SAFEGUARDING POLICY, PROCEDURES AND GUIDANCE

Version 4
April 2020

Lead Safeguarding Officer

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If you would like this document in a different format such as large print, Braille or tape, or in a different language then please contact Active Devon:

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This document is also available in electronic form on the Active Devon website:

https://www.activedevon.org/safeguarding/
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**PROCEDURES & GUIDANCE including Appendices**  

**Acknowledgement**  
Our thanks go to the NSPCC Child Protection in Sport Unit, The Ann Craft Trust, Inspire South West and Living Options Devon for their assistance, guidance and support.
SAFEGUARDING POLICY

Foreword

Active Devon is committed to promoting the safety and welfare of all participants engaged in organised sport/active lifestyle activities locally. It aims to contribute to safeguarding by:

- Embedding safeguarding in the organised sport/active lifestyle landscape across Devon
- Implementing and demonstrating best safeguarding practice when its staff, volunteers or others are providing services, activities and programmes for participants of any age
- Working with its partners to establish and implement agreed, consistent minimum safeguarding standards for organised sport/active lifestyle initiatives locally
- Requiring those individuals or organisations that it funds or commissions to provide any services for participants to effectively address safeguarding requirements
- Maximising its influence to promote safeguarding practice and principles within its wider partnership roles and relationships

The Active Devon Board fully endorses these aims, and supports Active Devon in this work, and the development of a partnership implementation plan.

Jim Nye - Chair
**Definitions**

**Staff**
The term staff or employee also refers to those working in a voluntary role.

**Child**
Anyone who is under the age of 18

**Adults At Risk**
A person aged 18 or over who is or may be in need of community care services because of mental or other disability, age, illness and is or may be unable to take care of him or herself or take steps to protect themselves from significant harm or exploitation. This could include people with learning disabilities, sensory impairments, mental health needs, older people and people with physical disability or impairment. The term adults at risk may include any individuals who may be vulnerable as a consequence of their role as a carer in relation to any of the above.

**Parent**
The term parent is used throughout this document as a generic term to represent parents, carers and guardians. The term parent also refers to carers or guardians of adults at risk, or people with parental responsibilities for adults at risk.

**Safeguarding**
The process of protecting people from abuse or neglect and preventing impairment of their health. This is applicable to both children and adults at risk.

**Poor Practice**
Poor practice includes any behaviour that contravenes Active Devon’s Code of Conduct or the guidelines of another recognised governing/awarding/statutory body.

**Capacity**
While it is not for individuals to make a decision about whether an adult lacks capacity, it is important that there is an understanding of the notion of capacity when safeguarding adults at risk. Capacity refers to an individual’s ability to make a decision or take a particular action for themselves at a particular time, even if they are able to make other decisions. For example, they may be able to make small decisions about everyday matters such as what to wear for a sports activity, or what a healthy diet would be, but they lack the capacity to make more complex decisions about financial matters.

**Participant**
A person taking part in an activity. This could be someone doing the activity, organising/leading the activity or watching the activity.

**Organised sport/active lifestyle initiative.**
Activities or experiences that are formally initiated, organised and/or led by an organisation or an individual.

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1The Care Act 2014 defines safeguarding in terms of ‘adults at risk’. An adult at risk is someone aged 18 or over who has needs for care and support (whether or not the local authority is meeting any of those needs), is experiencing, or at risk of, abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
1.0 INTRODUCTION

Active Devon’s vision is **Everyone in Devon active for life.** We are a community focussed, not for profit organisation which **helps people to lead active lifestyles.**

We are recognised and supported by Sport England as Active Partnership (AP) for Devon, one of a network of 43 APs across England. As such we provide a set of core services for Sport England to the sports sector and play a key role in the delivery of Sport England and other governmental initiatives and programmes. We work with and seek to influence partners from National Governing Bodies (NGBs), local sporting clubs, Local Authorities (LAs), schools and other key organisations to deliver our activities with safeguarding at the forefront.

Sport and active lifestyles can and do have a very powerful and rewarding influence on all people. Not only can they provide opportunities for enjoyment and achievement, they contribute to people’s physical and mental wellbeing and can also develop valuable qualities such as self-esteem, integrity, leadership and teamwork. In order to continue to provide these positive benefits, all those involved need to be aware of good practice to ensure their actions are appropriate and cannot be misinterpreted.

This policy outlines how those involved in organised sport/active lifestyle initiatives in Devon will be supported by Active Devon to enable this to happen. Everyone has the right to live their lives to their fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect. Although people do have wonderful experiences through their involvement within organised sport/active lifestyle initiatives, abuse does happen. It is important to remember that as an organisation with responsibility for participants we have a duty of care and both a moral and a legal obligation to protect them from abuse. Active Devon is committed to providing safe, enjoyable activities and opportunities for all participants. To this end the following Safeguarding Policy Document has been compiled with reference to principles of good practice. The purpose of the policy is to help protect those undertaking activities under our supervision, and as a result to reduce the likelihood of allegations being made against Active Devon staff and volunteers. The Policy is mandatory for all staff and volunteers deployed by Active Devon in programmes we organise.
2.0  POLICY STATEMENT

Active Devon is committed to promoting the safety and welfare of all participants engaged in organised sport/active lifestyle initiatives. It aims to contribute to safeguarding them by:

● ensuring that all staff are clear in their role in safeguarding and promoting the welfare of those participants
● leading on the production, implementation, monitoring and review of this safeguarding policy and the accompanying procedures
● meeting the requirements of relevant legislation and sector guidance such as Working Together (2018), The Care Act (2014), the Standards for Safeguarding and Protecting Children and Young People in Sport and the Sport and Recreation Alliance (SRA) ‘Safeguarding Adults in Sport’ resource pack
● ensuring that staff are appropriately selected, trained and supervised
● implementing and demonstrating best safeguarding practice when core staff, volunteers or others are providing services, activities and programmes for all participants
● working with partners to establish and implement agreed, consistent minimum safeguarding standards for organised sport/active lifestyle initiatives locally
● requiring those individuals or organisations that are funded or commissioned by Active Devon to provide any services for participants to effectively address safeguarding requirements
● maximising its influence to promote safeguarding practice and principles within its wider partnership roles and relationships. This includes providing help and guidance to sport and active lifestyle sector partners in regard to safeguarding issues
● promoting a culture of consultation with participants

When participants are engaged in any activity that Active Devon organises we will endeavour to protect them and keep them safe from harm by:

● providing all those involved with information about Active Devon what it does and what you can expect from us.
● adopting appropriate recruitment, selection, employment and deployment procedures and providing clear procedures for all those involved to voice their concerns or lodge complaints relating to the welfare or protection of all participants.
● providing clear procedures for staff to voice their concerns if they suspect abuse from colleagues or others outside of the organisation.

When working with children and young people we will have in place arrangements consistent with the requirements of Working Together to Safeguard Children (2018). For further information see Appendix L
2.1 Policy Aims

Active Devon’s Safeguarding Policy is provided as part of an induction package to all its staff. The aims of the Policy are as follows:

- To create a healthy and safe environment during all activities.
- To ensure participants are listened to and kept safe from harm.
- To support and encourage parents / carers to voice their opinions regarding the welfare of participants.
- To ensure staff and volunteers who administer sessions are well informed, supported and enabled to provide the best possible practice.

2.2 Policy Objectives

The specific objectives we pursue in order to achieve our aims are:

- To take steps to prevent the employment / deployment of unsuitable staff.
- To raise the level of awareness of staff about abuse and the different forms it can take.
- To raise the level of awareness of staff about what all participants are entitled to be protected from.
- To ensure that all staff are able to recognise and respond to signs which could indicate abuse.
- To promote the general welfare of participants during any activity/event.
- To develop effective procedures for recording and responding to accidents and complaints.
- To raise awareness amongst partner organisations of current good practice and offer advice/support when requested.
- To respond swiftly and appropriately to all suspicions or allegations via clearly established communication channels.
- To monitor the effectiveness of the policy and review the policy annually, and in response to (a) changes in legislation, (b) any significant incident and (c) changes in governance.
2.3 Responsibilities

In meeting the obligations and commitments of this policy all staff and volunteers have the following responsibilities:

- be aware of what is meant by safeguarding
- be alert to the risks which individual abusers, or potential abusers may pose to participants, particularly in relation to organised sport/active lifestyle initiatives
- demonstrate knowledge of Active Devon policies and procedures and how to apply these in practice
- listen to participants, take any allegations/disclosures seriously and report all concerns in line with the organisation’s procedures
- ensure that the inclusion of adequate safeguarding arrangements is a key element of commissioning, funding and partnership agreements, where these are relevant
- represent the organisation’s approach to safeguarding and communicate this approach to partners
- give a signed declaration of: their suitability to work with participants; their commitment to safeguarding and welfare of participants; their adherence to Active Devon’s code of conduct, and; their understanding of this policy. See Appendix E

Lead Safeguarding Officer

Active Devon designates a Lead Safeguarding Officer (contact details below and at Appendix B & K) whose role is to take action in respect of reports concerning safeguarding and / or poor practice and to lead on all matters to do with safeguarding

The Lead Safeguarding Officer is:

Karen Jones – 07970 544406 or 01392 925150

Specific responsibilities for the Lead Safeguarding Officer as well the Active Devon Board and the Active Devon Senior Leadership Team are fully detailed in Appendix G
3.0 Abuse, Neglect and Definitions

Abuse and neglect are forms of maltreatment of any person. Somebody may abuse or neglect a person by inflicting harm, or by failing to act to prevent harm. Participants may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger e.g. via the internet. They may be abused by an adult or adults, a child or children. Victims of abuse frequently suffer more than one category of abuse.

The main forms of abuse encountered by adults at risk are:

- Physical Abuse
- Emotional/Psychological Abuse
- Financial/material Abuse
- Sexual Abuse
- Neglect and acts of omission
- Discrimination
- Institutional/Organisational
- Domestic Violence, including honour-based violence
- Modern slavery
- Self-neglect

Detailed guidance about the main forms of abuse and their indicators can be found in Appendix H

The main forms of abuse encountered by children and young people are:

- Neglect
- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Bullying

Detailed guidance about the forms of abuse and their indicators can be found in Appendix H
4.0 PROMOTING GOOD PRACTICE

4.1 Duty of Care

Duty of care means that an organisation needs to take such measures as are reasonable in the circumstances to ensure that individuals will be safe to participate in an activity to which they are invited to or which is permitted. Where there is a formal relationship, for example between a club and a club member, an activity leader and a participant or a coach and an athlete, there is a duty of care.

This duty occurs in two ways:

- **a Legal Duty of Care and a Moral Duty of Care**

The Legal Duty of Care has a strict definition. The most obvious example of this is in Health and Safety procedures where clear guidance is provided about what reasonable steps should be taken to minimise the hazards related to activities, substances or situations. In many organised sport/active lifestyle initiatives, given the health and safety considerations, it is recognised that the organisation or individual responsible owes a duty of care to all those involved. However, it is also understood and recognised that accidents can and do happen, and that it is not possible to predict every eventuality. Liability for the legal duty of care would only arise when an incident occurs and it can be demonstrated that the risk was foreseeable but no action had been taken to remedy it.

The Moral Duty of Care is more correctly a responsibility for safety and welfare. Members of staff have a responsibility for all those involved in activities who are under their control. To determine if a breach of the duty of care has occurred the ordinary civil law of negligence would be applied. The question is whether the accused in acting, or omitting to act, has failed to reach the standard of a reasonable person.

In organised sport/active lifestyle initiatives the qualified instructor, coach or leader has a duty of care for all those taking part irrespective of their age or position. The individual administering the activity, whatever their status, should be appropriately trained and authorised. Within organised sport/active lifestyle initiatives the duty of care would start by ensuring the activity is authorised by the governing/awarding/statutory body and the relevant instructors are qualified for the task but then would go on to ensure that it is managed in a safe manner throughout.

4.2 As an Organisation

Active Devon promotes organisational good practice and makes specific commitments in respect of:

- Recruitment and selection of staff and volunteers
- Interview and Induction of staff and volunteers
- Sharing of Information
- Training of staff and volunteers
- Monitoring and Appraisal of staff and volunteers

Refer to Appendix J for detailed guidance about organisational good practice.

4.3 As an Individual

It is the individual responsibility of everyone involved to promote the welfare of participants. This can be achieved by:

- simply reducing situations in which abuse can occur.
- creating a positive culture and climate within organised sport/active lifestyle initiatives.
- recognising the additional vulnerability of some people and that extra measures may have to be put in place to support their participation.
• proactively embedding good practice.
Refer to Appendix I for detailed guidance about individual good practice
5.0 REPORTING

5.1 Assessing capacity
In all cases an assessment of capacity must be made to determine how to proceed.

If the individual concerned is under 18
In all cases where someone is under 18 a decision must be made on their behalf.

If the individual concerned is 18 or over
Where participants are 18 or over we have a duty to determine whether that person has the capacity to make their own decision. A person’s capacity must be assessed at the point at which the decision is needed, taking into account relevant and immediate circumstances as well as possible long term issues. Adults i.e. people over 18, are assumed to be competent to give consent in making decisions, unless otherwise demonstrated by their capacity being affected by such things as: medication, substances and some untreated mental health issues. For adults, this means that they have the capacity to choose how they live and make decisions about their safety, even if we do not agree with certain decisions. If you are unsure or concerned that the person may not have the mental capacity to make an informed choice about their safety or evaluate the risk of abuse with their situation, you should seek advice from the Active Devon Safeguarding Lead or Local Authority.

Refer to Appendix F for Information Sharing
Refer to The SRA Safeguarding Adults in Sport Resource Pack p17

5.2 Core Principles – Reporting
In being vigilant of safeguarding it is crucial that all staff are aware of the steps used to recognise signs of abuse.

All staff and volunteers should be aware that other staff or service users may report concerns direct to them in the first instance as they may be considered the first point of contact.

It is not the responsibility of any member of staff to take individual responsibility for deciding whether or not abuse or poor practice is actually taking place. However, it is the responsibility of every member of staff to report these concerns in order that appropriate agencies (e.g. local social services) can then make enquiries and take any necessary action to protect the participant.

Anybody receiving an allegation / concern / report of abuse or poor practice should, in all instances, immediately refer all such reports to the Lead Safeguarding Officer (contact details below and at Appendix B and K). As soon as possible after the incident, complete the Incident Report Form (found at Appendix A) accurately, legibly and in as much detail as possible.
Core Principles – Reporting Systems

The Lead Safeguarding Officer is:
Karen Jones: 07970 544406 or 01392 925150

In case the Lead Safeguarding Officer is unavailable there are also a number of appointed Deputy Safeguarding Officers (contact details at Appendix B and K), who will take action in respect of reports concerning abuse and / or poor practice in the absence of the Lead Safeguarding Officer.

If the Lead Safeguarding Officer (or Deputy) is not available The person discovering or being informed of the abuse should immediately contact the social services department or the police (contact details at Appendix B & K), who will decide how and when parents/carers/guardians will be informed and ultimately become responsible for what steps to take next.

Where an incident, concern or allegation is reported direct to the Social Services Department or Police the Lead Safeguarding Officer should be informed at the earliest possible opportunity and the completed Incident Report Form (Appendix A) should be sent to him/her.

If the allegations / concerns involve the Lead Safeguarding Officer A Deputy Safeguarding Officer or other trusted officer, preferably senior, should be approached.

5.3 Dealing with Allegations - What to do in responding to a participant
It should be recognised that direct disclosures are rare. However, participants who are being abused will only tell people they trust and with whom they feel safe. By listening to and taking seriously what the person is telling you, you will already be helping to protect them. It is useful to think in advance how you might respond to this situation. Here are some brief guidelines:

- Create a safe environment by:
  - Staying calm and not rushing into actions that may be inappropriate.
  - Confirming you know how difficult it must have been to confide in you and that they have done the right thing.
  - Reassuring the participant and stressing he/she is not to blame.
  - Listening to what the person says and showing you are taking what is being said seriously.
  - Where possible remain in view, do not go somewhere on your own.

- Be honest and do not make promises you cannot keep. Explain you may have to tell other people what is being disclosed.
- Ensure you are quite clear about what the person says so you report it accurately. Keep questions to a minimum, the law is very strict and an abuse case can be dismissed if it appears the person has been led or words have been suggested.
- Record exactly what the participant has said to you. As soon as possible after the incident, complete the Incident Report Form (found at Appendix A) accurately
legibly and in as much detail as possible. Stick to the facts and do not give your opinions.

- **Inform the Lead Safeguarding Officer or a Deputy Safeguarding Officer** (contact details at Appendix B & K) as soon as possible so that the person can be protected and you can gain some support for yourself in what could be a difficult situation.

The Quick Guide Reporting Flow Charts - Appendix C and N provides you with a useful step by step guide for what action you should take in dealing with an allegation or incident.

### 5.4 Dealing with Allegations - Against Staff/Volunteers

Should you become aware of an allegation against a colleague regarding an incident of abuse or poor practice taking place, or having taken place, it is vital that the following procedures are followed:

- **Record** exactly what the person has said to you. As soon as possible after the incident, complete the Incident Report Form (found at Appendix A) accurately, legibly and in as much detail as possible. Stick to the facts and do not give your opinions.
- **Inform the Lead Safeguarding Officer or a Deputy Safeguarding Officer** (contact details at Appendix B & K) as soon as possible so that the participant can be protected and you can gain some support for yourself in what could be a difficult situation.

This Safeguarding Policy should be read in conjunction with Devon County Council’s Whistleblowing policy, a link to which can be found in Appendix J - Good Practice Guidelines - Organisational

**Further detailed guidance for the Lead Safeguarding Officer / Deputy Safeguarding Officers** can be found at Appendix G

### 5.5 Dealing with Allegations – General

- **Take the allegation seriously.** It is your duty to consider any allegation to be potentially dangerous to the participant and therefore report it.

- **Do not judge or investigate.** As an employee or volunteer it is important not to lose focus of your role. By reporting an allegation quickly any necessary investigations and/or judgement can then be made by trained professionals i.e. social services and/or the police.

- **Do not discuss the incident or concerns with anyone other than the LSO / DSO, social services department or police unless you are advised by them to do so.**

- **Maintain confidentiality.** It is extremely important that any allegations are not discussed (unless absolutely necessary) as any breaches could be damaging to both the person and to any investigation that may follow. Refer to the section on ‘Confidentiality’.

- **Any requests for information from members of the public (including parents/carers/guardians) or the media should be directed to the Designated**
Safeguarding Lead and should be given the ‘no comment’ response. Refer to section on 'Dealing with the Media'.
6.0 Adoption, Review and Monitoring of Compliance

The policy was formally approved and adopted by the Active Devon Board in April 2016 and will be reviewed by the Active Devon Board annually, or in light of changes in relevant legislation, or following a significant incident or change in governance.

The Lead Safeguarding Officer will monitor all Incident Reports to assess whether correct procedures (as outlined herein) have been followed. If correct procedures have not been followed, then reasons will be established and where necessary policy reviewed and or amended. Such policy reviews will be initiated and completed as soon as practically possible following an incident. In addition, the Lead Safeguarding Officer will produce an annual monitoring report to the Active Devon Board, which covers numbers/types of cases/issues and learning points arising.

POLICY HISTORY

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<th>Summary of change</th>
<th>Contact</th>
<th>Implementation Date</th>
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<tr>
<td>18.03.16</td>
<td>Policy First Draft</td>
<td>K Jones</td>
<td>26.05.2016</td>
<td>June 2017</td>
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<tr>
<td>20.06.17</td>
<td>Guidance added on Radicalisation, FGM, CSE, BME, LGBT and Elite athletes. Contact details updated</td>
<td>K Jones</td>
<td>17.10.2017</td>
<td>November 2018</td>
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<td>13.11.18</td>
<td>Changes to reflect publication of Working Together 2018. Updates to Active Devon, Devon and Torbay LSC contact information</td>
<td>K Jones</td>
<td>1.12.18</td>
<td>January 2020</td>
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<td>07.04.20</td>
<td>Change to reflect new partner contact details and changes to Active Devon’s safeguarding team</td>
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Declaration

Active Devon is fully committed to safeguarding the wellbeing of participants by protecting them from harm.

As an employee of the Active Devon it is important that you have taken the time to thoroughly read this safeguarding policy. By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the participants in their care.

Staff will be required to give a signed declaration that covers the following areas:

1. Asks them to provide details of any convictions, cautions etc, gives their consent to the Active Devon undertaking police and/or social services checks against them and explains how such information may be used by the Partnership.

2. Gives their agreement to notify Active Devon if they are arrested or investigated in relation to abuse.

3. Confirms that they have read, understood and agree to abide by the Code of Ethics & Conduct as laid out in Appendix D.

4. Confirms that they have read and fully understood the Active Devon Safeguarding Policy and declares that they will carry out their role in line with policy statements and procedures.

A copy of the Employment Self Declaration and Disclosure Form can be found at Appendix E.
SAFEGUARDING PROCEDURES AND GUIDANCE

SECTION 1 - GENERAL USE

FOR USE WHEN WORKING WITH CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

Appendix A – Incident Report Form
Appendix D – Code of Ethics and Conduct
Appendix E – Employment Self Declaration and Disclosure Form
Appendix F – Seven Golden Rules for Information Sharing
Appendix G - Detailed Responsibilities
Appendix H - Detailed Guidance of the types of Abuse and Definitions
Appendix I - Good practise Guidelines - Individuals
Appendix J - Good Practice Guidelines - Organisational

SECTION 2 - FOR USE WHEN WORKING WITH ADULTS AT RISK

Appendix B – Adults at Risk Contacts List
Appendix N – Quick Guide Reporting Flow Chart - Adult at Risk

SECTION 3 - FOR USE WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE

Appendix K - Children & Young People Contacts List
Appendix C – Quick Guide Reporting Flow Chart - Child/Young Person
Appendix M - Sharing Concerns
Supervising children and young people’s sport and activities. The CPSU provides guidance on appropriate staffing/supervision ratios of adults to participants when planning and running sports activities. Click here: https://thecpsu.org.uk/Search?term=Supervision%20ratio


Guidelines on transporting a child or young person in your car. This CPSU briefing highlights best practice for adults when transporting children to and from sporting activities. Click here: https://thecpsu.org.uk/resource-library/2013/guidelines-on-transporting-a-child-or-young-person-in-your-car/

OnLine Safety: The CPSU provides information on social media. Click here: https://thecpsu.org.uk/help-advice/topics/online-safety#social-networking-what-you-need-to-know

Information and Guidance on Adults at Risk in Sport can be obtained from the Ann Craft Trust: http://www.anncrafttrust.org/safeguarding-adults-in-sport.php

Safe Sports Events: The CPSU provides information on events and away trips. Click here: https://www.thecpsu.org.uk/resource-library/2013/safe-sport-events-activities-and-competitions/


Duty of Care: The CPSU provides a briefing paper is to clarify what that duty entails and to provide some guidance as to what steps can be taken in order to demonstrate that this duty is being met. Click here: https://www.thecpsu.org.uk/resource-library/2013/duty-of-care/

Photography - The CPSU provides guidance that helps ensure organisations take all necessary steps to protect participants from inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones or any other equipment. Click here: https://thecpsu.org.uk/help-advice/topics/photography/

Active Devon provides its own guidance here: https://docs.google.com/document/d/1hMVRXDwrKG9TLtgboHeovZaXTsnHRnwWKprbAeKSe0/edit?usp=sharing
E-Safety - The CPSU provides guidance for sports organisations, coaches and others involved in providing activities for people who are increasingly using the internet and social media to promote sport and communicate with them. Click here: https://www.thecpsu.org.uk/help-advice/topics/online-safety/
Active Devon provides its own guidance here: https://docs.google.com/document/d/1kc5v-1EAZD66ZO50s2YxKEnDr9qszahz29zGyGlW5edA/edit?usp=sharing

Sample Code of Conduct for Participants https://docs.google.com/document/d/12u9-JyKpx7Zh5O1Tyv9yDBlnA0X-AbpFCGHsnhAI/edit?usp=sharing

Safeguarding in Devon
For important local information about safeguarding children and adults at risk from abuse, please click on the relevant link below https://new.devon.gov.uk/devonsafeguarding/

Radicalisation
Consider this training module which explains what your duties and responsibilities are at a time when there’s increasing concerns about young people’s involvements in extremist groups http://course.ncalt.com/Channel_General_Awareness/01/index.html

Female Genital Mutilation (FGM)
FGM is illegal in the UK. Each nation has policy and guidance to prevent FGM and take action to protect any child who has been affected https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/legislation-policy-and-guidance/

Child Sexual Exploitation (CSE)

Safeguarding the Elite Young Athlete

LGBT Young People in Sport
A list of resources: https://thecpsu.org.uk/help-advice/topics/lgbt-young-people-in-sport#resources

BME Participation in Sport and Physical Activity
A new approach - by DICE and Sporting Equals http://www2.le.ac.uk/departments/sociology/dice/news/bme-participation-in-sport-physical-activity2019
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<td>□ AN INCIDENT WHICH YOU HAVE WITNESSED?</td>
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<td>□ A CONCERN YOU HAVE BASED ON POTENTIAL INDICATORS OF ABUSE?</td>
</tr>
<tr>
<td>If so tick indicator(s) which have prompted your concerns:</td>
</tr>
<tr>
<td>□ PHYSICAL □ BEHAVIOURAL □ OTHER .................................</td>
</tr>
<tr>
<td>□ AN ALLEGATION OR CONCERN THAT HAS BEEN REPORTED TO YOU BY SOMEONE ELSE?</td>
</tr>
<tr>
<td>Please tick who: The Person □ Someone Else □ Please give this person’s details below</td>
</tr>
</tbody>
</table>

Is the alleged victim aware that you are contacting another agency?

| □ YES □ NO □ UNSURE If no, why is this? E.g. understanding, have not been told |

Has the alleged victim given permission to share information?

| □ YES □ NO □ UNSURE If no, why is this? |

| NAME |
| FULL ADDRESS |
| POSTCODE |
When was the incident reported to / witnessed by you? (please give date and time)

PLEASE GIVE FULL DETAILS OF THE INCIDENT(S) / CONCERN(S) / ALLEGATION(S)
Include; WHEN ie Date / Time; WHERE ie Venue and Exact Location; WHAT HAPPENED

OBSERVATIONS Please include description / location of any visible injuries and give a description of the person’s behaviour, physical and emotional state
PERSON'S ACCOUNT OF INCIDENT (complete this section if the person reported the incident to you). Record exactly what the person has said has happened (including how any bruising or other injuries have occurred) and include anything you have said to the person.
**Section 3 Reporting of Incident**

(If applicable) are Parents / Guardians aware of your concerns? □ No □ Yes  If Yes please detail how they became aware

........................................................................................................................................................................

........

Is alleged abuser aware of your concerns? □ No □ Yes  If Yes detail how he/she became aware □ n/a

........................................................................................................................................................................

........

Have Social Services been informed? □ No □ Yes  If Yes please give details
Who did you speak to?
........................................................................................................................................................................

Date and Time you informed them ......................... Case Reference allocated

.........................

Have the Police been informed? □ No □ Yes  If Yes please give details
Who did you speak to?
........................................................................................................................................................................

Date and Time you informed them ......................... Case Reference allocated

.........................

**Section 4 Your Details**

<table>
<thead>
<tr>
<th>YOUR NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL ADDRESS</td>
<td></td>
</tr>
<tr>
<td>POSTCODE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TELEPHONE</th>
<th>Day</th>
<th>Eve</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

This form must now be sent immediately to:

**Lead Safeguarding Officer, Active Devon, The Loft, Haven Banks OEC, Haven Road, Exeter EX2 8DP**
Appendix D - Code of Ethics & Conduct

CODE OF ETHICS & CONDUCT

Participation and involvement in organised sport/active lifestyle activities helps the development of individuals. This can be achieved by:

- Identifying and meeting the needs of individuals
- Improving enjoyment through a programme of safe, guided practice
- Creating an environment in which participants are motivated to maintain their involvement

Everyone involved with Active Devon should comply with good ethical practice and should:

1. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their activity.
2. Place the well being and safety of participants above all else.
3. Follow all guidelines laid down by the relevant organisation’s governing body and hold appropriate insurance cover.
4. Develop an appropriate working relationship with participants, based on mutual trust and respect including being aware of e-safety and the implications.
5. Not exert undue pressure on any participants.
6. Encourage and guide participants to accept responsibility for their own actions.
7. Hold up to date and nationally recognised qualifications
8. Ensure the activities directed or advocated are appropriate for the age, maturity, experience and ability of the participant.
9. At the outset, clarify with participants (and where appropriate with their parents) exactly what is expected of them and what participants are entitled to expect in return.
10. Co-operate fully with other organisations in the best interests of the participant.
11. Always promote the positive aspects of organised sport/active lifestyle activities (e.g. fair play)
12. Consistently display high standards of behaviour and appearance and set a good example which others can follow.
13. Arrive in plenty of time to set up the activity and ensure safety checks are done prior to the start.
14. Keep informed about sound practices and the principles of people’s growth, development and personal motivations for taking part
15. Never condone rule violations.
16. Never transport young people or adults at risk alone in a vehicle.
17. Never ridicule or shout at a participant for making a mistake.
18. Develop an appropriate working relationship with participants based on mutual trust and respect. Ensure that participants always show respect for each other.
19. Always report any incidents, referrals or disclosures immediately following appropriate guidelines set out in Active Devon’s Safeguarding Policy and Procedures.
20. Ensure that confidential information is not divulged unless with the express approval of all those concerned.
21. Ensure that coach / participant ratios (as per staffing supervision / NGB ratios for participants.
22. Be aware that discriminatory, offensive and violent behavior will not be tolerated and all complaints will be acted upon.
23. Maintain a clear boundary between friendship and intimacy with the participants and do not conduct inappropriate relationships with participants.

I ............................................................................ (Please print name) agree to abide by the above Code.

Signed........................................................................Date..................................
Failure to abide by this code of conduct will result in appropriate action being taken following an initial assessment of the situation by the appropriate Active Devon Officer. This may mean the removal of yourself from the activity for a period of time whilst the investigation is taking place and may result in disciplinary action being taken.

Activity .................................. Deliverer/Organiser..........................

Date........................................
## Employment Self Declaration and Disclosure Form

Private and Confidential

### For roles involving contact with children (under 18 year olds) and adults at risk

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

**For completion by the organisation:**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address and Postcode:</td>
</tr>
<tr>
<td>Telephone/Mobile No:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Gender:</td>
</tr>
<tr>
<td>Male     /     Female</td>
</tr>
<tr>
<td>Identification (tick box below):</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**Either**

<table>
<thead>
<tr>
<th>UK Passport Number and Issuing Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Driving Licence Number (with picture)</td>
</tr>
</tbody>
</table>

**Plus**

| National Insurance Card or current Work Permit Number |

**Signature of authorised Employing Officer:**

<table>
<thead>
<tr>
<th>Print name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
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).

For completion by the individual (named in Part one):

<table>
<thead>
<tr>
<th>Question</th>
<th>YES / NO</th>
<th>(if Yes, provide information below):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been known to any Social Services department or Police as being a risk or potential risk to children or adults at risk?</td>
<td>YES / NO</td>
<td>(if Yes, provide information below):</td>
</tr>
</tbody>
</table>

Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or adults at risk?

Confirmation of Declaration (tick box below)

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.

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.

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 adults at risk.

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 or adults at risk.

Signature: 

Print name: 

Date:
Appendix F - Seven golden rules for information sharing

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.

5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Extract from HM Government Information Sharing: Guidance for practitioners and managers. Copies can be obtained from www.ecm.gov.uk/informationsharing
Flowchart of when and how to share information

- You are asked to share information
  - Is there a clear and legitimate purpose for sharing information?
    - Yes
    - No
      - Does the information enable an individual to be identified?
        - Yes
        - No
          - Is the information confidential?
            - Yes
            - No
              - Do you have consent?
                - Yes
                - No
                  - Is there another reason to share information such as to fulfil a public function or to protect the vital interests of the information subject?
                    - Yes
                    - No
                      - You can share
                        - Do not share

Share information:
- Identify how much information to share.
- Distinguish fact from opinion.
- Ensure that you are giving the right information to the right individual.
- Ensure where possible, you are sharing the information securely.
- Inform the individual that the information has been shared if they were not aware of this as long as this would not create or increase risk of harm.

Record the information sharing decision and your reasons in line with your organisation or local procedures.

If there are concerns that a child is suffering or likely to suffer harm then follow the relevant procedures without delay. Seek advice if unsure what to do at any stage and ensure that the outcome of the discussion is recorded.

Source: Information Sharing (HM Government March 2015)
Appendix G

Role and responsibilities of the Active Devon Board

The Board, as the body for setting Active Devon’s strategic direction, will:

- ensure that safeguarding remains a central principle of the operations and development of the organisation
- have strategic accountability for the development of policies for safeguarding and promoting the welfare of participants in organised sport/active lifestyle initiatives
- have strategic accountability for effective implementation of organisational policies and procedures for safeguarding including those related to safe recruitment
- represent the organisation’s approach to safeguarding and protecting children and young people and communicate this approach to other organisations, as appropriate.

Role and responsibilities of the Senior Leadership Team

The Senior Management Team will:

- oversee arrangements to ensure the organisation fulfills its duty of care towards participants in organised sport/active lifestyle initiatives in line with this policy
- contribute to the development and implementation of policies for safeguarding participants in organised sport/active lifestyle initiatives
- develop, maintain and review other organisational policies and procedures which contribute to safeguarding, including those related to safer recruitment, complaints and disciplinary procedures
- work collaboratively with external agencies on cases of poor practice or abuse
- implement an organisational culture of listening to participants
- help partner organisations to have adequate policies and procedures in respect of safeguarding
- ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
- represent the organisation’s approach to safeguarding and communicate this approach to other organisations as appropriate

Role and Responsibilities of the Lead Safeguarding Officer

Key functions of the Lead Safeguarding Officer are:

- To provide advice and guidance where the referrer is unsure about the nature / seriousness of their concern.
- To receive and respond to all reports of incidents, allegations or suspicions of abuse or poor practice.
- To make an initial decision as to whether a report constitutes an incident of abuse or poor practice.
- Report any suspicions of abuse to the Social Services Department or police without delay and maintain the link with such agencies during their investigations.
- To undertake such training as is necessary in pursuance of his/her role of the Lead Safeguarding Officer.
- To inform Devon County Council Human Resources Practice of all incidents, allegations and reports.
- To inform the Local Authority Designated Officer of all cases where it is alleged that a person who works with children has behaved in a way that has (or may have) harmed a child, has
committed a criminal offence against a child or has behaved in a way that indicates s/he is unsuitable to work with children.

- To work in consultation with the Local Authority Designated Officer in the management of such cases.
- To inform Line Manager and the Board of incidents, allegations and reports of abuse or poor practice as appropriate.
- To assess whether information should be shared with other organisations in the interests of the safety and welfare.
- To inform Partner Organisations of incidents, allegations and reports of abuse or poor practice as deemed appropriate by the Local Authority Designated Officer, Board, Line Manager or DCC Human Resources Practice.
- To receive details of all formal complaints made about Active Devon through the DCC Feedback Policy and make an assessment as to whether they should be dealt with through DCC’s safeguarding policy and procedures.
- To work closely with the DCC Communications Team in dealing with any enquiries from members of the public (including parents/carers/guardians) and the media about any incident, allegation or report of abuse or poor practice.
- When a case arises to consider the need for support for those people involved and to provide support and advice as appropriate.
- To monitor all Incident Reports to assess whether correct procedures have been followed and in cases where correct procedures have not been followed to establish reasons and where necessary review and / or amend policy.
- To compile and present an annual monitoring report to the Active Devon Board which covers numbers/types of cases/issues and learning points arising.

**Deputy Safeguarding Officers**

Key functions of the Deputy Safeguarding Officers are:

- In his/her absence, to perform the role of the Lead Safeguarding Officer.
- **On receiving an allegation / concern / report of abuse or poor practice to, in all instances and immediately, refer all such reports to the Lead Safeguarding Officer** (contact details at Appendix B & K).

**Local Authority Designated Officer (LADO)**

The LADO works within Children’s Services and will be involved in coordinating information sharing in cases in which it is alleged that a person who works with children (including as a volunteer) has:

1. behaved in a way that has harmed, or may have harmed a child
2. possibly committed a criminal offence against children, or related to a child
3. behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Where someone has concerns relating to anyone who holds a position of trust or responsibility with young people, these should be discussed with the LADO. Contact details for Devon’s LADOs are available on the Active Devon website.

Contact details (details of individual LADOs available on the Active Devon website)

LADO helpline: 01392 384964
Secure email address: ladosecure-mailbox@devon.gcsx.gov.uk

**Staff and volunteers**

All staff will:
- be aware of what is meant by safeguarding
- be alert to the risks which individual abusers, or potential abusers may pose to participants, particularly in relation to organised sport/active lifestyle initiatives
- demonstrate knowledge of Active Devon policies and procedures and how to apply these in practice
- listen to participants, take any allegations/disclosures seriously and report all concerns in line with the organisation’s procedures
- ensure that the inclusion of adequate safeguarding arrangements is a key element of commissioning, funding and partnership agreements, where these are relevant
- represent the organisation’s approach to safeguarding and communicate this approach to partners
- give a signed declaration of their suitability to work, their commitment to safeguarding, their adherence to Active Devon’s code of conduct and their understanding of the policy. See Appendix E

Appendix H

**Detailed Guidance of the types of Abuse and Definitions**

Abuse and neglect are forms of maltreatment of any person. Somebody may abuse or neglect a person by inflicting harm, or by failing to act to prevent harm. Participants may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger e.g. via the internet. They may be abused by an adult or adults, a child or children. Victims of abuse frequently suffer more than one category of abuse.

**Abuse of Children and Young People**

**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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing; shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision including the use of inadequate caretakers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

The physical signs of neglect may include: “constant hunger, sometimes stealing food from other children”, “constantly dirty or ‘smelly’”, “loss of weight, or being constantly underweight”, “inappropriate clothing for the conditions”.

Changes in behaviour which can also indicate neglect may include: “complaining of being tired all the time”, “not requesting medical assistance and/or failing to attend appointments”, “having few friends”, “mentioning being left alone or unsupervised”.

**Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or failing to protect a child from that harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Examples of physical abuse in sport may be when the nature or intensity of training and competition exceeds the capacity of the child’s immature and growing body or where drugs are
used to enhance performance or delay puberty.

Physical symptoms include bruises, black eyes and broken bones are obvious signs of physical abuse. Other signs might include injuries that the child cannot explain or explains unconvincingly, untreated or inadequately treated injuries. Injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen, bruising which looks like hand or finger marks, cigarette burns, human bites, scalds and burns

Changes in behaviour that can also indicate physical abuse: „ fear of parents being approached for an explanation „ aggressive behaviour or severe temper outbursts „ flinching when approached or touched „ reluctance to get changed, for example in hot weather „ depression „ withdrawn behaviour „ running away from home

**Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In sport, coaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over the young performer, if misused, may also lead to abusive situations developing. One of the issues in assessing whether sexual abuse has occurs is that of exploitation (see below). Other symptoms might include pain, itching, bruising or bleeding in the genital or anal areas, genital discharge or urinary tract infections, stomach pains or discomfort walking or sitting, sexually transmitted infections.

Changes in behaviour which can also indicate sexual abuse include: „ sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn „ fear of being left with a specific person or group of people „ having nightmares „ running away from home „ sexual knowledge which is beyond their age, or developmental level „ sexual drawings or language „ bedwetting „ eating problems such as overeating or anorexia „ self-harm or mutilation, sometimes leading to suicide attempts „ saying they have secrets they cannot tell anyone about „ substance or drug abuse „ suddenly having unexplained sources of money „ not allowed to have friends (particularly in adolescence) „ acting in a sexually explicit way towards adults

**Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment 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 feature age- or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Examples include
● Threats of harm or abandonment
● Humiliation, shaming or ridicule
● Harassment, bullying, intimidation
● Control or coercion
● Deprivation of choice or privacy
● Deliberate social isolation

Changes in behaviour which can indicate emotional abuse include: „ neurotic behaviour e.g. sulking, hair twisting, rocking „ being unable to play „ fear of making mistakes „ sudden speech disorders „ self-harm „ fear of parent being approached regarding their behaviour „ developmental delay in terms of emotional progress

Emotional abuse in part may occur if children are subjected to constant criticism, name calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently, for example in a sporting capacity.

**Bullying**

In some cases of abuse it may not be an adult that is the abuser. It could be that the abuser is another child or young person and this is typically seen in common cases of bullying.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It could take the form of:

● physical assaults
● name-calling, sarcasm and racist taunts
● threats and gestures
● unwanted physical contact
● graffiti
● stealing or hiding personal items
● being ostracised or ignored
● cyberbullying

Signs that a child may be being bullied can be: „ coming home with cuts and bruises „ torn clothes „ asking for stolen possessions to be replaced „ losing dinner money „ falling out with previously good friends „ being moody and bad tempered „ wanting to avoid leaving their home „ aggression with younger brothers and sisters „ doing less well at school „ sleep problems „ anxiety „ becoming quiet and withdrawn

These definitions and indicators are not meant to be definitive, but only serve as a guide. It is important too, to remember that many children may exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in the family or relationship problems between parents/carers. In assessing whether indicators are related to abuse or not, the authorities will always want to understand them in relation to the child’s development and context.
Abuse of Adults at Risk

It is important to remember that an individual may suffer more than one form of abuse at any one time. The following are the main types of abuse with examples. Please note that the list is not exhaustive.

These definitions are those used by the Devon Safeguarding Adults Board: https://new.devon.gov.uk/devonsafeguardingadultsboard/reporting-concerns

**Physical abuse**
Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence**
Including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

**Sexual abuse**
Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting

**Psychological abuse**
Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse**
Including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery**
Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse**
Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse**
Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission**

Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

**Self-neglect**

This covers a wide range of behaviour including neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. People who neglect themselves can often be at risk of other forms of abuse and exploitation.
Appendix I Good Practice Guidelines - Individuals

It is the responsibility of everyone involved to promote the welfare of participants. It is possible to promote the welfare of participants simply by reducing situations in which abuse can occur. Active Devon advocates the following common sense examples of how to create a positive culture and climate within organised sport/active lifestyle initiatives. Active Devon also recognises additional vulnerability with some people and that extra measures may have to be put in place to support their participation.

Good practice means:

- ensuring the safety of all participants by careful provision, proper pre-planning of activity sessions, using methods, equipment and facilities that are safe and appropriate to the age and ability of the participant
- always putting the welfare of each participant first
- treating all participants with respect and dignity; encouraging them to speak openly and listening to what they say.
- recognising the rights, development needs and capacity of participants and not over train them or exert undue influence
- building balanced relationships based on mutual trust which empowers participants to share in the decision making process
- being an excellent role model ensuring that high personal and professional standards are maintained at all times
- giving enthusiastic and constructive feedback and guiding participants in accepting responsibility for their own performance and behaviour
- always working in an open environment, being visible and identifiable as the activity leader
- not letting any incidents/allegations of abuse go unchallenged or unrecorded
- not allowing any rough or dangerous play, bullying, use of bad language or inappropriate behaviour
- encouraging all participants not to discriminate on the grounds of religious beliefs, race, gender, social class or lack of ability
- not abusing people physically, emotionally or sexually
- not engaging in a sexual relationship with a young person or adult at risk for whom they are responsible
- making activities fun, enjoyable and always promoting fair play
- not touching participants where possible (e.g. when demonstrating techniques) but adhering strictly to NGB guidelines. If there is a need to touch a participant consent must be sought.
- keeping up to date with the technical skills, qualifications and insurance in regards to the activity
- securing parental consent in writing to act ‘in loco parentis’, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- awareness of any medicines being taken by participants, or existing injuries
● keeping a written record of any accident/incident that occurs, along with details of any treatment given and informing the designated person and others where it is appropriate/relevant bearing mind the need for confidentiality around sensitive information.

● ensuring that use of photographic and filming equipment is appropriate and permission of parents has been sought. *1 – Definition: Latin ‘in the place of a parent’*

**Appendix J - Good Practice Guidelines - Organisational**

**Recruitment of Staff**

Staff recruited to provide opportunities for people to participate in activities that meet the requirements of regulated organised sport/active lifestyle initiatives will be checked for any possible issues which may give reason for concern. The application pack must include:

- Application forms together with a clear job description including the nature of responsibility to participants, what skills are expected and what kind of person you require to fill the post.

Anyone may have the potential to abuse people in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children or adults at risk. It is essential that whether staff (including volunteers) are paid, unpaid or in part or full time employment, the same procedures are used consistently to ascertain as much information as possible, such as:

- Past career, relevant interests, any gaps in employment and reasons for leaving, educational qualifications and other relevant training/qualifications.

**Selection of Staff**

- Active Devon will require applicants to disclose any previous criminal convictions, cautions and formal warnings by completing a self disclosure form and make relevant background checks, obtaining consent for DBS checks where eligible.

- A minimum of two references will be taken up, and be from reputable sources and followed up by letter or telephone. References should include the person’s suitability to work with children and/or adults at risk. Where a person has previously worked with these groups then at least one reference should be taken up from the employer who employed him/her.

- It should be made clear that effective measures are in place to ensure confidentiality of information held.

- Personal identification will be requested. The standards required as acceptable forms of identification will be the same as are used for the DBS check.

**Interview and Induction**

- A representative of Active Devon should meet each applicant and explore information contained in the application form against the kind of qualities and skills needed in the post.
Where the initial meeting with an Active Devon representative, or the background checks carried out, raise issues which may give cause for concern then the candidate will be referred to the DCC formal interview process which includes representation from Human Resources.

All staff will receive a formal or informal induction programme in which:

- Their qualifications are substantiated.
- The expectations, roles and responsibilities of the job are clearly clarified.
- They sign up to Active Devon’s Code of Ethics and Conduct - refer to Appendix D
- They sign up to Active Devon’s Equality Policy Statement: http://www.activedevon.org/page.asp?section=0001000100010015&sectionTitle=Equality
- Active Devon’s safeguarding procedures are explained and training needs established.
- They sign up to Active Devon’s safeguarding policy.

Sharing of Information

- Active Devon will share information where it reasonably believes that it is necessary to share in order to protect or safeguard people e.g. Police, Care Direct, Partners.
- It is the responsibility of the Lead Safeguarding Officer to make any decision to share information. Such decisions will be made in accordance with the “Information Sharing; Advice for Safeguarding Practitioners” (HM Government, 2015) the principles of which can be found at Appendix F.

Training

Appropriate training will need to be identified and implemented to enable individuals to recognise their responsibilities with regard to their own safe practice and the reporting of suspected poor practice/concerns of possible abuse.

Familiarisation with the provisions set out in this policy will be given during the induction process. In addition all staff working on behalf of Active Devon must be able to demonstrate that they have attended training in the areas shown below or attend the training within 5 months:

- Safeguarding
- Equality
- Disability Awareness
Monitoring and Appraisal

At regular intervals all staff should also be given the opportunity to provide feedback on any events/work carried out, the practise of all those involved and the provision made for safeguarding. This will be completed as part of the regular supervision/appraisal process with their line manager.

It is the responsibility of staff with supervisory responsibility and programme leads to monitor good practice, this can be done in a number of ways, for example:

- Observation of activity sessions
- Formal appraisals of staff
- Provide feedback on performance against work programmes / session plans
- Feedback from participants attending activities

Dealing with the Media

Any requests for information from the media should be directed to the Lead Safeguarding Officer (contact details at Appendices B & K), and should be given the ‘no comment’ response.

All staff/volunteers should be made aware that the media are very quick to respond to hints of an allegation and will often make extreme attempts to obtain information. Therefore, it is important that all staff/volunteers are expectant and alert to any media approaches. Staff/volunteers should also have it made clear that any enquiries relating to such incidents should be directed to the Lead Safeguarding Officer (contact details at Appendices B & K). Under no circumstances should any other response be given.

The Lead Safeguarding Officer will work closely with the Devon County Council Communications Team in dealing with any enquiries from the media about any incident, allegation or report of child abuse or poor practice. In the case of incidents / allegations that are referred out to the Social Services Department the strategy meeting will determine what information is released to the media.

Whistleblowing

A variety of feelings and concerns may be generated by the discovery that a member of staff or a volunteer is, or may be abusing another person and this may raise concerns amongst other staff and volunteers. Active Devon abides by DCC’s Whistle Blowing Policy which makes it clear that Active Devon will fully support all staff and protect anyone who, in good faith and without malicious intent, reports his or her concern about a colleague’s practice or the possibility that a person may be being abused. They should be able to do so without fear of victimisation, subsequent discrimination or disadvantage. Concerns should be raised with the immediate line manager or the Lead Safeguarding Officer, depending on the seriousness or sensitivity of the issue. The policy is available here: http://www.devon.gov.uk/dcc-whistleblowing.pdf
Expert Advice

On occasions the Lead Safeguarding Officer may be informed of situations where there is uncertainty about whether an allegation constitutes abuse or not and therefore is unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but the Lead Safeguarding Officer should always be informed, and may seek advice from Social Services, Police or NSPCC before agreeing on an appropriate course of action. This is because it may be just one of a series of other instances which together cause concern. For anyone unsure of what to do advice can also be obtained by telephoning the NSPCC 24 hour free phone help line on 0808 800 5000
Appendix B – Adults at Risk Contacts List

<table>
<thead>
<tr>
<th>Active Devon Safeguarding Contacts List</th>
<th>Officer</th>
<th>01392 925150</th>
<th>Active Devon, The Loft, Haven Banks OEC Haven Road, Exeter, EX2 8DP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Jones</td>
<td></td>
<td>07970 544406</td>
<td></td>
</tr>
<tr>
<td>Deputy Child Protection Officers</td>
<td>Lisa Alford</td>
<td>01392 925150</td>
<td>Active Devon, The Loft, Haven Banks OEC Haven Road, Exeter, EX2 8DP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>07582 350349</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jason Wood</td>
<td>01392 925150</td>
<td>Active Devon, The Loft, Haven Banks OEC Haven Road, Exeter, EX2 8DP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>07958 012641</td>
<td></td>
</tr>
</tbody>
</table>

DEVON SAFEGUARDING ADULT SERVICES

Devon Safeguarding Adults Partnership

Care Direct: First point of contact for all social care calls. Information and advice.

Telephone: 01392 383000 and ask for Devon Safeguarding Adults Partnership or 0345 155 1007 if you are concerned that an adult is at risk

Email: safeguardingadultsboardsecure-mailbox@devon.gov.uk or csc.caredirect@devon.gov.uk

Plymouth Safeguarding Adults Partnership

Telephone: 01752 668000 and choose the Adult Social Care option

Online Form: You can also report your concerns using the online referral form

Torbay Safeguarding Adults Board

Telephone: 01803 219700.

Online Form: email Safeguarding Alerts

Other Useful Organisations

<table>
<thead>
<tr>
<th>Devon &amp; Cornwall Police</th>
<th><a href="https://www.devon-cornwall.police.uk/contact/">https://www.devon-cornwall.police.uk/contact/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Action on Elder Abuse</td>
<td>A national organisation who aim to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information 0808 8088141 (UK helpline)</td>
</tr>
<tr>
<td>Ann Craft Trust</td>
<td>A national organisation working with staff in the statutory, independent and voluntary sectors in the interests of people with learning disabilities who may be at risk from abuse: 01159 515400</td>
</tr>
<tr>
<td>Carers Direct</td>
<td>Free, confidential information and advice to carers: 0808 802 0202 Lines are open 9am to 8pm Monday to Friday (except for Bank Holidays). 11am to 4pm at weekends. Calls are free from UK landlines and mobiles or you can request a free call back</td>
</tr>
</tbody>
</table>
Appendix N - Adults at Risk Procedure Flow Chart

Through observation or a third party, you become suspicious of abuse

An adult at risk tells you they are being abused

You are concerned about bullying by a member of staff, volunteer or another adult/young person

Stay calm
- Reassure the adult they are not to blame
- Reassure the adult/third party they did right to tell you
- Listen
- Do not bombard the adult with questions
- Question only to clarify

Is urgent medical attention required? Call 999

Is urgent police attention/presence required? Call 999

If you believe a crime has been committed report your concerns to the Police by dialling 101.
Please be aware of the need to preserve any forensic evidence.

Discuss your concerns with the Lead Safeguarding Officer who will take over the handling of the matter.

If you believe that your Lead Safeguarding Officer may be implicated in the suspected abuse you may consult the Police or the Social Services Agency and discuss your concerns with them.
Consult a Deputy Safeguarding Officer or any member of the SMT.

Decide on whether to raise an adult protection alert by gathering only essential information necessary to report your concerns to Devon, Plymouth or Torbay Social Services using the Safeguarding Incident Report Form (see appendix A) or consult with them initially by using the contact details in Appendix B.

If the person does not consent to the referral, are there justifiable reasons to act contrary to their best wishes?
- Risks to other adults at risk or children?
- The allegation relates to the conduct of an employee or volunteer within an organisation providing services to an adult at risk?
  - The mental capacity of the person to decide?
  - Inability to consent due to undue influence or intimidation?
  - The serious harm occurring?

Social Services will acknowledge receipt of the Safeguarding Incident Report Form and will assess the information and decide upon the most appropriate response to the concerns.
Social Services will advise the referrer how their concerns will be addressed. The referrer must advise Social Services of any changes.

Whenever possible Social Service will work in partnership with all agencies and services to address allegations of adult abuse. This will include where appropriate informing the regulatory body and the relevant commissioning department(s) if the referrer has not already done so.
Appendix K – Children & Young People Contacts List

<table>
<thead>
<tr>
<th>Active Devon Safeguarding Contacts List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lead Safeguarding Officer</strong></td>
</tr>
<tr>
<td>Karen Jones</td>
</tr>
<tr>
<td>01392 925150</td>
</tr>
<tr>
<td>07970 544406</td>
</tr>
<tr>
<td>Active Devon, The Loft, Haven Banks</td>
</tr>
<tr>
<td>OEC</td>
</tr>
<tr>
<td>Haven Road, Exeter, EX2 8DP</td>
</tr>
</tbody>
</table>

| **Deputy Safeguarding Officers**       |
| Lisa Alford                            |
| 01392 925150                           |
| 075823 50349                           |
| Active Devon, The Loft, Haven Banks    |
| OEC                                    |
| Haven Road, Exeter, EX2 8DP            |

| Jason Wood                             |
| 01392 925150                           |
| 07958 012641                           |
| Active Devon, The Loft, Haven Banks    |
| OEC                                    |
| Haven Road, Exeter, EX2 8DP            |

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**DEVON CHILDREN AND FAMILIES PARTNERSHIP**

Devon Children and Families Partnership

If you have a serious concern about a child or family, call the Multi Agency Safeguarding Hub on **0345 155 1071**

Out of hours call: 0345 155 1071

Email: mashsecure@devon.gov.uk

Plymouth Safeguarding Children Board

Plymouth Gateway Service
Tel: 01752 668000 & Select Children’s Services - Option 1
Email: gateway@plymouth.gov.uk

PCSB
pscbb@plymouth.gov.uk
Phone: 01752 668000

Torbay Safeguarding Children Board

Torbay Council:
01803 207176 or email tscp@torbay.gov.uk
01803 208100 email mash@torbay.gov.uk

Out of office hours: 0300 456 4876

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**DEVON AND CORNWALL CONSTABULARY**

Devon & Cornwall Police contact details: https://www.devon-cornwall.police.uk/contact/

**NSPCC**

Child Protection Helpline: (24hrs, call free) 0808 800 5000
Child Protection in Sport Unit 0116 366 5580

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Appendix C - Safeguarding Children and Young People Procedure Flow Chart

Through observation or a third party, you become suspicious of abuse

A child tells you they are being abused

You are concerned about bullying by a member of staff, volunteer or another child

Stay calm
- Reassure the child they are not to blame
- Reassure the child/third party they did right to tell you
- Listen
- Do not bombard the child with questions
- Question only to clarify

Yes – call 999
Inform them of concerns of abuse

Notify parents unless to do so would cause unnecessary delay or further potential harm

Is the child in need of immediate medical attention, or at immediate risk of harm?

Yes
Send completed form to Lead Safeguarding Officer

No
Report and record your concerns

Is the Lead Safeguarding Officer available?

No
Report to a deputy LSO or member of SMT

Speak to Children’s Services (refer to Appendix K)

Poor practice by Active Devon employee or volunteer

Refer to CEO for immediate decision re suspension

Refer to relevant NGB Safeguarding Lead, if applicable

Disciplinary processes initiated including referral to DBS as appropriate

Possible Child Abuse by Active Devon staff or volunteer

Make referral to LADO (refer to Appendix G)

Devon, Plymouth, Torbay Safeguarding Children Board
(may include assessment, strategy, legal action, support services)

Criminal Proceedings

Possible Child Abuse by other

No
Appendix L - Working Together (2018) Principles

When working with children and young people, organisations should have in place arrangements reflecting the importance of safeguarding and promoting their welfare. These requirements are detailed in Working Together to Safeguard Children (2018).

Arrangements should include:

• a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children

• a senior board level lead with the required knowledge, skills and expertise or sufficiently qualified and experienced to take leadership responsibility for the organisation's/agency's safeguarding arrangements

• a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services

• clear whistleblowing procedures, which reflect the principles in Sir Robert Francis’ Freedom to Speak Up Review and are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed

• clear escalation policies for staff to follow when their child safeguarding concerns are not being addressed within their organisation or by other agencies

• arrangements which set out clearly the processes for sharing information, with other practitioners and with safeguarding partners

• a designated practitioner (or, for health commissioning and health provider organisations/agencies, designated and named practitioners) for child safeguarding. Their role is to support other practitioners in their organisations and agencies to recognise the needs of children, including protection from possible abuse or neglect. Designated practitioner roles should always be explicitly defined in job descriptions. Practitioners should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively

• safe recruitment practices and ongoing safe working practices for individuals whom the organisation or agency permit to work regularly with children, including policies on when to obtain a criminal record check

• appropriate supervision and support for staff, including undertaking safeguarding training

• creating a culture of safety, equality and protection within the services they provide

In addition:

• employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role

• staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and the procedures to be followed if anyone has any concerns about a child’s safety or welfare

• all practitioners should have regular reviews of their own practice to ensure they have knowledge, skills and expertise that improve over time
Appendix M - Sharing Concerns

When to Share Concerns with Parents, Carers or Guardians

There is always a commitment to work in partnership with parents/carers/guardians where there are concerns about their children. Therefore, in most situations it would be important to talk to parents/carers/guardians to help clarify any initial concerns. For example, if a child seems withdrawn, he/she may have experienced a family bereavement.

If in any doubt at all staff should consult with the Lead Safeguarding Officer or Social Services Department before raising their concerns with the parents/carers/guardians of the child.

When NOT to Share Concerns with Parents, Carers or Guardians

There are circumstances in which a child may be placed at even greater risk if such concerns were shared (e.g. where a parent/carer/guardian may be responsible for the abuse, or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the Lead Safeguarding Officer (contact details at Appendix K) or Social Services Department as soon as possible.

Once the incident/allegation has been reported it is the responsibility of the Lead Safeguarding Officer to inform the Social Services Department or police without delay.

Action Towards the Bully (if bully is a young person):

In circumstances where bullying is concerned and having sought guidance and been advised to take action:

- talk with the bully, explain the situation, try to get the bully to understand the consequences of their behaviour. Seek an apology to the victim
- inform the bully’s parents
- insist on the return of ‘borrowed’ items
- provide support for the coach and significant others of the victim
- impose sanctions as necessary
- encourage and support the bully(ies) to change behaviour
- hold meetings with the families to report on progress
- inform other coaches and designated officer of action taken
- keep a written record of action taken.

Confidentiality

In dealing with any case/suspicion/allegation relating to child abuse all staff should be aware that safety of the child is always paramount over confidentiality.
However in dealing with any case/suspicion/allegation relating to child abuse all staff should be made aware that any breaches in confidentiality can be very damaging to the child, family and any child protection investigations which may take place.

In an instance whereby enquiries arise from members of the public (including parents/carers/guardians) and any branch of the media it is vital that all staff be briefed that they are not at liberty to make any comments regarding the case, but that they have been told to relay all enquiries the Lead Safeguarding Officer or their line manager. The designated staff member should then meet all questions with the ‘no comment’ response.

It is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

This will mean, at the very least, informing the Lead Safeguarding Officer or Deputy (and if not available the Social Services Department or Police).

- Nobody should inform the parents/carers/guardians of the child without prior and explicit consent of the Social Services Dept. or Police.
- Nobody should inform the alleged perpetrator without prior and explicit consent of the Social Services Dept. or Police.

Informing the parents/carers/guardians of a child about whom you are concerned will need to be handled in a sensitive way and should only be undertaken in consultation with a statutory agency i.e. the Social Services Department.

Any individual under suspicion of poor practice, whether or not he or she is a staff member or volunteer within the organisation, has a right to be notified of the cause of concern. It is not the role of the person who has these concerns to notify the individual. Such notifications will be given by the Lead Safeguarding Officer or the individual’s Line Manager.

When a suspected case of poor practice / child abuse is referred out to the Social Services Department they will organise a strategy meeting that will decide who should be told, when they should be told, and the kind of information which it is appropriate to share.

Depending upon the outcome of initial enquiries, staff and other agencies that have contact with either the child concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action.