

# Safeguarding Children and Young People Policy



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# Contents

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Foreword	3
1. Policy statement	4
2. Policy aims	5
3. Compliance with relevant legislation and guidance	5
4. Recruitment and selection	5
5. Training and development	6
6. Promoting good practice	6
7. Understanding and recognising different types of child abuse and neglect	7
8. Reporting child protection concerns regarding a child	7
9. Allegations of abuse or poor practice made against those who work with children	11
10. Useful contacts	14

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## Foreword

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Active Cumbria, the sport and physical activity partnership, is one of 43 active partnerships across England, and is part of Cumberland Council's Public Health Team.

**Our mission: *'Improving lives through physical activity'***

**Our vision: *'Everyone in Cumbria is enjoying an active lifestyle'***

We work in partnership with many other organisations including local authorities, third sector agencies, governing bodies of sport, leisure providers, education, health, equality and diversity agencies and other organisations committed to the development of directional physical activity and sport across Cumbria. The Core Team is led by an Advisory Board, which provides direction and leadership, advocacy, advice and support to help enable strategic aims to be achieved.

We believe that the welfare and safety of children and young people is of paramount importance, and that all children and young people have the right to protection from abuse and to take part in sport without risk of harm.

As an organisation, we have promoted the values of ensuring young people enjoy physical activity and sport in a safe and welcoming environment for many years, this led to Active Cumbria achieving the NSPCC's Advanced Level of the Standards for Safeguarding and Protecting Young People in Sport in 2009. Since then, we have continued to embed these principles in all our activities involving young people.

This Policy was initially developed and adopted by Active Cumbria in May 2007, and has subsequently been reviewed at regular intervals to take account of changes in the organisation and in relevant legislation.

It attempts to achieve a balance between identifying arrangements to ensure that Active Cumbria fulfils its duty of care, while being practical and applicable in the context in which Active Cumbria operates. It includes the mandatory legal requirements but also links to many other useful sources of information which will provide further information and guidance



**Lorraine Smyth**  
Chair, Active Cumbria Advisory Board



**Richard Johnston**  
Senior Manager (Operations), Active Cumbria

# 1. Policy Statement

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Active Cumbria is committed to safeguarding the welfare of children and young people involved in sport and physical activity in Cumbria. All children and young people are entitled to protection from harm and have the right to take part in sport and physical activity in a safe, positive and enjoyable environment.

We acknowledge that abuse can be a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with judgement about the action to be taken.

Whilst it is the responsibility of the safeguarding experts to determine whether or not abuse has taken place, it is everyone's responsibility to support the care and protection of children and young people.

We also recognise that:

- The welfare of children and young people is, and must always be the paramount consideration; the Children Act 2004 defines a young person as being under the age of 18.
- All young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, ethnicity, religious belief or sexual orientation.
- It is the responsibility of the statutory agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of suspicious or poor practice and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

This Policy is to be used by all individuals directly employed by or volunteering on behalf of Active Cumbria. Where individuals are employed by or volunteering for partner organisations but delivering activity under the Active Cumbria banner, the Policy and Procedures of the partner organisation will apply.

This Safeguarding Children and Young People Policy is inclusive and the same actions should be taken regardless of the protected characteristics of a child or young person as outlined in Active Cumbria's Equality and Diversity Policy.

## 2. Policy Aims

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Active Cumbria has identified a number of aims it will undertake to ensure the safety and protection of children and young people, these being: -

- To ensure core team members know what to do should they be contacted or need to raise an alert regarding a safeguarding issue.
- To ensure that any events directly organised by Active Cumbria have an adequate safeguarding plan, processes and procedures.
- Provide advice, guidance and support to partners regarding safeguarding best practices, policy and procedures
- Ensure any commissioned organisations delivering activity on behalf of Active Cumbria have appropriate safeguarding policies, procedures and processes in place.

## 3. Compliance with relevant legislation & guidance

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We will ensure that this Policy and our procedures follow the guidance provided in relevant Government legislation and documents, and will ensure our procedures are in line with those identified by the Cumbria Safeguarding Children's Partnership, including:

- The Children Act (1989 and 2004).
- Protection of Freedoms Act (2012).
- Working Together to Safeguard Children (2018).
- Sexual Offences Act (2003).

## 4. Recruitment and selection

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Active Cumbria ensures the safe recruitment selection and induction of staff and volunteers through following Cumberland Council's recruitment, appointment and induction policy, procedures and guidance:-

- The **recruitment, appointment and induction procedure** will be applied when dealing with vacancies and appointments.
- The **guidance and templates** providing more detailed background information and factors will be taken into account when recruiting and making appointment decisions.
- This procedure and guidance will be used in conjunction with the **recruitment, appointment and induction policy** along with the **process map**.  
All documents can be accessed via [www.intouch.ccc](http://www.intouch.ccc)

For further guidance on **Safer Recruitment, Selection and Retention for Staff and Volunteers** see the safeguarding practice guidance on the Cumbria Safeguarding Hub online procedures manual

<https://www.cumbriasafeguardingchildren.co.uk/professionals/saferrecruitment.asp>

In addition to this, Active Cumbria's induction process includes requesting individuals to sign and say they agree to abide by the '**Code of Conduct**' and this Safeguarding Policy and associated Procedures. Advisory Board members will also complete a 'Fit and Proper Person' disclosure.

With regard to identified roles, Active Cumbria, through Cumberland Council may request a criminal records check through the Disclosure and Barring Service (DBS) as part of its safer recruitment process. For certain roles the check will also include information held on the DBS children and adults' barred lists, together with any information held by police forces that is reasonably considered to be relevant to the applied for post.

## 5. Training and development

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All Active Cumbria employees and volunteers will attend training in recognising and understanding possible signs of child abuse and know what steps need to be taken to provide child protection, as well as the early help provision. We will also offer opportunities to the wider sports and physical activity workforce across Cumbria to access a range of professional development opportunities.

This will include the provision of subsidised access to: -

- Generic Safeguarding training opportunities via Cumbria Safeguarding Children's Partnership.
- Sport specific safeguarding training opportunities.
- Child Protection in Sport Unit training opportunities and events.
- NSPCC online training courses.
- Additional training will be mandatory for Active Cumbria's Lead and Deputy Welfare Officers.

Details of up and coming generic and sport specific safeguarding training opportunities and events can be found on Active Cumbria's Website: [www.activecumbria.org/safeinsport](http://www.activecumbria.org/safeinsport)

## 6. Promoting good practice

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All personnel involved in the delivery of sport and physical activity should be required to demonstrate exemplary behaviour in order to promote the welfare of children and reduce the likelihood of allegations being made. Active Cumbria is keen to promote good practice, and have sourced a library of relevant information to support everyone across Cumbria to safeguard and protect children and young people. Including:

- Code of conduct for children and young people.
- Code of conduct for parent and carers.
- Code of conduct for coaches and leaders.
- Guidance for sports clubs and organisations.

All guidance and information can be accessed via the [www.activecumbria.org/safeinsport](http://www.activecumbria.org/safeinsport)

Active Cumbria regularly communicates and promote safeguarding messages and information including the following:

- Active Cumbria Website with a dedicated Safe in Sport Section.
- Regular e-Newsletters
- Regular Twitter Feeds using **#safeinsport**
- Regular Facebook posts.
- At Network/ Forum Meetings.
- Through information received via the Cumbria Safeguarding Children's Partnership 5-minute briefings.
- Directly to other organisations commissioned or funded by Active Cumbria who provide activities for children and young people on our behalf.

## 7. Understanding and recognising different types of child abuse and neglect

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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 a family or in an institutional or community setting; by those known to the child or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Further details of different types of child abuse and neglect can be found in the Safeguarding Practice Guidance section on the Cumbria Safeguarding Children's Partnership Website <https://www.cumbriasafeguardingchildren.co.uk/default.asp>

**NOTE:** All Safeguarding Practice Guidance should be read in conjunction with: '**Guidance to Ensure the Voice of The Child is Heard**'.

**REMEMBER** It is not our role to determine whether a child or young person is being abused or neglected but to record and report our concerns as outlined in this policy.

## 8. Reporting child protection concerns regarding a child

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All Active Cumbria employees and volunteers should be alert to the signs of abuse and neglect, that you question the behaviour of children and parents/carers and don't necessarily take what you are told at face value. You should make sure you know where to turn to if you need to ask for help.

- 8.1. Emergency** If you think a child is in imminent danger or needs urgent medical attention don't delay – call 999.
- 8.2. Asking for Help** Otherwise you should immediately record (AC Referral and Information Form) and report your concerns to a designated person within Active Cumbria who will usually decide on the necessary action to take. In the first instance you should contact:



**Designated Safeguarding Lead - Cameron Wilson**

m: 07423 797081

e: [cameron.wilson@cumberland.gov.uk](mailto:cameron.wilson@cumberland.gov.uk)

If the Lead Welfare Officer is unavailable you should contact:

**Deputy Designated Safeguarding Lead - Michelle Young**

t: 01228 226885

m: 07584 556663

e: [michelle.young@cumberland.gov.uk](mailto:michelle.young@cumberland.gov.uk)

If the disclosure is about the Designated Safeguarding Lead you should contact:

**Advisory Board Welfare Champion – Caroline Taylor-Beswick**

m: 07840856143

e: [caroline@carlisle-youthzone.org](mailto:caroline@carlisle-youthzone.org)

A designated officer with a serious concern about a child or young person that needs protection will then contact the Cumbria Safeguarding Hub.

**Ask yourself - Does the child need an immediate child protection response?**

If so, continue to report your concern to the relevant Safeguarding Hub based on locality. They are a team of social workers, police and health workers who will give you advice or take action if required.

**8.3. Cumberland Safeguarding Hub**

- Telephone Number - 0333 240 1727
- Email Address – [safeguarding.hub@cumberland.gov.uk](mailto:safeguarding.hub@cumberland.gov.uk)

**Westmorland and Furness Safeguarding Hub**

- Telephone Number - 0300 373 2724
- Email Address – [safeguarding.hub@westmorlandandfurness.gov.uk](mailto:safeguarding.hub@westmorlandandfurness.gov.uk)

If you require a response outside of working hours (Weekends, Bank Holidays and between 5pm (4:30pm on Fridays) and 8:00am during the week) contact the Emergency Duty Team (EDT) on **0300 373 2724**.

**8.4. Early Help Assessment**

Early Help is the support that can be provided for a child, young person or family who may have additional needs that cannot be met by universal provision and there is perceived to be no risk of significant harm. An Early Help Assessment can be carried out with any child or young person from pre-birth up to age 18 (up to the age of 25 if the young person has a learning difficulty or disability).

**REMEMBER:** Early Help can be put in place without contact with the Safeguarding Hub.



If you require Early Help consultancy, advice and guidance for families in Allerdale, Carlisle or Copeland the consultation number for Cumberland is:  
**03003 033 896.**

If you require Early Help consultancy, advice and guidance for families in Barrow, Eden or South Lakeland the consultation number for Westmorland and Furness is:  
**0300 373 2723.**

All information and templates can be accessed via the CSCP website: <https://www.cumbriasafeguardingchildren.co.uk/earlyhelp.asp>

### 8.5. Supporting Information

All individuals will be expected to complete a single contact form for any contact to the Safeguarding Hub. The online form requires mandatory fields to be completed before you can submit your contact. Please ensure you have all relevant details to hand before you start to complete the form. Please also note that the form will time out after one hour of inactivity and any information will be lost.

Please see the **Information Sharing Protocol** for good practice notes and details for sharing confidential information.

#### **Risk Assessment toolkits**

Please see the relevant Safeguarding Practice Guidance in the Cumbria Safeguarding Children's Partnership Online Procedures Manual.  
<https://cumbrialscb.proceduresonline.com/>

### 8.6. Multi-agency Thresholds Guidance

Please refer to the Multi-agency Thresholds Guidance to be clear about the thresholds for access to services which support the actions needed to improve the outcomes for children. The Thresholds Guidance will help with:

- Better understanding of how to respond to lower levels of need;
- Early identification of vulnerability and better support to prevent escalation;
- Better understanding of when to refer to the Safeguarding Hub;
- Improved decision making based on multi-agency information sharing and Early Help knowledge of family strengths and vulnerabilities.

The Multi Agency Threshold Guidance can be accessed via  
<https://www.cumbria.gov.uk/eLibrary/Content/Internet/537/6683/6687/6698/17145/42632155941.pdf>

## Active Cumbria – Flowchart for the Reporting of Child Protection Concerns Regarding a Child

You become aware of concerns about a child or young person's welfare or safety via observation, a report or direct disclosure

**Stay Calm, Reassure, No Promises, Few Questions**  
**Remember to inform the Child that confidentiality cannot apply if the disclosure is a criminal act or the child is at risk**

### Emergency

If you think a child is in immediate danger or needs urgent medical attention, don't delay call 999

### Completion of written record

Complete a written record of the nature of circumstances surrounding the concern using Active Cumbria's Referral and Information Form and forward a copy onto the **Designated Safeguarding Lead**

### Report your concerns

If there is a **serious risk of imminent abuse or harm** to a child then you should immediately contact the **Designated Safeguarding Lead, Cameron Wilson 07423797081** or if they are not available contact the **Deputy Designated Safeguarding Lead, Michelle Young, 01228 226885**, who will then report to the **Cumberland Safeguarding Hub - 0333 240 1727** or **Westmorland and Furness Safeguarding Hub 0300 373 2724**. If the disclosure is about the Designated Safeguarding Lead contact the **Advisory Board Welfare Champion, Caroline Taylor-Beswick on 07840856143**

### Disclosure Management Process

The Designated Safeguarding Lead will decide on the necessary action to take based on the nature of the circumstances surrounding the concern guided by the Cumbria LSCB Multi Agency Thresholds Guidance [cumbrialscb.proceduresonline.com](http://cumbrialscb.proceduresonline.com)

## 9. Allegations of abuse or poor practice made against those who work with children

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If an employee or volunteer receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children that could amount to: -

- Behaving in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children that indicate that they may pose a risk of harm to children.

There is a duty on all Active Cumbria employees and volunteers to record and report all concerns, no matter how small, relating to the welfare of children. They should be reported according to the procedures outlined below: -

The concern should be reported to the most senior person not implicated in the allegation, a written record should be completed regarding the nature of the allegation, the person involved, whether there have been any previous allegations, witnesses to the incident, and child/children involved.

In the first instance you should contact:

**Designated Safeguarding Lead - Cameron Wilson**

m: 07423797081

e: [cameron.wilson@cumberland.gov.uk](mailto:cameron.wilson@cumberland.gov.uk)

If the Lead is unavailable you should contact:

**Deputy Designated Safeguarding Lead - Michelle Young**

t: 01228 226885

m: 07584 556663

e: [michelle.young@cumberland.gov.uk](mailto:michelle.young@cumberland.gov.uk)

If the allegation is about the Lead you should contact:

**Advisory Board Welfare Champion – Caroline Taylor-Beswick**

m: 07840856143

e: [caroline@carlisle-youthzone.org](mailto:caroline@carlisle-youthzone.org)

The LADO Allegations Notification Form can be used for this purpose. A copy of the form can be accessed at [www.cumbrialscb.com/professionals/lado.asp](http://www.cumbrialscb.com/professionals/lado.asp)

The LADO should be contacted by the Senior Designated Officer for advice. The allegation may meet the criminal threshold and any internal investigation could impact on Police and Social Care enquiries. The LADO will offer advice on immediate action required and will assist with employment and child protection issues.

**Local Authority Designated Officer (LADO)**

Cumberland: 0300 303 3892

Westmorland & Furness: 0300 303 3897

If an allegation requiring immediate attention is received outside of normal office hours the Senior Designated Officer should consult/refer immediately with the Out of Hours Emergency Social Work Children Services (Cumberland: **0333 240 1727** Westmorland and Furness: **0300 373 2724**) or Local Police. They must ensure they inform the LADO the next working day, where possible.

If after initial discussion with the LADO it is agreed that the allegation meets the criteria a record will be logged on the LADO database. A multiagency meeting may be convened; this might result in a criminal investigation, Social Care investigation and /or an investigation to state whether disciplinary action is required.

Further meetings may be required and these will be convened by the LADO, with your input at all times. Further information on the Allegations Management Procedure can be found in the **Multi-agency Procedures** on the Cumbria Safeguarding Hub Website <https://www.cumbriasafeguardingchildren.co.uk/procedures.asp>

**Concerns or complaints**

It is also important that employees and volunteers within the organisation and people from outside the organisation have the ability to act and report a concern or complaint about a member of Active Cumbria's staff or volunteers if required. Please see below policies which can be found on [www.intouch.cc](http://www.intouch.cc)

- Cumberland Councils disciplinary procedure is intended to support managers and employees where misconduct issues arise.
- Cumberland Councils grievance procedure is intended to help resolve concerns, problems or complaints which employees wish to raise in a prompt and fair manner.
- Cumberland Councils whistleblowing policy is designed to enable employees of Cumberland Council and employees of external organisations, employed in service contracts, to notify Senior Officers of any reasonable suspicion of illegal or improper conduct.
- For non-employees the complaints procedure can be found on <https://www.cumberland.gov.uk> or tel: **01228 479770** or email: [complaints@cumberland.gov.uk](mailto:complaints@cumberland.gov.uk)

## Active Cumbria – Flowchart for concerns about a member of staff or volunteer working with children

### Summary of Allegations Management Procedures

#### Concern about a member of staff or a volunteer working with children

If an individual receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children and that concern could amount to:

1. A member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child;
2. Possibly committed a criminal offence against or related to a child; or
3. Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children, then that individual should:

#### Report their concerns

Immediately report your concerns to the most senior person not implicated in the allegation. This will generally be the **Designated Safeguarding Lead, Cameron Wilson 07423797081** or if they are not available contact the **Deputy Designated Safeguarding Lead, Michelle Young on 01228 226885**. If the disclosure is about the Designated Safeguarding Lead contact the **Advisory Board Welfare Champion, Caroline Taylor-Beswick on 07840856143**

#### Completion of written record

Complete a written record of the nature of circumstances surrounding the concern, including any previous concerns. Include where the concern came from and brief details only.

#### Seek advice before proceeding – initial discussions

The senior person will always contact the Local Authority Designated Officer (LADO) for advice prior to investigating the allegation. This is because it might meet the criminal threshold and so any investigation could interfere with a Police or Social Care investigation.

##### Local Authority Designated Officer (LADO)

**Cumberland:** lado@cumberland.gov.uk Tel: 0300 303 3892

**Westmorland & Furness:** lado@westmorlandandfurness.gov.uk Tel: 0300 303 3897

LADO working hours are Monday to Thursday 9.00am to 5.00pm and Friday 9.00am to 4.30pm.

In case of emergency outside of the above hours please contact **Emergency Duty Team on 0333 240 1727**. The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues.

#### Allegations Management Process

If, after discussion with the LADO, it is agreed that the allegation meets the criteria, a record will be logged on the LADO database. A multiagency meeting may be convened, and you will be invited. This might result in criminal investigation and / or an investigation to inform whether disciplinary action is required.

#### Further action

Further meetings may be required and these will be convened by the LADO, with your input at all times. Further information on the Allegations Management Procedure can be found in the Multi-agency Procedures on the Cumbria Safeguarding Hub Website [cumbrialscb.proceduresonline.com](http://cumbrialscb.proceduresonline.com)

## 10. Useful contacts

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### **Designated Safeguarding Lead, Active Cumbria**

Cameron Wilson

Cumbria County Council, Cumbria House, 117 Botchergate, Carlisle, Cumbria, CA1 1RD

m: 07423797081

e: [cameron.wilson@cumberland.gov.uk](mailto:cameron.wilson@cumberland.gov.uk)

w: [www.activecumbria.org](http://www.activecumbria.org)

### **Deputy Designated Safeguarding Lead, Active Cumbria**

Michelle Young

Cumbria County Council, Cumbria House, 117 Botchergate, Carlisle, Cumbria, CA1 1RD

t: 01228 226885

e: [michelle.young@cumberland.gov.uk](mailto:michelle.young@cumberland.gov.uk)

w: [www.activecumbria.org](http://www.activecumbria.org)

### **Advisory Board Welfare Champion**

Caroline Taylor-Beswick

m: 07840856143

e: [caroline@carlisle-youthzone.org](mailto:caroline@carlisle-youthzone.org)

### **Cumberland Safeguarding Hub**

t: 0333 2401727

w: [www.cumbrialscb.com](http://www.cumbrialscb.com)

### **Westmorland and Furness Safeguarding Hub**

t: 0300 373 2724

w: [www.cumbrialscb.com](http://www.cumbrialscb.com)

### **Local Authority Designated Officer (LADO)**

Cumberland

t: 0300 303 3892

e: [lado@cumberland.gov.uk](mailto:lado@cumberland.gov.uk)

Westmorland and Furness

t: 0300 303 3897

e: [lado@westmorlandandfurness.gov.uk](mailto:lado@westmorlandandfurness.gov.uk)

### **Child Protection in Sport Unit**

t: 0116 366 5590

w: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### **Child Line**

t: 0800 1111



## Cumberland Council

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*Be part of it!*

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