

# Safeguarding Children and Young People Policy



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## Foreword

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

### **Our purpose:**

***'To advocate the value of physical activity, and increasing opportunities to address inactivity to improve county wide health and wellbeing outcomes'***

### **Our vision:**

***'Everyone in Cumbria is appropriately physically active as part of their everyday life'***

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.



**Jason Gooding**

Chair, Active Cumbria Advisory Board  
February 2019



**Richard Johnston**

Senior Manager (Operations), Active Cumbria  
February 2019

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### CYP Policy

Revision	Date Reviewed	Next Review	Prepared	Approved
Rev00	03/17	02/18	RJ	Advisory Board
Rev01	02/18	02/19	RJ	Advisory Board
Rev02	02/19	02/20	RJ	Advisory Board

## 1. Policy statement

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

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 and guidance

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 Hub, including: -

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

## 4. Recruitment and selection

Active Cumbria ensures the safe recruitment selection and induction of staff and volunteers through following Cumbria County 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 [cumbrialscb.proceduresonline.com](http://cumbrialscb.proceduresonline.com)

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 Cumbria County 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.

These checks are to assist employers in making safer recruitment and licensing decisions. However a DBS check should be seen as just one part of robust recruitment practice. Please click here for more information.

### Self Disclosure

We recognise that when using volunteers to assist with events on a one off basis, it is not always appropriate to undertake all of the pre- employment checks as we would with an employee. As a minimum, all such volunteers are expected to sign a **self-disclosure form or statement**, and their duties will be restricted to accompanying access to children, under the supervision of another individual who has already undergone appropriate screening.

Information provided as part of a self disclosure will only be disclosed to those who are involved in the risk assessment of the information. The information will only be used for the specific reason for which it is collected, and not to be passed on to any other organisation or individual.

Further information and documents can be found at [activecumbria.org/safeinsport](http://activecumbria.org/safeinsport)

## 5. Training and development

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. 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 Hub.*
- *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: [activecumbria.org/safeinsport](http://activecumbria.org/safeinsport)

## 6. Promoting good practice

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 [activecumbria.org/safeinsport](http://activecumbria.org/safeinsport)

Active Cumbria regularly communicates and promotes 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.*
- *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

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 Hub Website [cumbrialscb.proceduresonline.com](http://cumbrialscb.proceduresonline.com)

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

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:

**Lead Welfare Officer - Becky Underwood**  
m: **07717 586430**  
e: **becky.underwood@cumbria.gov.uk**

If the Lead Welfare Officer is unavailable you should contact:

**Deputy Welfare Officer - Michelle Young**  
t: **01228 226885**  
m: **07584 556663**  
e: **michelle.young@cumbria.gov.uk**

If the disclosure is about the Lead Welfare Officer you should contact:

**Advisory Board Welfare Champion - Becky Wolstenholme**  
m: **07976 469931**  
e: **becky.richardson@ksgs.cumbria.sch.uk**

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 Cumbria Safeguarding Hub. They are a team of social workers, police and health workers who will give you advice or take action if required.

### 8.3 Cumbria Safeguarding Hub

Call the Hub on **0333 240 1727**

NB - In the unlikely event that this number is unavailable due to a fault please call **01768 895019**. This should only be used in exceptional circumstances.

Outside office hours - The Emergency Duty Team (EDT) operates an out of hours service which is an emergency only response with one social worker available to provide a response where the needs of the child indicate this.

### 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 prebirth 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 Cumbria Safeguarding Hub.

See: **Cumbria LSCB Multi Agency Thresholds Guidance.**

### 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 LSCB Online Procedures Manual.

### 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.*

All documents can be accessed via **cumbrialscb.proceduresonline.com**

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

You become aware of concerns about a child or young persons 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 Lead Officer**

### Report your concerns

If there is a **serious risk of imminent abuse or harm** to a child then you should immediately contact the **Cumbria Safeguarding Hub** on **03332 401727** or report your concerns to the **Lead Welfare Officer, Becky Underwood, 07717 586430** or if they are not available contact the **Deputy Welfare Officer, Michelle Young, 01228 226885**.

If the disclosure is about the Lead Welfare Officer contact the **Advisory Board Welfare Champion, Sue Kaveney** on **07917 273884**

### Disclosure Management Process

The Designated Welfare Officer 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

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:

**Lead Welfare Officer - Becky Underwood**  
m: **07717 586430**  
e: **becky.underwood@cumbria.gov.uk**

If the Lead Welfare Officer is unavailable you should contact:

**Deputy Welfare Officer - Michelle Young**  
t: **01228 226885**  
m: **07584 556663**  
e: **michelle.young@cumbria.gov.uk**

If the allegation is about the Lead Welfare Officer you should contact:

**Advisory Board Welfare Champion - Sue Kaveney**  
m: **07917 273884**  
e: **sue@kaveney-hr.co.uk**

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

The Local Authority Designated Officer (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)**  
t: **0333 240 1727**

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 ([edt@cumbria.gov.uk](mailto:edt@cumbria.gov.uk) or **0333 240 1727**) 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 [cumbrialscb.proceduresonline.com](http://cumbrialscb.proceduresonline.com)

### 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)

- *Cumbria County Councils disciplinary procedure is intended to support managers and employees where misconduct issues arise.*
- *Cumbria County Councils grievance procedure is intended to help resolve concerns, problems or complaints which employees wish to raise in a prompt and fair manner.*
- *Cumbria County Councils whistleblowing policy is designed to enable employees of the County 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 [www.cumbria.gov.uk](http://www.cumbria.gov.uk) or tel: **01228 221234** or email: [complaints@cumbria.gov.uk](mailto:complaints@cumbria.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 **Active Cumbria Lead Welfare Officer, Becky Underwood** on **07717 586430** or if they are not available contact the **Active Cumbria Deputy Welfare Officer, Michelle Young** on **01228 226885**. If the disclosure is about the AC Lead Welfare Officer contact the **Advisory Board Welfare Champion, Sue Kaveney** on **07917 273884**

#### 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)** Tel: **0333 240 1727** or email: **lado@cumbria.gov.uk**

**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**

## Useful contacts

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### Active Cumbria

#### Lead Welfare Officer

Becky Underwood  
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Cumbria House  
117 Botchergate  
Carlisle  
Cumbria  
CA1 1RD

m: **07717 586430**

e: [becky.underwood@cumbria.gov.uk](mailto:becky.underwood@cumbria.gov.uk)

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

#### Deputy Welfare Officer

Michelle Young  
Active Cumbria  
Cumbria House  
117 Botchergate  
Carlisle  
Cumbria  
CA1 1RD

t: **01228 226885**

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

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

#### Advisory Board Welfare Champion

Becky Wolstenholme  
Kirkby Stephen Grammar School  
Christian Head  
Kirkby Stephen  
Cumbria  
CA17 4HA

m: **07976 469931**

e: [becky.richardson@ksgs.cumbria.sch.uk](mailto:becky.richardson@ksgs.cumbria.sch.uk)

### Cumbria Safeguarding Hub

t: **0333 2401727**

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

### Local Authority Designated Officer (LADO)

t: **01768 812267**

e: [lado@cumbria.gov.uk](mailto:lado@cumbria.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**



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*Be part of it!*

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