



**Child Protection Policy
For
Herts Sports Partnership**

June 2022

Key people in the Herts Sports Partnership

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Key Organisation in Hertfordshire

[Hertfordshire Safeguarding Children Partnership](#), 01992 588757

[Hertfordshire Children's Services](#), 0300 123 4043

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Introduction

This policy applies to all staff of Herts Sports Partnership including Executive Board members, paid staff, volunteers, agency staff, students and anyone working on behalf of the Partnership. It shows a commitment to protecting and safeguarding children against potential or actual harm. It fully accepts and promotes the principle enshrined in the Children Act 1989 that the welfare of the child is paramount.

The policy also demonstrates a commitment to working with statutory bodies, voluntary agencies and other organisations to promote the safety and welfare of children, and acting promptly whenever a concern is raised about a child or about the behaviour of an adult. Herts Sports Partnership will work with the appropriate statutory bodies when an investigation into abuse is necessary.

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, carers, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training
- reviewing our policy and good practice annually.

Herts Sports Partnership will endeavour to safeguard the children who attend activities we fund, organise or facilitate, by following these procedures if a concern is raised about a child's welfare.

The definition of a child for the purpose of this document is anyone under the age of 18 years.

Policy

Policy statement

Herts Sports Partnership acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that (regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background) all children:

- have a positive and enjoyable experience of sport and physical activity with Herts Sports Partnership in a safe and child-centred environment
- are protected from abuse whilst participating in sport and physical activity.

Herts Sports Partnership acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse. We accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy, Herts Sports Partnership will:

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and that support is provided to individual(s) who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Herts Sports Partnership. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

The policy will be reviewed every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Hertfordshire Safeguarding Children Partnership
- as a result of any other significant associated change or event.

Named Persons and Important Contacts

Herts Sports Partnership has an appointed individual who is responsible for dealing with any safeguarding concerns. In their absence, a deputy will always be available for anyone to consult with.

The Named Persons for child protection within Herts Sports Partnership are:

Named Person for Safeguarding	Tom Horey
Contact no:	01707 284824

Deputy Named Person for Safeguarding	Matt Rayner
Contact no:	01707 284229

Other Key Contacts:

Children's Services	0300 123 4043 (including out of hours)
Police (Joint Child Protection Investigation Team)	01707 354000 (or in an emergency 999)
NSPCC	0808 800 5000

Further useful contacts are listed in Appendix 8

Responsibilities of individuals

All members of Herts Sports Partnership are to:

- understand and apply this policy and procedure in their activities
- identify opportunities and undertake appropriate training to support them in their role
- act appropriately at all times and be able to challenge inappropriate behaviour in others
- be able to recognise harm, and
- know how to report any concerns in a timely and appropriate way.

In addition, senior members of the organisation are to:

- ensure all staff and volunteers understand this policy and procedure
- offer opportunities to undertake appropriate safeguarding training and refresher training
- ensure that the policy and procedure is adhered to and undertake regular compliance audits
- ensure that a whistleblowing policy is developed, agreed and communicated to all staff and volunteers.

The role and responsibilities of the Named Person(s) are:

- to ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect
- to ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and followed up to ensure the issues are addressed
- to record any reported incidents in relation to a child/young person or vulnerable adult or breach of safeguarding policies and procedures. This record will be kept in a secure place and its contents will be confidential.

Role and responsibilities of the Board Safeguarding Champion:

- To support the Named Safeguarding Officer and/or Deputy Safeguarding Officer(s) in their promotion and delivery of the Herts Sports Partnership Annual Safeguarding Plan
- To receive from the Named Safeguarding Officer regular reports on progress of the action plan
- To present to the Board the annual report (from the Named Safeguarding Officer) and any appropriate information in between.
- To ensure that Safeguarding is included as an agenda item at all Board meetings.
- To ensure that the Board takes safeguarding issues into consideration when making decisions
- To help ensure all Board members are up to date with relevant safeguarding training.

Outcomes for children and their families

In developing this policy, Herts Sports Partnership intends that it will promote the welfare of children and young people attending and taking part in sport and physical activity.

Children and young people and their parents/carers can be assured that Herts Sports Partnership takes their welfare seriously and wants them to enjoy the activities in a safe and secure environment.

Every adult who works with or on behalf of Herts Sports Partnership is aware of the contents of this policy. They understand what the reporting procedures are if there are any activities that may be unsafe or may present a risk of harm, or if the child/young person (or their parents/carers) makes a disclosure of abuse or an allegation against an adult working with them. Such disclosures or allegations will be taken very seriously to ensure that the child is protected.

All adults working for or with Herts Sports Partnership will have been appropriately recruited, DBS checks (or Enhanced DBS checks) will be applied for and references taken up. Their induction into the organisation will include basic child protection training and a briefing on this policy.

Legal Framework

The Children Act 1989 sets out that the child's welfare is paramount and safeguarding and promoting it is the priority.

The Children Act 2004 set out a duty on local authorities to work closely with those providing services to children and young people.

Working Together to Safeguard Children 2018 sets out how organisations and individuals should work together to safeguard and promote the welfare of children and young people in accordance with the Children Act 1989 and the Children Act 2004. It is important that all practitioners working to safeguard children and young people understand fully their responsibilities and duties as set out in primary legislation and associated regulations and guidance.

The Children and Social Work Act 2017 replaced Local Safeguarding Children Boards with new local safeguarding arrangements, placing new duties on key agencies in a local area. In Hertfordshire this group is known as the Hertfordshire Safeguarding Children Partnership (HSCP). Key safeguarding agencies work together for the purpose of safeguarding and promoting the welfare of children in the County. The HSCP is led by three safeguarding partners (local authorities, chief officers of police, and clinical commissioning groups) but other partners including sport also play a role within this.

The UN Convention on the Rights of the Child sets out key principles which are enshrined within these acts and the statutory guidance. From 15 January 1992, when the treaty came into force, every child in the UK has been entitled to over 40 specific rights. These include:

- the right to life, survival and development
- the right to have their views respected, and to have their best interests considered at all times
- the right to a name and nationality, freedom of expression, and access to information concerning them

- the right to live in a family environment or alternative care, and to have contact with both parents wherever possible
- health and welfare rights, including rights for disabled children, the right to health and health care, and social security
- the right to education, leisure, culture and the arts
- special protection for refugee children, children in the juvenile justice system, children deprived of their liberty and children suffering economic, sexual or other forms of exploitation.

The rights included in the convention apply to all children and young people, with no exceptions.

Procedures

Safe Recruitment

Like all organisations engaging people in regulated activities, the Herts Sports Partnership must have robust and transparent recruitment procedures in place to ensure children, young people and vulnerable adults are safeguarded and they should be familiar with the Hertfordshire Safeguarding Children Partnership policies and procedures.

Before recruiting staff (whether paid or unpaid), the following should be considered:

- The application process should include the organisations commitment to safeguarding in for example the job description and any other documentation
- Thorough checks should be made of an applicant's identity, work history and references including any gaps in time
- Proof of qualifications should be obtained
- Checks with the Disclosure and Barring Service should be undertaken
- A probationary period and supervision of the person should take place
- References should be obtained and verified
- This is not an exhaustive list but a framework for sound recruitment practice.

Recruitment procedures for the Herts Sports Partnership staff will fall in-line with The University of Hertfordshire's recruitment policy and will include the above recommendations.

DBS checks

The Herts Sports Partnership undertakes DBS checks as required and in accordance with the University of Hertfordshire's policy and procedures. Recruitment of both paid and unpaid workers also complies with guidance in Safeguarding and Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012. This includes DBS or Enhanced DBS checks for staff or volunteers working directly with children or who have frequent contact with children through the organisation. Ideally,

references are also taken up in advance of them commencing with the organisation and these are checked.

Any staff or volunteers who have not been vetted prior to working with children will be closely supervised and not left alone with a child in a one-to-one situation.

Recognising abuse and neglect

Definition of abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in family, institutional or community settings, by those known to them or more rarely by a stranger, for example via the internet. They may be abused by an adult or adults, or another child or children.

An abused child is any boy or girl, under 18 years of age, who has suffered from, or is believed likely to be at significant risk of, physical injury, neglect, emotional abuse, sexual abuse or bullying.

Physical Abuse

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

Emotional Abuse

Emotional abuse is a form of Significant Harm which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

Sexual Abuse

Sexual abuse is a form of Significant Harm which 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.

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.

Bullying

Bullying is behaviour by a group or individual, repeated over time, with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can take various forms including verbal and physical assault, stealing, damage to personal items and social exclusion and ridicule and can be at different levels. It is important that staff, coaches and volunteers are aware of the issues and that they take appropriate action.

There is more information on the **Hertfordshire Safeguarding Children Partnership** Anti-Bullying section of their [website](#).

Raising Awareness of Potential Vulnerability to Abuse

This Policy, Guidance and Procedures document aims to be inclusive and the same actions should be taken regardless of the background of the child. The Herts Sports Partnership recognises, however, that some people are potentially more vulnerable to abuse because of their experiences and additionally highlights the following:

Children with Mental Health Challenges, which may manifest through:

- Self-harming
- Displays of risk-taking behaviour
- Being unable to control negative or unwanted thoughts or feelings.

It is important to be aware mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem, however if there is a concern about a child's mental health a referral should be made to children's services.

Children with disabilities may be additionally vulnerable because they may:

- Lack a wide network of friends who support and protect them
- Have significant communication differences – this may include limited verbal communication, or they may use sign language or other forms of non-verbal communication
- Require personal intimate care
- Have a reduced capacity to resist either verbally or physically
- Not be believed
- Depend on their abuser for their involvement in sport
- Lack access to peers to discover what is acceptable behaviour
- Have medical needs that are used to explain abuse

Children from minority ethnic groups may be additionally vulnerable because they may be:

- Experiencing racism and racist attitudes
- Experiencing racism by being ignored by people in authority
- Afraid of further abuse if they challenge others
- Subject to myths
- Wanting to fit in and not make a fuss
- Using or learning English as a second language

Talented athletes may be more vulnerable to harmful behaviours for a range of factors, these include:

- A win at all costs approach
- Intense coach–athlete relationships
- A self-image that is linked closely with performance excellence
- Child athletes operating in an adult-focused environment
- Being away from family and support networks
- Fear of losing funding or a place on the programme if they speak out

LGBT Children may be additionally vulnerable because they may:

- Experience homophobic and transphobic attitudes
- Be afraid of further abuse if they challenge others
- Be subject to myths
- Want to fit in and not make a fuss
- Experience difficulties when they reveal their sexual orientation or gender identity
- Experience a lack of awareness and understanding regarding types of sexuality and gender identity

Guidance for coaches and volunteers

If a child confides in you:

- Stay calm, approachable and open to what they have to say
- Listen to them carefully without interrupting
- Make it clear that you are taking what they are telling you seriously
- Acknowledge that you understand how difficult this might be for them to say what they are saying
- Reassure them that they have done the right thing by telling someone
- Let them know that you will do everything you can to help them
- Do not show any shock or disgust
- Do not probe further
- Do not ask leading questions that might suggest the answer
- Do not make assumptions
- Do not make any comments about the alleged abuser
- Do not make promises you cannot keep, particularly about keeping the information 'secret', but explain that you may need to share it with an appropriate person
- Do not discuss with colleagues apart from the Named Person (or their deputy)

Follow the steps outlined in the next section.

Steps to follow if you are worried about a child or if a child confides in you while undertaking your role at the Herts Sports Partnership

Herts Sports Partnership recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child should override any doubts, hesitations, or other considerations (such as the potential to have a negative impact on professional relationships with others).

If you observe worrying changes in a child's or young person's behaviour, physical condition or appearance, you should follow these steps:

- Initially talk to the child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay?" But never use leading questions
- Listen carefully to what the young person has to say and take it seriously
- Never investigate or take sole responsibility for a situation where a child/young person talks about matters that may be indicative of abuse
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and/or other children are at risk of harm
- Notify Herts Sports Partnership's Named Person for child protection/safeguarding as soon as possible
- Record what was said as soon as possible after any disclosure, using the form attached at Appendix 1, and send to the Named Person for child protection/safeguarding
- Respect confidentiality and file documents securely.

The Named Person(s) will take immediate action if there is a suspicion that a child has been, or is likely to be, abused. In this situation the Named Person will contact the police and/or Children's Services. If a referral is made direct to Children's Services this must be followed up in writing within 24 hrs.

NB Parents / carers will need to be informed about any referral to Children's Services unless to do so would place the child at an increased risk of harm. The Named Person can also seek advice and clarity about a situation that is beginning to raise concern through Hertfordshire's Children's Services **0300 123 4043** or from the NSPCC National Child Protection on **0808 800 5000**. Specific advice and support for professionals concerned about how child protection issues are being handled in their organisation can be sought on the NSPCC Whistleblowing Advice Line **0800 028 0285**

All Herts Sports Partnership staff must make a referral to the Hertfordshire's Children's Services (Social Care) Assessment Team on **0300 123 4043**:

- If it is believed or suspected that a child is suffering or is likely to suffer **Significant Harm**, or
- Where a professional has identified unmet need in relation to a **Child in Need**

A referral must be made as soon as possible when any concern of significant harm becomes known - the greater the level of perceived risk, the more urgent the action should be.

IF YOU ARE WORRIED ABOUT A CHILD YOU HAVE A DUTY TO REFER

The belief or suspicion about significant harm may be based on information which comes from different sources. It may come from a member of the public, the child concerned, another child, a family member or other professional staff. It may relate to a single incident or an accumulation of lower level concerns.

The information may also relate to harm caused by another child, in which case both children, i.e. the suspected perpetrator and victim, must be referred.

The suspicion or allegation may relate to a parent or professional or volunteer caring for or working with the child – see the next section, entitled 'Managing allegations against an adult who works with children or young people'.

A referral must be made even if it is known that Children's Services (Social Care) are already involved with the child/family.

Advice and consultation may be sought about the appropriateness of the referral by contacting the local Children's Services (Social Care) Assessment Team or, if the case is open, the allocated social worker. Alternatively, advice may be sought from the police or the Named Person for safeguarding.

Managing allegations against an adult who works with children or young people

If the member of staff is employed by Herts Sports Partnership, then they are a direct employee of the University of Hertfordshire. Allegations against them will be referred to the University of Hertfordshire disciplinary procedures as set out in its HR manual.

The procedures outlined in this section should be followed whenever it is alleged a person who works with children has in any activity connected with her/his employment or voluntary activity:

- behaved in a way that has, or may have harmed a child
- possibly committed a criminal offence against / related to a child
- behaved toward a child in a way which indicates s/he is unsuitable to work with children

The procedures apply to situations when:

- there are suspicions or allegations of abuse by a person who works with children in either a paid or unpaid capacity
- it is discovered that an individual known to have been involved previously in child abuse is, or has been, working with children.

If an allegation relating to a child is made about a person undertaking paid or unpaid care, consideration must also be given to the need to alert those who manage her/him in that role.

Procedure

When an allegation is first reported, you should take the matter seriously and keep an open mind. You should not investigate or ask leading questions if seeking clarification and it is important not to make assumptions. Confidentiality should not be promised and the person making the allegation should be advised that the concern will be shared on a 'need to know' basis only.

Actions to be taken include making a written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, what was said and anyone else present. This record should be signed and dated and immediately passed on to the Named Person for Safeguarding without delay.

If you are the recipient of an allegation, you must **not** unilaterally determine its validity. Failure to report allegations in accordance with procedures is a potential disciplinary matter.

If there is an immediate or imminent risk of significant harm to a child or young person, you should contact Children's Services (Social Care) or the Police and then speak to the Named Person for Safeguarding to inform them of the actions you have taken. Follow this up in writing using the form attached at Appendix 1.

The Named Person for Safeguarding must take steps to ensure that the person against whom the allegation is made is removed from the situation immediately. This may be done by either agreement or suspension from the organisation until the matter has been fully investigated.

The Named Person for Safeguarding will follow the **Managing Allegations against Adults who work with Children and Young People** policy on the HSCP website by referring the issue to the Local Authority Designated Officer (LADO). The LADO referral form can be accessed by clicking on this [link](#).

Any member of staff who believes that allegations or suspicions, which have been reported to the appropriate manager, are not being investigated properly has a responsibility to report it to a higher level or directly to the LADO.

The LADO must be told, within one working day, of all allegations that come to Herts Sports Partnership's attention and appear to meet the criteria so that s/he can consult or refer to the Police Designated Unit Manager and Children's Services (Social Care) Team Manager as appropriate.

If, for any reason, there are difficulties with following the above procedure, the Whistle Blowing Policy (Appendix 5) should be considered or a referral made directly to Children's Services (Social Care) and / or the Police.

The need for consultation must not delay a referral, which should be in accordance with **Referral procedure**.

Herts Sports Partnership should keep the subject of allegations informed of progress in the case and arrange to provide appropriate support (via Occupational Health or equivalent). If the person is suspended, s/he should be kept informed of development in the workplace and if a member of a Trades Union or professional association, advised at the outset to contact that body.

It is the policy of the Herts Sports Partnership to encourage a free and open culture in dealings between employees and partners. If you have concerns relating to the activities of any employee or volunteer within the Partnership, the matter should be referred initially to the Line Manager/Supervisor of that person. All concerns will be dealt with in the strictest of confidence and managed on a "need to know" basis. Following such notification/correspondence the procedure will follow the Herts Sports Partnerships Whistle Blowing Policy which can be found in Appendix 5 of this document.

Confidentiality

Information about a referral about a child or an allegation against a member of staff or volunteer must be restricted to those who have a need to know in order to:

- protect children
- facilitate enquiries
- avoid victimisation
- safeguard the rights of the person about whom the allegation has been made and others who might be affected
- manage disciplinary/complaints aspects.

The Named Person for Safeguarding may ask you for further information in order to make any referrals. You should not discuss or share this information with anyone else within the organisation. Any paperwork you have generated should be stored securely in a locked filing cabinet, or if stored on a computer it should be password protected.

Child protection and safeguarding involves sensitive information that directly affects the welfare of children and young people. To keep these children safe, information needs to be shared appropriately so that decisions can be made to protect them. However, clear boundaries around information sharing are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it.

As the Herts Sports Partnership is hosted by the University of Hertfordshire it complies with the University's data protection policies.

The University of Hertfordshire and its subsidiary companies are committed to compliance with data protection legislation including the EU General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Data Protection Act 2018, supplementing and enacting the GDPR within the UK. Such legislation is based on specific principles, rights and responsibilities which govern the management and

processing of personal data by organisations. The University recognises those principles, rights and responsibilities. However, the Data Protection Act 2018 and General Data Protection Regulations (GDPR) do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children. The University's Data Protection Policy and Privacy Statement that sets out what the University must do in practice to meet and comply with data protection principles, rights and responsibilities can be found on this [link](#).

The Data Protection Act 2018 and General Data Protection Regulations (GDPR) do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children. T

Any data held by the Herts Sports Partnership will also comply with our host (The University of Hertfordshire) policy on data sharing. A template of a University of Hertfordshire data sharing agreement can be accessed through this [link](#).

Managing activities involving Children and Young People

When managing an activity involving children and young people, it is important to consider a risk assessment, both in terms of the health and safety of participants, but also of the potential child protection issues.

Each activity should have a risk assessment undertaken to consider what level and impact of risk there may be to the children and to the staff or volunteers. Any activity that is directly controlled by the Herts Sports Partnership is subject to the University of Hertfordshire's risk assessment procedures.

Record keeping

Whilst record keeping may seem overly bureaucratic from time to time, it is important to keep good and clear records of the work of Herts Sports Partnership. It is particularly important to keep a register of attendance, a fire register and emergency contact details for all children and adults working with you.

Any details must be kept securely in accordance with Data Protection Policy.

You should also store copies of your risk assessments for activities (see the next section).

Good record keeping promotes confidence in Herts Sports Partnership and in the safety of children who are participating in the activities.

Risk Assessments

Under the Health and Safety at Work Act 1974, Herts Sports Partnership (through the University of Hertfordshire), as employer, has a duty to ensure, so far as is reasonably practicable, the health and safety of their employees and others affected by their work activities. This includes participants in off site visits.

Herts Sports Partnership is also required, under the Management of Health and Safety at Work Regulations 1999, to:

- assess risks arising from activities
- implement suitable control measures
- provide information, training and supervision
- monitor the arrangements for controlling risk.

Although the ultimate responsibility for health and safety rests with Herts Sports Partnership, specific tasks are delegated to competent individuals. This would include the organisation of risk assessment visits of project venues. This policy outlines the responsibilities of those involved in the organisation of visits, standards of competence and the arrangements for assessing risk and implementing suitable control measures. It also outlines how Herts Sports Partnership will monitor the arrangements.

Managers and employees involved with organising or supervising visits also have a legal duty to take reasonable care of their own and others' health and safety and to co-operate with Herts Sports Partnership to enable it to meet its health and safety responsibilities. This will be achieved through complying with the policy and following the associated guidance.

Risk assessment and risk management are legal requirements. For visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The

aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by those involved.

Risk assessments should explicitly cover how special needs (e.g. educational, medical) are to be addressed. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from and should include details of emergency/contingency arrangements in case an issue occurs.

There are three levels of risk assessment for visits:

Generic: Apply to the activity wherever or whenever it takes place. The information provided in this policy and associated guidance is based on a generic risk assessment.

Visit/Site Specific: Will differ from place to place and group to group. Those organising visits are responsible for carrying out visit /site specific risk assessments. Managers must ensure an adequate risk assessment is carried out.

Ongoing: The group leader should reassess risks while the visit is taking place, making judgements and decisions as the needs arise.

In addition to the above, an *individual risk assessment* should be carried out on children whose vulnerability, behaviour or other factors may put them or others at greater risk.

Taking photographs or videos of children

From time to time photographs may be taken on behalf of Herts Sports Partnership, of children participating in activities.

If photos are taken for personal use they are not covered by the Data Protection Act 1998.

Photos taken for official use may be covered by the Act, so children and young people should be advised why they are being taken.

Examples of personal use:

- A parent takes a photograph of their child and some friends taking part in school sports to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply.
- Grandparents are invited to the School Games and wish to video it. These images are for personal use and the Data Protection Act does not apply.

Examples of official use:

- Photographs of pupils or students are taken for site passes. These images are likely to be stored electronically with other personal data and the terms of the Act will apply.
- A small group of pupils are photographed during a sports session and the photo is to be used in the school prospectus. This will be personal data but will not breach the Act as long as the children and/or their guardians are aware this is happening and the context in which the photo will be used.

Media use:

- A photograph is taken by a local newspaper of a school sports activity. As long as the school has agreed to this, and the children and/or their guardians are aware that photographs of those attending the ceremony may appear in the newspaper, this will not breach the Act.

Online and social media use:

- Permission should be sought for the use of photographic material for promotional or website / social media publications (children's names should not appear with photographs).
- Photographs posted online, should also avoid identification of individuals by 'tagging'

If photographs need to be taken for an official reason, e.g. ID cards etc, then the Data Protection Act 1998 applies and the child/young person and their parents/carers should be informed of the reasons for taking the photograph, the purpose it will be used for and how it will be stored.

If parents are invited to an activity and they wish to take photographs, the images are for their personal use and the Data Protection Act will not apply. However, as the organiser of the event, if you wish to take photographs for publicity material or for promotion of your group or activity, you should first gain the consent of the parents/carers using the form at Appendix 3.

Virtual Delivery

On occasions the Herts Sports Partnership will incorporate or facilitate virtual delivery. Virtual delivery includes sport and physical activity events / competitions held remotely, as well as online physical activity sessions, be that in a group setting or one-to-one. Just like with face-to-face delivery, safeguarding and child protection is vital when delivering sessions virtually, and it is important that steps are taken to ensure children are protected.

To keep children safe while delivering physical activity online it must be ensured that:

- The activity is appropriate for the young person's age, ability and physicality
- A risk assessment has been undertaken
- Consent has been given by parents / carers for the child to take part
- The young people have been informed of the appropriate dress code they should wear for the activity
- More than one adult is involved in the facilitation of the activity
- Procedures are in place for how data (including photographs and videos) is stored securely
- Those facilitating delivery have the contact details of the designated person who will manage any welfare concerns pre, during and post event
- The environment the young person takes part in the activity is appropriate. This includes other family members not being in view and anything that provides personal and identifying information not being in sight (this applies to both young people and activity leaders)

Those delivering virtual activity should have completed appropriate safeguarding training and be aware that young people could disclose a welfare concern in an online environment. It is also essential that children are safeguarded from potentially harmful and inappropriate online material. Therefore, in addition to basic safeguarding training and information, deliverers should have access to training or guidance about the risks within an online environment.

As online interactions have different risks, strict rules must be in place during virtual delivery, these include:

- No one-to-one interaction online between an adult and a young person
- No contact online between adults and children outside the activity which consent has been given
- Use of an appropriate platform (further guidance on online platforms can be found **Net Aware**)
- The adult delivering the activity must be competent in virtual delivery and be able to monitor throughout

- More than one adult should be aware the activity is taking place, with the option to monitor if required
- The Designated Safeguarding Lead Officer must be made aware of; the delivery taking place, the details of those delivering, the platform used, and which group of young people are involved
- Use of encryption or password protection to access any online platform

Appendix 1 – Sample Reporting a Concern Form

Strictly Confidential

Please print clearly

Full name of the Child:		DOB	
Address:			
Name(s) of parent(s) / carer(s)			

About the incident				
Time	Date	Location	People involved	What role did they play (affected person / participant / witness)

Describe the incident as fully as you can in your own words. If a child made a disclosure or allegation to you record in their words where possible. Attach additional sheets where necessary

Appendix 2 – Sample Code of Conduct for all Staff and Volunteers

Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.

DO NOT:

- Use any kind of physical punishment or chastisement such as smacking or hitting
- Smoke in front of any child
- Use non-prescribed drugs or be under the influence of alcohol
- Behave in a way that frightens or demeans any child
- Use any racist, sexist, homophobic, discriminatory or offensive language
- Invite a child to your home or arrange to see them outside the set activity times
- Engage in any sexual activity (this would include using sexualised language) with a child you meet through your duties or start a personal relationship with them, this would be an abuse of trust
- Engage in rough or physical games, including horseplay
- Let allegations a child makes, go unchallenged, unrecorded or not acted upon
- Rely upon good nature to protect you or believe 'it could never happen to me'
- Give children presents or personal items *

*(Exceptions to this could be a custom such as: buying children a small birthday token or leaving present, help to a family in need such as equipment to enable them to participate in an activity. Both types of gift should come from the organisation and from a professional capacity and be agreed with the Named Person for safeguarding children and the child's parent/carer. Similarly do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the activity leader)

DO:

- Exercise caution about being alone with a child. In situations where this is unavoidable, ensure another worker or volunteer knows what you are doing and where you are
- Ensure that any physical contact is open and initiated by the child's needs, e.g. for a hug when upset. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help
- Talk explicitly to children about their right to be kept safe from harm
- Listen to children and take every opportunity to raise their self-esteem
- Work as a team with your co-workers/volunteers. Agree with them what behaviour you expect from children and be consistent in enforcing it
- Remember if you have to speak to a child about their behaviour you are challenging 'what they did', not 'who they are'
- Make sure you have read the Safeguarding Children procedure and policy statement and that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns
- Seek advice and support from your colleagues and your Named Person for safeguarding children
- Be clear with anyone disclosing any matter that could concern the safety and wellbeing of a child that you cannot guarantee to keep this information to yourself
- Seek opportunities for training
- Where possible encourage parents to take responsibility for their own children
- Make sure you are familiar with your organisation's confidentiality policy and the HSCB Information Sharing Protocol

Advice for professionals who work with children, when using any form of ICT, including the Internet (adapted from Hertfordshire Safeguarding Children Board E-Safety Sub Group Factsheet).

For your own protection, follow this advice:

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the policies of Herts Sports Partnership.
- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend anyone connected to your setting, any member of the community or be incompatible with your professional role.
- Use Herts Sports Partnership's ICT systems and resources for all official business. This includes your business email address, business mobile phone or photography equipment.
- Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to children, parents, carers and others.
- Do not disclose any passwords and ensure that personal data is kept secure and used appropriately.
- Only take images of children and/or staff for professional purposes, in accordance with business policy. Ensure that the parent/carer of any child under 18 has given written consent.
- Ensure that any images are represented only in a positive context and are removed from your websites when they expire.

- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, **both in work and outside**, will not bring Herts Sports Partnership or your professional role into disrepute.
- You have a duty to report any eSafety incident which may impact on you, your professionalism or your organisation.

For eSafety support and guidance - please contact 01438 843350.

The use of technology and social media is changing all of the time. If you are in any doubt about any aspect of using this technology as part of your role in sport and physical activity, please discuss the implications with line managers and/or the Named Person.

There is additional information about e-safety on the website of the Child Protection in Sport Unit (CPSU), here:

<https://thecpsu.org.uk/help-advice/topics/online-safety/>

Appendix 3 – Sample Image Consent Form for use by staff and volunteers

We sometimes take photographs or video footage for publicity purposes. These images may appear in our printed publications and publicity materials, on our website, or both.

We may also send the images to the news media, who may use them in printed publications and on their website and store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, or on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

The images we take will be of activities that show the children / organisation in a positive light. The images will not be associated with negative, distressing or sensitive issues to do with an individual's welfare or that may cause offence or embarrassment. It is the responsibility of the senior staff to ensure that consent is obtained from parents/guardians/social workers, and that children who are at risk or cannot have their photograph taken for legal or social reasons, are not in the photograph.

Please note that our websites can be viewed throughout the world, not just in the United Kingdom where UK law applies. In giving your consent, you understand that the photos may be used in both printed and electronic form.

We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers, or for any consequences arising from publication.

To give your consent, please answer the questions below, then sign and date the form where shown and fill in any other relevant information.

1. May we use your image(s), or those of your child(ren) if under 18, in our publicity material, including printed publications, video recordings and on our website (delete if this does not apply)?

Yes / No

2. We sometimes send publicity material about our services, including photographs where appropriate, to the news media and partner organisations, who may use the image in printed and/ or electronic form and then store it in their archive. Can we use your photograph, or your child's, in this way?

Yes / No

Signature: _____

Date: _____

Please print your name:

If applicable, please print your job title:

Please print your child (ren)'s name(s) clearly:

Child 1: _____

Child 2: _____

Child 3: _____

Child 4: _____

Child 5: _____

FOR INTERNAL USE

Event and location:

Photographer's name:

Contact details for person photographed (if needed):

Appendix 4 – Additional Specific Guidance for those working in or with Faith Communities

The Hertfordshire Safeguarding Children Partnership Child Protection Policy contains information for those working with children in the context of faith communities.

Specifically, this includes advice on:

- forced marriage
- female genital mutilation
- male circumcision
- spirit possession
- trafficking of children
- private fostering

If, in the course of working for or with Herts Sports Partnership, you would like additional information on any of these issues, please see the documentation produced by Hertfordshire Safeguarding Children Partnership:

https://hertsscb.proceduresonline.com/chapters/p_spir_religious.html?zoom_highlight=faith+communities

Appendix 5 – The Herts Sports Partnership’s Whistle Blowing Policy



Whistle Blowing Policy

Internal Enquiries and Suspension

The Policy and Procedure applies to all employees working for the Herts Sports Partnership (under the employment of the University of Hertfordshire).

This procedure enables staff and volunteers to share, in confidence with the HSP Director or other members of the Senior Leadership Team, concerns they may have about a colleague’s behaviour. This may be behaviour not linked to child abuse but that pushes the boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are ‘silenced’.

If you disclose information about wrongdoing the law protects you from being treated unfairly or losing your job. A disclosure qualifies for protection if you are a worker and you disclose something about an organisation HSP will provide support and protection for whistle-blowers.

Whilst it is often difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated person if they become aware of anything that makes them feel uncomfortable.

In the event of an allegation linked to the safeguarding of children, the Director or member of the Senior Leadership Team should contact the host agency’s Human Resources Officer (University of Hertfordshire) to make an immediate decision about whether an individual accused of abuse of a child should be temporarily suspended; the complaint will be referred to the Local Area Designated Officer (LADO) who will make any referral decisions.

Irrespective of the findings of the referral, the host agency will assess all individual cases to decide whether a member of staff should be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, University of Hertfordshire senior management must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

A disclosure must be about something that affects the general public such as:

- a criminal offence has been committed, is being committed or is likely to be committed
- a legal obligation has been breached
- there has been a miscarriage of justice
- the health or safety of any individual has been endangered
- the environment has been damaged
- information about any of the above has been concealed.

This is set out in the Public Interest Disclosure Act 1998. The Act applies to England, Scotland and Wales. For more information about child protection across the UK see our pages on reporting concerns in England, Northern Ireland, Scotland and Wales

The NSPCC has been a prescribed whistleblowing body for child welfare and protection since 2014 (Department for Business, Innovation and Skills, 2016). This means any worker who has child protection or welfare concerns can make a disclosure to us and we can seek to protect them against unfair treatment at work.

You can find out more about whistleblowing on the GOV.uk website.

Complaints that don't count as whistleblowing

Personal grievances (eg bullying, harassment, discrimination) aren't covered by whistleblowing law, unless your particular case is in the public interest.

Report these under your employer's grievance policy.

Contact the Advisory, Conciliation and Arbitration Service (Acas) for help and advice on resolving a workplace dispute.

If you need to report a concern and don't have adequate policies in place, please contact the Whistleblowing Advice Line (NSPCC)

Call 0800 028 0285

Email help@nspcc.org.uk

Appendix 6 – The Herts Sports Partnership Social Media Policy



The Herts Sports Partnership Social Media Policy

Overview

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a public-facing organisation, the Herts Sports Partnership recognises the benefits of social media as an important tool of engagement, to communicate with and market promotions to our customers and partners.

It is important that the reputation of the Herts Sports Partnership, as well as its partners, is not tarnished in any way by anyone using social media tools inappropriately, particularly in relation to any content that directly references the Partnership.

When someone clearly identifies their association with the Herts Sports Partnership, or can easily be associated with the Partnership through their employment, in this type of open forum, they are expected to behave and express themselves appropriately and in a manner that is consistent with The Herts Sports Partnership's Safeguarding Policy.

The purpose of this social media policy is to provide some guiding principles for employees of The Herts Sports Partnership to follow when using social media. This policy does not apply to the personal use of social media platforms by the Herts Sports Partnership staff where no reference is made to the Herts Sports Partnership or any associated partners or projects within posts or material posted.

Scope

This policy applies to all employees of The Herts Sports Partnership, casual, part-time and full-time.

This policy covers all forms of social media. Social media includes, but is not limited to, activities such as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Twitter, Instagram etc)
- Content sharing including using sites such as Flickr (photo sharing) and YouTube (video sharing)
- Commenting on blogs for personal or business reasons

- Leaving product or service reviews on retailer sites or customer review sites.
- Taking part in online votes and polls
- Taking part in conversations on public and private web forums
- Editing a Wikipedia page

The intent of this policy is to include anything posted online where information is shared that might affect employees, partners or customers of the Herts Sports Partnership as an organisation and the reputation of both the organisation and partners associated therewith.

Guiding Principles

The web is not anonymous. Due to the unique nature of the Herts Sports Partnership as an organisation, the boundaries between personal and professional profiles and any associated opinions and comments can often be blurred. As such, it is essential that The Herts Sports Partnership staff clearly acknowledge this ambiguity when posting anything online and consider at all times their connection to the Herts Sports Partnership and, as such, their role as a representative of the organisation.

When using the internet for professional or personal pursuits, all the Herts Sports Partnership staff must respect the brands of the organisation, its staff and our partners, following the guidelines in place to ensure that the intellectual property of both the Herts Sports Partnership and our partners is not compromised and the organisation is not brought into disrepute.

Usage

For all

Herts Sports Partnership staff using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content – this also applies to the use of illustrations or nicknames
- Must not comment on, or publish information that is confidential in any way
- Must not bring the Herts Sports Partnership or any partners into disrepute
- Must not be directly linked with any individuals aged 18 or below from a personal social networking account
- Must not otherwise be in breach of the Herts Sports Partnership's Child Protection Policy or Code of Conduct.

Official Herts Sports Partnership Social Networking Platforms

When creating a new website, social networking page or forum that is in any way or can in any way be judged to be associated with the Herts Sports Partnership, care should be taken to ensure the appropriate person is given permission to create the page, account or forum.

Similarly, appropriate permissions must be obtained for the use of logos or images. Images of children may not be replicated on any site without the permission of the child's parents and/or guardian.

For official Herts Sports Partnership Social Networking Platforms:

- Posts must not contain, nor link to, pornographic or indecent content
- Some hosted sites may sell the right to advertise on their sites through “pop up” content, which may be of a questionable nature. This type of hosted site should not be used for online forum or social pages as the nature of “pop up” content cannot be controlled.
- Herts Sports Partnership employees must not use official Herts Sports Partnership pages to promote personal projects.
- All materials published or used must respect the copyright of third parties.

Consideration Towards Others When Using Social Networking Sites

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. The Herts Sports Partnership staff must recognise that it may not be appropriate to share photographs, videos and comments in this way.

For example, there may be an expectation that photographs taken at private the Herts Sports Partnership functions will not appear publicly or on the internet. In certain situations, the Herts Sports Partnership staff could potentially breach the Data Protection Act or inadvertently make the Herts Sports Partnership liable for breach of copyright.

The Herts Sports Partnership staff should be considerate to others in such circumstances and should not post information when they have been asked not to or consent has not been sought and given. They must also remove information about another person should they be asked to do so.

Under no circumstances should offensive comments be made about the Herts Sports Partnership, its staff or any partners.

Breach of Policy

The Herts Sports Partnership will continually monitor online activity in relation to the organisation. Detected breaches of this policy should be reported to the Herts Sports Partnership via the organisations Safeguarding procedures.

If detected, a breach of this policy may result in disciplinary action from The Herts Sports Partnership under the University of Hertfordshire procedures. A breach of this policy may also amount to breaches of other The Herts Sports Partnership documents and policies. Disciplinary action may involve a verbal or written warning or, in serious cases, termination of employment or engagement with The Herts Sports Partnership.

Consultation or Advice

This policy has been developed to provide guidance for Herts Sports Partnership staff. Herts Sports Partnership staff who are unsure of their rights, liabilities or actions online should contact the organisations Safeguarding Lead Tom Horey.

Useful contacts:

- The Herts Sports Partnership Safeguarding Lead, Tom Horey, Tel: 01707 284824. Email t.horey2@herts.ac.uk
- Safeguarding & Protecting Children section of The Herts Sports Partnership's [website](#)
- NSPCC Child Protection 24-Hour Helpline 0808 800 5000
- Child Protection in Sport Unit (CPSU) 0116 234 7278 / 7280
- Or by going direct to the Police and/or Children Services

External referrals can be made to Hertfordshire Children Services by telephone: 0300 123 4043.

Appendix 7 – University of Hertfordshire Policies

As the Herts Sports Partnership is hosted by the University of Hertfordshire, all staff working for the partnership are employed by the University of Hertfordshire. As such, Herts Sports Partnership staff must comply with the University's organisational policies.

The University of Hertfordshire was created an independent Higher Education Corporation in 1989 under the terms of the Education Reform Act (1989). The institution achieved university status in 1992 under the provisions of the Further and Higher Education Act (1992).

The University operates in accordance with the terms of its Instrument and Articles of Government, as approved by the Privy Council. These determine the overarching governance framework within which the University functions and require it to establish a Board of Governors and Academic Board.

Access to all the University of Hertfordshire policies can be found on the Universities website: www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/uprs

The Universities policies relevant to the Herts Sports Partnership's Child Protection Policy can be accessed below:

- [Anti-Bribery and Corruption](#)
- [Bullying and Harassment](#)
- [Complaints Policy \(non-staff\)](#)
- [Data Protection Policy and Privacy Statement](#)
- [Equality and Diversity Policy](#)
- [IT and Computing Regulations](#)
- [Safeguarding Policy](#)
- [Staff Disciplinary Policy](#)
- [Staff Grievance Procedures](#)
- [Whistleblowing Policy](#)

Appendix 8 - Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility. Doing nothing should not be an option.

You need to ensure that you speak to the appropriate organisations who can listen to and record your concern, and then take appropriate action. In Hertfordshire, these are the numbers that you can ring for advice and to make a referral:

Children's Services (including out of hours): 0300 123 4043

Joint Child Protection Investigation Team (JCPIT): 01707 354000. This is a specialist team that is a department within the police with countywide responsibility for undertaking child protection investigations.

The Police: 999 (in an emergency)

The Targeted Advice Service (TAS)

TAS provides a consultation service to practitioners where they are unsure about safeguarding concerns. It is the expectation that practitioners would first discuss the matter with their agency safeguarding lead or designated professional and would contact TAS if they were still unsure. Targeted Advice Service - Practitioner Consultations: 01438 737511

Where a case is already open to Children and Families (Social Care), contact should be made with the allocated social worker. If you have information that suggests an urgent child protection matter, please speak to the allocated social worker or their Team Manager without delay.

Other useful contact information

The Forced Marriage Unit (FMU) provides advice and guidance for British nationals being forced into marriage overseas:

<http://www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/forced-marriage/>

The FMU also provides expert advice to professionals, especially those confronted by it for the first time. Tel: **0207 008 0151**

If the situation is urgent always call 999

NSPCC Child Protection Helpline

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 - Email: help@nspcc.org.uk

Churches Child Protection Advisory Service (CCPAS) is an independent body providing safeguarding advice not only to Christian, but to any other faith community
www.ccpas.co.uk

Other Useful Links

The **Hertfordshire Safeguarding Children Partnership** website is a useful safeguarding resource for both professionals and volunteers particularly focused on the safeguarding infrastructure in Hertfordshire:

<https://www.hertfordshire.gov.uk/services/Childrens-social-care/Child-protection/Hertfordshire-Safeguarding-Children-Partnership/hscp.aspx>

The **Child Protection in Sport Unit** exists to help young people play sport and stay safe. The CPSU works to help achieve the NSPCC mission to end child abuse and their website contains a wealth of information to support the safeguarding of children in sport and physical activity:

the cpsu.org.uk

WHEN IN DOUBT, CONCERNS MUST BE SHARED APPROPRIATELY.