SAFEGUARDING CHILDREN AND YOUNG PEOPLE

POLICY AND PRACTICE GUIDANCE

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Foreword

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

Yorkshire Sport Foundation has a responsibility to protect children and young people and we are committed to improving safeguarding processes across sport. It also has responsibility for advocating and influencing partner organisations to provide safe systems for safeguarding children and young people. Yorkshire Sport Foundation will offer guidance and training in best practice regarding safeguarding of young people from potential abuse and reducing the risk of allegations against and adults in positions of authority.

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

These procedures apply to all Yorkshire Sport Foundation staff and details procedures and standards that we advocated for external organisations with whom we work 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 has a designated Safeguarding Lead; contact details are available on the website. This Safeguarding Policy and further information will be made available on the Yorkshire Sport Foundation websites.

Board Safeguarding Statement

Yorkshire Sport Foundation is committed to promoting the safety and welfare of all people engaged in sporting activities locally. It aims to contribute to safeguarding by:

• Committing to the Child Protection in Sport Unit’s Safeguarding Framework.
• Implementing and demonstrating best safeguarding practice when core staff, volunteers or others are providing services, activities and programmes.
• Working with partners to establish and implement agreed, consistent minimum safeguarding standards for sports activities locally.
• Requiring those individuals or organisations that are funded or commissioned to provide any services to effectively address safeguarding requirements.
• Maximising its influence to promote safeguarding practice and principles within its wider partnership roles and relationships.
• Having a senior board level champion with the required knowledge, skills and expertise.

The board endorses these aims, and supports Yorkshire Sport Foundation in this work, and the development of a partnership implementation plan.
Local context

Yorkshire Sport Foundation works in partnership with the nine Metropolitan Districts of Bradford, Calderdale, Kirklees, Leeds, Wakefield, Barnsley, Doncaster, Rotherham and Sheffield. Each Local Authority, National Governing Body, Sports Club, or other agent will have their own policy to which they will adhere, when they organise activities. For activities that are being carried out by those agencies on behalf of the Charity, minimum standards have been set which are outlined in Appendix F.

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 national standards for sport. A statement to that effect will be placed within funding agreements. This policy covers those activities that are being carried out directly by the Charity.

The Charity has a strategic and co-ordination function and has little direct responsibility for sports programme delivery. Exceptions include occasional countywide events such as the School Games and associated training. In these events, the Charity has the responsibility for organising the core event services whilst other organisations (such as local authorities and schools) are directly responsible for the children and young people in their care. The roles and responsibilities related to specific events are set out in event safety manuals. Staff members will also make regular quality assurance visits to a sample of sports sessions / clubs even though not involved in delivery.

For the purposes of the Policy, several categories of staffing for the Charity are used:

- **Core Team** – 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.
- **Delivery Staff** – refers to leaders, coaches, tutors who have direct access and responsibility for children and adults, working on behalf of The Charity.
- **Helpers** – 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.

**Important:** Please note that the term “parents” is used throughout this document as a generic term to represent parents, carers and guardians.
1. Use of Terminology

**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.

2. Policy Statement

2.1. Responsibilities

The Charity will:
- Create a culture of safeguarding, equality and protection
- Accept the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their well-being and protect them from abuse.
- Respect and promote the rights, wishes and feelings of young people.
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse, and reduce the likelihood of allegations being made.
- Require all staff/volunteers to adopt and abide by the Safeguarding Policy and Procedures.
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures where it concerns Yorkshire Sport Foundation staff.
- Embed safeguarding within contractual agreements with partner deliverers
- Promote and advocate wider guidance and legislation to partners
- Ensure an effective implementation plan is reviewed and evaluated annually
- 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.
- Communicate the local arrangements to paid and volunteer staff including clubs and partners who need to be aware of their responsibilities for safeguarding and promoting the welfare of children. Information will include how they should respond to concerns and how to make a referral to local authority children’s social care or the police, if necessary.

2.2. Principles

This policy is based on the following principles

- The welfare of young people is the primary concern.
- Everybody, whatever their age, culture, disability, gender, racial origin, religious belief and sexual identity have the right to protection from abuse.
- It is everyone’s responsibility to report any concerns regarding abuse, however, it is the responsibility of the safeguarding experts to determine whether or not abuse has taken place.
- All incidents of suspicious poor practice and allegations will be taken seriously and responded to swiftly and appropriately.
- Confidentiality will be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998.
This policy is mandatory for all staff (paid or unpaid), acting on behalf of the Charity.

3 Recruitment, Employment and Deployment of Staff and Volunteers

3.1 Introduction

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

3.2 Pre-recruitment

3.2.1 Advertising (Delivery staff and Core Team)

All recruitment adverts will state:
• Responsibilities of the role.
• Level of experience or technical qualifications required (e.g. experience of working with children).
• Yorkshire Sport Foundation’s open and positive stance on safeguarding.
• Requirement that a DBS check will be undertaken if the post meets eligibility criteria.

3.2.2 Applications, Checks and References

All Core team, Delivery Staff and Helpers must complete an application form to elicit the following information
• Name, address and National Insurance Number (to confirm identity and right to work).
• Relevant experience, qualifications and training undertaken.
• Listing of past career or involvement in sport (to confirm experience and identify any gaps).
• Any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.
• 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. Preferably this will be their last employers, and at least one that can comment on their previous work with children.
• Any former involvement with sport.
• The applicant’s consent to criminal record checks being undertaken if eligible
• A Safeguarding – Risk Assessment Group will:
  - Identify which roles in YSF require a criminal records (DBS) check using statutory and best practice guidance
  - Assess information about previous or current criminal convictions or other concerns using a risk assessment model and
  - Ensure resulting decisions are consistent and equitable, abiding by the Policy on Recruitment of Ex-Offenders as necessary.
• On establishing the DBS enhanced disclosure has been issued, 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.

3.3 Induction

3.3.1 All Core Team* and delivery staff will undergo an induction in which

• They agree to abide by this Safeguarding Policy.
• Safeguarding procedures are explained and training needs established through a specific safeguarding induction.
• They are briefed, given a copy of and agree to adhere to the Charity’s Equality and Diversity Policy, and Safeguarding Policy.

3.4 Training

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

3.4.1 All core team and delivery staff working with children will receive appropriate – introductory safeguarding training – either UK Coaching or Local Safeguarding Partnerships (provided by the Charity) within 3 months of their employment.

3.4.2 The designated officers and deputies will receive appropriate training related to the role e.g. Time to Listen training.

3.5 Monitoring and Appraisal

All staff or volunteers will regularly be given the opportunity to receive feedback, to identify training needs and set new goals. Managers will be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They will also offer appropriate support to those who report concerns/complaints.

3.6 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 also available through the intranet.

3.7 Disciplinary Procedures

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

4 Promoting Good Practice

4.1 Good Practice Guidelines
Good Practice Guidelines and examples to create a positive culture in sport are outlined in appendix B. They will be issued to all delivery staff working for The Charity as part of the induction process and staff will be required to sign to abide by them.

4.2 Policy on Use of Photographic Filming Equipment at Sporting Events

There is evidence that inappropriate photographs or film footage have shown sportspeople in vulnerable positions, or that images have been inappropriately used, adapted and distributed. In other instances, images and information about children has been used to identify, locate and contact them. The Charity will adhere to the policy detailed in Appendix D, page 27.

4.3 Participant Registration

For all programmes, it will be mandatory for deliverers to register participants and collect the following information in line with GDPR guidelines:

- Securing parental consent in writing to acting in loco parentis and for participating in the specific activities. (For under 18’s)
- Awareness of any medicines being taken by participants, any relevant medical conditions, or existing injuries.
- Emergency contact numbers
- Consent for photographs to be taken and used for publicity purposes where appropriate
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

This Safeguarding Policy and further information will be made available on the Charity’s websites.

5 Recognition of Poor Practice, Abuse and Bullying

Poor practice includes any behaviour that contravenes the Good Practice Guidelines (Appendix B). Descriptions of different types of abuse are shown in appendix C. These are a mandatory issue as part of the staff induction process and the mandatory training will cover this.

Staff and volunteers have a responsibility to act if they have concerns about the behaviour of someone (an adult or a child) by reporting their concerns in line with established procedures. We will encourage and expect staff to discuss any concern they may have about the welfare of a person immediately with the designated person (see Appendix A).

6 Responding to Disclosure, Suspicions and Allegations of poor practice or abuse

6.1 Introduction

If a person says or indicates that he/she is being abused (i.e. discloses abuse), or information is obtained which gives concern that a person is being abused, it is the responsibility of staff to act immediately.

6.2 Responding to Disclosure

6.2.1 Actions to Take

The person receiving information concerning disclosure should
• React calmly so as not to frighten the individual.
• Tell the individual that he/she is not to blame and that he/she was right to tell.
• Take what the individual says seriously, recognising the difficulties inherent in interpreting what is said by an individual who has a speech disability and/or differences in language.
• Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
• Reassure the individual but do not make promises of confidentiality which might not be feasible in the light of subsequent developments.
• Make a full record of what had been said, heard and/or seen as soon as possible – ideally using the Incident/Concern Record Form in Appendix E.

N.B. Some individuals may not be able to express themselves verbally (for example very young or disabled children). Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual’s impairment. However, where there are concerns about the safety of an individual, record what has been observed in detail and follow procedures to report these concerns.

6.2.2 Actions to Avoid

The person receiving the disclosure should not
• Panic.
• Allow their shock or distaste to show.
• Probe for more information than is offered.
• Speculate or make assumptions.
• Make negative comments about the alleged abuser.
• Approach the alleged abuser.
• Make promises or agree to keep secrets.

6.3 Responding to Concerns

It is not the responsibility of anyone working under the auspices of sport in a paid or voluntary capacity to decide whether or not abuse is taking place.

However, there is a responsibility to report their concerns as outlined in appendix I in order that appropriate agencies can then make enquiries and take any necessary action to protect the individual.

6.3.1 Children’s Social Care Services

Children’s services have a statutory duty under The Children Act 1989, to ensure the welfare of children and work with the Local Safeguarding Partnerships to comply with its procedures (local contacts in Appendix A). When a child protection referral is made, the local authority social services staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. Local authorities will need to link in closely with their respective Local Safeguarding Partnership and cross-reference the guidance produced by the LSPs.
6.3.2 Sharing Concerns with Parents

In most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

It is not however the responsibility of Yorkshire Sport Foundation staff to approach parents about suspected abuse.

6.3.3 When it is Not Appropriate to Share Concerns with Parents

In circumstances where an individual might be placed at greater risk (e.g. where a parent or carer may be responsible for the abuse or may not be able to respond to the situation appropriately), any suspicion, allegation or incident of abuse must be reported to the designated person as soon as possible and recorded. If you aren’t sure – consult.....

6.3.4 Designated Person

There is a designated person for Yorkshire Sport Foundation; contact details are available on the website. The duties of the Designated Person are as follows

• To co-ordinate the delivery of the Charity Safeguarding Implementation Plan.
• On behalf of the Charity deal with any referrals on safeguarding / poor practice issues and decide on the most appropriate action to take in line with the safeguarding policy.
• Where appropriate make referrals to social services officers or local police.
• Keep accurate and confidential records as appropriate.
• To liaise with representatives from social services and local police as appropriate.
• Where appropriate contact designated safeguarding officers in National Governing Bodies, Local Authorities or other organisations.
• Provide advice/training for other team members of the Charity on safeguarding issues.

It is the responsibility of the designated person to inform National Governing Bodies (NGBs), children’s social care or the police immediately.

If there is an urgent concern and the designated person is not available, the person with concerns or being informed of them should immediately contact the Children’s Social Care Services (emergency duty team) or the police. Contact details are in Appendix A. They should also contact the NGB, contact details of whom are found on the CPSU website. The Children’s Social Care Services, together with the designated person where appropriate, will decide how, when and by whom parents or carers will be informed. If not sure consult with the designated officer, Children’s Social Care and/or the Child Protection in Sport Unit.

6.3.5 Expert Advice

If advice is required, the first point of contact should be the Designated Officer. To avoid any delay, should the Designated Officer not be available telephone the local Children’s Social Care Services department (emergency duty team) and speak to the duty worker or call the NSPCC 24-hour free phone Helpline on 0800 800 500 for advice.
6.3.6 Information Sharing

The work of the Charity is largely carried out with a range of delivery organisations. Where incidents are referred, the Designated Person will make a decision whether or not it would be appropriate to inform designated persons of the relevant NGB and/or the Local Authority. The interests of the individual will be paramount in making this decision.

The Charity will adhere to the principles in the information sharing protocols as set out in Appendix G.

6.3.7 Records and Information

Information passed to the social services or the police must be recorded in detail at the time of the disclosure/concern. The information will be contained in the form in Appendix E. This form must be passed to the designated person, and if deemed appropriate then passed on to Children’s Social Care Services officers. If the designated person is not available, then the form should be sent direct to Children’s Social Care Services with a copy taken to send to the designated person as soon as possible.

Information will include the following
- The nature and context of the allegation or concern.
- A description of any visible bruising or other injuries if relevant.
- The individual’s account, if it can be given, of what has happened and how any injuries or mistreatment occurred/concerns arose.
- Witnesses to the incident(s) / concern(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- Individual details (Name and date of birth, home address, parental details) if relevant: reporter, child, family.
- Details of alleged / suspected abuser.

Reporting the matter to the police or Children’s Social Care Services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, and any agreed actions, in case any follow-up is needed.

6.4 Allegations against Staff or Volunteers

This includes anyone working in a paid or voluntary capacity (e.g. volunteers or helpers in clubs, tournament officials, team managers on training camps, coaches). It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the individual, arising from abuse, poor practice or harassment by a member of staff or volunteer, should be reported immediately to the designated officer.

6.4.1 Seek Advice

The designated person of the Charity will also deal with incidents of poor practice involving the Charity staff. There may be circumstances where it is not clear whether an incident or allegation is due to poor


practice or abuse, in this situation the designated person will seek advice from the Local Authority Designated Officer, Children’s Social Care Services, police or the NSPCC.

6.4.2 Support for the Reporter of Suspected Abuse

The Charity assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague’s practice or the possibility that an individual may be being abused. Yorkshire Sport Foundation has a “Disclosure in Public Interest Policy” which protects staff against dismissal, victimisation and other forms of detriment as a result of making certain kinds of disclosures that are made in the public interest.

Should there be a requirement for escalation of a concern for staff when their child safeguarding concerns are not being addressed within their organisation or by other agencies, they should report directly to the Local Authority Designated Officer, Children’s Social Care Services, police or the NSPCC.

6.4.3 Types of Investigation

Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation

• Criminal (police).
• Child protection (children’s social care and police).
• Disciplinary or misconduct (the Charity).

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse.

The results of the police and Children’s Social Care Services investigation will be considered and may well influence the Charity’s disciplinary investigation. The absence of a criminal prosecution or conviction will not necessarily preclude disciplinary action being taken by the Charity.

Further information on the potential actions of social services etc. may be found in the Local Safeguarding Partnership (LSP) guidelines (see Appendix A for website details).

6.4.4 Action if there are Concerns

Poor Practice

• If, following consideration, the designated person (possibly in consultation with children’s social care) decides that the allegation is clearly about poor practice, the designated person will consult with the Charity’s senior management who will decide upon any further action.
• If the allegation is about poor practice by the designated person, or if the matter has been handled inadequately and concerns remain, it should be referred to the Chief Executive of the Charity who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
• If the incident of poor practice constitutes suspicion of child abuse, all details should be recorded and reported to children’s social care by the designated person.
Suspected Abuse

• All records will be detailed on the form in Appendix E, which will be passed to the designated officer.
• Any suspicion that either a member of staff or a volunteer has abused an individual should be reported to the designated person within that organisation, who will take such steps as considered necessary to ensure the safety of the individual in question and any other people who may be at risk.
• The designated person will refer the allegation to the LADO (Local authority designated officer) who may involve the police.
• The parents or carers of the individual will be contacted as soon as possible following advice from the social services department.
• If the designated person is the subject of the suspicion/allegation, the report must be made directly to The Chief Executive who is then responsible for taking the action outlined above.

Confidentiality

Information should be handled and disseminated on a need to know basis only. This includes the following people
• The designated person.
• Children’s Social Care Services / police.
• The Local Authority Designated Officer (LADO) where concerns arise about the conduct of a member of staff or volunteer.
• The parents of the person who is alleged to have been abused (On advice from children’s social care and/or police).
• The person making the allegation.
• Designated safeguarding officers within the relevant governing body of sport, school, or Local Authority Legal Advisers / Lead Child Protection Officer.
• The alleged abuser (and parents if the alleged abuser is a child) again only on advice from children’s social care and/or police.

Staff should always seek Children’s Services or National Governing Body of Sport advice on who should approach alleged abuser.

Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

• The Charity designated person will discuss with the CEO who will make an immediate decision about whether the individual accused of abuse should be temporarily suspended pending further police and social services inquiries and will refer details to/consult with the LADO.
• Irrespective of the findings of the social services or police inquiries, the Charity will assess all individual cases under the appropriate misconduct/disciplinary procedure, to decide whether a member of staff or volunteer should be reinstated and if so how this can be sensitively handled with other staff or volunteers. The welfare of individuals will always remain paramount.

6.5 Historical Abuse Allegations
Should allegations of abuse be made some time after the event, we will follow the procedures as detailed above and report the matter to the social services or the police. Many individuals who have a previous criminal conviction for offences related to abuse are automatically excluded from working with children, (Protection of Children Act 1999).

6.6 Action if Bullying is Suspected

Where possible bullying by peers should be dealt with at a local level through skilled delivery staff. However, where serious or persistent bullying (e.g. an assault or theft of belongings) is alleged/suspected the same procedure will be followed as set out in Section 6.3 (page 9).

6.6.1 Action to Help the Victim and Prevent Bullying in Sport:

These will form an integral part of the induction process for staff who are employed and / or deployed by The Charity.

- Take all signs of bullying very seriously.
- Encourage all individuals to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully (ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the designated person in charge at the club or school (wherever the bullying is occurring).

6.6.2 Action Towards the Bully(ies)

- Talk with the bully (ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Reference the code of conduct/ethics.
- Inform the bully’s parents.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully (ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.
6.7 Flow Chart for Reporting Concerns within sport (i.e. staff, coaches and volunteers)

Staff, coach volunteer has concerns about an individual

- Refers concerns to DP and completes Incident / concern Report Form
- DP determines appropriate course of action

Informal discussion with designated person

If DP unavailable, refer to the next available person (see appendix A)

Advice and support given by safeguarding professionals

Poor Practice
(Coach/or other adult)

- Invoke The Company’s disciplinary procedures
- DP to deal with the incident, record the results and contact LADO if relevant.

Possible Abuse
(Only if a member of staff/coach)

- DP consults senior management and together make immediate decision re suspension, notification of partners LADO?
- Disciplinary investigation process initiated (may need to be delayed pending outcome of SSD/Police Investigation)
- The Company Disciplinary system invoked – taking into consideration (where member of staff) SSD/Police information and any other factors

- SSDP Police Investigation
- Outcome of investigation (e.g. prosecution)

Invoke The Company’s disciplinary procedures

If urgent
7. Implementation and Monitoring Procedures / Board Assurance

A sub-group of the Charity will meet 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 progress review will be shared with the board as well as the new annual plan before submission. The Charity 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 sub group will take decisions on the appropriate methods for reviewing implementation. The board champion will be consulted.

The purpose for the implementation plan is to:
• Ensure progress against implementation/action plan is monitored and all aspects of Standards are implemented and embedded
• Disseminate the Charity’s safeguarding message so that it reaches and influences all related sporting organisations to safeguard people in sport.
• Operate sound recruitment procedures for paid and voluntary staff in sport.
• Identify and enable the appropriate safeguarding training for staff.
• Remain updated with legislation related to safeguarding.
• Monitor and update the implementation plan annually to keep child protection high on the sporting agenda.
• Measure the impact of the policy and procedures on an annual basis.
• Provide Assurance to the Board 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 above group. The policy will then be
taken to the Board for approval. All staff of the Charity will be given a briefing and a copy of the updated policy.
Appendices

Appendix A  Contact Details
Appendix B  Good Practice Guidelines
Appendix C  Types and Recognition of Abuse
Appendix D  Photography Policy
Appendix E  Incident / Concern Record Form
Appendix F  Framework for those working on Programmes supported by the Charity
Appendix G  Protocol for Information Sharing
Appendix H  Questions to ask to inform safe information sharing practice
Appendix I: Flowchart of key principles for information sharing
Appendix J: Definition of Regulated Activity