



Safeguarding Children and Young People

Policy and Procedures

This has been reviewed and agreed by the Yorkshire Sport Foundation Board

Policy Approved By:

Safeguarding Board Champion: Caroline Black

CEO Yorkshire Sport Foundation: Carl Hawkes

Designated Safeguarding Lead: Adam Fuller

Date Approved: January 2026

Date for Next Review: January 2028

Context

Yorkshire Sport Foundation is a charitable Company and this policy covers all aspects of the Charity's work and its subsidiaries.

Yorkshire Sport Foundation has a responsibility to protect children and young people and we are committed to improving safeguarding processes across sport and physical activity. We have a responsibility for advocating and influencing partner organisations to provide safe systems for safeguarding children and young people.

The welfare of young people is the primary concern and we believe that everybody, whatever their age, culture, disability, gender, racial origin, religious belief and sexual identity have the right to protection from abuse.

This document is informed by the HM Government "Working together to safeguard children 2023" guide to inter-agency working, and conforms to the Standards for Safeguarding Children in Sport (revised 2018)

The practices and procedures within this policy are based on the principles contained within UK legislation and Government Guidance and take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Abuse Act 2021
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity (Amendment) Act 2019
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018
- UK GDPR 2020
- Keeping Children Safe in Education 2025
- After-school clubs, community activities and tuition: safeguarding guidance for providers 2023
- Mandatory Reporting of Sexual Abuse 2025

This policy applies to all Yorkshire Sport Foundation staff and volunteers. It details procedures and standards that we advocate for external organisations who we work with and/or fund. Crucially, it recognises that all individuals have a duty of care to provide a safe environment and protect children and young people from abuse.

Yorkshire Sport Foundation's work has been categorised to ensure that appropriate safeguarding procedures are understood and adhered to:

1. Us as an organisation
2. Commissioned work
3. Event management
4. Supporting the network

Overall responsibilities

Across all of our work the Yorkshire Sport Foundation will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for everyone, safeguard their well-being and protect them from abuse.
- Ensure an open and inclusive culture that enables safeguarding, equality and diversity issues to be addressed.
- Make safeguarding a priority for the business and have an identified Safeguarding lead and internal working group.
- Ensure an effective implementation plan is reviewed and evaluated annually.
- Embed safeguarding within contractual agreements for activities that include children and young people.
- Require all staff/volunteers to adopt and abide by the Safeguarding Policy and Procedures.
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect people from abuse, and reduce the likelihood of allegations being made.
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures where it concerns Yorkshire Sport Foundation staff.
- Promote and advocate wider guidance and legislation to partners.
- Pass on information re safeguarding concerns to statutory agencies and/or other organisations (e.g. sports, schools, facilities) in line with these procedures and information sharing guidance.
- Have the arrangements in place to collaborate and to work effectively with the safeguarding partners as required by any local safeguarding arrangements, e.g. if approached to be a relevant agency will have arrangements/staff in place to fulfil this role.

Commitments

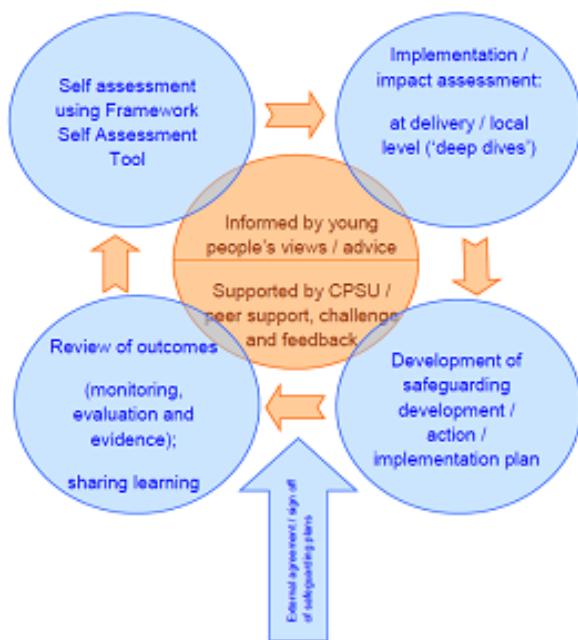
- Yorkshire Sport Foundation will seek to ensure that our company is inclusive and make reasonable adjustments for any ability, disability or impairment and we will also commit to continuous development, monitoring and review of our policies and practices.
- The rights, dignity and worth of people of all ages will always be respected.
- We recognise that ability and disability can change over time, such that some children may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.
- We all have a shared responsibility to ensure the safety and well-being of all children and will act appropriately and report concerns whether these concerns arise within our company or in the wider community.
- Everyone involved with Yorkshire Sport Foundation is aware of the Safeguarding Procedures and knows who to contact if they have a concern regarding a child or young person at risk of harm.
- Any concern that a child is not safe is taken seriously, responded to promptly and followed up in line with Yorkshire Sport Foundation procedures.
- All allegations will be taken seriously and responded to quickly in line with Yorkshire Sport Foundation Safeguarding Policies and Procedures.
- Yorkshire Sport Foundation recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Children's Arrangements.

Assurance

Yorkshire Sport Foundation has a dedicated Safeguarding lead and an internal safeguarding group which meets at least twice a year to draw up an annual implementation plan and review progress. The plan will highlight the action that needs to be taken, by whom, how and when in order to implement the Charity's Safeguarding Policy and Procedures.

The implementation plan will be shared with the Charity's board members and they will be updated with the progress. This plan is also peer reviewed by the Child Protection in Sport Unit and the Ann Craft Trust.

Yorkshire Sport Foundation is committed to the CPSU Safeguarding Framework process as outlined below.



Reviewing and evaluating is a crucial part of the process and we may choose to evaluate levels of awareness and knowledge, perceptions and attitudes, behaviour and skills as well as incidents and processes. The internal safeguarding group will take decisions on the appropriate methods for reviewing implementation. The CEO and Board champion will be consulted as appropriate.

The purpose for the implementation plan is to ensure we have identified priorities and are making progress against these. It provides assurance to the team, the Board and partners that we are compliant with national requirements for safeguarding.

This safeguarding policy will be reviewed at least every two years. Where there are legislation changes, changes to Yorkshire Sport Foundation roles or function, or a significant incident occurs then the policy will be reviewed more often. The review will be carried out by the internal safeguarding group. The policy will then be taken to the CEO and Board for approval. All staff of the Charity will be given a briefing and a copy of the updated policy.

Safeguarding Structure:

- Board Champion
- Chief Executive Officer
- Designated Safeguarding Leads
- Internal Safeguarding Team
- Internal DBS group
- All staff

Overview of roles and responsibilities:

Board Champion	Chief Executive Officer	Designated Safeguarding Leads	Internal Safeguarding Team	Internal DBS group	All staff
Review and support the implementation plan	Approve the implementation plan	Lead the development of the implementation plan	Action the implementation plan	Case Management	Raise any concerns following the reporting procedures
Support Board Training	Ensure policy is adhered to	Plan staff training	Lead and advocate safeguarding across the organisation	Review DBS requirements for a job role	Undertaking regular training
Approve the policy and ensure it is adhered to	Case Management	Ensure policy is adhered to	Develop and review appropriate policies	Assess information using a risk assessment model	Promoting safeguarding standards across all work areas
Be the safeguarding 'voice' at board level		Decision to share information / reporting			
		Case Management			
		Coordinate Safe in Sport Forums			

1. Organisational services

This refers to the different organisational policies and procedures that The Charity has in place that contribute towards safeguarding of children and young people.

Recruitment, Employment and Deployment of Staff and Volunteers

All reasonable steps will be taken to ensure unsuitable people are prevented from working in the sport and physical activity environment. The Charity is committed to undertaking criminal records checks when required by law, or when roles are otherwise eligible.

Yorkshire Sport has a clear and robust recruitment policy that is adhered to, this includes ensuring that:

- Yorkshire Sport Foundation's open and positive stance on safeguarding is clear.
- Listing of past career or relevant experience.
- The names of at least two people (not relatives) from the Applicant's previous 5 years of employment willing to provide written employment references that comment on the applicant's previous experience and suitability for the role.
- The requirement that a DBS check will be undertaken if the post meets eligibility criteria. In the case of establishing a DBS enhanced disclosure, the Charity will write to the individual requesting that they provide sight within 21 days of the written request. The Charity has the discretion to vary the timing of this requirement as it sees fit and will follow procedures outlined in the Recruitment of Ex Offenders Policy

Induction

All staff have an induction in which:

- Safeguarding procedures are explained and training needs established
- Good Practice Guidelines and Code of Conduct are shared.
- They are briefed, given a copy of and agree to adhere to the Charity's policies

Training

Appropriate safeguarding training is mandatory for all paid and volunteer staff to ensure they are aware of their duties and competent to report and manage concerns.

All paid staff will receive appropriate introductory safeguarding training – either UK Coaching or Local Safeguarding Partnerships within 3 months of their employment. Training is refreshed regularly.

The designated safeguarding lead and deputies will receive appropriate training e.g. Time to Listen training related to the role and this is refreshed on a regular basis. They also attend Lead Officer update sessions coordinated by CPSU and the Ann Craft Trust.

Annual training may include:

- Review of reporting procedures
- Recognition of Poor Practice, Abuse and Bullying
- Scenario situations
- Refresher training

Complaints Procedures

The Charity's complaints and appeals procedures will be used to deal with any formal complaints (including safeguarding issues) from external stakeholders and/or appeals. We will strive to ensure that parents and young people are aware of the existence of these procedures.

The procedures are available on our website for external agencies to access.

Disciplinary Procedures

The Charity's disciplinary procedures will be invoked where a case warrants the use of disciplinary measures.

Promoting Good Practice

Good Practice Guidelines and examples to create a positive culture in sport and physical activity are outlined in the appendices.

These are issued to all staff working for The Charity as part of the induction process and staff are required to sign to abide by them alongside a staff code of conduct.

Supporting policies and procedures

The Charity has a number of policies and procedures than run alongside the Safeguarding children's Policy, these are:

- Safeguarding Adults Policy
- Stress at work Policy
- Complaints Policy
- Whistleblowing Policy
- Mental Health Policy
- Diversity & Inclusion
- Disciplinary Procedure
- GDPR / Data Protection
- Bullying and Harassment Policy
- Disclosure in Public Interest Policy
- Ex-offenders policy
- Personal information / photography policy
- Social Media Policy

Commissioned work:

It is a requirement that all organisations receiving funding from the Charity will have appropriate safeguarding policy and procedures in place and meet the minimum operating standards for sport and physical activity.

Funding agreements:

All funding agreements related to children and young people include:

- A safeguarding commitment statement which all funded parties sign.
- Confirmation that the funded organisation adheres to the 2018 UK GDPR regulations and has appropriate consent to share the personal data of all participants related to the project with Yorkshire Sport Foundation and trusted partners. This includes parental / guardian consent for any participant under the age of 18 and appropriate consent from the individual for those aged 18+.
- Where we adopt a contact tendering process we have a governance checklist which organisations need to evidence against. A safeguarding policy and DBS checked staff (if appropriate) are included within this.

Participant Consent:

Yorkshire Sport Foundation have a Privacy notice which details The Charity's responsibility to keep personal information safe. Personal information is anything that allows us to identify an individual such as a name or address. We must keep this information secure and not pass it on to anyone else without consent unless there is an emergency.

All participation data that we collect and share is anonymised however, through our work we often demonstrate impact with personal stories and we have policies which outline the use of personal information, photographic and video images of children and young people. This ensures we have appropriate consent to store and share this information as in line with the Data Protection Act 2018. This includes the use of images on our website, social media and promotional materials.

Minimum Operating Standards

All funded projects that include sport and physical activity delivery have to submit a Minimum Operating Standards Checklist before funding is released. 'Minimum Operating Standards' are defined as the basic standards a sport and physical activity deliverer needs to meet to be able to carry out their role safely and effectively.

Event management

The charity acknowledges the duty of care to safeguard and promote the welfare of young people who attend events organised by ourselves.

To ensure the ongoing Safety at our organised events, we will:

- Ensure robust safeguarding arrangements and procedures are prioritised at every stage of event planning.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding at events. This is through pre-event communications including event manuals, briefings for staff, volunteers and schools.
- Follow our recruitment and selection procedures
- Include specific welfare training for all event staff
- Appoint a nominated safeguarding lead during events.
- Ensure staff follow the procedure for reporting concerns
- Implement the photography policy and clearly communicate where photos and videos will be used.
- Not hold individual participant information.
- Ensure there is sufficient first aid provision.

The safeguarding at events policies and procedures will be promoted and are mandatory for everyone involved in events to read and understand. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from events.

Supporting the network

The Charity has a responsibility to promote and advocate wider guidance and legislation to partners:

Safe in Sport Forums

We coordinate network meetings across South Yorkshire and West Yorkshire at least twice a year. Together we work with partners to establish and implement agreed consistent minimum safeguarding standards for sports activities locally and support those working in sport by giving them knowledge, guidance and raising awareness of what they need to do to protect these vulnerable groups and minimise avoidable risks.

Where appropriate Yorkshire Sport Foundation will engage in Multi Agency working across Local Authority Areas in South and West Yorkshire to promote and advocate for Safe Practice in Sport and Physical Activity.

External Training

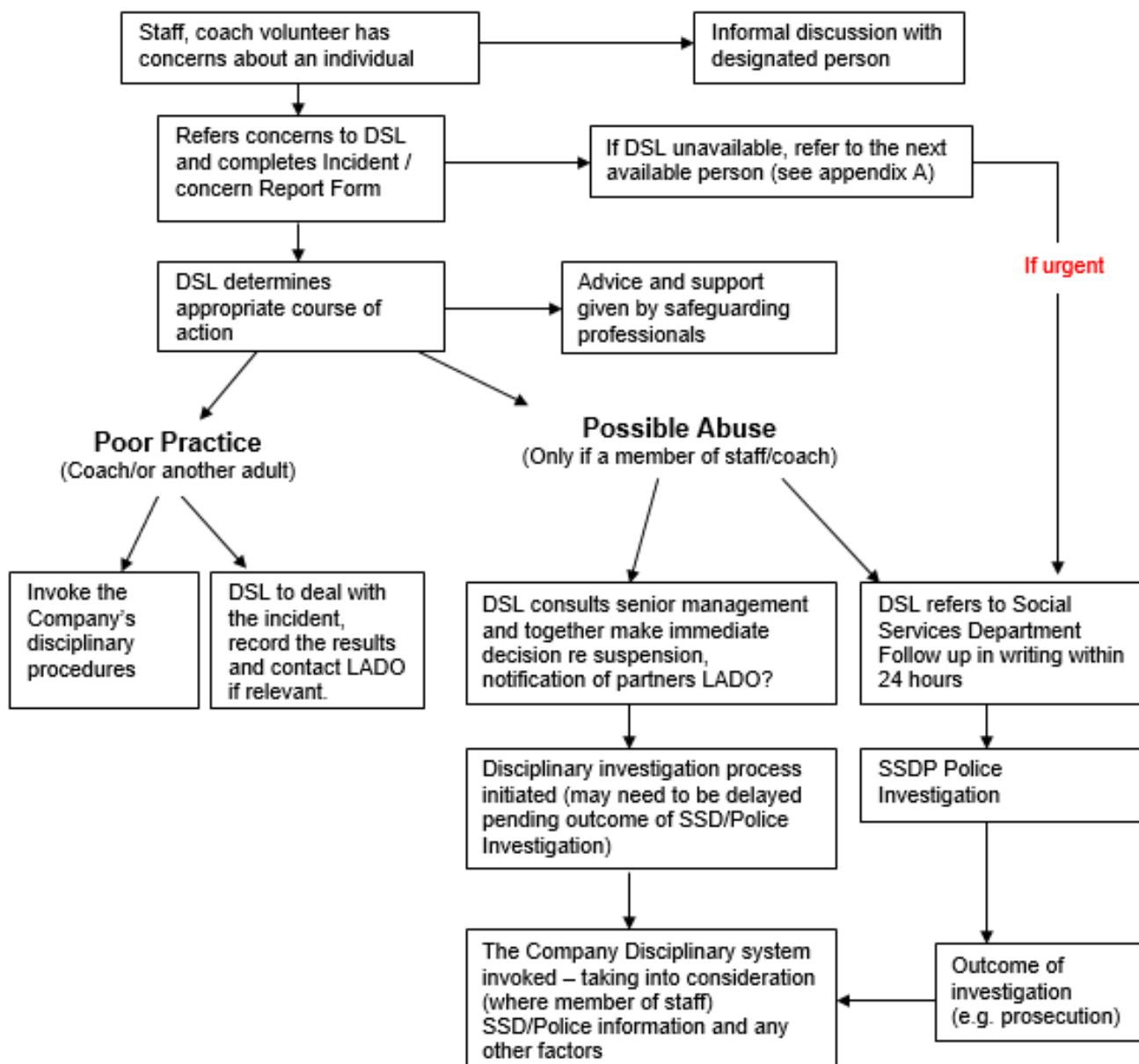
We organise regular Safeguarding training for local clubs and organisations to access.

Reporting procedures:

The reporting procedures is the same across our work to ensure consistency and to avoid confusion.

Flow Chart for Reporting Concerns (i.e. staff, coaches and volunteers)

*DSL – Designated Safeguarding Lead



Glossary of terms:

Paid staff: core team of full and part time paid officers employed by the Charity. These officers do not necessarily have direct contact with participants however, each post will be assessed on an individual basis.

Volunteers: refers to one-off event staff that assist with events typically in an unpaid capacity. These people will not have unsupervised access to members of the public and will not be working on a regular basis.

Parents: is used throughout this document as a generic term to represent parents, carers and guardians.

Child: a person under the age of eighteen years
(the Children's Act 1989 defines a young person as under 18 years of age)

Safeguarding children: protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

Appendices

Appendix A Contact Details

Appendix B Good Practice Guidelines

Appendix C Types and Recognition of Abuse

Appendix D Incident / Concern Record Form

Appendix E Minimum Operating Standards checklist

Appendix F Protocol for Information Sharing

Appendix G: Flowchart of key principles for information sharing

Appendix H: Definition of Regulated Activity

Appendix I: How to Record a Disclosure

Appendix J CYP Privacy Notice

Appendix K Safeguarding Staff Code of Conduct

Appendix L How To Have Difficult Conversations with Children & Parents

Appendix A – Safeguarding Contact Details

Name	Designation	Contact
Adam Fuller	Designated Safeguarding Lead	07702 557008
Becca Gallagher	Deputy Designated Lead	07964209314

Local Contacts – West Yorkshire

LA Children's Social Care (office hours)	LA Adults' Social Care (office hours)	Out of office hours emergency number) – for both Children's and adults' social care	Website
01274 437500	01274 431077	01274 431010	http://www.bradford-scb.org.uk/ https://www.saferbradford.co.uk/adults/
01422 393336	01422 393000	01422 288000	http://www.calderdale-scb.org.uk/ https://safeguarding.calderdale.gov.uk/professionals/safeguarding-adults/
01484 456848	01484 414933	01484 414933	http://www.kirkleessafeguardingchildren.co.uk/ https://www.kirklees.gov.uk/beta/adult-protection/report-abuse.aspx
0113 222 4403	0113 222 4401	0113 2409536	http://www.leeds-scb.org.uk/ https://www.leeds-sab.org.uk/
0345 8503 503	0345 8503 503	0345 8503 503	http://www.wakefield.gov.uk/residents/schools-children/safeguarding/wakefield-district-safeguarding-children-board https://www.wakefield.gov.uk/adult-social-care/safeguarding-adults-from-abuse/safeguarding-adults-board

Local Contacts – South Yorkshire

Local Authority (LA)	LA Children's Social Care (office hours)	LA Adult's Social Care (office hours)	Out of office hours emergency number) – for both Children's and adults' social care	Website
Barnsley	01226 775656	01226 775832	0844 9841800	https://www.safeguardingchildrenbarnsley.com/ https://www.barnsley.gov.uk/services/children-young-people-and-families/safeguarding-families-in-barnsley/safeguarding-adults-in-barnsley/
Doncaster	01302 737777	01302 737391	01302 796000	http://www.doncastersafeguardingchildren.co.uk/ https://www.doncaster.gov.uk/services/adult-social-care/safeguarding-adults-contents-page
Rotherham	01709 823914	01709 822330	01709 336080	http://www.rotherham.gov.uk/safeguarding/ https://www.rotherham.gov.uk/worried-another-adult/Report-a-concern-about-an-adult
Sheffield	0114 205 3535	0114 273 4908	0114 2734855	https://www.safeguardingsheffieldchildren.org.uk/ https://www.sheffield.gov.uk/social-care/adults/adult-safeguarding

Other National Numbers

Organisation	Contact
NSPCC	Helpline 0800 800 500
Child Protection in Sport Unit (CPSU)	0116 234 7278
Childline UK	0800 1111

Appendix B: Good Practice Guidelines- CYP

Good Practice Guidelines

All personnel who are employed / deployed by the Charity will be given a copy of the following Guidelines and will be required to abide by them. The guidelines will form an integral part of the training within the induction period.

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

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

Good practice means:

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

Practice to be avoided

The following will be **avoided** except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the organisation delivering the activities or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children away from others.

- Avoid transporting children alone in your car

Practice never to be sanctioned

The following should **never** be sanctioned. The coach should never:

- take children to your home where they will be alone with you.
- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce an individual to tears as a form of *control*
- allow allegations made by an individual to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. By prior agreement personal care tasks should be the responsibility of parents or carers, but if sports personnel have to be involved then these tasks should only be carried out with the full understanding and written consent of parents and the participants involved. The need of the young person needs to be clarified before starting the activity. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:

- if you accidentally hurt a participant
- if he/she seems distressed in any manner
- if a performer appears to be sexually aroused by your actions
- if a performer misunderstands or misinterprets something you have done.

Appendix C: Types and Recognition of Abuse

Disabled Young People

Children with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.

Race and Racism

Individuals from black and minority ethnic groups may have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. Further details will be contained within the Charity's Equity policy.

Abuse and Neglect

Abuse is defined as “a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.”

(Working together to safeguard Children 2015)

- **Neglect** – where adults fail to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give children love, affection and attention. Neglect in sport could include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.
- **Physical abuse** – where individuals physically hurt or injure people by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to an individual whom they are looking after e.g. factitious illness by proxy or Munchausen’s syndrome by proxy. Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child’s immature and growing body; where drugs are used to enhance performance or delay puberty.
- **Sexual abuse** – where girls and boys are abused by adults (both male and female) or other young people who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing. This also relates to adults and non-consenting sexual behaviour.
- **Emotional abuse** – is the persistent emotional ill-treatment of an individual such as to cause severe and persistent adverse effects on the individual’s emotional development. It may involve conveying

to people 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 individuals. It may involve causing people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the individual very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of an individual. Emotional abuse in sport may occur if people are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

The above definitions are adapted from *Working Together to Safeguard Children*.

Indicators of Abuse

Indications that a person may be being abused **may** include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The individual describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another person.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty in making friends.
- Is prevented from socialising with other people.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is **not** the responsibility of those working in sport to decide that child abuse is occurring but it is their responsibility to act on any concerns by reporting them. (See Section 6.)

Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing an individual. The abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:

- A Parent who pushes too hard
- A coach who adopts a win-at-all costs philosophy
- A player who intimidates inappropriately
- An official who places unfair pressure on a person

Bullying can include:

- Physical: e.g. hitting, kicking and theft of belongings
- Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring.
- Sexual: e.g. unwanted physical contact, insinuations or abusive comments.
- Online intimidation; offensive postings; photos etc.

Appendix D Incident / Concern Record Form

Appendix D: Incident Concern/ Report Form

Your name		Contact number	
Your position		Email	
Who has raised the concern?		Organisation (if applicable)	
Contact details			

Incident / Concern	Date	
	Time	
Exactly what the incident / concern is and you said (Remember: - Do not ask leading questions - Record actual details		
Actions taken so far		

Next Steps

- Inform Designated Safeguarding Lead (DSL)
- If urgent and DSL is not available, contact one of the relevant agencies below to report the incident / concern.

Remember to maintain confidentiality on a *need to know* basis – only if it will protect the individual(s). Do not discuss this incident with anyone other than those who need to know.

External agencies contacted			
Police :	Contacted	Yes	No
If yes, which			
Date and time			
Name and contact No.			
Details of advice received			
Children's or Adult's Services:	Contacted	Yes	No
If yes, which			
Date and time			
Name and contact No.			
Details of advice received			
N G B:	Contacted	Yes	No
If yes, which			
Date and time			
Name and contact No.			
Details of advice received			
Other: (e.g. NSPCC,)	Contacted	Yes	No
If yes, which			
Date and time			
Name and contact No.			
Details of advice received			
Signature			
Print name			
Date			

Appendix E: Minimum Operating Standards checklist

It is an absolute right that children, young people and adults are safe whilst participating in sport across South and West Yorkshire. Yorkshire Sport Foundation is committed to promoting consistent safe practice procedures across the Sport and Physical Activity Sector locally and to establish agreed minimum safeguarding standards for any activities delivered.

Club/ Organisation:	Lead Safeguarding Contact:	Lead Deliverer:
District:	Contact Information:	Date of Check:

Item	Yes/No	Copies Provided:	Comments
Appropriate Risk Assessments in place for all activities include venue specific risk assessment and details			
The organisation holds public liability insurance to cover the activities taking place including increased cover for sport which may include high risk activities			
All lead staff, coaches and activity providers have the relevant qualifications to deliver the specific activity			
All staff have undertaken relevant Safeguarding training and have obtained a DBS check appropriate to their role with both children and adults at risk of harm			
Organisation has a clear and accessible Safeguarding Policy in place which adheres to the NGB, Active Partnership or other relevant body (e.g. school)			
First Aid provision is available on site and staff have access to maintained and adequate first aid equipment as required			

Appendix F - Protocol for Information Sharing

Purpose

To provide a framework within which sports bodies, statutory bodies and relevant others in the Charity can share information appropriately in the interests of protecting children from harm.

To provide a tool to:

- to clarify the principles upon which decisions: to share, or not to share, information; at what relevant level to share; how to share; and with whom (internally and with external agencies)
- share appropriately relevant information to protect children from actual or potential harm
- raise awareness of best practice in information sharing which will assist in developing consistent processes and practices both within and outside of the sport sector
- enable other agencies to share relevant information confidently with the sports sector
- ensure that information sharing practice reflects the framework of legislation and guidance
- ensure that those who are the subject of the information to be shared understand and have confidence in the processes followed by the bodies which have adopted this protocol
- clarify appropriate routes of communication for all agencies (sports organisations, statutory agencies and appropriate others) for information sharing¹

Principles

- A child is defined as being under the age of 18 by the Children Act 1989 and when making decisions about sharing information about a child/children their welfare is the paramount consideration. Decisions to share information may be for the purpose of protecting an individual child or children in general). Information sharing for adults will follow processes included in the GDPR policy.
- Yorkshire Sport Foundation will share information where they reasonably believe that it is necessary to share in order to protect or safeguard individuals.
- Yorkshire Sport Foundation will explain openly and honestly, or at least notify, at the outset what information will or could be shared, and why, and seek agreement – except where doing so puts the individual or others at risk of significant harm
- Consent to share information will usually be sought, however, if consent is refused or there are good reasons not to seek consent, consideration will be given as to whether there is a sufficient public interest for the information to be shared (principles of openness, consultation and inclusion)
- Yorkshire Sport Foundation will respect the wishes of children, individuals or families who do not consent to share confidential information – unless in their judgement there is sufficient reason to override that lack of consent
- Yorkshire Sport Foundation will share no more information than is necessary for the specific purposes of sharing that relevant information (principle of proportionality)

- Yorkshire Sport Foundation will ensure that people to whom this protocol applies are aware of the protocol and implications for them to ensure that its application is a transparent process
- When sharing information Yorkshire Sport Foundation will ensure that they clarify which information they are sharing is factual (to the best of their knowledge) and which is an expression of professional opinion (principle of certainty of facts)
- Yorkshire Sport Foundation will ensure that the way that information is shared is appropriate to the level of urgency but information will always be supported by a written report.
- Information that is shared will be accurate, up to date, necessary for the purpose for which it is being shared, shared only with those with a need to see it and shared securely
- Records will always be kept of the decision to share, or not to share, information and the reasons for this decision.
- Where information is shared during the course of an investigation, the outcome will be shared with those to whom the original information was sent.

The Type of Information that will be shared

- Information relating to safeguarding/welfare/child protection concerns which meet the threshold for referral to external safeguarding agencies (Police or Social Services) will be shared in all cases
- Information which raises safeguarding concerns arising from DBS disclosures. The threshold that will be applied is that the organisation's judgement is that the individual is unsuitable to work with the public.
- Information indicating safeguarding/child protection concerns but which is not acted on by statutory agencies (for example, where prosecution is not possible, or has been unsuccessful; where a referral is 'bounced back' by Social Services or the Police as not meeting their threshold, but the organisation judges that concerns remain; or where risks are identified from information arising as a result of recruitment or other internal processes
- Information relating to poor practice cases (for example, breach of codes of conduct/ethics) involving a perceived risk to individuals, but not meeting the threshold for referral to external safeguarding agencies, and:
- where the organisation has either suspended or excluded the individual, or has put in place special arrangements or monitoring to ensure welfare as a result of its disciplinary process

Clearly these different categories or levels have implicitly different implications for information sharing. High level concerns meeting the threshold for police or Social Services action should be managed by those agencies. The sports organisation with information that a concerning individual may be operating with children or adults at risk of harm in another organisation(s) should in the first instance pass this information to the statutory agencies, and the sports organisation should seek the advice of the statutory agencies when consideration is being given to sharing information with the other organisation(s).

Process for information sharing & receiving of information

- The decision to share information will be based upon the principles embedded in the protocol
- Yorkshire Sport will decide which organisations information needs to be shared with based on the level of concern and on a need to know basis

- Yorkshire Sport Foundation will identify who is the appropriate person within the organisation to whom they should make the referral (this will be determined by that individual's role and responsibilities in relation to management of child protection/safeguarding concerns)
- Where the concerns are about a child within their family or wider community (a non-sport context) Yorkshire Sport Foundation will refer information to the statutory agencies (Police or Social Services) in the area in which the individual lives.
- Where concerns are about possible or actual abuse of an individual by someone within the Yorkshire Sport Foundation, the sports organisation will refer this to the statutory agencies where the alleged abuse may have taken place
- Where Yorkshire Sport is aware or believes that the person against whom the allegation is made may work with individuals in other organisations, they will seek the advice of the statutory agencies regarding whether information should be shared with those other organisations and, if so, by whom
- Where concerns arise in the context of services/activities for an individual provided on behalf of a school/educational establishment or within a school sport/physical education setting Keeping Children Safe in Education guidance should be followed.
- Where Yorkshire Sport Foundation has deemed someone is unsuitable to work with children as an outcome of its disciplinary process it will refer that individual's name to the Protection of Children Act list. Information about the outcome of a disciplinary process will only be shared on a need to know basis both within the organisation and with external agencies
- Where there has been statutory agency investigation, and/or where the person who is subject of the investigation is subject to the monitoring of the local Multi Agency Public Protection Panel (MAPPP), sports organisations will contribute to the statutory agencies' planning processes where requested
- The outcome of disciplinary processes would not normally be shared with external agencies by the sports organisation without the consent of the individual who is subject to this process (for example, for the purposes of providing a reference). Exceptions to this would be guided by the principles embedded within this protocol
- Outcomes of disciplinary processes will be shared within the sports organisation on a strictly need to know basis
- When sports organisations are recruiting staff or volunteers they may be provided with information that would indicate that an individual may pose an actual or potential risk. As part of their recruitment processes sports organisations will have procedures in place that ensure that consent has been obtained from current/prospective employees both to obtain the information and to clarify it where necessary.
- Sports organisations will have in place policies, procedures and processes that ensure that appropriate recruitment and selection processes are consistently applied that reflect the need to safeguard the public.
- As many recruitment processes are being applied retrospectively (since sports organisations have been able to access DBS disclosure information) sports organisations will have processes in place to determine whether someone remains suitable to work in their current position. They will also need to decide whether relevant information needs to be shared with statutory agencies or other organisations.

- It is unlawful for any organisation to share the content of DBS disclosures with other organisations, consequently any decisions to share information where there are concerns about the risk an individual may present must be directed to the statutory agency from which the information was sourced (in the majority of cases this will be the Police). A disciplinary decision can, however, be shared where an individual may present a risk to children and where the principles embedded in this protocol have been followed.
- Occasionally sports organisations may be directed by a Court, or given permission by a Court, to share information about an individual where the Court has determined that the individual poses a significant risk and the sports organisation may need to take action to contribute to management of the risk this individual poses
- All information held regarding complaints about poor practice by sports organisations will usually only be shared with the consent of the individual against whom the complaint has been made. For example:
 - when an individual has consented to a reference being taken up by another organisation).
- Where statutory agencies are conducting a child protection investigation, however, the sports organisation will consider the appropriateness and proportionality of sharing the aforementioned information in accordance with the principles embedded in this protocol where requested
- All information held by sports organisations regarding complaints about poor practice will only be shared within the sports organisation on a strictly need to know basis. Where there is urgent need to share information in order to enable statutory agencies to act in the public interest, information may initially be shared verbally but will always be followed up in writing. The reason to share, or not to share, information will always be recorded by the sports organisation

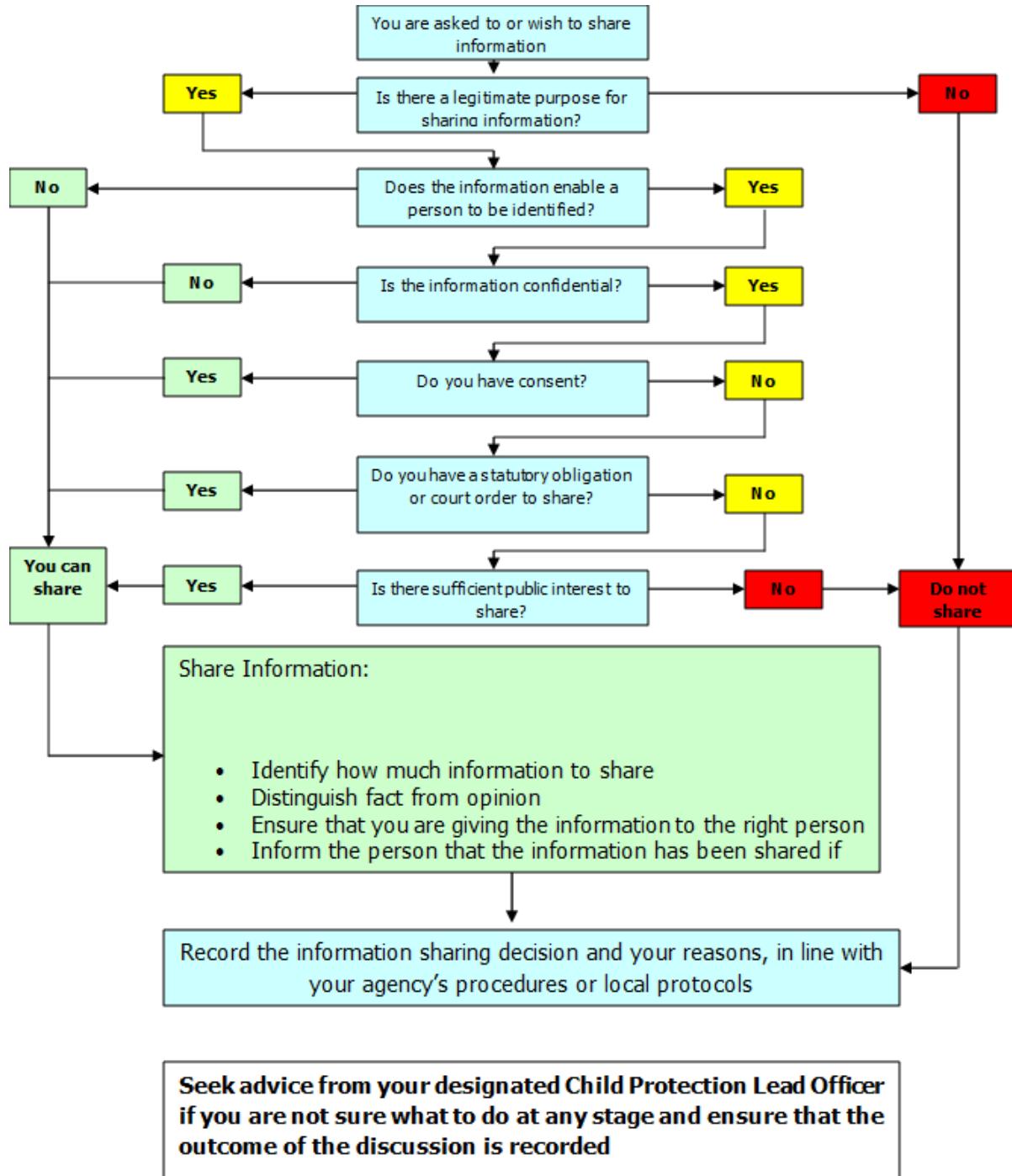
Recording, Storage & Disposal of Information

- Information held about different individuals will be recorded separately
- Written information in either paper or electronic form will be stored securely in accordance with data protection legislation and other government guidance
- All reasonable steps will be taken to ensure secure receipt of information
- Information will be marked as confidential with a disclaimer included regarding what to do if correspondence is received by someone in error
- Written communications will clarify the extent to which the information can be shared within the recipient organisation
- Consent to share information will be sought from the individual to whom the information refers unless:
 - This may put children or other parties at risk of harm
 - Refusal to consent is unreasonable or not in the public interest
 - Consent cannot be obtained
 - The organisation is advised by a statutory agency not to do so, or there is a Court order which so directs
- Yorkshire Sport Foundation will have in place systems for the safe storage of information and clear procedures regarding authorised access to records

- Yorkshire Sport Foundation will have a records destruction procedure which includes destruction of additional copies of information used for a specific purpose (for example, for a disciplinary hearing). There will be clear timescales for destruction of records whilst recognising that there will different periods for the destruction of different records (for example for DBS disclosures, disciplinary decisions and for insurance purposes) . Sports organisations will have a secure method for record destruction and disposal

Consent to third party information being passed on will always be sought from the third party except in the circumstances regarding consent previously outlined. sports organisations will have an 'Access to Records' policy and procedures which covers their own agency's records and third party information.

Appendix G: Flowchart of key principles for information sharing



Appendix H - Definition of Regulated Activity and DBS Check

Eligibility

The DBS is an executive agency of the Home Office and can help organisations by providing access to criminal record information to be used as part of a safe recruitment process.

To request information on spent convictions, the position held must be an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. Under the current DBS guidance this means that positions in sport fall under eligibility code 06 and are:

Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children or adults at risk of harm

Therefore, it would generally be expected that roles such as a Coach, Team Manager and Welfare Officer at a junior club would be eligible for a DBS, whereas administrative roles such Club Secretary, Chairperson and Treasurer would not be eligible, unless the person undertook additional responsibilities involving contact with children. Supporting Roles and administration positions that are not in regular contact with children or adults at risk of harm are not considered eligible for a DBS Check currently. This would include most roles within an Active Partnership.

The Protection of Freedoms Act has also introduced 16 years old as the minimum age at which someone can apply for a DBS disclosure.

Regulated Activity

Regulated activity is the term used to describe a paid or voluntary role that a person must not do if they are barred from working or volunteering with children or adults at risk.

One of the most significant changes introduced by the Protection of Freedoms Act 2012 is the new definition of 'regulated activity' which now takes into consideration whether an individual working or volunteering with children or adults at risk is adequately supervised.

The new definition of regulated activity is any role which is: *Of a specified nature e.g. teaching, training, care, supervision, advice, treatment or transport*

AND : *Frequently (once a week or more) or Intensively (four times or more in a single month) or overnight (between 2-6am) AND The individual carrying out the activity is unsupervised*

When deciding if a person is 'supervised' in their role, it needs to be considered if the supervision is:

- Carried out by someone who is in regulated activity
- Regular and day to day
- Reasonable in all the circumstances for the purpose of protecting children and adults.

Factors to be considered to help decide if the supervision is reasonable may include the ages and number of participants involved as well as how vulnerable individuals are.

Appendix I: How to Record a Disclosure

1. Make a note of what the person has said using their own words as soon as practicable. Complete an Incident Form and submit to the Yorkshire Sport Foundation Lead Designated Safeguarding Lead member of staff.
2. As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Designated Safeguarding Lead member of staff.
3. Describe the circumstances in which the disclosure came about.
4. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
5. Be mindful of the need to be confidential at all times, this information must only be shared with your Designated Safeguarding Lead member of staff and others on a need to know basis.
6. If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

Appendix J CYP Privacy Notice

PRIVACY NOTICE: CHILDREN AND YOUNG PEOPLE

INTRODUCTION

Yorkshire Sport Foundation has a responsibility to keep your personal information safe. Personal information is anything that allows us to identify you such as your name or address. We must keep this information secure and not pass it on to anyone else.

WHAT PERSONAL DATA WE COLLECT AND HOW WE USE IT

Because of the law, we need to tell you what we will do with information you tell us about yourself. When you take part in activities which we have funded such as School Games we (or the activity you are attending) may ask you for the following information at registration:

- Name
- Gender
- Ethnicity
- Address (including home postcode)
- Email
- Age or Date of Birth
- Emergency contact information
- Medical history information



We collect this information so that we can:

- Contact you (or a parent/guardian) if we need to
- Assess any medical needs you might have
- Monitor numbers of people taking part in activities



Occasionally we might ask you to fill in a survey which will be anonymous. We use this information to help us improve our projects and activities.

SHARING YOUR INFORMATION



We will not share your personal information without consent unless there is an emergency (for example, for medical purposes).

We may use data about your attendance at activities anonymously (this means we remove personal information) to show how we are performing.

These details will be stored on a system for up to one year after you have taken part. After one year, all records will be deleted.



Many of our projects are funded by an external partner who ask us to report anonymised data on programme numbers.

No personal data is shared with our funders.

We may ask you if we can share your story with our funders or partners. In this case we will always ask you for your permission to do this and check the content with you before it is shared.



If we take a photograph of you at an event that clearly shows your face, we will always ask for your permission to use it (or your parents' permission if you are under the age of 13).

WHAT ARE YOUR RIGHTS?

You can ask us about data we hold about you at any time. You also have a right to ask us to:

- Change any data that you think is wrong
- Ask us to stop processing your personal information.

If you wish to speak to someone about your data please email info@yorkshiresport.org or contact us on 0330 20 20 280

Appendix K: Safeguarding Staff Code of Conduct

Code Of Conduct – Safeguarding

This code of conduct is written to set clear expectations regarding employee behaviour at Yorkshire Sport Foundation in relation to promoting safe practice. This will:

- Help protect children, young people and adults from abuse
- Ensure everyone participating in activities or involved with Yorkshire Sport Foundation services, feel safe, respected and valued.

Purpose

Adults working for, or on behalf of Yorkshire Sport Foundation may include employees, trustees, agency staff, interns and students on work placement. The behaviour code aims to help us protect children, young people and adults from abuse. Please refer to the Safeguarding Policy for further information and procedures regarding reporting concerns.

The role of employees and volunteers

In your role at Yorkshire Sport Foundation you have a duty of care towards the children and adults that you work with. Whilst your role may not involve direct delivery with children and young people or adults at risk, we expect our team to always display appropriate behaviour and to promote safe practice at all times.

As an employee or a volunteer for Yorkshire Sport Foundation we would expect you to:

- ✓ Understand and implement our safeguarding policy and procedures.
- ✓ Report any concerns or allegations of abuse or poor practice to the designated Safeguarding Lead.
- ✓ Always promote safe practice in sport and or physical activity throughout your work, and especially where development includes children, young people and/ or adults at risk.
- ✓ Listen to any concerns that individuals might have regarding the safety of sport and physical activity and act appropriately on these concerns.
- ✓ Consider and be accountable for your behaviour - do not engage in any behaviour that constitutes any form of abuse.
- ✓ Respect your position of trust and maintain appropriate boundaries and relationships with young people and adults at risk. Do not find yourself in a position where you are alone with a child or adult at risk.
- ✓ Keep any/ all safeguarding training up to date.
- ✓ Respect individual's trust and rights whilst being honest and open with them during any interactions.
- ✓ Champion everyone's right to take part and celebrate differences through sport and physical activity. Do not discriminate against anyone, regardless of sex, race, sexual orientation or any other protected characteristics.
- ✓ Actively advocate for equality, diversity and inclusion within Sport and Physical Activity.
- ✓ Behave appropriately online in accordance with our online safety and acceptable use policy.
- ✓ Communicate in an open, and effective way to promote the health, safety and wellbeing of people who you work with.

✓ Make Yorkshire Sport Foundation a friendly and welcoming place to be.

As a member of our team we would like to ensure that you:

- ✓ Enjoy the time you spend with us and be supported in your role.
- ✓ Be informed of our safeguarding and reporting procedures and what you need to do if something isn't right.
- ✓ Have access to ongoing training in all aspects of your role.
- ✓ Be listened to, involved and contribute towards decisions within YSF that promote safe practice.
- ✓ Feel welcomed, valued and not judged based on your race, sex, sexual orientation or other protected characteristics.

Upholding this code of conduct:

If you have behaved inappropriately, you may be subject to disciplinary procedures.

If you become aware of any breaches of this code, you must report them to your line manager

If necessary, you should follow our whistleblowing procedures as well as adult and children safeguarding procedures which can be found within our Safeguarding Policies.

Appendix L: How To Have Difficult Conversations with Children & Parents

Preparing for a conversation

If you're planning to talk to children about a sensitive topic, it's helpful to work out how you will broach the subject in advance.

Think about the aim of the session. For example, you might want to raise awareness of a complex topic such as discrimination and give young people the opportunity to say how they feel about it.

Or you may want to help young people understand official guidance, such as how to stay safe in a terrorist attack or minimise the risk of transmitting a serious infection.

Plan activities that will help children understand the topic and give them opportunities to ask questions and talk about their feelings.

Group or individually

Decide the most appropriate group size for your discussion. This depends on the topic, the needs and maturity of the children involved and the practicalities if where and how you work with the children.

- Is this something that's best addressed in a large group like an assembly?
- Are there benefits to having a discussion in an established group like a team or a class?
- Would children feel more comfortable in smaller groups, or maybe even having a one-to-one chat with a trusted adult?

If you are working one-to-one with a child, there are extra measures you need to take.

[**> Make sure you have enough adults to supervise children while group work is taking place**](#)

Provide a range of activities

Not everyone feels comfortable talking openly during a group discussion so it might be helpful to consider the different ways children and young people can explore a topic. This might include:

- arts and crafts
- drama and improvisation
- debating
- taking positive action, for example raising awareness about a particular issue or supporting people who are affected by it.

Conversation starters

Reading is a great way to start a discussion. If a topic has been in the news recently, you might find it helpful to provide children with a selection of articles about it. Or you could share a book about a particular subject and ask them about what they think. Make sure you are using reliable sources of information.

NSPCC have compiled a list of books from our [library catalogue](#) to help you start conversations around:

- [abuse and neglect](#)
- [death and serious illness](#)
- [mental health](#)
- [race, religion and culture](#)
- [sex and relationships](#)
- [terrorism and world events](#).

Having a conversation

Whether you're talking to a group or an individual, there are some general principles that will help you discuss sensitive subjects with children and young people.

- Help them feel comfortable- Acknowledge that the topic isn't easy to talk about but explain why it's important to talk about it.
- Show you're listening- Encourage children to talk openly and make it clear that you value their opinions. You could set ground rules, such as not interrupting and respecting other people's points of view.
- Give them time- Allow children to set their own pace - don't push them to say more than they want to. They may need time to process certain topics – so make sure they know they can come back to you another time if they need to.
- Stay neutral- Avoid displaying strong emotions such as shock or embarrassment in response to something a child or young person says. This might discourage them from sharing their experiences with you.
- Be open and honest- Encourage children and young people to ask questions. Answer them as honestly as possible, whilst taking into consideration their age and emotional maturity.
- Get your facts straight- If you don't know the answer to a question, say so – don't provide young people with information that's incorrect. You could look for the answer together, recommend where they can find information or research and share what you have found next time you meet.
- Use the right language- Make sure children understand the terminology associated with the topic and that it is age-appropriate. Avoid using euphemisms. Look at the language used on resources developed by and for children such as the [Childline website](#). If you're talking about a sensitive subject like mental health, it's important to use the right language so that children can understand you and you can understand them. > [Find out more about talking to children and young people about their mental health](#)
- Be clear about confidentiality- It's important that children feel able to share their experiences with you. But if you have any concerns about their wellbeing you must make a report following your child protection procedures. Never promise to keep things a secret and explain that you have a responsibility to tell people who can help.
- Put support in place- Following your conversation, children may have further questions or want to talk more about the issue. Make sure they know who they can talk to. Think about how to let parents know what you've been talking about, so that they can provide further support at home. Children and young people can also [contact Childline](#) if they need support afterwards. Consider setting some time aside as a follow-up session to give children the opportunity to discuss their thoughts and feelings.
- Recognise the signs- Talking about difficult or upsetting topics might make some children think about other things that are happening in their lives. Make sure you are equipped to recognise the signs that a child you are talking to may have experienced abuse, and know how to respond.