

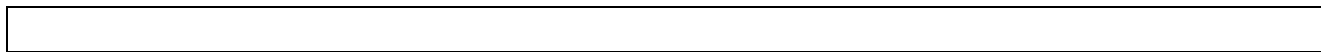


Energize Shropshire, Telford & Wrekin Child Protection Policy & Procedures for Sport

Written with full support and guidance from:



**Shropshire and Telford
& Wrekin Safeguarding
Children Board's**



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Guidelines on Child Protection

Young people have a lot to gain from sport. Their natural sense of fun and spontaneity can blossom in positive sporting environments, which promote progress in a child-centred way. Sport provides an excellent medium in which young people can learn new skills, become more confident and maximise their own unique potential.

The members of Energize Shropshire, Telford & Wrekin (ENERGIZE STW) recognise their responsibility under the terms of the Race Relations Act 1976, Sex Discrimination Act 1975, the Children Act 1989 and the Disability Discrimination Act 1995. Every child who participates in sport should be able to do so in a fun, safe environment, and be protected from harm. The SSP places the highest priority on their safety and enjoyment, and recognises that they have a duty towards children within sport, and any club or association providing sporting opportunities must do so with the highest possible standard of care.

Energize STW has based its guidelines on the following core values and principles:

Core Values

- All young people's sporting experiences must be guided by what is best for that young person.
- Adults interacting with young people in sport should do so with integrity and respect for the child.
- All young people's sport should be conducted in an atmosphere of fair play.
- Young people's sport should be conducted in a safe, positive and encouraging atmosphere.
- Adults who take a responsibility for young people in sport have a duty to ensure that they are competent to provide safe and rewarding experiences for those in their care, through appropriate training and education.
- Organisations providing sporting experiences for young people are required to provide and sign up to:
 - i Equal Opportunities Policy
 - ii Code of Ethics and Conduct
 - iii Child Protection Policy and Proceduresand these are therefore mandatory for adults (coaches, officials and volunteers) working on behalf of these organisations.

Principles

- The welfare of children and young people is paramount.
- All people, but especially children and young people, whatever their culture, disability, gender, language, racial origin, religious belief or sexual identity, have the right to protection from abuse.
- All incidents of poor practice, suspicions and allegations should be taken seriously and responded to swiftly and appropriately.
- It is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns.
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998

In order to undertake its responsibilities **Energize STW** has

- Written and agreed an Equal Opportunities Policy
- Adopted the sportscoachUK Code of Ethics and Conduct for Coaches
- Written and agreed these Child Protection Procedures

This policy has been formally approved by

- **Energize STW Management Board** (date **9th January 2007**)
- **Energize STW Safeguards Through Sport Group** (date **27th February 2007**)
- Shropshire **LSCB** (date **TBC**)
- Telford & Wrekin **LSBC** (date **TBC**)

This policy is mandatory and applies to all staff, coaches and volunteers undertaking any role on behalf of **Energize STW.**

Organisational Policy including designated persons

Every organisation must have a designated person/s with clearly defined roles and responsibilities in relation to child protection, which are appropriate to the level at which he/or she operates.

The designated lead child protection/welfare officer role at all levels within the organisation is essential to support the organisation's work to provide children and young people with a safe and enjoyable environment in which to participate in sport.

The Role and Responsibilities of Lead Officers / Designated Person's

Every organisation should designate a person or persons with lead responsibility for dealing with any concerns about the protection of children. In local authorities and sports partnerships, it is essential that the **Lead Officer** have a management role in order to ensure that they can lead and develop child protection through the organisation.

Details of these **Lead Officers** of **Energize STW**, local authorities and national governing bodies of sport can be found on page 17.

Being the **Lead Officer** does not mean that you have sole responsibility for your organisation's response to child protection. It is the responsibility of the organisation's senior management to ensure that proper arrangements are made to ensure the organisation fulfils its 'duty of care' towards children and young people. Equally, all adults working with children and young people have a responsibility to ensure that their welfare is the organisation's top priority. The **Lead Officer** should have a formal role on the organisation's Management Committee at each appropriate level of its structure.

In larger organisations there is a need to ensure that there are people with designated responsibility at different levels within the organisation. For example national governing bodies identify a '**designated person**' role in Regional or County Associations as well as individual clubs whilst local authorities need to identify designated persons for each operational programme (eg a leisure centre).

These designated person's should ensure that they are knowledgeable about child protection and that they undertake appropriate training both to equip them to fulfil the role and to keep their knowledge and skills up to date.

As a minimum, the **designated person** at every level within the organisation should have attended a basic **recognised** Child Protection Awareness Course. This should be followed by undertaking a course specifically designed to develop their knowledge and skills to equip them to fulfil the duties and responsibilities of **their role**.

The organisation should also provide a clear written 'job description' for the position alongside a 'person specification' which outlines the knowledge, skills and experience required (both essential and desirable, clarifying where training can be provided).

For **Energize STW designated persons** are the **Energize STW Service Team Leader and the Energize STW Lead Officer** (contact details can be found on page 17). In the case of a concern or incident the coach, official or volunteer should report to **one of the lead officers** (see flowchart on page 20 for further details). Local authorities designated officers for sport can also be found on page 17.

Procedures on recruiting, screening and deploying staff and volunteers

The following steps will help to safeguard children and young people, coaches, officials, volunteers, and sports clubs / associations. All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people. The same procedures should be adopted whether club / association officials are paid or unpaid, full or part time.

1. Pre-recruitment checks

Advertising for any staff who may have contact with young people should reflect the:

- aims of the particular sport programme and the sporting club / association, where appropriate,
- responsibilities of the role
- level and length of experience of working with young people or qualifications required.

2. Pre-application information

- a job description including roles and responsibilities
- a person specification - for example stating qualifications or experience required
- a registration form
- **Energize STW** equal opportunities policy

3. Application / registration forms

All staff, whether paid, or voluntary, full or part-time, should complete an application / registration form which should elicit the following information:

- Name, address and National Insurance Number (to confirm identity and right to work)
- relevant experience with young people, qualifications and training undertaken
- listing of past career or involvement in all sports (to confirm experience and identify any gaps)
- a self disclosure question (or questionnaire – see appendix A for an example) to establish whether they have ever had any convictions
- the names of at least two people (preferably professional and not a relative) willing to provide written and verbal references that comment on the applicant's previous experience of and suitability for working with young people and any former involvement in sport
n.b. if they haven't previously worked with young people they should be interviewed and induction / training agreed.

4. Contractual agreement

All helpers (who within their role will have contact with young people), whether paid, or voluntary, full or part-time, will be required to sign an agreement giving;

- their consent for a Criminal Records Bureau disclosure to be undertaken
- their consent to abide by a code of conduct appropriate to the position sought (eg coach, competition official, volunteer). For Shropshire Sports Partnership this is the sports coach UK Code of Ethics and Conduct which can be accessed from www.sportscoachuk.org or e-mail coaching @sportscoachuk.org or tel 0113 274 4802.
- their agreement to undergo Child Protection training (as approved by Telford & Wrekin and Shropshire **Local Safeguarding Children Boards**) - advice as to what is appropriate should be sought through relevant senior manager or **Energize STW's Lead Officer**.

The registration form will also state that failure to disclose information or subsequent failure to conform to the Code of Conduct would result in disciplinary action.

5. Interview and Induction

Although it may not be appropriate to conduct a formal interview all coaches (volunteers and officials) should undergo a screening and induction by either someone working in an official capacity within **Energize STW** or the nominated official with responsibility for Child Protection within a sports club, whichever is appropriate. The induction process should

- ensure their coaching/umpiring qualifications are substantiated
- ensure they sign up to the Code of Conduct
- ensure they complete a profile to identify experience and training needed appropriate to their role
- ensure the expectations, roles and responsibilities of the job are clarified
- the duty of care guidelines, including child protection procedures, are explained and training needs established

5. Professional Development

All staff employed by the **Energize STW** and designated '**Club Welfare Officers**' are required to undergo ongoing professional development training in the following areas;

- sportscoachUK 'Good Practice and Child Protection' workshop or other approved child protection training
- First Aid training
- training to enable them to work effectively at the level appropriate to their responsibilities with young people (eg sportscoachUK 'Working with Children' & 'Working with Disabled Sports People')
- sports equity

Other club volunteers, coaches, officials etc who are required to work with young people will also be strongly encouraged to attend these courses. **Energize STW** are committed to providing the 'Good Practice and Child Protection' free of charge to all working in sport. For further details of courses contact **the Energize STW lead officer on 01743 255086**.

6. Monitoring of Work with Young People

At regular intervals (or following a coaching programme) all staff employed by the **Energize STW** will be given the opportunity to receive formal feedback to identify professional development needs and set new goals. NGB accredited clubs will also be required to show evidence that they too encourage this same (although perhaps less formal) approach to all personnel who work with young people.

Complaints, disciplinary, grievance and appeals procedures

1. Complaints procedure

Employees of any organisation within the Partnership are required to abide by the relevant organisations 'complaints procedure' as laid down in their personnel handbook (for direct employees of **Energize STW** this would be the Shropshire County Council Complaints Procedure – see appendix C for a quick guide). Clubs are encouraged to similarly write or adopt a formal complaints procedure.

As a general principle all complaints should be dealt with courteously, helpfully and promptly. Employees and volunteers are asked to take ownership of the complaint and ensure that it is either resolved or if passed on to another member of staff then this is agreed with the complainant (reference the SCC procedures).

If the complaint is made against an employee or volunteer then it should be referred to the designated (child protection) person as soon as possible after the complaint is made. The person receiving the complaint should again write down the detail of the conversation, please see making a referral for information (and appendix F for a copy of a report form) which should be included and take down the name, telephone number and address of the complainant.

A solution or further course of action should be agreed with the complainant but if the complaint suggests possible child abuse this should be referred immediately to the appropriate designated person. Under no circumstances should the person whom the complaint is against be involved.

The designated person will refer the matter to Social Services or the police as soon as possible and follow this up in writing within 24 hours. Following this the designated person should then refer the matter to the appropriate NGB Child Protection Officer and their line manager within the relevant organisation.

If the complaint is against the designated person then the person to whom the complaint is made should refer it to

- i. Social Services and / or the police (if suspected child abuse)
- ii. The appropriate National Governing Body of Sport (see contact list on page 14)
- iii. The **Energize STW Service Team Leader / Energize STW Lead Officer / Local Authority Sports Manager** or the relevant sports club '**Club Welfare Officer**'.

Please also refer to the quick guide to procedures on pages 19 and 20 in this document.

2. Disciplinary procedure

All disciplinary procedures will be undertaken in accordance with those laid out in the relevant organisations Personnel Handbook (e.g. in the case of **Energize STW** staff this would be Shropshire County Council tel 01743 253019 for further details). Clubs are encouraged to similarly write or adopt a formal disciplinary procedure.

On a day to day basis designated persons, coach mentors and the Sports Development Officers and other officers (as appropriate) are encouraged to offer guidance and support to other coaching staff and volunteers as appropriate. This may particularly refer to codes of conduct and practice as laid down by sportscoachUK and sports specific National Governing Bodies as appropriate as well as good practice as laid down in the next section of this document. This day to day management of coaches and volunteers may not necessarily be part of any formal disciplinary procedure.

With specific regard to poor practice it may be appropriate to follow this up in a written format explaining action that should be undertaken to remedy the situation and time scale involved. Although this 'registration of concern' will be kept on file neither is this necessarily part of a formal disciplinary procedure.

It is a question of management judgement as to when an employee's conduct or performance requires the formal disciplinary process to be invoked and the process should not be entered into without consultation with an appropriate personnel officer.

Immediate suspension may be considered an option (by the Sports Development Officer/Manager or other officer in consultation with appropriate Personnel Officer and National Governing Body of sport representative) whilst the investigations are undertaken;
where a child or children are at risk.
where a suspension is necessary to allow the conduct of the investigation to proceed unimpeded.

In the case of formal referral of suspected child abuse and any subsequent police and social services enquiry the internal disciplinary process / investigation should play a secondary and quite separate role. The disciplinary process would normally be held in abeyance pending the completion of the external investigation. The internal disciplinary process should be guided by police and social services enquiries once completed (see flow charts on pages 19 and 20 for further explanation).

Following all investigations the Sports Development Officer/Manager or other officer (or appropriate club Child Protection Officer) will compile a report embodying the relevant actions and conclusions and retain this written record in an appropriate file in accordance with disciplinary procedures.

Any disciplinary action will continue and the process will be completed to conclusion, even if the individual resigns / leaves the area / ceases to be a coach.

3. Grievance and Appeals procedures

For employees (both paid and voluntary) of Energize **STW** all grievance procedures will be undertaken in accordance with those laid out in the Shropshire County Council Personnel Handbook (tel 01743 253019). Other local authorities, Clubs and other sports associations are encouraged to similarly write or adopt a formal disciplinary procedure.

If an employee has an individual grievance relating to their employment they have a right to express it and to seek redress through the procedure.

Employees are encouraged to discuss any potential grievance on an informal basis with either their sportscoachUK or National Governing Body of Sport (NGB) or other appropriate officer. They may be supported by a representative from an appropriate national body (sportscoachUK or NGB) or other person of their choice at any stage of the formal procedure. It is essential that every effort is made to resolve the grievance at the earliest possible stage of the procedure and it is the responsibility of all parties to ensure that this occurs.

4. Whistleblowing

It is recommended that organisations make a commitment to encourage employees and others who have serious concerns to speak up when faced with wrong doing. This may need to be on a confidential basis and it should be emphasised that if someone does 'speak up' they can do so without fear of reprisals. Such policies are termed "blowing the whistle" and this phrase is used throughout this statement but should be viewed as a positive action of speaking up.

Employees of Energize **STW** will abide by the Shropshire County Council 'Speaking up about wrongdoing policy' listed in Appendix D.

Guidelines on good practice

1. Codes of ethics and conduct

All coaches employed by Energize **STW** will be required to sign up to and agree to the sportscoachUK Code of Ethics for Coaches as well as the specific code of conduct drawn up by their respective national governing body of sport. Volunteers and officials will be required to agree to both these codes as they relate to their particular roles with young people. Clubs will be encouraged to use these codes of conduct in their initial screening/induction of volunteers, similarly asking for agreement to abide by their content.

2. Promotion of Good practice guidelines

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in the future safeguarding of that child (by reporting concerns to the necessary statutory agencies – see page 19 for further details) as well as improving the child's self esteem. In such instances, the club must work with the appropriate agencies to ensure the child receives the required support.

All personnel will be encouraged to demonstrate exemplary behaviour in order to protect and promote the welfare of young people. This will reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate:-

- Always working in an open environment (e.g., avoiding private or unobserved situations and encouraging an open environment i.e., no secrets).
- Treating all young people / disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with players (e.g., it is not appropriate to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual / physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and parents should always be consulted and their agreement gained.
- Keeping up-to-date with the technical skills, qualifications and insurance in sport.
- Involving parents / carers where possible (e.g., for the responsibility of the children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents / teachers / coaches / officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB however, same gender base can also occur).

- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

Photography Guidelines

While the Energize **STW** recognises that publicity and pictures of young people enjoying sport are essential to promote the sport and a healthy lifestyle, the following rules will be observed:-

1. Ensure parents / guardian / young person have granted their consent for the taking and publication of photographic images. Questions will be incorporated into any activity registration forms.
2. All young people must be appropriately dressed for the activity taking place.
3. Photography or recording should focus on the activity rather than a particular young person and personal details which might make a young person vulnerable, such as their exact address, will never be revealed.
4. Where possible, to reflect the Energize **STW** Equity Policy, photographs / recordings should represent the diverse range of young people participating in sport.
5. Anyone taking photographs or recording at any sport event must have a valid reason for doing so and seek the permission of the organisers / person in charge, completing a registration form (see appendix G for example).
6. They should make themselves known to the event organisers / persons in charge and be able to identify themselves if requested during the course of the event.
7. All concerns regarding inappropriate or intrusive photography should be reported in confidence to the appropriate designated person.

Publishing images of young people

- If a photograph / recording is used, personal details of young people such as email address, home address and telephone numbers will not be revealed.

Use of photographic / filming equipment by the media at sports events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people.

While this might be rare in sport, all those involved have a duty of care to young people to ensure that this risk is as small as possible. By taking some simple steps, risks will be reduced.

If professional photographers are commissioned or the press is invited to a sport activity or event, it is important to ensure they are clear about expectations of them in relation to the welfare of young people.

- The photographer / camera person must have bona fide identification and be able to produce it on request. They must also sign the Event Registration Form (see appendix F).
- Participants and parents must be informed that a photographer / camera person will be in attendance at an event and ensure that they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to sport players or one-to-one photo sessions at events.
- Do not approve / allow photo sessions outside the event.

Use of photographic / filming equipment by parents and spectators

If parents or other spectators are intending to photograph or video at an event, they will be made aware the expectations.

- Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography / filming.

In addition:-

- Participants and parents will also be informed that if they have concerns about inappropriate or intrusive photography / filming, they should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- Event organisers will approach and challenge any person taking photographs who has not made themselves known and/or registered with them. They might need to refer to the local police force if this person continues to record images unauthorised.

Information on poor practice, abuse and bullying

1. Definitions, guidelines and advice - how to recognise abuse

Poor Practice

Poor practice includes any behaviour that contravenes the sportscoachUK or respective National Governing Body Code of Ethics and Conduct which are constituted around the following:

- Rights - for example of the player, the parent, the coach, the official etc.
- Responsibilities - for example responsibility for the welfare of the players, the sport, the profession of coaching, their own development
- Respect - for example of other players, officials and their decisions, coaches, the rules.

Poor practice will be addressed through retraining and / or disciplinary procedures (those of the relevant organisation for paid employees) as is deemed appropriate by the organising body.

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of the session:

- Avoid spending time alone with young people away from others
- Avoid taking young people on car journeys, however short

Practice never to be sanctioned

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow young people to use inappropriate language unchallenged
- make sexually suggestive comments to a young person, even in fun
- allow allegations by a young person to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for young people that they can do for themselves
- invite or allow young people to stay with you at your home unsupervised
- taking young people to your home where they will be alone with you

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents and players involved. There is a need to be responsive to person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If a coach etc accidentally hurts a young person, he/she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible and make a full report of it to the relevant designated person. Parents or carers should be informed of the incident.

Physical Abuse

This is where adults (or other young people - see bullying for further details) physically hurt or injure children. Hitting, shaking, squeezing, burning and biting are all forms of physical abuse. Giving children alcohol, inappropriate drugs or poison is classified as physical abuse. Likewise asking young people to undertake a physical task that is beyond their capabilities may be classified as physical abuse.

Sexual Abuse

Girls and boys are abused by adults (and sometimes other young people) who use children to meet their own sexual needs. This might be full intercourse, masturbation, oral sex, anal intercourse or fondling. Showing children pornographic magazines or videos is also a form of sexual abuse as can be taking photos of young sports people in inappropriate positions. Some sports which necessitate physical support of young people, could potentially create situations where sexual abuse goes unnoticed.

Sexual relationships between coaches and their charges (even if above the age of sexual consent) are to be discouraged as the coach is clearly in a position of power. To engage in such a relationship is a breach of the code of conduct and therefore would result in the beginning of disciplinary proceedings.

Emotional Abuse

Persistent lack of love and affection damages children emotionally. Being constantly shouted at, threatened or taunted can make the child very nervous and withdrawn. Racism is a form of emotional abuse. Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

Neglect

This is where adults fail to meet a child's basic needs, like food or warm clothing. Neglected children might also be constantly left alone unsupervised. Sometimes adults fail to, or refuse to, give their children love and affection. This is emotional neglect. Neglect in sport could include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

Abuse in all its forms can affect a child of any age. The effects can be so damaging that they may follow an individual throughout life (and in some cases cause them to abuse young people themselves).

It should be noted that children attending sports sessions may be the subject of abuse outside of that arena and that all employees and volunteers have a responsibility to take appropriate action if they suspect such abuse. For further details on what to do if abuse of this kind is suspected see flowchart on page 19.

Bullying

Another element of abuse is where the abuser may be a young person, for example in the case of bullying. The competitive nature of sport makes it an ideal environment for the bully. Both girls and boys can be bullies although it can be more conspicuous in boys. Although bullying often takes place in schools it can and does occur anywhere where there is inadequate supervision - on the way to and from school, at a sporting event, in the playground and changing rooms. Bullies come from any background regardless of class, race or culture. Some have experienced excessive physical punishment, some little affection, others overindulgence, some have been victims or are going through difficult times, while some just bully because the opportunity presents itself.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons - being overweight, physically small, having a disability or belonging to a different race, faith or culture.

It should be noted that the bully in sport can also be the parent/carer who pushes too hard or the coach who adopts a win at all costs philosophy.

Action in cases of bullying

- talk to the bully to see if the allegation has any foundation, but ideally not one to one
- suggest an apology is given to the victim
- inform the bully's parents/carers
- impose appropriate sanctions in consultation with the parents/carers as necessary and ensure any possessions taken or destroyed are replaced
- help the bully to change their behaviour.

Action by Club/Association

- do not tolerate bullying - develop anti-bullying guidelines that are agreed to by the young people as well as the Club/Association
- improve supervision.

2. Identifying Signs of Possible Abuse

Recognising abuse is not easy, even for individuals who have experience of working with child abuse. Most children will receive cuts, grazes and bruises from time to time and their behaviour may give reason for concern. There may well be other reasons for these factors other than abuse, but any concern should be immediately discussed with a designated person to assess the situation.

Warning signs which may alert coaches to the possibility of abuse can include:

- Unexplained bruising, cuts or burns on the child, particularly if these are parts of the body not normally injured in accidents
- An injury which a parent or carer tries to hide, or for which they might have given different explanations
- Changes in behaviour such as the child suddenly becoming very quiet, tearful, withdrawn, aggressive or displays severe tantrums
- Loss of weight without a medical explanation
- An inappropriately dressed or ill-kept child who may also be dirty
- Sexual explicit behaviour, for instance playing games and showing awareness which is inappropriate for the child's age
- Continual masturbation, aggressive and inappropriate sex play
- Running away from home, attempted suicides, self-inflicted injuries
- A lack of trust in adults, particularly those who would normally be close to the child
- Disturbed sleep, nightmares and enuresis, particularly if a child has previously been dry
- Eating problems, including over-eating or loss of appetite

Remember, the above signs do not necessarily mean that a child has been abused. If you are concerned about the welfare of a child, however, you must act. Do not assume that someone else will help the child: they might not.

3. Listening to the Child

Remember that the child's welfare is paramount and this must be the most important consideration.

Listen carefully to any complaint or allegation by the child, tell and show the child that you are taking them seriously.

If a child's behaviour or your observations give rise to concern, then talk to the child sensitively to find out if there is anything worrying them.

Keep questions to a minimum, only asking questions to clarify what a child has said so that you can pass on this information to professionals who are trained and experienced in investigating possible child abuse.

Acknowledge how difficult it may have been for them to share this with you and reassure the child, stressing they are never to blame.

Stay calm: don't make promises which you may not be able to keep. It is particularly important that you do not promise the child that you will keep what they say confidential. In their best interests you must consult with others and pass on the information to an appropriate professional.

Don't take sole responsibility: consult a designated person so that together you can begin to protect the child by referring the concerns to the appropriate agencies, and also so that you can get some support for yourself in what could be a difficult situation.

As soon as possible after talking with the child, make a written record (see appendix B) of what the child said, how they were behaving and what you did in response.

NB It may not be that all young or disabled performers are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. However, where there are concerns about the safety of a young/adult disabled performer, record what has been observed in detail and follow the procedures to report these concerns.

4. Sharing Concerns with Parents

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. If having spoken to a young person's carers your concerns persist, then contact the designated person and make a written record of your concerns.

When it is NOT Appropriate to Share Concerns with Parents

There are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where there are indications that parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the designated person as soon as possible and recorded in writing.

5. Responding to Child Abuse: what to do if you are concerned

Remember that it is not your responsibility to decide if child abuse has occurred, but it is your responsibility to take action by reporting your concerns in accordance with these procedures,

Inform a designated person, who will take responsibility for seeking any additional advice and for contacting the local Social Services, the Police or the NSPCC who are trained to deal with such situations and have the necessary legal power to protect the child.

If the designated person is not available, or concerns for the child remain, then you should contact the local Social Services Department, the Police or the NSPCC yourself (see page 17 for contact details).

The Agency receiving your referral will take responsibility for ensuring that appropriate investigations are undertaken and the child protected but your organisations designated person (or you if d not available or about d) should follow up your referral in writing within 24 hrs. A copy must be sent to designated person unless it is about them (then send to lead officer).

Please note that Social Services are happy to discuss, even hypothetically, any concerns you may have about child protection matters and advise on whether it is necessary to make an official referral.

6. What to do if there are allegations of abuse against a member of staff or the incident involves the designated person

Again, remember it is the child's welfare which must be of paramount importance. Follow the guidelines in the section dealing with 'Listening to the Child' and 'Responding to a Disclosure'.

Refer the matter to a designated person so that the appropriate child protection procedures can be followed and if necessary the disciplinary processes can be followed. The designated person must inform the Social Services, the Police or the NSPCC and the appropriate National Governing Body lead officer for child protection.

If your concern is about the designated person, then seek advice from another senior member of staff who should ensure that the child protection procedures are implemented and the Social Services, the Police or the NSPCC are informed (as well as NGB lead officer).

It is important to understand that a member of staff reporting a case of child abuse, particularly by a colleague, may undergo a very high degree of stress, including feelings of guilt for having reported the matter. It is, therefore, very important to ensure that appropriate counselling and support is available for staff in such a situation.

All employees and volunteers are also entitled to be protected against harassment and abuse be it from a service user or another employee. Organisations managing coaches and volunteers are encouraged to recognise this and make arrangements to appropriately safeguard individuals rights. All employees of the Shropshire sports parent entitled through the Shropshire County Council 'Dignity and Respect Policy' is intended to protect and guide employees (and others) from bullying and harassment.

7. Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a *need to know basis* only. This includes the following people.

- The designated person
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social Services / Police
- Lead Child Protection Officer for NGB

- The alleged abuser (and parents if the abuser is a child)*

*Social Services should always be consulted on who should approach alleged abuser/s.

Guidance on responding to a disclosure or dealing with a suspicion or concern about Child Abuse

Making a Referral

When making a referral it is important that you have accurate information available and have thought through your concerns. See appendix A for report form.

However, the lack of availability of some of the information below is not reason to delay the referral.

Factual Information about the child

- Names and dates of birth/ages of child
- Ethnicity
- Disability
- Home address
- Names of those who hold parental responsibility

Factual Information about the suspected/alleged abuser

- **Names and contact details (if known)**
- **Relationship to child**

Referrer's connection to Family

- State your involvement
- Is the child/ family aware that you are making this referral?

Source and nature of concerns

- Is it something you have seen?
- Is it based on the concern of another, if so, whom?
- Is it based on the child's behaviour, an injury, what the child has said?
- Has this concern developed over time or just today?
- What evidence do you have to support your concern? This may include what the child has said to you directly. If so, are you aware if the child has also spoken to anyone else?
- Whom do you believe to be the source of harm/potential harm to the child?
- Are there other children in the family or other children about whom you have concerns?
- In your opinion does the child need immediate protection?
- Ensure that senior staff in your Agency, are informed that a referral has been made, if not already aware, and that any other procedures of your Agency are followed.
- Forward the referral and any other recording (in writing) within 24 hours.
- Be prepared to attend (or report to) a strategy meeting if required. If preferred you have the right to remain anonymous when making the referral.

Standards

- **Referrals should be made without undue delay**
- **Referrals should be followed up in writing within 24 hours**

Essential Contact Numbers / Helplines - seeking advice / making referrals

- Energize Shropshire, Telford & Wrekin, Lead Officer **Graham MacPherson** tel 01743 255086

Sport	Designated person	Tel no	Mobile no	e-mail
Football	Mick Murphy	01743 255092	07810 050 971	mick.murphy@shropshire-cc.gov.uk
All other sports and activities	Lisa Charles Or Graham MacPherson	01743 255081 01743 255086	07810 050 082 07810050972	lisa.charles@shropshire-cc.gov.uk graham.macherson@shropshire-cc.gov.uk

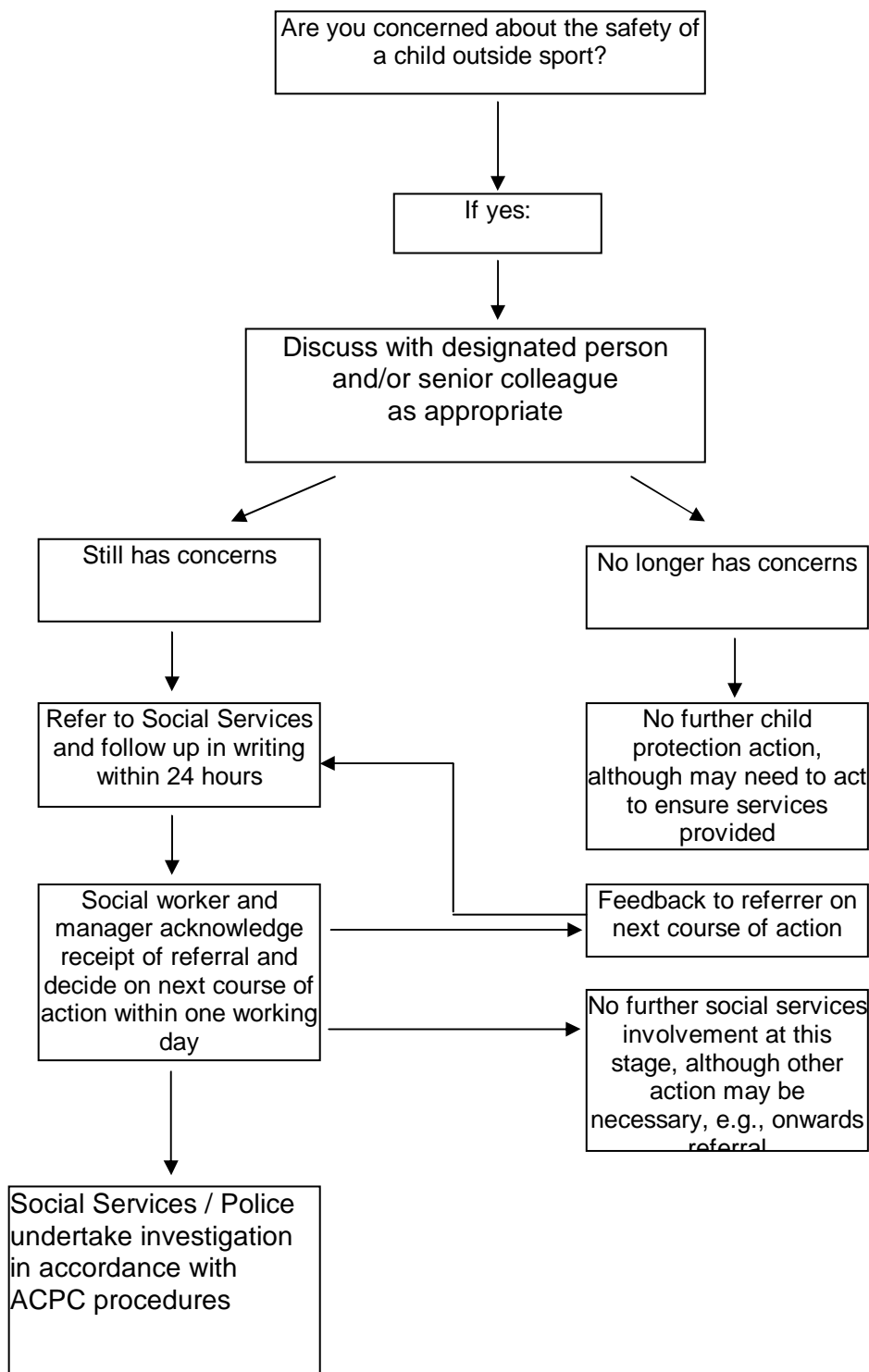
- Local authority designated persons

Local Authority	Delegated Lead Officer	Leisure Centre / programme	Designated person
Shropshire County Council	Lisa Charles 01743 255081		
Borough of Telford & Wrekin	Mark Turner 01952 382621		
Bridgnorth District Council	Jo Ellard 01746 713251	Youth Sport Development	Claire Reeves 01746 713194
		Arts Development	Lorna Cloke 01746 713194
		Community Safety	Tracey Johnson 01746 713111
		Bridgnorth Sports and Leisure Centre	Paul Felton 01746 761541
		Idsal Sports Centre	Nikki Witty 01952 460499
		Much Wenlock Sports Centre	Mathew Harvey 01952 727629
		Severn Valley Country Park	Carolyn Healy 01746 781192
South Shropshire District Council	Dave Hives 01584 813332	South Shropshire Leisure Centre	Lee Hassan 01584 874620
		Cleobury Mortimer Sports Centre	Carl Brookes 01299 271317
		Bishops Castle Leisure Centre	Gwyneth Owen 01588 630243
Shrewsbury & Atcham Borough Council	Jacqui Allford 01743 358657	Leisure Facilities and general operations	Jacqui Allford 01743 358657
		Sports Development Provision	Sean McCarthy 01743 281573
Oswestry Borough Council	Sian Roberts 01691 659349		
North Shropshire District Council	Rachel Threadgold 01939 238 478		

- Shropshire County Council, Social Services -
Bridgnorth area - 01746 711940 and South Shropshire area - 01584 813500, North Shropshire District and Oswestry Borough Council areas - 01939 235353, Shrewsbury and Atcham Borough Council area - 01743 253600, Shropshire Emergency (Out of Hours) team - 01743 244197
- Borough of Telford & Wrekin, Social Care – 01952 641641
- Emergency Police contact (in and out of hours) - 08457 444888
- National Governing Bodies of Sport
 Joint **Angling** Governing Bodies (Salmon & Trout Association) - Malcolm Hanson – Tel - 01672 511628
 The Grand National **Archery** Society - Mrs Karen Hodgkiss - 01952 677888
 Amateur **Athletics** Association – Tony Gardner - Tel 0121 452 1500
Badminton Association of England - Mrs Katherine Taylor - Tel: 01908 268400
 English **Basketball** Association – Elaine MacKenzie - Tel: 08707 744225
 English **Bowling** Associations - Mr Arthur Meeson - 01707 268081
 Amateur **Boxing** Association of England - Mr Chris Andrews - 01905 772855
 British **Cycling** Federation - Mr Brian Barton - Tel: 0161 274 2041
 English **Cricket** Board - Lance Spring / Miss Rebecca Ledingham - Tel 020 7432 1200 / 0207 432 1174
Football Association - 24 hour freephone CP Helpline 0808 800 5000 (in the case of poor practice call Shropshire Football Association - David Simpson - Tel 01743 362769
British Fencing Association - Ms Ismay Cowen - Tel: 01246 236443
 English **Golf** Union - Mr Richard Brown - 01653 697578
 The **Golf** Foundation - Mr Stuart Armstrong - 01920 876 200
 British **Gymnastics** - Mrs Lucy Smith - Tel: 01952 820330
Hockey England Limited - Mike Joyce - Tel 01908 544644
 The British **Horse** Society - Mrs Pat Gaywood - 01689 872747
 English **Ice Hockey** Association - Mr Charle Dacres - Tel: 07850 471284
 National **Ice Skating** Association - Karen King - 0115 9888060
 English **Karate** Governing Body - Ms Suzanne Genery - 01302 337645
Keep Fit Association - Ann Bayley - 0208 692 9566
 English **Lacrosse** Association - Karen Hughes - 0161 834 4582
 International Association of **MMM** Ltd - Mr Malcolm Rose - 01494 870919
Medau Society - Ms Mary Shirley - 01372 729056
 British **Mountaineering** Council - Mr Nick Colton - 0161 438 3305
 All England **Netball** Association – Helen Murdoch - Tel 01462 442344
 British **Orienteering** Federation - Amy Sarkies - Tel: 01629 734042
 English **Petanque** Association - Mr John Middleton - 01732 321 614
 Amateur **Rowing** Association - Mr Colin Brown - Tel: 020 8237 6700
 The **Rugby** Football League - Jo Drapier - 01484 544131
Rugby Football Union - Steve Farr - Tel 0208 831 7479
Rugby Football Union for **Women** – Ann Hutchins – 0870 405 2000
 English Association for **Snooker and Billiards** – Janie Watkins - 0191 262 4333
Snowsport England - Mr Andrew Jolly - 0121 501 2314
 England **Squash** - Mr Nick Rider - Tel: 0161 231 4499
 British **Sub-Aqua** Club - Mr Mike Clack - 0151 350 6200
 Amateur **Swimming** Association - Swimline - Tel 0808 100 4001 (FREEPHONE) or Barbara Barrett - Tel: 01707 852213
 English **Table Tennis** Association - Judy Rogers - Tel: 01424 722525
 Lawn **Tennis** Association - Mark Ackroyd - Tel 0207 381 7000
 British **Triathlon** Association Ltd - Joanna Wright - Tel: 01509 226161
 English **Volleyball** Association - Mr Thomas Ojasoo - 0115 981 6324
 British **Water Ski** - Mr Gavin Kelly - 01932 570885
 British Amateur **Weight Lifters'** Association - Mr Jon Amos - 01179 493536
 The British **Wrestling** Association Ltd - Ms Yvonne Ball (administrator) - 01246 236443
 Royal **Yachting** Association - Ms Jackie Reid (admin manager) - 0845 345 0400
- NSPCC Child Protection Helpline - Tel 0800 800 500 (FREEPHONE 24 HRS)
- ChildLine helpline - Tel 0800 1111 (Text phone 0800 400 222)
Victim Support - 0207 735 9166

- NSPCC Child Protection in Sport Unit – Tel 0116 234 7200 www.thecpsu.org.uk

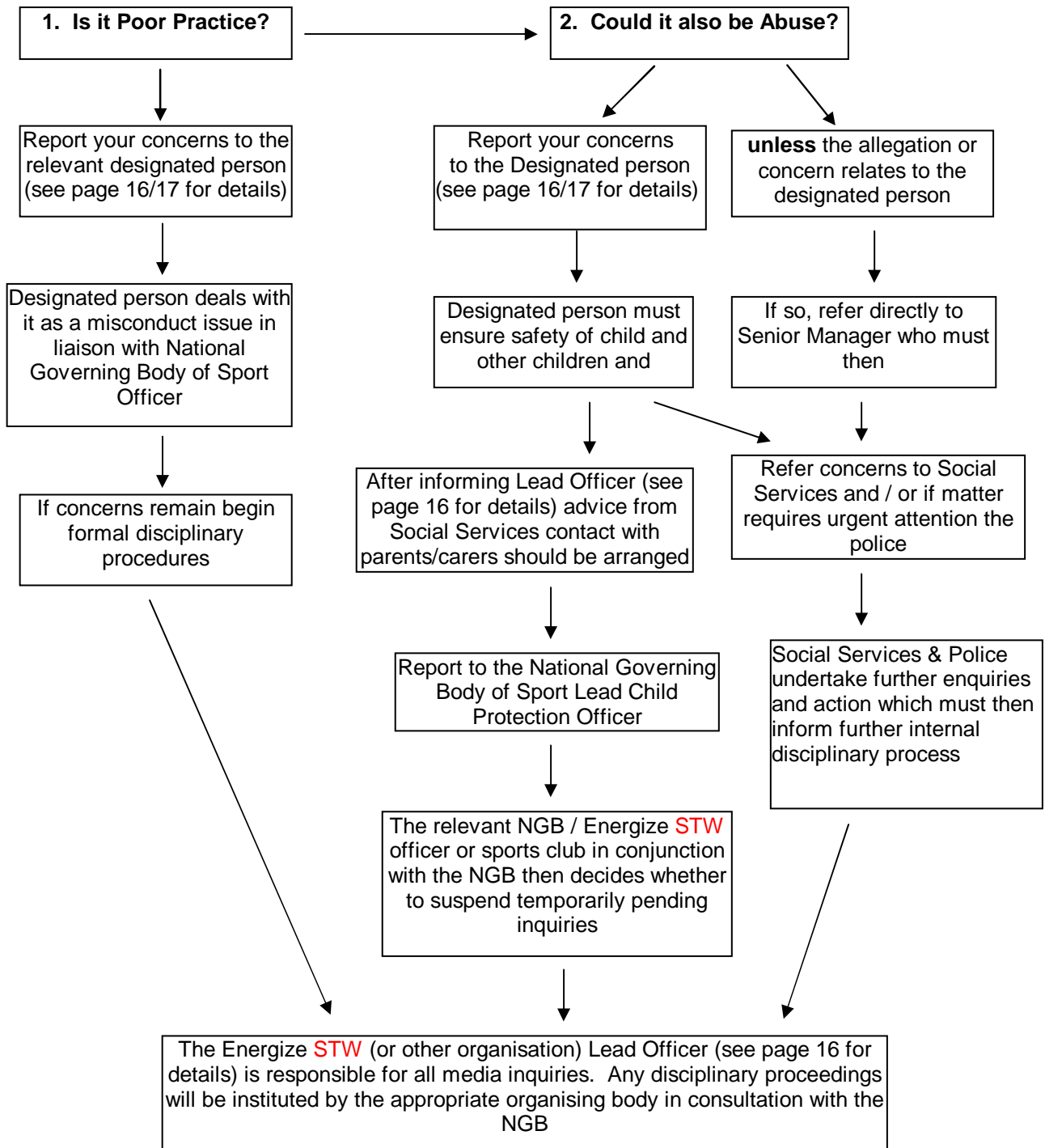
**What to do if you are concerned about the safety of a young person outside sport
(eg abuse within the family or other setting)**



Remember

- Maintain confidentiality on a *need to know* basis only.
- Ensure designated person follows up with social services.
- If the concerns are about someone who also plays a role within sport, then the designated person should inform the relevant sporting organisation’s Child Protection Officer.

What to do if you are concerned about the behaviour of a coach or volunteer



Monitoring and Reviewing the Policy and Procedures

The Energize **STW Sport and Physical Activity Manager** will have responsibility for monitoring, reviewing and updating the child protection policy and procedures in consultation with Shropshire County Council and Telford & Wrekin Council Social Services and Personnel departments as well as other local authority leisure services departments, sportscoachUK, and other organisations / documentation as appropriate. In order to undertake this task the 'Energize **STW Safeguards through Sport Group**' has been created.

This process should be ongoing in the light of accepted good practice but at a minimum it should be formally reviewed on an annual basis. The review process will take place each autumn with revised procedures (if necessary) issued in the new year of each year. These will be in electronic format with validity dates (start and end) noted on them.

Each local authority designated person then has the responsibility to ensure that all staff, coaches, clubs, volunteers and officials working within sport are informed of their responsibilities (including any changes to the documentation).

Each local authority lead officer (and the Energize **STW Sport and Physical Activity Manager** again on behalf of the SSP), is responsible for clear and consistent recording and filing of information in accordance with Social Services and personnel guidance on this matter.

Sports clubs and coaches should also inform their individual sports governing body of any incident as they will have specific procedures in terms of recording and filing information.

Meeting the 'Standards for Safeguarding Children & Young People in Sport'

In September 2002 the 'Standards for Safeguarding Children & Young People in Sport' were approved by the NSPCC Child Protection in Sport Unit Steering Group. This followed extensive consultation with sports' national governing bodies, sports partnerships, chief officers of Leisure Services, Government Departments and Area Child protection Committees. The Standards were published in February 2003.

Energize **STW** has **established the** 'Safeguards through Sport Group' which **meets** three times per annum to write and progress an implementation plan to achieve these standards. A separate document outlining the terms of reference and membership of the group is available on request from **Graham MacPherson on 01743 255086**. The implementation plan is also available on request from the same officer.

APPENDIX A

SAMPLE SELF DECLARATION FORM

You have a right of access to information held on you and other rights under the Data Protection Act 1984

Part A

Title	First Name	Surname	Any previous names by which you may have known
Address:			
Postcode:			
Telephone number(s):			
E-mail address:			

Postcode MUST be completed

DATE OF BIRTH

--	--	--	--	--	--	--

SEX	M	F
-----	---	---

Current Club(s)	Position	Start Date
	Coach/Helper/Team manager /Chaperone/Other *	
	Coach/Helper/Team manager /Chaperone/Other *	
	Coach/Helper/Team manager /Chaperone/Other *	

* Please delete as appropriate

Club	Date	Club	Date	Club	Date

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. **Please detail which documents:**

.....

Signature of club secretary or other designated officer:

Print name: **Date:**

Part B

Self Declaration (for completion by the individual named in Part A)

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

If YES, please supply details of any criminal convictions:

.....
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

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

If YES, please supply details:

.....
.....

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

If YES, please supply details:

.....
.....

* Delete as appropriate

IMPORTANT

I have read and understood the information leaflet regarding the Organisation's Child Protection List. I hereby consent to the Organisation undertaking police and/or social services checks against me. I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, will be included on the Organisation's Child Protection List, may be notified to my club/organisation and may be supplied by the Organisation to other persons or organisations who have an interest in child protection issues. I agree to inform Energize STW's Lead Officer within 24 hours if I am arrested or investigated for any child welfare/abuse related matter.

Please put a cross in this box if you do not wish to receive any other sports related information

Signed by the above named individual: Date:

Print name:

This form should be returned **DIRECT** to:

**The Child Protection Officer
Details as appropriate ...**

APPENDIX B

Child Protection Report Form

Your Details:

Date Reported:

	Person reporting the incident:	Person recording the incident:
Name		
Job role		
Knowledge of & relationship to the young person:		
Contact address:		
Telephone number(s):		
E-mail:		

Child's Details

Full name of child:			
Date of birth:			
Contact address:			
Telephone number(s):			
Ethnicity:		Disability:	

Incident Details:

Location of incident (if relevant):	Date & time of incident:
Detailed information (in child's own words if possible):	
Details of alleged / suspected abuser	
Name:	
Address:	
Relationship to child:	
Details of any observations made by you or to you (e.g. description of visible bruising, other injuries, young persons emotional state). NB Make a clear distinction between what is fact and hearsay:	
Actions taken so far:	

External Agencies Contacted:

AGENCY	YES/NO	CONTACT NAME	CONTACT NUMBER	DATE	TIME	DETAILS OF ADVICE RECEIVE
Police						
Social Services						
Local Authority						
NSPCC						
Other (<i>please name</i>)						

I acknowledge that the details described are accurate and will remain strictly confidential between the “appropriate reporting channels” and myself.

Signed: _____ Date: _____

Please submit this form immediately to:-

- ***Please advise address ****

A Quick Guide to Dealing with Complaints

Complaints (Informal Response)

If you think this is something that you can deal with informally:

- Make sure you understand the problem;
- Agree a solution;
- Make sure it happens;
- Apologise if appropriate;
- If you think somebody else should deal with it informally;
- Take the complainant's name, telephone number and address;
- Do not keep the complainant waiting for a long time;
- Transfer the call to someone who will deal with the complainant;
- If you cannot transfer a complaint complete a monitoring form and pass it on;
- Ensure the person to whom the complaint is passed knows that they are responsible for responding to the complainant.

Complaints (Formal Response)

If the matter cannot be dealt with informally it now becomes a complaint which must be recorded on the monitoring form.

Record the complaint (use monitoring form if you have one to hand).

If not, be sure to record the substance of the complaint and at least the caller's telephone number and address.

Do your best to discover what action would satisfy the complainant.

Say who you are, give a contact number and undertake to have the matter looked into. Obtain and complete a monitoring form.

How to Deal with a Complaint

If you cannot deal with it, decide who should , or who else needs to know (your Line Manager is the most likely person) and pass on the monitoring form, together with any note of the complaint or correspondence.

When dealing with a complaint ensure that:

- An acknowledgement or final response is sent within 5 working days;
- The correct procedure is adopted;
- Any investigation follows the guide contained on page 6;
- A reply is sent within 20 working days or the complainant is given an explanation of delay;
- A completed monitoring form is sent to your Directorate Complaints Officer.

APPENDIX D

Paragraph: 90
Subject: SPEAKING UP ABOUT WRONGDOING
Imported: 23/07/2001

PERSONNEL HANDBOOK

1. The Shropshire County Council is committed to the highest possible standards of openness, probity and accountability. Part of meeting that commitment is to encourage employees and others who have serious concerns to speak up. This may need to be on a confidential basis and the Council wishes to emphasise that if someone does 'speak up' they can do so without fear of reprisals. Such policies are termed "blowing the whistle" and this phrase is used throughout this statement but should be viewed as a positive action of speaking up.

2. **Introduction**

Employees may be the first to see that something is seriously wrong within the Council. Such wrongdoings relate to:

- _ fraud and corruption;
- _ discrimination;
- _ abuse of vulnerable people

But employees may feel unable to express their concerns in case they are being disloyal or are afraid of being victimised as a result of speaking up. Employees may feel that it would be easier to ignore their concerns rather than report what may be just a suspicion.

It is the duty of employees to speak up when they have serious concerns and it is the duty of the County Council to act on those concerns and protect and support employees when they do. A failure to report a serious concern could be construed as collusion. Difficult as it may be to speak up, employees should be aware of their special position and of their duty to make their concerns known.

This policy statement makes clear what employees should do and what will happen as a result. The policy has been discussed with all the relevant trades unions and professional organisations and has their support.

This policy statement is issued to employees to advise specifically on blowing the whistle on wrongdoing. It should not be confused with the complaints procedure (where the you

can complain about the Council's services), the grievance procedure (where you can complain about your own treatment as an employee) or the child protection procedure (specifically relating to work in the Social Services area).

3. **Serious Concerns**

There are existing procedures in place to enable you to lodge a grievance about your own employment. This policy is intended to cover concerns outside the scope of those procedures.

The concerns may be that something:

- _ is unlawful;
- _ is against the County Council's Standing Orders, financial regulations or other policies;
- _ does not meet established standards or working practices;
- _ amounts to improper conduct.

(Theft, bribery and corruption, the abuse of children or vulnerable adults, environmental misuse are all the types of things which would fall into these categories).

4. **Safeguards**

4.1 **Harassment and Victimisation**

The Council recognises that deciding to report a concern can be difficult, not least because of the fear of reprisal from those responsible for malpractice. The Council will not tolerate harassment or victimisation and will take action to protect you when you raise a concern in good faith.

This does not mean that if you are already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of your whistleblowing.

4.2 **Confidentiality**

The Council will do its best to protect your identity when you raise a concern and do not want your name to be disclosed. It must, however, be appreciated that the investigation process may reveal the source of the information and a statement by you may be required as part of the evidence.

4.3. **Anonymous Allegations**

This policy encourages you to put your name to your allegation. Concerns expressed anonymously are much less powerful, but they will be considered at the discretion of the Council. In exercising this discretion, the factors to be taken into account would be:

- _ the seriousness of the issues raised;
- _ the credibility of the concern;
- _ the likelihood of confirming the allegations from attributable sources.

4.4. **Untrue Allegations**

If you make an allegation in good faith, but it is unconfirmed by the investigation, no action will be taken against you. In such circumstances employees will be supported. If, however you make malicious or vexatious allegations, disciplinary action may be taken against you, but the matter would be referred to the Chief Executive before any action is taken.

4.5. **Support To You**

Throughout and after this difficult process you will be given full support from Senior Management, your concerns will be taken seriously and the County Council will do all it can to help you throughout any investigation. If necessary, you may be transferred to another job to ensure that you are fully protected.

5. **How to raise a concern**

5.1. As a first step you should normally raise concerns with your immediate Supervisor or Line Manager. This will depend, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the wrongdoing. If management is involved, you should approach:

Chief Executive or Corporate Director	if the wrongdoing is about standards of behaviour or about the abuse of children or vulnerable adults	
Monitoring Officer - Anne Wolstenholme	if the wrongdoing is thought to be illegal	(01743) 252002
Chief Finance Officer: Laura Rowley,	if the wrongdoing is about improper payments	(01743) 252007
Chief Internal Auditor - Graham Tart	If the wrongdoing is a fraud	(01743) 252027

Environmental Co-ordinator

if the wrongdoing is an environmental issue

(01743) 252565

Alternatively you can call the Standards Hotline (01743 252000) or invite your trades union or professional association to raise the matter on your behalf.

5.2. The earlier you express concern the better and the easier it will be to take action. Concerns are better raised in writing. You should try to set out:

- _ the background and history to your concern;
- _ dates and places where possible;
- _ the reasons for your concerns.

5.3. Further advice and guidance on what to do can be found in the:

- _ guidance on how to deal with fraud and corruption;
- _ guidance note on the abuse of children, or vulnerable adults;
- _ guidance note on environmental issues;
- _ guidance note on dignity and respect.

6. **How will the Council Respond?**

6.1. The action taken will depend on the nature of the concern. The matters raised may:

- _ be investigated internally with the County Council but independently of those directly involved;
- _ be referred to the Police;
- _ be referred to the external Auditor;
- _ form the subject of an independent inquiry.

6.2. In order to protect individuals and the County Council, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. These will be made confidentially and every attempt made to protect the employee. Concerns or allegations which fall within the scope of specific procedures (e.g. child protection or discrimination issues) will normally be referred for consideration under those procedures.

6.3. Some concerns may be resolved by agreed action without the need for investigation.

6.4. Within 10 working days of a concern being received, we will write to you:

- _ acknowledge that the concern has been received;
- _ indicating how we propose to deal with the matter;
- _ giving an estimate of how long it will take to provide a final response;
- _ telling you whether any initial enquiries have been made;
- _ telling you whether further investigations will take place and, if not, why not.

7. **Chief Executive and Chief Officer Contacts**

Chief Executive	Carolyn Downs	(1743)	252901
Corporate Director of Community and Environment	Penny Spencer	(01743)	255003

APPENDIX E

Photographer Registration Form

In line with the Shropshire Sports Partnership Child Protection Policy and Procedures we request that any person wishing to engage in any video, zoom or close range photography registers their details either beforehand or at the event information before carrying out such photography. We reserve the right to decline entry to any person unable to meet or abide by these conditions.

Event you would like to take photographs at:

.....

Name of company (if taking photographs in a professional capacity).....

.....

Full Name of person taking photographs:.....

Address:

.....Post Code.....

Telephone Number(s) H:.....W.....

Date of birth...../...../.....

E-mail address:

Are you related to any participants taking part in the event: Yes No

Name of participants whom you are related to:

Signature: **Date:**

Thank you for your co-operation in completing and returning this form.

EnergizeShropshire, Telford & Wrekin comprises:

Bridgnorth District Council; North Shropshire District Council; Oswestry Borough Council; Shrewsbury and Atcham Borough Council; South Shropshire District Council; Shropshire County Council; Sport England; Telford & Wrekin Council and the Sports Governing Bodies of Cricket, Football, Hockey, Rugby, Swimming, Netball & Tennis.