



Child Protection Policy

Play Sport - Safe Sport

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sportessex.com

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1: *Introduction and Policy*

1.1 Purpose of the policy

The people who participate in sport and physical activity do so for the enjoyment and sense of achievement that it brings with it. Everyone who participates is entitled to experience a safe environment, which supports and enables them to progress through to the limit of their natural ability and motivation. Towards this end, **sportessex** has developed and will implement this Child Protection Policy and its procedures to ensure that all those involved in providing sports opportunities for children and young people understand and fulfill their responsibilities. Children, young people and vulnerable adults are entitled to a duty of care, to be nurtured and protected from abuse and poor practice. **sportessex** places the welfare and protection of children, young people and vulnerable adults involved in and associated with its activities above all other considerations.

1.2 Principles

The key principles, which underpin this policy, are:

- The welfare and safety of those participating in any activities organised or in association with **sportessex** are paramount.
- All children and young people whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual orientation have the right to protection from abuse.
- Partners can expect that all suspicion and allegations of abuse will be taken seriously by **sportessex**, responded to swiftly and appropriately and investigated thoroughly.
- All children and young people have the right to be safe and to be treated with dignity and respect.
- Anyone under the age of 18 years should be considered as a child for the purpose of this policy and guidelines.
- This policy is focused on children and young people, but has considered how vulnerable adults also need to be kept safe and be treated with respect and dignity. (See Appendix One)
- All staff have recourse against any allegation made against them.
- The policy will be promoted through a consultation process, clubs will be made aware of the policy and it will be available on the **sportessex** website.

1.3 Responsibilities of **sportessex**

sportessex is committed to accepting the moral and legal responsibility, under the Children's Act 1989, to provide a duty of care to protect all children and young people and safeguard their welfare, whilst they are engaged in any activity provided by **sportessex**.

We will endeavour to do this by:

- Ensuring that all staff are carefully selected, trained and supervised
- Ensuring that parents, children and staff are provided with information about this **sportessex** Child Protection Policy, what it does and what they can expect from us
- Ensuring that parents, children, staff are provided with clear procedures to voice their concerns or lodge complaints if they feel unsure or unhappy about anything.

- Ensuring that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding or partnership agreements.
- Creating the best conditions possible for young people to develop skills in a safe and friendly environment
- Ensuring that staff are informed of their roles and responsibilities
- Providing the highest possible quality coaches
- Leading on the production, monitoring and review of this Child Protection Policy and accompanying Implementation Plan

sportessex is committed to promoting the adoption of effective and consistent child protection policies and procedures that meet the requirements of the Standards for Safeguarding and Protecting Children in Sport (CPSU 2003) by all organisations within the wider Partnership. **sportessex** anticipates that partners may adopt this policy; however, the strategic aim is to establish a minimum operating standard for safeguarding across the wider partnership, based on this policy document.

1.4 Setting the Context

sportessex is hosted by the Essex, Development and Regeneration Agency (ExDRA), and is one of 49 County Sports Partnerships across England. County Sports Partnerships have a common purpose of working with committed individuals and organisations to deliver a high quality experience in sport at a local level.

sportessex works with sport clubs, local authorities, education services, schools and governing bodies of sport, in partnership to give young people local opportunities for participation, competition and skills improvement. **sportessex** also works in collaboration with a number of partners in order to run specific projects, e.g. the Community Sports Coach Scheme, where multiple partners are involved in securing funding for and employing sports coaches. **sportessex** is the strategic lead for sport in Essex, and will therefore not work directly with children, our deliverers will carry out this function on our behalf.

This document should be used in conjunction with the Southend, Essex & Thurrock (SET) Safeguarding Children Boards - ESCB (formally the Essex Area Child Protection Committee) Child Protection Procedures, as all child protection matters will be investigated and dealt with in accordance with these procedures. **sportessex** will make links with the ESCB's, (Southend, Essex and Thurrock each have their own Local Safeguarding Children Board's)

sportessex is also aware that there are a set of established Local Authority (LA) Guidance Codes of Practice, which have been agreed by LA Human Resources, Health and Safety as well as Teaching Unions. The Codes of Practice contain guidance on Health and Safety in Physical Education and Sport, Child Protection and Adults Other Than Teachers. **sportessex** also acknowledges that each school will have its own Child Protection Policy. **sportessex** is also aware of current issues regarding children and young people taking part in 'sport for profit' for more information regarding this issue contact the Essex County Council, Education Welfare Service on 01245 436787.

1.5 Working Together

In order to successfully implement this Child Protection Policy it will take the commitment of all the staff within and affiliated to **sportessex** to work together coherently.

sportessex expects that all staff and partners adopt good practice principles in order to comply with correct ethical practice and to follow codes of conduct as outlined by this Policy. Through working together to adhere to the guidelines, the aim is to ensure any child protection issues are eradicated within the sporting structure in Essex.

1.6 Communication

To ensure the successful implementation of this policy it is essential that **sportessex** communicates to the sporting community in Essex their commitment to safeguarding children and young people, and that this is openly displayed and available to all. After a consultation process has been followed, the policy will be made available to all partners. The policy will be made available through the **sportessex** website so that young people and their parents are able to access the information and understand how it is intended that the policy will be implemented, and that they understand the process to follow should an issue arise.

1.7 Glossary of Terms

The following terms and abbreviations are used in this document:

Child/Children	Anyone under the age of eighteen years
Parent	A generic term used to describe parent, parents, carers or guardians
Sport	A term used to define any sport or physical activity
Event	Any activity held under the auspices of sportessex for example, promotional events, and sporting competitions.
CRB Check	Means a police record check which conducts a search on a national basis and other relevant information records check relating to the safety of young children
Young People	Refers to participants and children 18 years and under
CPO	Child Protection Officer
DCPO	Designated Child Protection Officer
Staff	For the purpose of this document, staff means anyone who is responsible to sportessex , and anyone who sportessex is responsible for. This can be in a paid or unpaid role.

1.8 Review Process

The **sportessex** Child Protection Policy review process will be agreed, either after three years, or whenever there is a major change in the organisation or in the relevant legislation. The Implementation Plan will be reviewed on an annual basis, and the review will include for instance:

- The efficiency of communication about the policy to all partners and staff
- Compliance with recruitment processes
- Child protection training provision to staff, coaches and volunteers
- Monitoring of the numbers, types and handling of cases of poor practice/abuse
- Monitoring progress in developing and rolling out all elements of the policy

The Policy and Implementation Plan review will be carried out by the Child Protection Steering Group, and will take recommendations from the **sportessex** Board of Management.

The Child Protection Policy has been through a consultation process with relevant partners for comment and endorsement, and partners included:

- The **sportessex** Board of Management
- Sports Development Officers
- Education Subgroup

The **sportessex** Child Protection Policy was formally adopted at the **sportessex** Board of Management meeting on Friday January 5th 2007, where the following was stated:

'**sportessex** is committed to promoting the safety and welfare of children and young people engaged in sporting activities locally. It aims to contribute to safeguarding children and young people by:

- Meeting the requirements of the Standards of Safeguarding and Protecting Children in Sport (CPSU 2002)
- Implementing and demonstrating best safeguarding practice when core staff, volunteers or others are providing services, activities and programmes for children and young people
- Working with partners to establish and implement agreed, consistent minimum safeguarding standards for sport activities locally
- Requiring those individuals or organisation that are funded or commissioned to provide any services for children and young people to effectively address safeguarding requirements
- Maximising its influence to promote safeguarding practice and principles within its wider partnership roles and relationships

The Board of Management endorses these aims, and supports **sportessex** in this work, and the development of a partnership implementation plan.'

2. Recruitment, Employment and Deployment of Staff and Volunteers

2.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid and unpaid, full and part time staff, coaches, volunteers and officials. To ensure unsuitable people are prevented from working with children, **sportessex** will take a number of steps through its recruitment process, and has ensured that it is mandatory for all staff to adhere to this Child Protection Policy.

2.2 Pre-recruitment checks

Application forms will be supplied with a clear job description, person specification and this Child Protection Policy, for all **sportessex** staff vacancies.

All applicants will undertake:

- An enhanced level Criminal Records Bureau (CRB) check, should the CRB check not be completed before employment commences, a risk assessment will be undertaken and the necessary safeguards put in place.
- A risk assessment undertaken on any positive disclosure information.
- Two confidential references, regarding any previous work with children, should be obtained, once permanent contracts are confirmed.
- These references **MUST** be taken up and confirmed through telephone contact.

- It should be clear that effective measures are in place to ensure confidentiality of information under the Data Protection Act.
- Personal identifications should be requested e.g. passport or driving licence with photo.

2.3 Interview and Induction

All employees will be required to undertake an interview carried out to acceptable protocol and recommendations of ExDRA HR. All new employees should receive an induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures. Any gaps or inconsistencies in employment history should be identified.
- Qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to the organisation's Code of Ethics and Conduct and Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness. This point will be made part of the Induction process for the new employee.

2.4 Training

It should be clearly recognised that checks are only part of the process to protect children from possible abuse. It is important that the recruitment and selection process is followed up by relevant induction and training in awareness and child protection, which should be determined through training, needs analysis.

As mentioned above, all employees will undergo an induction process, which will familiarise them with the Child Protection Policy and procedures. All staff are provided with opportunities to learn about how to recognise and respond to concerns about child abuse. Assistance will be provided to ensure that individuals access the appropriate basic awareness courses, and that they have access to updated information on a three yearly basis.

Staff with designated responsibilities in relation to safeguarding children will have a written job description for that role, and will be provided with training to enable them to develop the necessary skills, and knowledge, and to have regular opportunities to update their knowledge and understanding.

Training is provided for those responsible for dealing with complaints and disciplinary processes in relation to child abuse and inappropriate behaviour towards children and young people.

Training and or written guidance on safer recruitment practice is provided for those responsible for recruiting, selecting and deploying staff, coaches and volunteers. Training should also include guidance and help for staff and volunteers to recognise additional vulnerability of some children and the extra barriers that they face to getting help. Barriers may include:

- Race
- Gender
- Age

- Religion
- Disability
- Sexual orientation
- Social background
- Culture

Any training needs that are identified from the training needs analysis will then be coordinated by the **sportessex** Workforce Development Coordinator.

2.5 Monitoring and appraisal

When a new member of staff is employed by **sportessex**, they will be given a contract which will stipulate the appraisal system which they will enter into, and further details will be issued in the induction process. When a partner of **sportessex**, who is committed to Safeguarding, employs a new member of staff, they must set up appropriate monitoring and appraisal methods, to ensure that they comply with Safeguarding and Child Protection Guidance. They have the option to use the guidance that this document has set out, as this is the suggested minimum operating standard.

Existing members of staff will receive a briefing regarding the Child Protection Policy alongside comprehensive training, and copies will be distributed to the staff, as their sign up to the Policy is mandatory. Copies of the policy will also be sent to partners who **sportessex** works with and they will be given the opportunity to adopt the policy if they choose.

3. *Promoting Good Practice Guidelines when working with Young People*

3.1 Introduction

By promoting good practice the occurrence of abuse of children should be reduced, and this will also protect staff and volunteers, thus reducing the likelihood of allegations arising.

3.2 Good Practice Guidelines

- To create the best conditions possible for young people to develop skills in a safe and friendly environment, thus putting the welfare of the child first
- Where possible parents should take responsibility for their children in the changing rooms. Where classes of children have to be supervised in the changing rooms, teachers/coaches/volunteers should ensure that they work in pairs, and do not enter changing rooms of the opposite sex.
- Young people should be listened to and given a sense of belonging and enjoyment whilst under supervision of **sportessex**.
- Information including Codes of Practice and Guidelines are made available to all parents/carers.
- 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. The Child Protection in Sport website states that: "Staff/participant ratios should be based on the age of the children involved, the degree of risk the activity involves, and whether there are disability needs. The lower the age of the participants, the greater the need for supervision.

- If the activity is mixed gender, male and female staff should be available. Your sport's Governing Body will be able to give you specific guidance."
- Abusive or discriminatory language is unacceptable by any person involved with the organisation i.e. children/young people or adults (including parents)
- Ensure emergency contact details for each young person has been obtained.
- Be aware of the particular vulnerability of certain groups of young people e.g. those with disabilities.
- To ensure the safety and well being of young people, and those responsible for their well being no-one should, 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 the adults home
 - d) Leave children/young persons unsupervised

With a number of the situations above, if the occasion was to arise full knowledge and/or consent of someone in charge of the organisation, or the child's parents should be obtained beforehand.

3.3 Codes of Conduct and Ethics

The code of conduct provides both ethical and moral guidelines through which **sportessex** and their associated staff will adhere to. It upholds values such as integrity, responsibility and competence; this will encourage the highest standards of professional conduct. Through the promotion of a code of conduct (see Appendix Two) **sportessex** will cultivate the moral values and the ethical conduct that demonstrates our dedication to the provision of a safe environment for young people. **sportessex** also recommends adherence to the guidance/codes of practice/behaviour from National Governing Bodies for specific sports/activities.

3.4 Guidelines – Photography

sportessex is keen to promote positive images of young people participating in sport and activities. However, evidence has been found to show that sporting events can be used as an opportunity to take inappropriate photographs or video footage. The publication of images with children's details can in some cases be unlawful (as in the case of children subject to some court orders) or to them bring identified and traced by those with bad intent. In which case, **sportessex** staff /volunteers should adhere to the following procedures:

- Parents and young people attending an event will be made aware at the outset that photographs/videoing will take place on the day, and how images may be used.
- Videoing and photography should only be allowed if a written consent has been provided by the parents/guardians of those taking part in the activities
- If the photographs are to be used in any publications/on the website, consent should be obtained detailing for what for purpose the photographs/video footage is intended
- If professional photographers are commissioned or press invited to a sportessex activity or event, it is important to ensure that they are clear about expectations of them in relation to the welfare of young people.

- The photographer/camera person should have bona fide identification and be able to produce it on request. They must sign the appropriate activity/event forms.(See Appendix Eleven)
- Unsupervised access to players or one-to-one sessions at activities/events should not occur.
- Photograph sessions outside the activity/event or at a participant's home or in a changing room should not occur.

Photographic images that are used for publication purposes will:

- Avoid naming the young person, unless consent has been provided, and will not include any personal information about the young person
- Only use images of young people in appropriate attire
- Ensure secure storage of all images

When parents or spectators are intending to photograph or video an event, they should also be made aware of the following expectations:

- Parents or spectators should be prepared to identify themselves if requested and state their purpose for photography/filming
- Parents and spectators will be asked to sign a Photographer Registration Form (See Appendix Eleven)

In addition:

- Parents or participants may be concerned about inappropriate or intrusive photography/filming, and should be made aware to report any concerns to the event organiser
- If the event organiser, staff or volunteers have concerns about inappropriate or intrusive photography/filming, they should challenge the photographer and if concerns remain, report this. At the same time if photographs/filming is being carried out by someone who has not registered, the event organiser should also challenge them on this matter.

Videoing as a coaching aid

There is no intention of restricting coaches or teachers using video equipment as a legitimate coaching aid. However, young people and their parents must be made aware that this is part of the coaching programme, their consent obtained, and care should be taken in the storage of such material.

3.5 Guidelines – Transporting Children and Young People

Unless in exceptional circumstances staff, coaches and volunteers should not take children alone on a car journey however short. Where private vehicles are used all staff, coaches and volunteers should ensure that parental consent has been obtained to transport children and young people. Parental consent should also be obtained if children and young people are involved in any transport arrangements as part of **sportessex** activities. Appendix Twelve highlights these guidelines relating to the transport of children. There are however, a number of other issues regarding the use of coaches, taxis and mini buses:

- A reputable company should be used and they should possess the necessary insurance cover
- There should be sufficient supervisors on each coach for the number of children
- All participants have a seat and seat belt regulations must be adhered to

4. *Recognition of Poor Practice, Abuse and Bullying*

4.1 Introduction

Child abuse can and often does occur outside of the family setting. For those who are experienced in working with child abuse, it is still not always easy to recognise a situation where child abuse may already be occurring. Whether in a paid or voluntary capacity, staff and volunteers working within sporting activities or events, are not expected to be experts at recognising the signs of abuse. They do, however, still have a responsibility to act if they do have any concerns about the behaviour of anyone involved within an activity/event towards a young person, or about a young person's experiences away from the sports environment, and to then follow the procedures as outlined in this document.

4.2 Poor practice

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and may be causing concern to a young person. Poor practice includes any behaviour which contravenes the Code of Conduct (Appendix One) which infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in the sporting environment and will be treated seriously and appropriate actions taken.

4.3 Abuse

There are many ways in which child abuse can manifest itself, for example:

- 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 child or young person describes what appears to be an abusive act involving the child or young person
- someone else, a child or adult, expresses concern about the welfare of another child or young person
- if a child exhibits unexplained changes in behaviour over time e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper
- if a child displays inappropriate sexual awareness
- if a child engages in sexually explicit behaviour in games
- if a child is distrustful of adults, particularly those with whom a close relationship would normally be expected
- if a child has difficulty in making friends
- if a child is prevented from socialising with other children
- if a child displays variations in eating patterns including overeating or loss of appetite
- if a child loses weight for no apparent reason
- if a child becomes increasingly dirty or unkempt.

Please see Appendix Three for more detail on the types of child abuse that exist.

It is extremely important to realise that the signs of abuse as detailed above are not an exhaustive list, and that presence of one or more indicators is not proof that abuse is occurring. It is also not the responsibility of those working with children and young people to decide that abuse has occurred, but it is their responsibility to take the appropriate

action to recognise and to follow the procedures, outlined fully in section 5, should they believe that there is cause for concern.

4.4 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It could be that the abuser is another 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 often 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.

Bullying often takes place in schools or other environments where children meet, and research shows it can and does occur where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms. Please see Appendix Two for the Code of Conduct that children and young people should follow.

5. Responding to Disclosures, Suspicions and Allegations

5.1 Introduction

The following actions should be taken by anyone who has concerns about a young person's welfare. If a young person says or indicates that he/she is being abused, or information is obtained or observations are made which gives concerns that a young person is being abused, the response should be immediate. The procedures which have been developed to deal with allegations of suspicions about abuse, are based on the fundamental principles that the welfare of the child is paramount. The flowcharts located in appendices four and five provide a clear guideline for the actions that should be taken.

5.2 Responding to concerns about possible child abuse within the home, family or community.

Immediate action should be taken if, in the course of sporting activity, concerns arise about the safety and welfare of a young person at home, within their family, or community (e.g. school). If the young person reports (discloses) this directly, the person receiving the information should:

- ask the child/young person open questions, whilst taking great care to not ask leading questions and ensure that the child/young person does not feel like they are being interrogated
- listen carefully to all the information that is disclosed
- react calmly so not to frighten or deter the young person
- tell the young person that they are not to blame and that were right to tell
- ensure the safety of the young person – if they need immediate medical treatment, call an ambulance, inform doctors of concerns and ensure that they are aware that is it a child protection issue
- reassure the young person but do not make promises of confidentiality which might not be feasible in the light of any subsequent developments

- do not contact the parent until advice is sought from Social Services

Reaction to a report of abuse is extremely important, therefore the following actions should be avoided:

- panic
- allowing shock or distaste to show
- probe for more information that is offered
- speculate or make assumptions about what may have happened
- make comments about the alleged abuser
- make any approach or comment to the alleged abuser
- make promises or agree to keep secrets – be honest with the child or young person who is involved

5.3 Responding to a disclosure

Any concerns should immediately be reported to the **sportessex** Designated Child Protection Officer (DCPO):

Kathryn Berry, **sportessex** Young People's Pathway Coordinator T: 01245 702449, M:07702 911297, E:kathryn.berry@sportessex.org.uk
 Deputy: Angela Littlewood, **sportessex** Director, T: 01245 702490, M: 07976 407794, E:angela.littlewood@sportessex.org.uk

The next steps after reporting a concern are as follows:

- 1) A Child Protection Incident Form (see Appendix Six) will need to be completed, and the DCPO will arrange with you the best way to do this. You should not keep a copy for yourself as confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in secure location, located in the ExDRA offices.
- 2) The DCPO will also have the responsibility to contact Social Services. NOTE: if you are unable to contact the DCPO or Deputy immediately, call Social Services on 0845 603 7627 or if out of office hours 0845 606 1212.
- 3) In this event, ensure that the DCPO is informed that this has occurred, and the completed Child Protection Incident Report Form is sent to the DCPO at the earliest convenience.
- 4) It is extremely important to ensure that the Incident Report form (Appendix Six) is completed in full in order to not delay any potential investigations due to a lack of necessary information.
- 5) If the situation arises where Social Services have to be contacted directly, a record should be made of the Social Services member of staff who dealt with it, together with the time and date of call, in case a follow up is needed. Any referral made by telephone to Social Services must be confirmed in writing to Social Services within 24 hours by the DCPO.

It is never easy to respond to a young person who has reported an incident of abuse. The DCPO can help to ensure that there is adequate support available should the need arise.

The responsibilities of the DCPO include:

- acting as a central point of contact for internal/external individuals/agencies

- ensuring two way communication links with National Governing Bodies, Local Authorities and **sportessex**
- receiving reports of child abuse, passing these on to Social Services/Police and following up such referrals in writing
- providing advice and guidance for individuals who are unclear about the seriousness of their concerns
- clarify which other agencies/organisations need to be informed of relevant details and ensuring this takes place in accordance with agreed protocols
- provide advice and support to staff in the aftermath of a referral of concern
- in discussion with ExDRA HR, ensuring that where appropriate the Company's disciplinary and complaints procedures are invoked – with particular reference to decisions about temporary suspension while investigations (internal and/or external) are being carried out.

5.4 Responding to Suspicions

Having reviewed the situation the DCPO will discuss with the Deputy and they will make a decision as to whether the matter should be referred for external investigation to Social Services or if they feel the incident can be dealt with internally e.g. failure to observe good practice, this will be in relation when dealing with concerns about **sportessex** staff. Failure to observe good practice is unacceptable in sport and will be treated seriously and appropriate actions taken.

5.5 Allegations against Staff

Staff, for this purpose, includes anyone working on behalf of **sportessex** with young people in a paid or voluntary capacity. Previous cases of abuse indicate that when instances take place in a public setting, it is rarely a one off incident. It is therefore crucial that those involved in providing sporting activities/events are aware of the possibility and that all allegations are taken seriously and appropriate action taken.

Allegations which arise may relate to poor practice where an adult's or peer's behaviour is inappropriate and may be causing concern to a young person.

The following steps should be followed when an allegation is made against a **sportessex** member of staff:

- Concerns should be reported to the DCPO (as in section 5.3) and an Incident Report Form completed
- The DCPO should form a view about whether in the interests of a child or children the information warrants immediate referral to Social Services or the Police
- Any allegation which may be related to a staff member's work must be reported immediately, by the DCPO, to the ExDRA HR department and the **sportessex** Director. The DCPO will then notify the Local Authority Designated Officer within 1 working day (see SET Procedures module 12 for further guidance www.escb.co.uk)
- The staff member may need to be suspended from work whilst the matter is investigated according to the existing disciplinary procedures operated by ExDRA and by external agencies.
- Suspension will not be automatic and the decision will take into account the relevant circumstances. See Appendix Four and Five for useful flowchart guidelines on procedures.

- The reinstatement of an individual will follow procedures operated by ExDRA following the conclusion of any investigations (both internal and external).

5.6 Types of Investigation

When there is a complaint of abuse against a member of staff or volunteer, the following types of investigation may occur:

- Criminal; Police
- Child Protection; Social Services/Police
- Internal; **sportessex**, ExDRA

It is also a possibility that civil proceedings could be initiated by the alleged victim, or by their family, or indeed the person who has been accused.

5.7 Allegations of Previous Abuse

There are situations that may arise where an allegation of abuse is made some time after the event has happened, this may be months or on occasion even years. Where an allegation such as this is made, the organisation should follow the procedures as outlined earlier in this policy. The allegation should still be investigated as other young people within or external to the sporting environment could potentially be at risk from the accused. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children; this is reinforced by the details of the Protection of Children Act 1999.

5.8 Action if Bullying is Suspected

Bullying is in effect another form of abuse and can be physical, psychological or verbal in nature and is frequently undertaken by a young person. 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 i.e. being overweight, relatively small, have a disability or belonging to a different race, culture or faith. Bullying can and does occur anywhere there is inadequate supervision (on the way to and from training or in the changing rooms). The competitive environment, unique to the sports situation, offers the bully significant opportunities to ply his or her trade. In sport the bully can be:

- a parent who pushes the child too hard
- a coach with a win at all costs philosophy
- a competitive player who intimidates
- an official who places unfair pressure on a person.

Bullying can take many forms

- Physical: pushing, hitting etc
- Verbal: name calling, teasing, sarcasm
- Emotional: tormenting, ridiculing, humiliating
- Racist: taunts, graffiti, gestures
- Sexual: unwanted physical contact or abusive comments.

There are various ways in which bullying can show itself:

- Behavioural changes such as reduced concentration, clingy, depressed, tearful, reluctance to attend training or club activities
- A drop off in performance at school or in standard of play

- Physical signs such as headaches, stomach aches, difficulty in sleeping, damaged clothes, bed wetting, scratching and bruising and bingeing for example on food, cigarettes or alcohol
- A shortage of money or frequent loss of possessions.

There are actions which can be taken in order to help the person being bullied and to prevent bullying occurring in sport:

- Investigate all allegations and ensure the victim is safe – in this case it is important to talk to the victim and the bully separately
- Reassure the victim that they are being taken seriously, but emphasise that the situation may not be kept secret
- Keep records of what has been said – ensure that this information is confidential and stored appropriately
- Report any concerns to the relevant Club Child Protection Officer or the school – depending on the environment in which the bullying is occurring
- All signs of bullying should be taken very seriously

Action to take towards the bully:

- Explain the situation to the bully and try to get them to understand the consequence of their behaviour – seek an apology to the victim
- Inform the bully's parents of the situation, and keep them up to date with the actions that are being taken
- Impose any sanctions/punishment as necessary or appropriate
- Encourage and support the bully to alter their behaviour, monitor the situation
- Inform other members of the organisation regarding action that has been taken

It is extremely important that information should be passed to the DCPO (as in section 5.3) when the bullying behaviour persists despite attempts to deal with it, or when even a single incident is severe in nature (e.g. a serious physical assault), as the Child Protection referral process should then be instigated.

Appendix One Vulnerable Adults

The definition of a Vulnerable Adult, as stated by 'Who Decides – Lord Chancellors Department 1997', is:

'A Vulnerable Adult is someone who is aged 18 or over who; is or may be in need of community care services by reasons of mental health or other disability, age or illness and is or may be unable to take care of him or herself, or unable to protect him or herself against harm or exploitation'

A vulnerable adult may be a person who:

- Is elderly or frail
- Has learning disabilities
- Suffers from mental illness (e.g. dementia, personality disorder)
- Has a physical disability
- Is a substance misuser
- Is homeless
- Is in an abusive relationship

It should be noted that disability or age alone does not signify that an adult is vulnerable.

There is not any specific legislation which directly protects Vulnerable Adults; however the aim still should always be to prevent abuse where possible. If measures to prevent abuse fail, then the same procedures as detailed in section five of the Child Protection Policy, and the SET procedures, should be followed.

Information sourced from the Royal Pharmaceutical Society of Great Britain, 'Guidance on the protection of Vulnerable Adults', August 2005.

Appendix Two Code of Conduct for All

- DO treat all children, young people and vulnerable adults equally and with respect and dignity.
- DO conduct a Risk Assessment before any work with children, young people or vulnerable adults is undertaken.
- DO place the well-being and safety of young people above the development of performance
- DO understand your role in any policies and procedures of the organisation
- DO remember that someone may misinterpret your actions no matter how well intentioned
- DO ensure that the activities are targeted correctly at the ability and age of the young people involved
- DO ensure that the correct ratio of adults to young people is maintained at all times – for the protection and welfare of the young people and the adults involved
- DO co-operate fully with other specialists in the best interests of the athlete
- DO consistently display high standards of behaviour and appearance
- DO arrive at the venue/facility in advance of your session
- DO dress in appropriate clothing for the activity, and remove all jewellery

Guidance for non-compliance to the Code of Conduct

If the Code of Conduct is not complied with the following consequences may result:

- Your actions may be misinterpreted and this could result in an allegation being made against you
- You could face disciplinary action and potentially lose your job/position
- The allegation that has been made against you will remain on your record, and this could affect future employment
- Due to non-compliance someone may get injured

Code of Conduct for Young People

- DO show respect for the coaches and volunteers running the session
- DO show respect for your peers and treat them how you would want to be treated yourself
- DO understand that inappropriate behaviour will result in consequences
- DO act as a role model for other young people, your behaviour may influence others
- DO develop your interest within your given activity
- DO practice fair play at all times

Guidance for non-compliance to the Code of Conduct

If the Code of Conduct is not complied with the following consequences may result:

- Your actions may be misinterpreted and this could result in an allegation being made against you
- You could potentially lose your job/position
- You may earn a reputation of not playing fairly or being labeled a cheat
- You may be banned from attending sessions or moved sessions
- You may be banned from the club

- You may be banned from attending sessions or moved sessions
- You may be banned from the club
- You may lose friends as a result of your actions

Example Code of Conduct Form for Children and Young People to sign before taking part in activities:

Event:.....

Date:.....Location:.....

Name:.....

Date of Birth:..... Telephone Number:

Address:.....

.....

I have read the sportessex Code of Conduct and agree to follow the guidelines, and act accordingly. I understand that if I break any of the guidelines I will face resulting consequences.

Signature:.....

Appendix Three Forms of Abuse

Neglect

Where adults fail to meet the young person's basic needs like food or warm clothing, or fail or refuse to give young people love, affection and attention. Young people might also be constantly left alone or unsupervised. Neglect in a sporting situation could include an employee not ensuring that young people were safe, exposing them to undue heat or cold, or to unnecessary risk of injury.

Physical

Where adults or other young people physically hurt or injure young people by hitting, shaking, squeezing, burning or biting, or by giving young people alcohol, inappropriate drugs or poisonous substances. In sports situations, physical abuse might occur when the nature and intensity of training exceeds the capacity of the immature and growing body of the child.

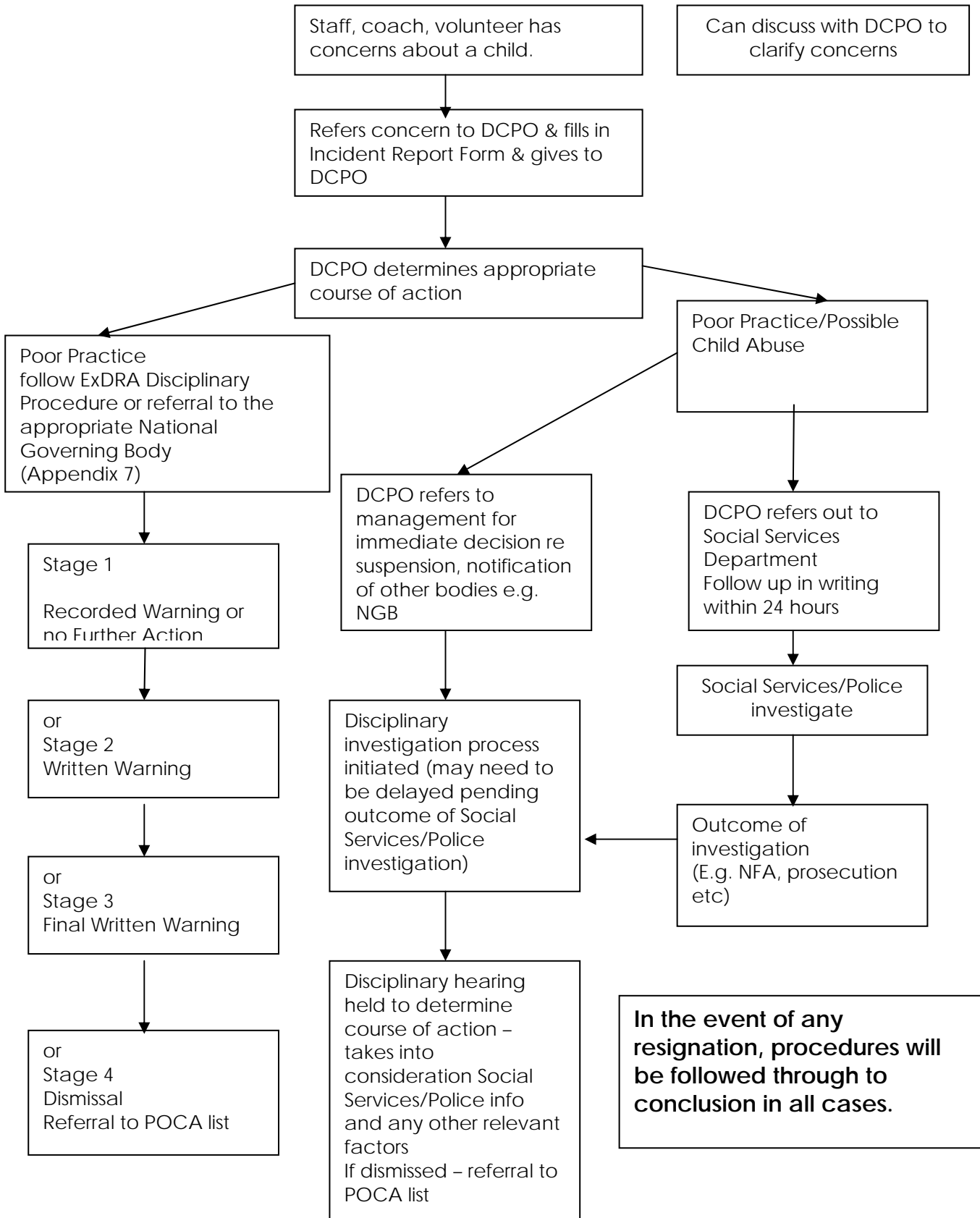
Sexual

Girls and boys are abused when they are used by adults or other young people (both male and female) to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. The display of pornographic material (books, videos or pictures) to young people is also a form of child abuse. Coaching or activities which involve physical contact with young people could create potential situations where sexual abuse could go unnoticed. The power of the employee over young people, if misused, could also lead to the development of situations in which abuse may occur.

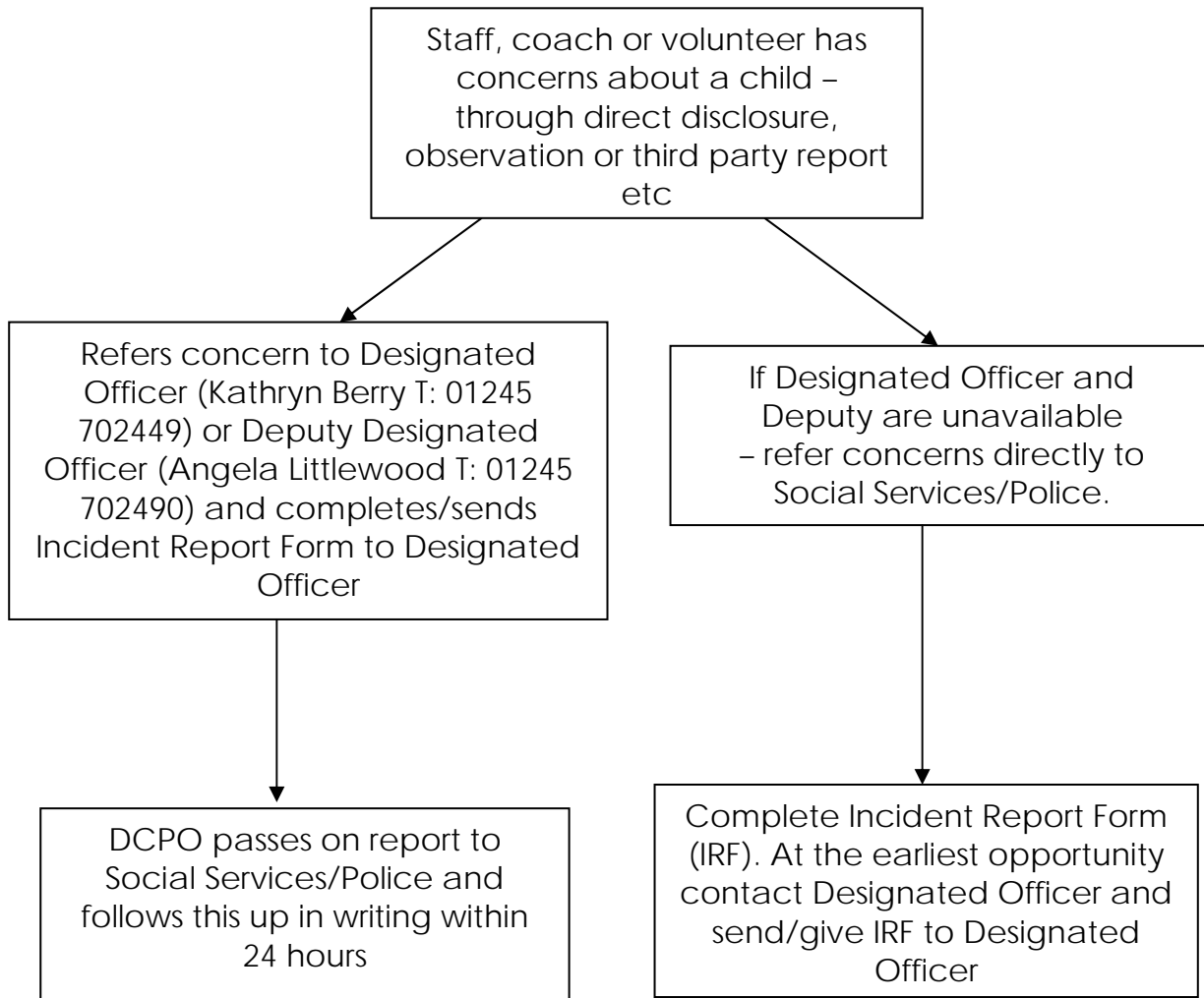
Emotional

Persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted and made to become very nervous and withdrawn would constitute emotional abuse. Emotional abuse could also occur when there is constant overprotection (which prevents a child from socialising), or there is neglect, physical or sexual abuse. Emotional abuse might occur in sport sessions if young people are subjected to constant criticism, bullying or unrealistic pressure to perform to high expectations.

Appendix Four Outline Flowchart for Reporting 'in sport' Concerns about Children



In the event of any resignation, procedures will be followed through to conclusion in all cases.



Appendix Six Recording Allegations or Suspicions of Abuse or Poor Practice

In any case where an allegation is made, or someone in the organisation has concerns, a record should be made. Even if the concern is not referred to Social Services a copy should be sent to the Designated Child Protection Officer at sportessex for information.

It is important to record the language and descriptive words that are used by the child as accurately as possible.

Send a copy of the form on the next page to the Designated Child Protection Officer at sportessex within 24 hours. The Designated Child Protection Officer will forward a copy to Social Services if referred.

Return to:

Kathryn Berry at sportessex, Aquila House, Waterloo Lane, Chelmsford, Essex CM1 1BD
Kathryn.berry@sportessex.org.uk or 01245 702449

DCPO to Copy to:

Social Services, at: essdirect@essexcc.gov.uk

Recording Allegations of Suspicion or Abuse or Poor Practice

Date:	Time:	Venue:
Location of Accident/Incident;	Name of Individual(s) who dealt with incident:	
Name of child		
Age		
Any special factors		
Parent's Name(s)		
Home Address		
Telephone Number		
<p>Is the person making the report expressing their own concerns or passing on those of somebody else? If so record details</p> <p>What has promoted the concerns? (Include dates, times etc of any specific incidents)</p> <p>What are the signs, which give cause to suspect abuse? Physical signs? Behavioural signs? Indirect signs?</p> <p>Has anyone spoken to the child? If so, what has been said?</p> <p>Has anyone been identified as the alleged abuser? If so, record their details</p> <p>Has anyone else been consulted? If so, record details and any agreed actions</p>		
Name:	Dept:	Tel:
Signed:		Date:
Name of Referrer (if different from above)		Contact Number of Referrer

Appendix Seven *sportessex Fair Play Charter*

All sports events organised by the **sportessex** aims to promote Fair Play in the competitive environment. The **sportessex** Fair Play Charter encourages participants, team managers, officials, parents and spectators to behave in accordance with the philosophy of playing for fun, friendship and enjoyment. **sportessex** asks that all players, coaches/team manager/teachers; parents/spectators, organisers, officials and volunteers abide by our Fair Play Charter.

Players agree to:

- enjoy competing
- do their best
- play within the rules
- accept all decisions of the officials
- respect the officials and their decisions
- be gracious in victory and defeat
- respect opponents
- work as part of a team
- thank the referee for giving time to take charge of the game
- shake hands after the game

Coaches/Team Managers/Teachers agree to:

- be a good role model
- teach players to play by the rules and to value their performance not their results
- not tolerate violent playing and cheating
- promote fair play
- be calm and in control of temper
- accept the officials and their decisions
- appreciate and recognise the efforts of the opposing team as well as their own
- acknowledge and thank officials and opposing teams
- use appropriate language at all times
- take responsibility for the behaviour of their teams and supporters

Parents/Spectators agree to:

- encourage and support all players
- respect the officials and their decisions
- applaud rather than criticise other players or opponents
- congratulate both teams whatever the result
- not get involved with the action on the court/pitch
- never use bad language
- discourage rough play and cheating
- enjoy the competition regardless of the result
- act as a role model for others

Sports Organisers/Officials and Volunteers agree to:

- promote and encourage fair play
- ensure that the rules are fairly and consistently enforced
- treat all participants fairly and equally

Appendix Eight The Protection of Children Act 1999

This Act has been acknowledged as being an important step towards establishing a framework of a coherent cross-sector scheme for identifying those people considered to be unsuitable to work with children, this being one of the Government's aims. The Act will also help to ensure that when people have been identified as unsuitable to work with children, that they are prevented from gaining access to children through their work in the future.

'This new Act enhances significantly the level of protection for children. However, it remains of paramount importance that all organisations entrusted with the care of children practise the full range of pre-employment checks. This includes interviews, the full investigation of applicant's employment history and taking up references.'

John Hutton, Minister for State, 2000.

The Main Provisions of the Act

The Act makes four principal changes to the Law:

- It places the existing Department of Health Consultancy Service Index (a list of persons considered to be unsuitable to work with children) onto a statutory basis. It then provides for names to be referred to his newly created *Protection of Children Act List* and also a right of appeal to a new Tribunal against inclusion on the *Protection of Children Act List* (and also inclusion on *List 99*). It also extends the scheme to health care services provided for children.
- It amends s218 of the Education Reform Act 1988 to enable the Department of Education and Employment to identify people who are put on *List 99* because they are not fit and proper persons to work with children.
- It amends Part V of the Police Act 1997 to enable Criminal Records Bureau, when established, who are included on the *Protection of Children Act List or List 99* along with their criminal records. In this way the Act provides for a "one stop shop" system of checking persons seeking to work with children.
- It *requires* child care organisations (as defined in the Act) proposing to employ someone in a child care position (as defined) to ensure that individuals are checked through the "one stop shop" against the *Protection of Children Act List* and the relevant part of *List 99* and not to employ anyone who is included on either list.

The Act also contains other provisions the most important of which are:

- To enable organisations (other than child care organisations as defined within the Act) to refer names to the *Protection of Children Act List*;
- To permit the Secretary of State to consider the transfer of names currently held on the DH Consultancy Service Index to be transferred to the *Protection of Children Act List*; and
- To allow organisations to access the new *Protection of Children Act List* and *List 99* without first going through the Criminal Records Bureau until such time as the "one stop shop" comes into operation within the Bureau

Sporting organisations are not covered by the mandatory aspects of the Act, unless they meet the definition of a child care organisation. They are however encouraged to refer names to the Secretary of State for consideration in the POCA list. It is not mandatory for

sporting organisation to carry out these checks; however, they are still an incredibly important part of the pre-employment recruitment process.

Information taken from: The Department of Health: The Protection of Children Act 1999, A Practical Guide for All Organisations Working With Children.

Appendix Nine Example of a Self Disclosure Form

Most application forms will include sections regarding whether the applicant has ever been convicted of a criminal offence. However, when recruiting volunteers it is advisable in their induction pack to include a form, such as the example below, to ascertain their status.

1. Have you ever been convicted of any criminal offences? YES/NO*
If YES, please supply details of all convictions, formal warnings, cautions or bound over orders:
.....
.....

2. Are you a person known to any social services department as being an actual or potential risk to children? YES/NO*
If YES, please supply details:.....
.....

3. Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child welfare? YES/NO*
If YES, please supply details:
.....

IMPORTANT

I have read and understood the sportessex Child Protection Policy and agree to follow the Code of Conducts and procedures as outlined within the policy. I understand that by breaking the Code of Conduct as outlined in the Child Protection Policy, this may in turn lead to facing disciplinary procedures.

I confirm that all declarations made above are correct and that if during investigation, including through a CRB disclosure check, that if any information is found to be false, I will be subject ExDRA's disciplinary procedures. I agree to inform the DCPO if there are any subsequent investigations or arrests in relation to child protection matters within 24 hours, and failure to do so will result in facing ExDRA's disciplinary procedures.

Name:
Address:
.....
Signature:.....
Date:.....

* Please delete as applicable

Appendix Ten Example Player Registration/Consent Form

Details of Event/Activity:		
From: (date/time)		To: (date/time)
Personal Details		
Name:		
Address:		
Telephone:	Mobile:	
Date of Birth:		
Parent/Guardian Names:		
Emergency contact Telephone:		
Additional person to contact in an emergency:		
Relationship:	Telephone:	Mobile:
Medical Details		
Any medical conditions e.g. Asthma/Epilepsy/Diabetes etc.		
Any medicines that you are currently taking/have to carry with you:		
Please tick if you give consent for emergency medical treatment to be administered.		
Any allergies e.g. antibiotics, elastoplasts, aspirin, any particular food/drink:		
Any special dietary needs:		
Name and Address of Doctor:		
Disability		
The Disability Discrimination Act 1995 defines a disabled person as anyone with a "a physical or mental impairment that has substantial and long term adverse effect on his or her ability to carry out a normal day-to day activities."		
Do you consider yourself to have a disability?		Yes No
If yes, what is the nature of your disability?		
VI: Visual Impairment	HI: Hearing Impairment	PD: Physical Disability
LD: Learning Disability	MD: Multiple Disability	O: Other (please specify)
Videoing and Photography		
I give/do not give permission to the photographing/videoing of my son/daughter in line with the sportessex Child Protection Procedures and Best Practice Guidelines.		
I give/do not give permission for the publication of photographs/video's taken of my son/daughter in line with the sportessex Child Protection Procedures and Best Practice Guidelines.		
Child's Name:.....		
Parent/Guardian's Name:.....		
Signature of Parent/Guardian:.....		
Signature of Child:Date:.....		

Parental Consent:

- a) I have read the above information and agree to my son/daughter taking part in the above activities.
- b) I acknowledge the necessity for him/her to behave responsibly at all times, and to listen to and follow instructors as given by members of staff/volunteers running the activities.
- c) In the event of an emergency I consent to my child travelling in a motor vehicle driven by a member of staff/volunteer who follows the necessary guidelines as stipulated in the Child Protection Policy, if absolutely necessary.
- d) In the event of emergency medical treatment being needed I authorise my child being taken to hospital without my knowledge. If I cannot be contacted immediately, and any delay may harm their treatment/recovery.
- e) My child is in good health and I consider him/her capable to taking part in the aforementioned activity. I also understand that whilst the members of staff/volunteers will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child.

Signature:..... Print Name:.....

Please return this form along with any deposit or payment required for the activity to:

..... by

sportsex is committed to ensuring that it is accessible to all people. Completion of this form will help us monitor the equality element of our organisation’s policies and practices effectively; therefore we would be grateful if you would complete it. Monitoring is recommended to eliminate all forms of discrimination, whether intentional or unintentional. All information about an individual will be anonymous and confidential and results will only be produced in a depersonalised and aggregated form. As well as ensuring there is no present discrimination within the organisation, the results will be used to influence future decisions on policies and procedures. However we do respect a person’s right not to disclose any information requested and therefore completion of this form is not compulsory.

If completing this form by hand, tick the appropriate boxes to show your answer. If completing this form electronically, place X in the appropriate boxes to show your answer. In either case, provide written text, if required, where indicated.

1. Please indicate what relationship you have to sportsex.

Member of Staff	Member of Board of Management	Member of Executive Board
Volunteer	Coach	Official
Participant	Partner organisation	Other please state

2. To which ethnic group do you consider yourself to belong?

Indicate the relevant category for you from A to E shown in the lists below and select your ethnic background by marking the appropriate box in the column below your chosen category. Categories A-C are shown in the first list and D and E in the second.

A White	B Mixed	C Asian or Asian British
English	White & Black Caribbean	Indian
Irish	White & Black African	Pakistani
Scottish	White & Asian	Bangladeshi
Welsh	Other	Other
Other		

D Black or Black British	E Chinese or Other Ethnic Group
Caribbean	Chinese
African	Other
Other	

3. Are you?

Male	Under 16
Female	16-25
	26-44
	45-64
	65+

4. To which age group do you belong?

5. How would you describe your sexual orientation?

Heterosexual	Lesbian
Gay	Bisexual
Do not wish to disclose	Other (please write in your preferred description)

6. Do you consider yourself to have a disability?

If you have indicated yes, please mark all boxes that apply to you:

Yes	No	Visual impairment
		Hearing impairment
		Physical impairment
		Learning disability/difficulty
		Other (please specify)

7. What is your religion?

None
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
Buddhist
Hindu
Jewish
Muslim
Sikh
Any other religion (please write in)
Do not wish to disclose

8. Home postcode:

Thank you for completing this monitoring form and assisting us in actively promoting equal opportunities. Please return this form to sportessex, Aquila House, Waterloo Lane, Chelmsford, Essex.CM1 1BD

Appendix Eleven Example Photographer Registration Form

To promote all activity we would like to take photographs and/or videos for publications. It is our duty to ensure that all children and young people feel safe at these events, and are comfortable being filmed and photographed. Children and young people have given their consent as to whether they are happy to be filmed/photographed; those who have not given their consent will be made obvious to you. We will only allow those people who have completed the form below and who we have checked to be appropriate to work with young people permission to take photographs/video footage.

Example Photographer Registration Form

<p><u>Event Details:</u></p> <p>Sport: Date:</p> <p>Event:.....Venue:</p> <p>Organiser:</p>
--

Photographer Self Declaration

1. Have you ever been convicted of any criminal offences? YES/NO*

If YES, please supply details of all convictions, formal warnings, cautions or bound over orders;.....

.....

2. Are you a person known to act social services department as being as being an actual or potential risk to children? YES/NO*

If YES, please supply details:

.....

.....

3. Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse? YES/NO*

If YES, please supply details:

.....

.....

* Delete as appropriate

IMPORTANT

I confirm that all declarations made above are correct and that if during investigation, including through a CRB disclosure check, that if any information is found to be false, I will be subject ExDRA's disciplinary procedures. I agree to inform the DCPO if there are any subsequent investigations or arrests in relation to child protection matters within 24 hours, and failure to do so will result in me being disciplined in line with ExDRA's disciplinary procedures.

TO BE COMPLETED BY PERSON FILMING/PHOTOGRAPHING

Name:

Address:

.....

Signature: Date:

Appendix Twelve Example Procedures related to the transport of children for trips/tournaments

- Ensure that the company which is being used is currently licensed to transport children and young people, and that they have the appropriate insurance.
- Only use companies including buses/taxis where safeguarding checks are in place.
- Good communication should be established with parents with particular reference to obtaining consent for day trips as well as overnight trips. They should also be informed of pick up times, destination and venues, activity details and any other requirements.
- Parents should ensure that they inform staff of any medical or dietary requirements that their child may have.
- Staff and volunteers should be carefully chosen and vetted, and their roles should be clearly defined
- A team leader should be appointed who has the overall responsibility for the children's well being, behaviour and sleeping arrangements.
- Where there are mixed teams there should be at least at one female in the management/coaching structure
- Adults should not share a room with a child
- Staff/volunteers should not travel alone with children in their cars
- It should be ensured that there is the correct ratio of staff to children
- If a child suffers a significant injury or accident, the parent/guardian should be informed as soon as possible

Appendix Thirteen Criminal Records Bureau

The Criminal Records Bureau (CRB)'s aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society.

The CRB acts as a 'one-stop-shop' for organisations, checking police records, and in some cases where it is relevant, checking information held by the Department of Health, (DH) and the Department for Education and Skills (DfES).

There are two levels of CRB check currently available; these are the Standard and the Enhanced Disclosures.

Post Richard Report – recommendation from CRB is that roles involving children should always require enhanced level checks.

Standard Disclosure

This is primarily available to anyone who is involved with working with children or vulnerable adults, as well as certain other occupations and entry into professions as specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974. Standard Disclosures show current and spent convictions, cautions, reprimands and warnings that are held on the Police National Computer. If the post, for which the CRB check is being carried out for, involves working with children or vulnerable adults, the following may also be searched:

- Protection of Children Act (POCA) List
- Protection of Vulnerable Adults (POVA) List
- Information that is held under Section 142 of the Education Act 2002 (formerly known as List 99)

Enhanced Disclosure

This is the highest level of check available to anyone involved in regularly caring for, training, supervising or being in sole charge of children or vulnerable adults. It is also available in certain licensing purposes and judicial appointments. Enhanced Disclosures contain the same information as the Standard Disclosure but with the addition of any relevant and proportionate information held by the local police forces.

The CRB recognises that the Standard and Enhanced Disclosure information can be extremely sensitive and personal, therefore it has published a Code of Practice and employer's guidance for recipients of Disclosures to ensure they are handled fairly and used properly. A copy of the Standard and Enhanced Disclosure will be sent out to the applicant as well as the Registered Body.

Storage of Disclosure information

The Storage of Disclosure information is very important. The Code of Practice requires that the information revealed is considered only for the purpose for which it was obtained. It should be destroyed after a suitable period has passed – usually not more than six months. Organisations must therefore use Disclosure information fairly, and ensure that it is handled and stored appropriately.

Source: www.crb.gov.uk

Appendix Fourteen Useful Contacts

Local Organisations

sportessex Lead Child Protection Officer contact details:

Kathryn Berry, **sportessex** Young People's Pathway Coordinator T: 01245 702449, M:07702 911297, E:kathryn.berry@sportessex.org.uk

Deputy: Angela Littlewood, **sportessex** Director, T: 01245 702490, M: 07976 407794, E:angela.littlewood@sportessex.org.uk

Essex Social Care		0845 603 7627 Out of hours: (5.30pm - 9.00am Mon - Thurs, 4.30pm Fri - 9.00am Mon and Bank holidays) 0845 606 1212 Immediate Concern: 0845 603 7634
Essex Police Headquarters	PO Box 2 Chelmsford Essex CM2 6DA	Tel: 01245 491491
Essex Social Services Chelmsford Local Office	County Hall PO Box 297 Chelmsford CM1 1YS	Helpline: 0845 603 7630 Emergency out of hours contact: 0845 606 1212 essdirect@essexcc.gov.uk Fax: 01245 268580
Basildon Local Office	Ely House Ely Way Basildon SS14 2BQ	0845 603 7630 Fax: 01268 643346
Braintree Local Office	Tabor House 5 Coggeshall Road Braintree CM7 9DB	0845 603 7630 Fax: 01376 551558
Brentwood Local Office	Coptfold House 1 New Road Brentwood CM14 2BU	0845 603 7630 Fax: 01277 239186
Clacton-on-Sea Local Office	Magnet House Jackson Road Clacton On Sea CO15 9AF	0845 603 7630 Fax: 01255 253301
Colchester Local Office	East Hill House 76 High Street Colchester CO1 1UF	0845 603 7630 Fax: 01206 760388
Great Dunmow Local Office	Twyford Court 2-2a Twyford Court Great Dunmow CM6 1AE	0845 603 7630 Fax: 01371 874157
Epping Local Office	St Johns Road Epping CM16 5EB	0845 603 7630 Fax: 01992 565101

Harlow Local Office	Willowfield House Tending Road Harlow CM18 6SE	0845 603 7630 Fax: 01279 635186
Loughton Local Office	Croft House Goldings Hill Loughton IG10 2DJ	0845 603 7630 Fax: 0208 5320141
Maldon Local Office	Carmelite House White Horse Lane Maldon CM9 7FU	0845 603 7630 Fax: 01621 851639
Rayleigh Local Office	134 High Street Rayleigh SS6 7BX	0845 603 7630 Fax: 01268 772408
Saffron Walden Local Office	37 Fairycroft Road Saffron Walden CB10 1ND	0845 603 7630 Fax: 01799 525890
Southend Social Services	Civic Centre Victoria Avenue Southend-on-Sea Essex SS2 6ER	01702 215000 Emergency Out of Hours: 0845 606 12 12
Thundersley Local Office	535 London Road Thundersley SS7 1AB	0845 603 7630 Fax: 01268 758798
Thurrock Social Services	Civic Offices New Road Grays RM17 6SL	01375 652802 or 01375 652634 social.care@thurrock.gov.uk
Essex Safeguarding Children's Board	PO Box 11 County Hall Chelmsford Essex CM1 1LX	T: 01245 430436 escb@essexcc.gov.uk www.escb.org.uk/
Southend Safeguarding Children's Board		www.southend.gov.uk/lscb
Thurrock Safeguarding Children's Board		www.thurrock.gov.uk/

National Society for the Protection of Cruelty to Children

Helpline: 0808 800 5000

Asian Helpline: 0800 096 7719

Welsh Helpline: 0800 100 2524

Deaf Users Textphone: 0800 056 0686

www.nspcc.org.uk

This is a 24 hour free and confidential telephone Helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment and abuse.

National Organisations

The NSPCC Child Protection in Sport Unit	3 Gilmore Close Beaumont Leys Leicester L4 1EZ	Tel:01162 347278 www.thecpsu.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
Criminal Records Bureau	PO Box 91 Liverpool L69 2UH	Tel: 0870 9090 811
Sportscoach UK	114 Cardigan Road Headingley Leeds LS6 3BJ	Tel: 0113 274 4802

The **sport**essex Child Protection Policy is available in alternative formats. If you require an alternative format, please contact Alistair Russell, Marketing and Communications Coordinator on 01245 702458 or on alistair.russell@sportessex.org.uk