders. • Developmental delay, either in terms of physical or emotional progress. • Self harm. 	<ul style="list-style-type: none"> • Neurotic behaviour, such as hair twisting or rocking. • Prevented from socialising with other children. • Fear of making mistakes. • Fear of guardian being approached regarding their behaviour.
Sexual	<ul style="list-style-type: none"> • Pain or itching in private areas of the body. • Bruising or bleeding in private areas of the body. • Sexually transmitted disease. • Vaginal discharge or infection. • Stomach pains. • Discomfort when walking or sitting down. • Pregnancy. • Bedwetting. 	<ul style="list-style-type: none"> • 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 beyond their age or their natural development. • Sexual drawings or language. • Saying they have secrets they cannot tell anyone about. • Self-harm or mutilation, sometimes leading to suicide attempts. • Eating problems such as overeating or anorexia.
Neglect	<ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from others. • Constantly dirty or smelly. • Loss of weight, or being constantly underweight. • Inappropriate dress for the conditions. 	<ul style="list-style-type: none"> • Complaining of being tired all the time. • Not requesting medical assistance and/or failing to attend appointments. • Having few friends. • Mentioning their being left alone or unsupervised.

Appendix D: Self-Disclosure Form

LIVING SPORT has a pro-active stance on protecting children and vulnerable adults from harm. To help us, we ask all job applicants to complete this confidential form.

1. Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over Order?

YES NO (please tick)

If YES, please state the nature and date(s) of these offence(s): _____

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions, including spent convictions.

2. Have you ever been subject to any disciplinary action / sanctions relating to child abuse?

YES NO (please tick)

If YES, please give details: _____

3. Do you consent to LIVING SPORT carrying out a Criminal Records Bureau (CRB) Check on you, should you be offered a post?

YES NO (please tick)

4. You are required to sign below to certify that:

- You are not known to any Social Services / Social Care department as being an actual or potential risk to children;
- You have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in you assumed by a local authority;
- No child has been ordered to be removed from your care;
- If appointed you will inform LIVING SPORT within 24 hours if you are arrested or investigated in connection with concerns about your behaviour towards children or vulnerable adults

Signed: _____ Date: _____

Name (please print): _____

Any surname you were previously known by: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

We reserve the right to carry out checks to verify the information given on this form. If appointed, you may be subject to disciplinary action if any information is found to be false.

Appendix E: Role Description of Designated Child Protection Officer

LIVING SPORT has a Designated Child Protection Officer. This role is referred to throughout this Policy. The person in this role is responsible for:

- Receiving and acting upon any reported concerns.
- Ensuring all staff are familiar with, and adhere to the Child and Vulnerable Adult Protection Policy. This includes inducting new staff.
- Ensuring the Policy is implemented and promoted.
- Promoting best safeguarding practice across the wider partnership network.
- Acting as a first point of contact for LIVING SPORT on issues of Child Protection, both internally, and for members of the public and other external contacts.
- Representing the key link to statutory agencies (Social Care or Police) during an following formal investigations.
- Maintaining and updating the Policy.
- Keeping an up-to-date knowledge and understanding of the area of child protection, including attending appropriate training.
- Ensuring all relevant information around Child Protection is communicated to the Core Team.
- Providing guidance on relevant matters to the Core Team, and to other members of staff, as appropriate.
- Securely storing records of any concerns.
- Advocating the importance of Child Protection to partners and customers.
- Ensuring that when on leave or absent from work for any significant period, that the role of DCPO is suitably covered by the Deputy DCPO (see below) or another member of staff.

The current Designated Child Protection Officer for LIVING SPORT is:

Simon Fairhall
Operations Director
LIVING SPORT
Unit 5
Fen Road
Pidley
Cambridgeshire
PE28 3DF
01487 849928
Simon.Fairhall@livingsport.co.uk

The current Deputy Designated Child Protection Office for LIVING SPORT is:

TBC

Appendix F: Code of Conduct for LIVING SPORT Staff

As a member of LIVING SPORT Staff, you should:

1. Recognise that the safety, well-being and enjoyment of participants is of greater importance than their performance.
2. Treat everyone with dignity and respect.
3. Ensure everyone has equal opportunity to take part and contribute.
4. Show consistently high standards of professional behaviour and appearance, acting as a positive role model for LIVING SPORT.
5. Avoid using inappropriate language in front of, about, or to a child or vulnerable adult.
6. Avoid showing favouritism to any individual.
7. Avoid physical contact unless it is justified in the context of the activity, explained to the individual, and with their permission.
8. Avoid being alone with a child or vulnerable adult in any situation.
9. Avoid doing things of a personal nature that a child or vulnerable adult can do for themselves.
10. Challenge any form of abuse, bullying, discrimination, bad language, violence or any other offensive or inappropriate behaviour.
11. Report any concerns using the process in this Policy.
12. Promote the positive aspects of sport such as fair play, team-work and self-respect. Challenge anyone who goes against this.
13. Establish with participants at the start of any session, the behaviour expected of them.
14. Maintain a safe environment.
15. Ensure all participants are adequately supervised at all times, in line with recommended supervision ratios for the activity / sport.
16. Have access to a phone and a first aid kit, or a first aid trained person.
17. Be aware of all necessary procedures and information relevant to your position. This will include emergency procedures, risk assessments, registration procedures, medical information, guardiansal consent, guidance on photography and filming etc
18. Conduct all dealings with children in a public environment in full view of others.
19. Not place yourself in a situation where you may be open to suspicion or allegation, or where your actions may be misinterpreted.
20. Ensure that due care is given to the weather and the environment, with respect of clothing, equipment, health and safety, and activities.
21. Seek guidance if they are unsure of anything relating to their conduct.

Notes:

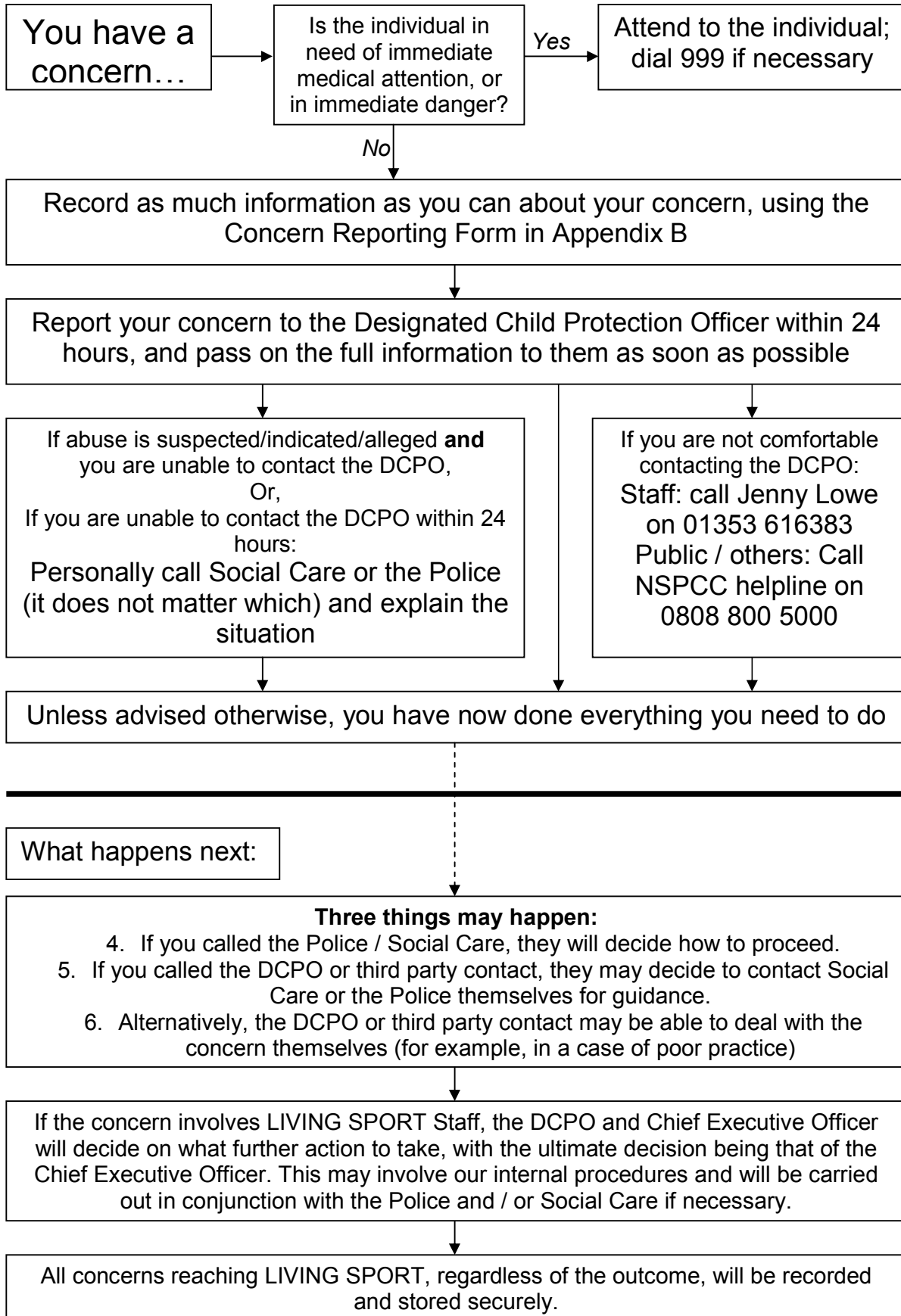
In some unavoidable situations you may find yourself unable to follow certain of these guidelines. As a rule of thumb: if by following one of these guidelines you are putting an individual at greater risk, then take alternative action. If this is the case then common sense should dictate your response, with the safety and well-being of the child or vulnerable adult in mind. For example:

- A distressed child may require physical contact, such as an arm round the shoulders, to comfort or reassure them. Try to ensure you are with, or in sight of, a colleague, and ensure the purpose of your actions is clear.
- A child who has not been collected after a session should be offered a lift home after a reasonable amount of time, and if the guardians cannot be contacted. In this case take a colleague with you, or if this is not possible, let a colleague know what you are doing, and have the child sit in the back seat.
- Physical restraint may be needed to manage certain situations, such as if a fight breaks out. Again, ensure the purpose of your actions is clear, and keep any physical intervention to the minimum required to prevent harm to any young people or others.

Appendix G: Other contact details

The NSPCC (National Society for the Prevention of Cruelty to Children)	0207 825 2500 Helpline: 0808 800 5000	www.nspcc.org.uk
The CPSU (Child Protection in Sport Unit)	0116 234 7278 / 7280	www.thecpsu.org.uk
Childline UK	0800 1111	www.childline.org
CRB (Criminal Records Bureau)	0870 909 0811	www.crb.gov.uk
British Association for Counselling and Psychotherapy	0870 443 5252	www.bacp.co.uk
Sports Coach UK	0113 274 4802	www.sportscoachuk.org
Police hotline: Child and Domestic Abuse Investigation Unit (CDAIU)	01480 428080 (8am – 6pm), 0845 4564564 (other times)	N/A
Local Social Care (previously known as Social Services): <i>North Fenland</i> <i>South Fenland and East Cambs</i> <i>North West Cambs / Huntingdon</i> <i>St Neots</i> <i>South Cambs</i> <i>Cambridge City</i> <i>Peterborough</i> <i>Out of hours emergency team (for all of the above areas)</i>	 0845 0455203 0845 0455203 0845 0455203 0845 0455203 01223 718011 01223 718211 01733 746460 01733 234724	N/A
Samaritans:	08457 909090	www.samaritans.org.uk

What to do if you have a concern about a child or vulnerable adult:



Essential numbers

Designated Child Protection Officer for LIVING SPORT: Simon Fairhall, 01487 849928 or 07767 390516.

Alternative Contact for LIVING SPORT staff: Jenny Lowe, East Cambs District Council, 01353 616383 or 07810 874843.

NSPCC Helpline: 0808 800 5000 (24-hour)

Childline: 0800 1111 (24-hour)

Reader information

- If you would like a copy of this Policy in a different format please contact us:

LIVING SPORT
Unit 5
Fen Road
Pidley
Cambridgeshire
PE28 3DF

Phone: 01487 841559

Fax: 01487 841387

Email: info@livingsport.co.uk

Website: www.livingsport.co.uk

- This Policy is available to any group or individual for their own use upon request.
- Please contact us if you have any comments or feedback about this Policy.
- This Policy will be reviewed in 2009.
- The NSPCC is a registered Charity, number 216401.
- LIVING SPORT is a registered company, number 5894596.