



MAKING SPORT AND PHYSICAL
ACTIVITY A PART OF EVERYDAY LIFE

Cornwall Sports Partnership

Child Protection Policy

Updated September 2014



Cornwall Sports Partnership Child Protection Policy

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Abbreviations

LSCB's	Local Safeguarding Children Boards
CC	Cornwall Council
DP	Designated Person
SGU	The Safeguarding Unit
NGB	National Governing Body
CYPFS	Children, Young People and Families Service
MSD	Minimum Standards of Deployment
CPSU	Child Protection in Sport Unit
SE	Sport England
CSP	Cornwall Sports Partnership

1.0 Child Protection Policy Statement

First and foremost it should be recognised that as the Cornwall Sports Partnership is hosted by the Cornwall Council it is the Council's policies and procedures that underpin this policy document.

A copy of the above mentioned policy can be found on the Cornwall Sports Partnership (CSP) website or on the Cornwall Council website through the following links:

[Reconstruct Online Procedures - LADO contact details | South West Safeguarding and Child Protection Procedures](#)

[Safeguarding](#)

This policy forms part of the terms and conditions of service and applies to all working activities whether paid or unpaid as an employee, management representative, volunteer or otherwise.

The CSP engages in a range of activities, projects and programmes and is committed to educating all staff, volunteers and those associated with the Partnership in good practice procedures in relation to safeguarding children.

The CSP is committed to proactively seeking to promote the welfare and protection of children, young people and vulnerable adults.

It is widely accepted that all children and young people have a right to protection and it is the responsibility of every adult employed by or associated with the CSP to protect children, young people and vulnerable adults from abuse.

The CSP undertakes to ensure that every effort is made to safeguard all those who participate in any activities organised by or associated with the CSP.

The updated policy changes were officially adopted by the CSP Board on the **to be completed** and will be reviewed annually or whenever there is a major

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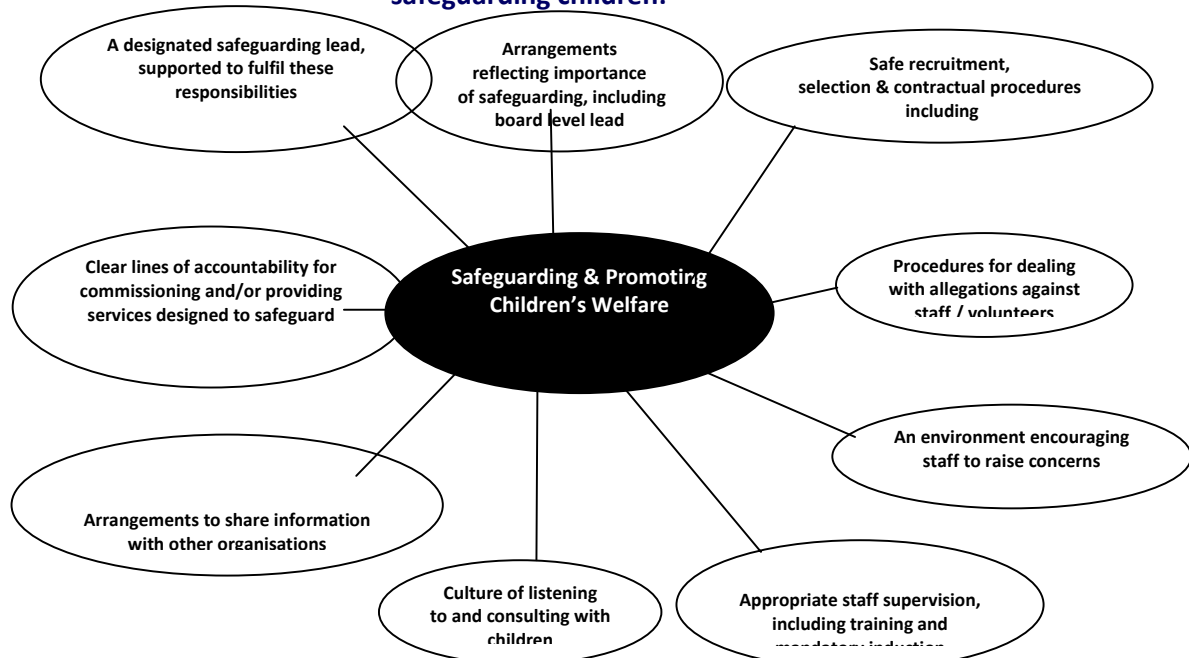
change in the organisation or relevant legislation.

2.0 Principles

- The welfare of those participating in any activities organised or in association with the CSP are paramount
- All children, young people and vulnerable adults whatever their age, culture disability, gender, language, racial origin, religious beliefs and or sexual identity have the right to protection.
- All suspicions and allegations will be taken seriously; and responded to swiftly and appropriately. However it is not the CSP's duty to investigate on these but to pass on to statutory agencies.
- Anyone under the age of 18 years should be considered as a child for the purpose of this policy & guidelines.
- Working in partnership with children, young people and their parents / guardians / carers is essential. The CSP recognises it has a statutory responsibility to the Children, Young People and Families Service & Police to ensure the welfare of children and vulnerable people; and is committed to working together with these agencies.

3.0 Responsibilities of the CSP and all Organisations working with young people

All organisations should have in place arrangements reflecting the importance of safeguarding children:



**Working Together to Safeguard Children
(2013) Section 2.4**

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- To accept the moral and legal responsibility to provide a duty of care to protect all children, young people and vulnerable adults and safeguard their welfare
- To respond and provide appropriate support, signposting and help
- To make sure that CSP is safe by being alert to what is happening around the organisation

3.1 We aim to do this by:

- Recognising that a number of special scenarios exist within the CSP structure and that staff & coaches come into contact with children as part of their day to day work.
- Recognising that all children, young people and vulnerable adults have the right to a life free from abuse.
- Ensuring that all young people are listened to, given a sense of belonging and enjoyment whilst under the supervision of the CSP.
- Creating the best conditions possible for young people to develop skills in a safe and friendly environment.
- Ensuring that staff and volunteers are informed of their roles and responsibilities.
- To provide the highest possible quality coaching, that all coaches adhere to our MSD and advocate these MSDs to wider networks.
- To ensure that the coaches qualifications and experience are verified
- To implement systems which ensure that child protection practices are systematically and consistently delivered to the desired standard.
- Ensure that the policies and procedures are systematically monitored and evaluated.
- Underpinning this policy are the following pieces of legislation and procedures: The Children's Act (1989); The Protection of Children Act (1999); The Human Rights Act; The Sexual Offences (Amendments) Act (2000); Disability Discrimination Act (2003); Cornwall Council Child Protection Policy (2002); Carrick Leisure Limited Child Protection Policy (2004); The Children's Act (2004).

3.2 Roles & Responsibilities

For the purpose of this policy 'All Staff' includes:

- CSP Strategic Director
- CSP Partnership Manager
- CSP Development Leads
- CSP Support Officers
- Sports Coaches working on behalf of the CSP
- Volunteers working on behalf of the CSP

3.2.1 Responsibilities & Codes of Conduct for All Staff

All staff employed by the CSP should comply with the code of ethics and adopt the following responsibilities & codes of conduct:

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- Respect the rights, dignity and worth of every child / young person and treat everyone equally regardless of background or ability
- Place the welfare and safety of the child / young person above the development of performance
- Develop an appropriate working relationship with children / young people (especially under 18's) based on mutual trust and respect. They must not exert undue influence to obtain personal benefit or reward
- Encourage and guide young people to accept and take responsibility for their own behaviour and performance
- Be appropriately qualified and update their licence as and when required by the appropriate sports governing body
- Ensure that the activities they guide or advocate are appropriate for the age, maturity and ability of the child / young person
- At the outset, clarify with the child/young person (and where appropriate their parents or carers) exactly what is expected of them
- Must consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations, discriminatory, offensive, violent or general bad behaviour
- Must consistently display high standards of behaviour and appearance
- Endeavour to provide an enjoyable environment for children / young people to develop their sporting skills.
- Ensure that sessions are planned in advance and take place in designated public / open areas where all relevant health and safety checks have been undertaken
- Ensure that volunteers / helpers are not placed in sole responsibility of children & young people
- Always seek the parents / carers consent of the child involved if they are very young / disabled and require help to go to the toilet or require assistance in the changing rooms.

3.3 Responsibilities of the Volunteer

It is recognised that volunteers or helpers may assist staff of the Partnership or may help officiate / run events or activities organised by the Partnership. The Partnership expects volunteers & helpers to adopt this policy and the following responsibilities:

- Respect the rights, dignity and worth of every child / young person and treat everyone equally regardless of background or ability
- To support the Sports Partnership & its employees in placing welfare and safety of the child / young person above the development of performance.
- To co operate fully with Sports Partnership staff as to what is expected of them
- Ensure they are not in the position of sole responsibility of children & young people

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4.0 Good Practice for all Staff, Coaches & Volunteers

Promoting Good Practice can help reduce situations occurring which could be seen or misconstrued as inappropriate, poor practice or abusive. Good practice guidelines help to protect everyone in the organisation.

This section will help you to identify what good practice means:

4.1 Guidelines

- To create the best conditions possible for young people to develop skills in a safe and friendly environment.
- To provide the highest possible quality coaching.
- To ensure that the coaches qualifications and experience are verified.
- To take responsibility for ensuring there are sufficient adults available who have relevant training and qualifications in relation to coaching, child protection and first aid.
- That young people are listened to, given a sense of belonging and enjoyment whilst under the supervision of the CSP
- Information including Codes of Practice and Guidelines are made available to all parents/carers including online behaviour.
- To ensure the safety and well being of young people and those responsible for their care you should not unless in exceptional circumstances:-
 - a) Spend any period of time alone with a child/young person away from others.
 - b) Take children alone on a car journey however short.
 - c) Take children to their or your home.
 - d) Leave children/young persons unsupervised.
- Abusive or discriminatory language is unacceptable by any person involved with the organisation i.e. children/young people or adults (including parents).
- It is more important that each coach/helper knows their responsibilities as outlined in these guidelines and relevant documentation from the Sports Governing Body.
- Sessions are planned in advance and take place in designated public/open areas where all relevant health and safety checks have been undertaken.
- For specific advice regarding personal handling techniques used within a particular sport or activity please refer to your relevant Governing Bodies Guidance.
- In the event of an injury or accident a qualified First Aider should be immediately available.
- Always seek the parent/carers consent if the child is very young or disabled and needs help to go to the toilet.
- If children/young people are involved in any transport arrangements as part of the organisation's activities consent of the parent/carer must be obtained.
- The Sports Partnership will liaise appropriately with parents, carers, officials and coaches to ensure that best practice is followed in maintaining the child/young persons welfare.
- Ensure you get an emergency contact number from parents/carers.

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5.0 The Safeguarding Framework and Self-Assessment tool (SAT)

5.1 Action Plan

The CSP has achieved the Standards in Safeguarding and the New Safeguarding Framework sets out the context for maintaining and embedding safeguarding across the sporting landscape. CSP will produce an annual Action Plan that meets the requirements of the Framework to ensure that safeguarding policies, procedures and plans are communicated and implemented across all parts of the partnership.

The purpose of implementing the Action Plan is to:

- disseminate the CSP safeguarding message so that it reaches and influences all related sporting organisations to safeguard the welfare of young people and vulnerable adults in sport
- ensure children and young people are consulted
- measure the impact of the Policy and Procedures on an annual basis,
- remain updated with legislation related to safeguarding and child protection
- operate sound recruitment procedures for paid and voluntary staff in sport
- identify and enable the appropriate safeguarding training for staff and volunteers
- ensure all CSP projects and events have comprehensive Safeguarding requirements in place. This includes Sportivate, School Games, Satellite Clubs and other projects engaging young people.
- review the Action Plan annually to keep safeguarding high on the sporting agenda.

5.2 Self-Assessment Tool

CSP staff and the Board will use the Self-Assessment Tool (SAT) to review, on an annual basis, how far safeguarding has become embedded and established in the partnership. The review will also take into account the views of young people and partners on the effectiveness of safeguarding in Cornwall through periods of consultation. The SAT will review the following:

- Organisational Commitment to Safeguarding
- Strategy and Action Plan
- Accountability
- Influencing
- Procedures
- Additional Vulnerability of Some Children
- Child Friendly Safeguarding Resources
- Code of Ethics and Conduct
- Openness & Communication
- Respecting Children's Views and Contributions
- Training and Education

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6.0 The Nature of Child Abuse & Neglect

The following section outlines the 5 main forms of abuse, what is meant by abuse and neglect and relates each form to a sport specific scenario. Please refer to Section 2 of the Cornwall Council *'Working Together to Safeguard Children Inter Agency Child Protection Procedures'* for a more detailed explanation.

6.1 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Example:

This could occur where the nature and intensity of training disregards the capacity of the child's immature and growing body, over training or forcing a young person to train with an injury.

5.3 Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Example:

Where children are subject to unrealistic pressure by the parents or coach or bullied to perform to high expectations.

5.4 Bullying

Bullying may be seen as deliberate, hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms; three main types are; physical, verbal, and emotional. Bullying can also be online through social media, via text message and is not always face to face.

The effects may be invisible, but can leave lasting emotional scars. The bully is not always obvious to others and the victim often keeps quiet.

It is important to recognise that in some cases of bullying, it may not always be an adult abusing a young person. It can occur that the abuser may too be a young person.

Example:

Where advice / instruction from the coach ceases to be supportive and of

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benefit to the child instead becoming negative and unconstructive leading to feelings of low self esteem and undermines performance.

6.4 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing 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.

Example:

When a child arrives to an event or activity with no packed lunch or money for lunch. At the end of the day no one arrives to collect the child.

6.5 Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative acts (e.g. rape or buggery) or non-penetrative acts. It may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Example:

During coaching sessions this could involve an inappropriate level of physical contact with a child when demonstrating skills etc.

7.0 Vulnerability of Certain Groups

It should be recognised that certain groups are particularly vulnerable to abuse.

7.1 Disabled Children

Available evidence on the extent of abuse among disabled children suggests that they are at an increased risk of abuse, and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect.

Disabled children may be especially vulnerable to abuse for a number of reasons, for example, they may have impaired capacity to resist abuse or have communication difficulties which may make it more difficult to tell others what is happening.

Safeguards for disabled children are essentially the same as for non-disabled children. Staff working with disabled children should be aware of the risks, strive to maintain high standards of practice, and seek to strengthen the capacity of children and their families to help themselves.

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7.2 Children from Minority, Ethnic, Racial, Cultural or Religious Groups

For work with children from the above groups please refer to Section 6 of the Cornwall Council *'Working Together to Safeguard Children Inter Agency Child Protection Procedures'* for a more detailed explanation.

7.3 Talented Individuals

These individuals will spend more time than most young people with coaches, volunteers and adults. They will also be pushed more to succeed in their chosen sport than most young people and are open to physical abuse.

Safeguards for this group are essentially the same but others should be aware of the higher risks and should strive to maintain high standards of practice.

8.0 How would you recognise abuse?

Recognising abuse is not clear cut, even for those who have vast experience of working with children, young people and vulnerable adults. No one is an expert in this, and although as an organisation it is our responsibility to ensure the welfare of those using or participating in activities run, organised or associated with the Partnership, it is the statutory responsibility of the Children, Young People and Families Service and the appropriate agencies to deal with any suspicions. It is however our responsibility to report suspicions or concerns.

8.1 Indicators

There are a number of indications that can be observed that may arouse suspicions of abuse. These could include:

- Unexplained or suspicious bruising, cuts or burns situated on parts of the body that are not prone to such injuries.
- The same excuse being given for re-occurring injuries or inconsistent explanations.
- A child discloses an abusive act that has happened to them.
- Another child or adult expressing concerns about the welfare of another.
- A change in behaviour over a period of time: a child becoming withdrawn, quiet, or displays verbal abusive behaviour; inappropriate sexual awareness.
- Child has difficulty socialising and making friends.
- May show unusual eating patterns; overeating or loss of appetite, loses weight for no apparent reason.
- Become dirty or showing signs of being kept poorly.

These indications may not always mean a child is subject to abuse. Although it is not the responsibility of staff of the Partnership to investigate suspicions, it is staff responsibility to report any concerns.

9.0 Disclosure, indications, suspicions of abuse

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The following section aims to outline how all staff, coaches, volunteers or those associated with the CSP should respond to disclosure, indications or suspicions of abuse. For further details please refer to section 3 of Cornwall Council '*Working Together to Safeguard Children Inter Agency Child Protection Procedures*' policy document.

9.1 Disclosure, indications or suspicions may take on any of the following formats:

- A child / parent or other person who says either they or another child is / are being abused
- An allegation against a member of staff / volunteer or another young person
- A concern about a child's welfare where no specific allegation or disclosure has taken place

9.2 Action required in response to disclosure, indications or suspicions of abuse

In the event of a disclosure, indication or suspicion of abuse all staff, coaches or volunteers should complete the reporting form (Appendix C) as fully as possible. If sections of the form are not relevant they should be clearly marked N/A.

The following steps should also be taken:

- Listen to that person – give them time to talk
- Reassure them
- Refer immediately to the Designated Person. Please refer to **Appendix D** for contact details.

9.3 In the event of a disclosure, indication or suspicion of abuse by a child or young person staff should NOT:

- Promise the child / young person you will keep it a secret
- Ask leading questions
- Talk to anyone but the Designated Person or the Police
- Discuss with parents / carer
- Re-question the child / young person

9.4 Disclosure, indications or suspicions of abuse against a member of staff, coach, volunteer or other young person

In the event that a child/young person or other person alleges abuse by a member of staff, coach, volunteer or other young person Section 3 of the Cornwall Council '*Working Together to Safeguard Children Inter Agency Child Protection Procedures*'; outlines the Cornwall Council Whistle Blowing Policy (a copy of which can be found in the CSP office or at the following web address:

[Whistleblowing Policy](#)

The following procedures should be followed:

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- DO NOT discuss with the alleged perpetrator
- If the allegation is not against the Designated Child Protection Person pass the information onto them
- Ensure maximum confidentiality
- If the allegation is against the Designated Child Protection Person contact The CSP Director.
- If the information is passed to the designated Child Protection Person keep a record of your own conversation with the person/child to whom the disclosures were made
- If the allegation is against a member of staff within the organisation, Professional Abuse procedures will be instigated.
- Do not speak to parents before seeking advice.
- Should any other concern relating to Child Protection arise then seek advice, support and guidance in all situations.
- It is not the role of staff to investigate or make personal judgements about situations.
- The awareness of adults within the Partnership (including parents) of these procedures and this policy ensures they understand that all situations are treated in the same way and no discrimination takes place.

9.5 The Designated Child Protection Person

The Designated Child Protection Lead for the CSP is:

Tim Marrion
Partnership Services Manager
Cornwall Sports Partnership

T: 01872 323338 M: 07973 497454 E: tmarrion@cornwall.gov.uk

The Deputy Child Protection Lead for the CSP is:

Rachel Knott
Education, Children & Young People Lead
Cornwall Sports Partnership

T: 01872 323352 M: 07973 813520 E: rknott@cornwall.gov.uk

In the event that the Designated Person is unavailable refer directly to the respective contact within Cornwall Council, though [Safeguarding](#)

9.5.1 General Roles & Responsibilities of the Designated and Assistant Lead

- Ensure the CSP Policy is adhered to
- Manage dissemination of policy, procedures & resources throughout the Partnership
- Central point of contact for internal /external individuals / agencies
- Complete an annual review against the Action Plan

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- Complete the annual SAT
- Ensure 2 way communication links with NGBs and the Partnership
- Management of cases of poor practice / abuse reported to the organisation
- Record own conversation with person / child to whom the disclosures were made, but never asking the child to repeat the information
- Contact the relevant Children, Young People and Families Service Officer and pass on full details including any factual information you have on child / young person i.e. name, age, address, any known family details
- Ensure Children, Young People and Families Service confirm who will liaise with the parent / carer
- Increased awareness of child protection issues via appropriate training
- Ensure all written records / documents are kept secure and confidential
- The management of cases of poor practice / abuse reported to the organisation including recording systems

10.0 Poor Practice

Poor practice is defined as any behaviour which contravenes the CSP Roles & Responsibilities / Codes of Conduct for Staff & Coaches, Roles & Responsibilities of the Volunteer & the Good Practice guidelines as detailed in Section 4 of this policy.

All incidents of poor practice should be reported to the CSP Designated Person for contact details please refer to section 8.5.

Once the incident has been identified as poor practice please refer to Appendix E for the respective course of action

11.0 The Behaviour of Children towards Other Children

The CSP will adopt the relevant NGB 'Codes of Conduct for Players' which should be adopted for the expected and acceptable behaviour of children towards other children when playing sport. These policies will be adopted for any activities organised by the CSP.

Further guidance can be taken from the NSPCC and CPSU.

Unacceptable behaviour will be dealt with in accordance to the NGB and Cornwall Council guidelines.

All disciplinary measures are in accordance with the relevant NGB

For codes of conduct for staff & coaches please refer to section 3.2.1. All staff should promote a culture where the best possible conditions are provided for children / young people to develop skills & where children are listened to & respected as individuals.

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12.0 Prevention

12.1 Recruitment of Staff

The recruitment of staff by the CSP is in accordance with the Cornwall Council policy and follows their necessary recruitment procedures.

Necessary information prior to appointment includes:

- Receipt of satisfactory references
- Sight and copying of qualifications;
- Sight and copying of documents proving the candidate can work in the UK
- Disclosure check (where relevant)

All staff, coaches & volunteers employed by the CSP who have significant contact with children are subject to a satisfactory DBS check in relation to Child Protection matters. The details of such checks are properly stored and recorded in accordance with Cornwall Council policy.

All staff are required to carry with them a CSP identification card the details of which are updated & renewed annually.

12.2 Education & Training

All staff, coaches & volunteers employed by the partnership must undergo the following courses which are facilitated and organised by the CSP, to ensure their practice is exemplary and to facilitate the development of a positive culture towards safeguarding children.

- Safeguarding & Protecting Children (minimum 3 hours)
- Equity Training (minimum 3 hours)

Upon induction all staff, coaches & volunteers receive an introduction into this policy and the CSP Action Plan for Safeguarding.

All staff and volunteers that have attended these courses are recorded on the database in the office.

12.3 Transportation of Children

Staff, coaches & volunteers should not take children alone on a car journey however short, unless in exceptional circumstances.

Staff, coaches & volunteers of the Partnership should adhere to the respective NGB and Cornwall Council policy in relation to the transportation of children for fixtures or activities.

Where private vehicles are used all staff, coaches & volunteers should ensure that parental consent has been obtained to transport children or young people.

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Parental Consent must be obtained if children / young people are involved in any transport arrangements as part of the Partnerships activities.

12.4 Operating Standards

Where the Partnership has direct responsibility for running / providing activities the following operating standards should be employed to ensure children are adequately supervised at all times:

Ratios of Staff to Children:

1:3	0-2 years of age	1:8	5-7 years of age
1:4	3-4 years of age	1:15	8 years of age and over

It is however good practice that the ratio of adults to children should be higher than those stated above where possible, this could include a responsible adult, for example a parent.

It is important to note that when staff are working on a school site that these ideal ratios of staff to children are often not suitable or appropriate. Wherever, in the judgment of CSP staff, effective and safe supervision of a particular activity is compromised because of large numbers then they need to inform senior management or change the activity. Clearly this second option may diminish the curriculum but staff could not proceed knowing that their risk assessment was not being adhered to. One always hopes that, in the interests of a challenging curriculum, senior management listen to safety concerns and provide the necessary resources.

When working on school sites and for events CSP staff should be aware and have a brief understanding of the respective schools/events CP Policy and procedures. Any differences in policies between the CSP and the school/event should be agreed by both parties prior to delivery, so that clear lines of communication are determined.

An adult should not be left alone with a child under any circumstances.

12.5 Use of Videoing, Photographic Equipment & Mobile Phones

Use of today's modern mobile phones and digital cameras, often with videoing equipment, presents the opportunity for misuse. For any activities organised by the CSP staff should adhere to the following procedures:

- Videoing / Photography should only be allowed if written consents have been provided by the parents & those taking part in the activities.
- If the photographs are to be published a consent form should be obtained detailing for what purpose the video footage / photographs are intended
- Only use official CSP social media sites to publish photographs and videos

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All prospective photographers must obtain permission prior to using their camera.

The following details should be detailed for all prospective photographers:

- Name / address and phone number of the person using the camera
- Names of the subjects
- Relationship of the photographer to the subject
- The reason or use the images are being intended to be put to
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given
- A sequential number to enable a date and order log to be kept.

A general requirement of the person given approval is that if any other person complains or expresses concern they must respect the rights of other people and stop taking photographs.

Staff should also ensure that for any activities organised by the Partnership the respective changing facilities are clearly signed and state that photography is not permitted.

12.5.1 Good Practice for the Publication of Images

- If a photograph is used avoid naming the player and identifying features. Never publish personal details of a child / young person
- Only use images of players in suitable dress (tracksuit, t shirt, shorts, skirt etc) to reduce the risk of inappropriate use
- Try to focus on the activity rather than a particular child and where possible use photographs that represent the broad range of children / young people taking part
- Ensure that images reflect positive aspects of children's involvement with the CSP (enjoyment / competition etc)

13.0 Code of Ethics

The CSP is committed not only to the safeguard and protection of children, young people and vulnerable adults, but also for ensuring that equity is incorporated across all aspects of the Partnerships development.

The CSP respects the right, dignity and worth of every person and will treat everyone equally within the context of them partaking in its activities, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social / economic status.

CSP is committed to everyone having the right to enjoy activities provided by the organisation, in an environment free from threat of intimidation, harassment and abuse.

CSP has the responsibility to oppose discriminatory behaviour and promote

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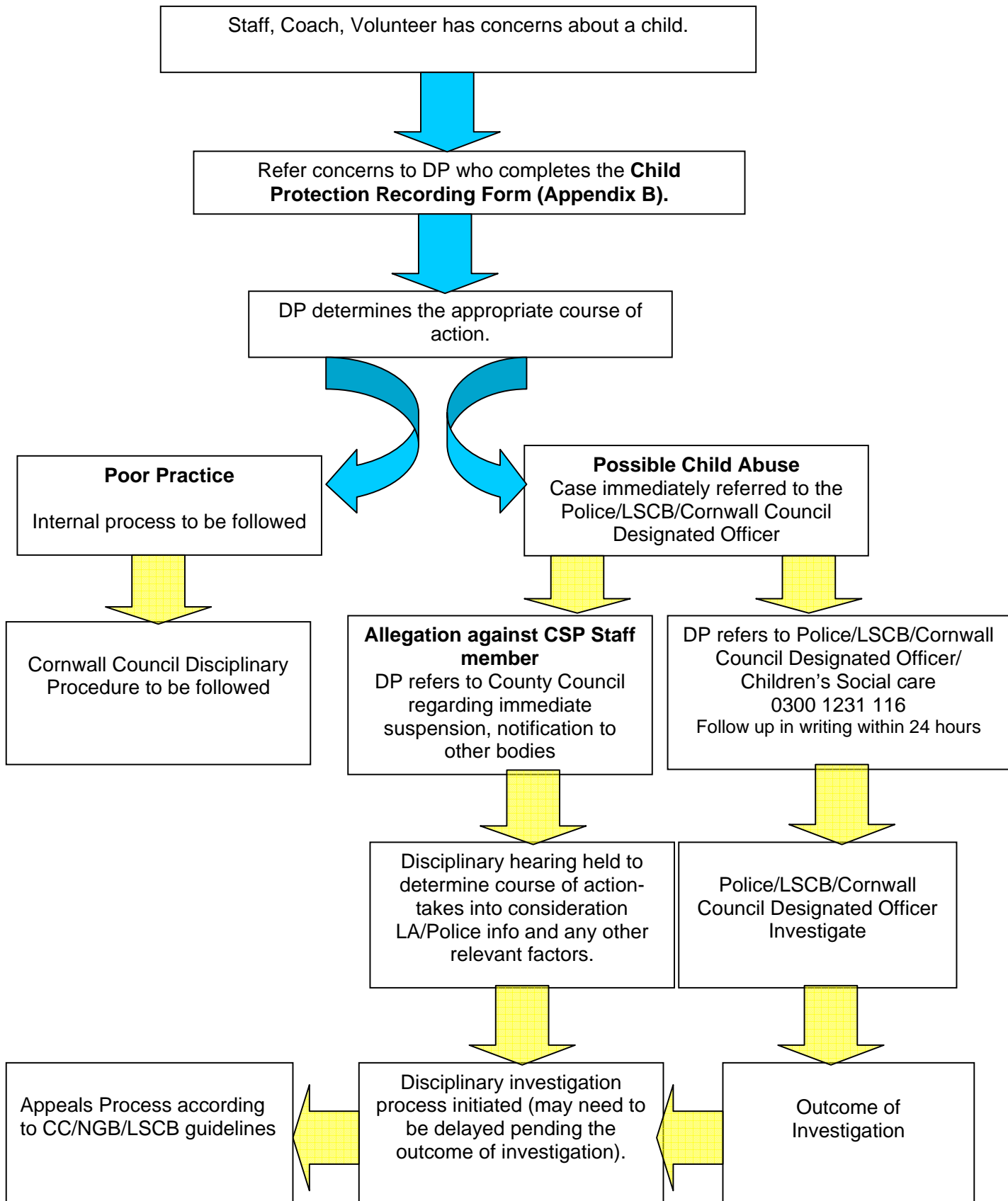
equality of opportunity.

CSP will deal with any incidence of discriminatory behaviour

All staff, coaches and volunteers working for the CSP should comply with the code of ethics.

Appendix A

Flow Chart for Reporting Concerns of Poor Practice or Abuse



Appendix B

Recording Form - Disclosure, Indications, Suspicions of Abuse

Please complete this form as fully as possible.
This form must be passed on to the Designated Child Protection Officer, within the CSP
and **clearly marked Private & Confidential**.

This form **must** be kept in a secure place.

Person reporting the concern:

Location:

Event:

Name of Child / Young Person:

Age:

Parent / Guardian / Carers Name:

Home Address:

Telephone Number:

Please complete all relevant sections. For any sections that do not apply, please mark clearly as 'not applicable'.

1. Disclosure, Indication, Suspicions of Abuse

When was the disclosure, indication, suspicion made (date & time)?

What lead to the disclosure, indication, suspicion?
Try to detail the circumstances leading up to the disclosure

Were there any other people present at the disclosure, indication, suspicion?
Please circle

Yes

No

Unsure

If 'Yes' please state their name, position and the role they played:

What feelings did the child express before, during and after the disclosure, indication, suspicion?

Give details of the disclosure, indication, suspicion:

2. Signs & Symptoms

Describe any signs of physical injury evident on the child or young person:

If you have known the child for a period of time, have you noticed any changes in behaviour?

Has the child made the allegation about a particular individual? (If so please record details)

Any additional comments

3. Signatures

To be signed by the person reporting the concern or disclosure

Name:

Signed:

Date:

Referred to Designated Officer

Name:

Signed:

Date:

Appendix C

Example Consent Form

Personal Details		
Name		
Address		
Telephone	Mobile	
Date of Birth		
Parents / Guardians Names		
Additional person to contact in an emergency		
Relationship	Telephone	Mobile
Medical Details		
Any health problems or disabilities e.g. Asthma / Epilepsy / Diabetes etc.		
Do you use Ventolin or Salbutamol	YES / NO	
<p>I give permission for my child to be taken to hospital and treated in my absence if it is necessary and CSP have been unable to contact me immediately.</p> <p>Child's Name.....Parent / Guardian's Name.....</p> <p>Signature of Parent / Guardian.....</p> <p>Signature of Player.....Date.....</p>		
Transportation		
<p>I give permission for my child to be transported to and from, and other events organised by the CSP.</p> <p>Child's Name.....Parent / Guardian's Name.....</p> <p>Signature of Parent / Guardian.....</p> <p>Signature of Player.....Date.....</p>		
<p>Parent / Guardian I have read the attached copy of the code of conduct.</p> <p>Signature.....</p>		
Videeing & Photography		
<p>I give / do not give permission to the photographing / videeing and publication of images of my son / daughter in line with the CSP Child Protection Procedures and Best Practice Guidelines.</p> <p>Images may be published in / on.....(e.g. Sports Partnership Magazine / Calendar / Website)</p>		

Child's Name.....Parent / Guardian's
Name.....

Signature of Parent /
Guardian.....

Signature of Player.....Date.....

Appendix D

Template Employment Self-Declaration and Disclosure Form

This form may be adapted to include individuals working with vulnerable adults

Private and Confidential

For roles involving contact with children (under 18 year olds).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification <i>(tick box below)</i> :	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
<i>Either</i>	
UK Passport Number and Issuing Office	
UK Driving Licence Number <i>(with picture)</i>	
<i>Plus</i>	
National Insurance Card or current Work Permit Number	
Signature of authorised Employing Officer:	
Print name:	
Date:	

Part Two

NOTE:

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature:	
Print name:	
Date:	

Appendix E

Useful Contacts

Safeguarding Adults

Telephone: 0300 1234 131

Out of hours telephone: 0300 1234 131- Option 1 (For emergencies only)

Email: adultcarehealthandwellbeing@cornwall.gov.uk

Safeguarding children

Telephone: 0300 1231 116

Out of hours telephone: 0300 1234 100

The out of hour's service runs from Monday to Thursday 5.15pm (4.45pm on Fridays) until 8.45am weekdays and for 24 hours on Saturday and Sunday.

Website: www.safechildren-cios.co.uk/

When you call the safeguarding children 0300 1231 116 number there is an option that can be selected for 'advice' should you require this.

Internal for CSP Staff

Cornwall Council, Resources Directorate

Mark Rudge: Business Support Manager – mrudge@cornwall.gov.uk

Cornwall and Isles of Scilly Local Safeguarding Children Board

Cornwall Safeguarding Children Standards Unit

Pendragon House, Gloweth, Truro, TR1 3XQ

Tel: 01872 254551

LA Designated Officer (LADO)

Robin Heath - Safeguarding Children Standards Unit

rheath@cornwall.gov.uk

01872 254549

Devon & Cornwall Constabulary Contact Details

Police Central Telephone Number: 0845 2777444

Further useful sources of Information:

NSPCC CPSU
(Child Protection in Sport Unit)

Tel: 0116 234 7200
Web: www.thecpsu.org.uk

NSPCC 24hrs
(National Society for Protection & Cruelty to Children)

Tel: 0808 800 5000

Childline UK

Tel: 0800 1111
www.advocatweb.org

CSP Designated Child Protection Lead

Tim Marrion
Partnership Services Manager
Cornwall Sports Partnership

T: 01872 323338 M: 07973 497454 E: tmarrion@cornwall.gov.uk

CSP Deputy Child Protection Lead

Rachel Knott
Education, Children & Young People Lead
Cornwall Sports Partnership

T: 01872 323352 M: 07973 813520 E: rknott@cornwall.gov.uk

Appendix F

Induction Checklist

Name Date started

Item	Description	Date completed
1.	Building layout and facilities, including parking, toilets, tea and coffee facilities	
2.	Emergency evacuation procedure	
3.	Introduction to key staff including Cornwall Council staff	
4.	Issue of keys/access cards, computer, phone, uniform etc as appropriate and signed for	
5.	Induction at County Hall	
6.	Opening and lock up procedure if appropriate	
7.	Storage access	
8.	Computer password	
9.	Electronic filing	
10.	Introduction to the intranet	
11.	Telephone procedure inc. call transfer etc	
12.	Time recording procedure	
13.	Mileage/expenses claims procedure	
14.	Postal system	
15.	Introduction to Cornwall Sports Partnership – philosophy, vision, mission, delivery plan etc.	
16.	Familiarity with key policies and procedures	
17.	Safeguarding – policy details, action plan, codes to comply with, training, vulnerable groups and key personnel	
18.	Equality – knowledge and awareness, Policy details. Code of ethics.	
19.	Introduction to CSP operating standards.	
20.	Discipline / Complaints Procedures – Key Personnel	
23.	1 month – follow up to ensure induction is on track	
24.	2 months – follow up to ensure work is on track	
25.	3 months - follow up to ensure work is on track	

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Copy of this form to be held on personnel file
File ref: Safeguarding; Induction Checklist

Appendix G

Minimum Safeguarding Standards for Partnership Funding/Support - Evidence Document

Name of Organisation:

Name of Contact:

Email Address:

Project Reference number (quoted in email):

<i>Criteria</i>	<i>Date Approved and by who</i>	<i>Copy of document held and where</i>
Have a Child Protection/Safeguarding Policy endorsed by an NGB, LA, or relevant organisation that is shared with all stakeholders and it is clear when this policy was adopted and when it will be reviewed.		
Clear Disciplinary, Concerns, Allegations and Complaints Procedures.		
Nominated Child Welfare Officer who has a clear job description and attended a minimum 3 hours safeguarding training.		
Recruitment and selection procedures that include Disclosure and Barring Service (DBS) or valid CRB checks for all people working with children.		
Codes of conducts for staff, coaches, volunteers and participants.		
Clear Operating Standards and processes for holding and sharing information.		
All individuals working with children adhere to the Minimum Standards for Deployment of Sports Coaches.		
An individual is always on site with a recognised first aid qualification.		

To be completed by Cornwall Sports Partnership

All Minimum Operating Standards for Safeguarding Young People approved on

Date:

All Minimum Operating Standards for Safeguarding Young People approved by

Name:

Position:

Signature:

Appendix H

Sign Up to The Policy

Cornwall Sports Partnership Child protection Policy

Cornwall Sports Partnership is committed to ensuring the safety and welfare of all young people, coaches and volunteers taking part in physical activity and sport in Cornwall.

I certify that I have read and understood the CSP Child Protection Policy and agree to abide by the objectives and guidelines that are outlined:

Signed:

Date:

Print Name:

Name of Organisation/Club:

Position in Club:

Position in Cornwall Sports Partnership:

If not part of Cornwall Sports Partnership

Address:

E-mail:

Return to:

Tim Marrion, Safeguarding Lead Officer, Cornwall Sports Partnership, E0, New County Hall, Truro, TR1 3AY.

Email: tmarrion@cornwall.gov.uk