



## Safeguarding Policy – January 2021

The Safeguarding Lead for the Active Cornwall is:

**Tim Marrion, Manager (Children, Young People and Families)**

T: 01872 323338

M: 07973 497454

E: [tim.marrion@cornwall.gov.uk](mailto:tim.marrion@cornwall.gov.uk)

The Deputy Safeguarding Lead for the Active Cornwall is:

**Samantha Lawrence, Development Officer (Children, Young People and Families)**

T: 01872 327222

M: 07565 203336

E: [Samantha.lawrence@cornwall.gov.uk](mailto:Samantha.lawrence@cornwall.gov.uk)

The Active Cornwall Board Champion for Safeguarding is **David Parr**

The Local Authority Designated Officer (LADO) for Cornwall is:

Justine Hosking, Principal LADO [Justine.Hosking@cornwall.gov.uk](mailto:Justine.Hosking@cornwall.gov.uk)

Telephone: LADO Administrator on 01872 326536 or [LADO@cornwall.gov.uk](mailto:LADO@cornwall.gov.uk)

Active Cornwall  
Safeguarding Policy

## Contents

1.0 Safeguarding Policy Statement .....	5
2.0 Principles .....	5
3.0 Responsibilities of Active Cornwall and all organisations working with young people and adults at risk.....	6
3.1 We aim to do this by:.....	7
3.2 Roles and Responsibilities.....	7
3.3 Responsibilities of the Volunteer.....	8
4.0 Good Practice for all Staff, Coaches, and Volunteers .....	8
4.1 Guidelines .....	9
5.0 The Safeguarding Framework and Self-Assessment tool (SAT).....	9
5.1 Action Plan .....	9
5.2 Self-Assessment Tool .....	10
6.0 The Nature of Child Abuse and Neglect.....	10
6.1 Physical Abuse.....	11
6.2 Emotional Abuse.....	11
6.3 Bullying.....	11
6.4 Neglect .....	11
6.5 Sexual Abuse .....	12
7.0 Vulnerability of Certain Groups .....	12
7.1 Disabled Children .....	12
7.2 Children from Minority, Ethnic, Racial, Cultural or Religious Groups .....	12
7.3 Talented Individuals.....	13
7.4 Low Emotional Resilience .....	13
8.0 How would you recognise abuse? .....	13
8.1 Indicators .....	13
9.0 Disclosure, indications, suspicions of abuse.....	14
9.1 Disclosure, indications or suspicions may take on any of the following formats: .....	14
9.2 Action required in response to disclosure, indications or suspicions of abuse.....	14
9.3 In the event of a disclosure, indication or suspicion of abuse by a child or young person staff should NOT .....	14
9.4 Disclosure, indications or suspicions of abuse against a member of staff, coach, volunteer or other young person .....	14
9.5 The Designated Safeguarding Lead:.....	15
9.6 Reporting.....	16
10.0 Poor Practice.....	16
11.0 The Behaviour of Children towards Other Children .....	17
12.0 Adults at Risk.....	17
13.0 Prevention.....	20
13.1 Recruitment of Staff.....	20
13.2 Education and Training .....	20

Active Cornwall  
Safeguarding Policy

13.3 Transportation of Children .....	21
13.4 Operating Standards .....	21
13.5 Use of Videoing, Photographic Equipment and Mobile Phones .....	22
13.6 Social Media .....	23
13.7 Data Sharing .....	24
14.0 Code of Ethics .....	24
Appendix A Flow Chart for Reporting Concerns of Poor Practice or Abuse towards children....	25
Appendix B: Flow chart for reporting concerns of poor practise or abuse towards Adults at Risk. .....	26
Appendix C Recording Form for Children and Young People - Disclosure, Indications, Suspicions of Abuse .....	27
Appendix D Recording Form for Adults at Risk - Disclosure, Indications, Suspicions of Abuse ...	30
Appendix E Example Consent Form .....	33
Appendix F Template Employment Self-Declaration and Disclosure Form.....	35
Appendix G Useful Contacts .....	38
Appendix H Induction Checklist .....	41
Appendix I Minimum Safeguarding Standards for Active Cornwall Funding/Support - Evidence Document.....	43
Appendix J Sign Up to The Policy .....	45
Appendix K Social Media Basic Guidelines For Professional Staff .....	46

## Active Cornwall Safeguarding Policy

### Abbreviations

OSCP	Our Safeguarding Children Partnership
CC	Cornwall Council
LADO	Local Authority Designated Officer
DP	Designated Person
SGU	The Safeguarding Unit
NGB	National Governing Body
MSD	Minimum Standards of Deployment
CPSU	Child Protection in Sport Unit
SE	Sport England

## Active Cornwall Safeguarding Policy

### 1.0 Safeguarding Policy Statement

Active Cornwall is committed to proactively seeking to promote the welfare and protection of children, young people and adults at risk.

Active Cornwall is committed to educating all staff, volunteers and those associated with the Partnership in good practice procedures in relation to safeguarding children and adults at risk.

It is the responsibility of every adult employed by or associated with Active Cornwall to protect children, young people and adults at risk from abuse.

Active Cornwall works to ensure that every effort is made to safeguard all those who participate in any activities organised by or associated with Active Cornwall in accordance to [Working Together to Safeguard Children 2018](#)

It should be recognised that Active Cornwall is hosted by Cornwall Council, whose policies and procedures underpin and align with this document.

A copy of the above-mentioned policy can be found on the Active Cornwall website or on the Cornwall Council website through the following links:

<http://cornwallcouncilintranet.cc.cornwallonline.net/need-to-know/strategies-and-policies/safeguarding/?page=2994>

This policy forms part of the terms and conditions of service. It applies to all working activities whether paid or unpaid as an employee, management representative, volunteer or otherwise of Active Cornwall.

The updated policy changes were officially adopted by the Active Cornwall Board on the 24<sup>th</sup> April 2018 and will be reviewed annually or whenever there is a major change in the organisation or relevant legislation.

### 2.0 Principles

- The welfare of those participating in any activities organised or in association with Active Cornwall are paramount
- All children, young people and adults at risk whatever their age, culture disability, gender, language, racial origin, religious beliefs and or sexual identity have the right to protection.
- All suspicions and allegations will be taken seriously; and responded to swiftly and appropriately. However, it is not Active Cornwall's duty to investigate on these but to pass on to statutory agencies.
- Anyone under the age of 18 years should be considered as a child for the purpose of this policy and guidelines.

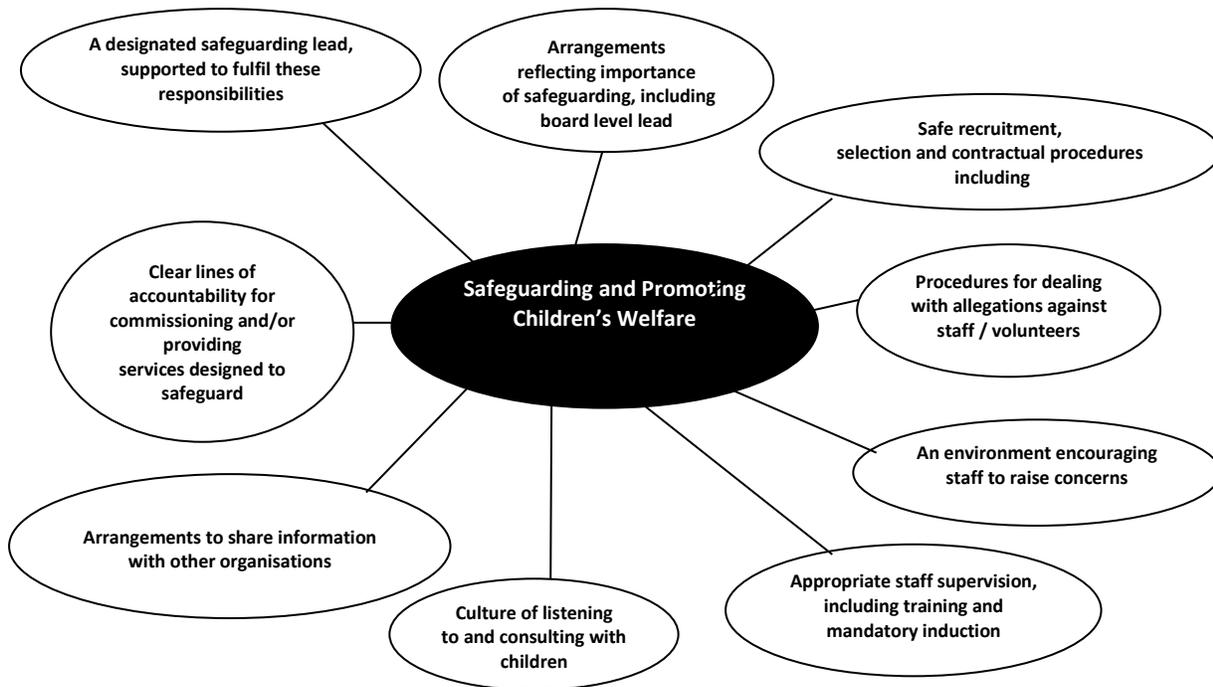
## Active Cornwall Safeguarding Policy

- Working in partnership with children, young people and their parents / guardians / carers is essential. Active Cornwall recognises it has a statutory responsibility to the Children, Young People and Families Service and Police to ensure the welfare of children and adults at risk; and is committed to working together with these agencies.

### 3.0 Responsibilities of Active Cornwall and all organisations working with young people and adults at risk

- To accept the moral and legal responsibility to provide a duty of care to protect all children, young people and adults at risk and safeguard their welfare
- To respond and provide appropriate support, signposting and help
- To make sure that Active Cornwall is safe by being alert to what is happening around the organisation

**All organisations should have in place arrangements reflecting the importance of safeguarding children:**



Working Together to Safeguard Children (2013) Section 2.4

## Active Cornwall Safeguarding Policy

### 3.1 We aim to do this by:

- Recognising that a number of special scenarios exist within the Active Cornwall structure and that staff and coaches come into contact with children and adults at risk as part of their day to day work.
- Recognising that all children, young people and adults at risk have the right to a life free from abuse.
- Ensuring that all young people and adults at risk are listened to, given a sense of belonging and enjoyment whilst under the supervision of Active Cornwall.
- Creating the best conditions possible for young people and adults at risk to develop skills in a safe and friendly environment.
- Ensuring that staff and volunteers are informed of their roles and responsibilities.
- To provide the highest possible quality coaching, that all coaches adhere to our MSD and advocate these MSDs to wider networks.
- To ensure that the coaches' qualifications and experience are verified
- To implement systems which ensure that safeguarding practices are systematically and consistently delivered to the desired standard.
- Ensure that the policies and procedures are systematically monitored and evaluated.
- Underpinning this policy are the following pieces of legislation and procedures: The Children's Act (1989); The Protection of Children Act (1999); The Human Rights Act; The Sexual Offences (Amendments) Act (2000); Disability Discrimination Act (2003); Cornwall Council Child Protection Policy (2002); The Children's Act (2004).

### 3.2 Roles and Responsibilities

For the purpose of this policy 'All Staff' includes:

- Active Cornwall Director
- Active Cornwall Partnership Managers
- Active Cornwall Development Officers
- Active Cornwall Support Officers
- Sports Coaches working on behalf of Active Cornwall
- Volunteers working on behalf of Active Cornwall

#### 3.2.1 Responsibilities and Codes of Conduct for All Staff

All staff employed by Active Cornwall should comply with the code of ethics and adopt the following responsibilities and codes of conduct:

- Respect the rights, dignity and worth of every child / young person and treat everyone equally regardless of background or ability
- Place the welfare and safety of the child / young person/ adult at risk above the

## Active Cornwall Safeguarding Policy

development of performance

- Develop an appropriate working relationship with children / young people based on mutual trust and respect. They must not exert undue influence to obtain personal benefit or reward
- Encourage and guide young people to accept and take responsibility for their own behaviour and performance
- Be appropriately qualified and update their licence as and when required by the appropriate sport's governing body
- Ensure that the activities they guide, or advocate are appropriate for the age, maturity and ability of the child / young person /adult at risk
- At the outset, clarify with the child/young person (and where appropriate their parents or carers) exactly what is expected of them
- Must consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations, discriminatory, offensive, violent or general bad behaviour
- Must consistently display high standards of behaviour and appearance
- Endeavour to provide an enjoyable environment for children / young people to develop their sporting skills.
- Ensure that sessions are planned in advance and take place in designated public / open areas where all relevant health and safety checks have been undertaken
- Ensure that volunteers / helpers are not placed in sole responsibility of children and young people
- Always seek the parents / carers consent of the child involved if they are very young / disabled and require help to go to the toilet or require assistance in the changing rooms.

### 3.3 Responsibilities of the Volunteer

It is recognised that volunteers or helpers may assist staff of the Partnership or may help officiate / run events or activities organised by the Partnership. The Partnership expects volunteers and helpers to adopt this policy and the following responsibilities:

- Respect the rights, dignity and worth of every child / young person/adult at risk and treat everyone equally regardless of background or ability
- To support the Sports Partnership and its employees in placing welfare and safety of the child / young person above the development of performance.
- To co-operate fully with Active Cornwall staff as to what is expected of them
- Ensure they are not in the position of sole responsibility of children and young people

### 4.0 Good Practice for all Staff, Coaches, and Volunteers

Promoting Good Practice can help reduce situations occurring which could be seen or misconstrued as inappropriate, poor practice or abusive. Good practice guidelines help to protect everyone in the organisation.

This section will help you to identify what good practice means:

## Active Cornwall Safeguarding Policy

### 4.1 Guidelines

- To create the best conditions possible for young people/adults at risk to develop skills in a safe and friendly environment.
- To provide the highest possible quality coaching.
- To ensure that the coaches' qualifications and experience are verified.
- To take responsibility for ensuring there are sufficient adults available who have relevant training and qualifications in relation to coaching, safeguarding and first aid.
- That young people and adults at risk are listened to, given a sense of belonging and enjoyment whilst under the supervision of Active Cornwall
- Information including Codes of Practice and Guidelines are made available to all parents/carers including online behaviour.
- To ensure the safety and wellbeing of young people and those responsible for their care you should not unless in exceptional circumstances: -
  - a) Spend any period of time alone with a child/young person away from others.
  - b) Take children alone on a car journey however short.
  - c) Take children to their or your home.
  - d) Leave children/young persons unsupervised.
- Abusive or discriminatory language is unacceptable by any person involved with the organisation i.e. children/young people or adults (including parents).
- It is more important that each coach/helper knows their responsibilities as outlined in these guidelines and relevant documentation from the sport's Governing Body.
- Sessions are planned in advance and take place in designated public/open areas where all relevant health and safety checks have been undertaken.
- For specific advice regarding personal handling techniques used within a particular sport or activity please refer to your relevant Governing Bodies Guidance.
- In the event of an injury or accident a qualified First Aider should be immediately available.
- Always seek the parent/carers consent if the child is very young or disabled and needs help to go to the toilet.
- If children/young people are involved in any transport arrangements as part of the organisation's activities consent of the parent/carer must be obtained.
- The Sports Partnership will liaise appropriately with parents, carers, officials and coaches to ensure that best practice is followed in maintaining the child/young person's welfare.
- Ensure you get an emergency contact number from parents/carers.

## 5.0 The Safeguarding Framework and Self-Assessment tool (SAT)

### 5.1 Action Plan

Active Cornwall has achieved the Standards in Safeguarding and the New Safeguarding Framework sets out the context for maintaining and embedding safeguarding across the sporting landscape. Active Cornwall will produce an annual Action Plan that meets the

## Active Cornwall Safeguarding Policy

requirements of the Framework to ensure that safeguarding policies, procedures and plans are communicated and implemented across all parts of the partnership.

The purpose of implementing the Action Plan is to:

- disseminate the Active Cornwall safeguarding message so that it reaches and influences all related sporting organisations to safeguard the welfare of young people and adults at risk in sport
- ensure children and young people are consulted
- measure the impact of the Policy and Procedures on an annual basis,
- remain updated with legislation related to safeguarding.
- operate sound recruitment procedures for paid and voluntary staff in sport
- identify and enable the appropriate safeguarding training for staff and volunteers
- ensure all Active Cornwall projects and events have comprehensive Safeguarding requirements in place. This includes School Games, Satellite Clubs and other projects engaging young people.
- review the Action Plan annually to keep safeguarding high on the sporting agenda.

### 5.2 Self-Assessment Tool

Active Cornwall staff and the Board will use the Self-Assessment Tool (SAT) to review, on an annual basis, how far safeguarding has become embedded and established in the partnership. The review will also consider the views of young people and partners on the effectiveness of safeguarding in Cornwall through periods of consultation.

The SAT will review the following:

- Organisational Commitment to Safeguarding
- Strategy and Action Plan
- Accountability
- Influencing
- Procedures
- Additional Vulnerability of Some Children
- Child Friendly Safeguarding Resources
- Code of Ethics and Conduct
- Openness and Communication
- Respecting Children's Views and Contributions
- Training and Education

### 6.0 The Nature of Child Abuse and Neglect

The following section outlines the five main forms of abuse, what is meant by abuse and neglect and relates each form to a sport specific scenario. Please refer to Section 2 of the Cornwall Council *'Working Together to Safeguard Children Inter Agency Child Protection Procedures'* for a more detailed explanation.

## Active Cornwall Safeguarding Policy

### 6.1 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

#### Example:

This could occur where the nature and intensity of training disregards the capacity of the child's immature and growing body, over training or forcing a young person to train with an injury.

### 6.2 Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

#### Example:

Where children are subject to unrealistic pressure by the parents or coach or bullied to perform to high expectations.

### 6.3 Bullying

Bullying may be seen as deliberate, hurtful behaviour, usually repeated over a period of time. It can take many forms; physical, verbal, and emotional are the main three types. Bullying can also occur online through social media, via text message and is not always face to face.

It is important to recognise that in some cases of bullying, it may not always be an adult abusing a young person. It can occur that the abuser may too be a young person.

#### Example:

Where advice / instruction from the coach ceases to be supportive and of benefit to the child instead becoming negative and unconstructive leading to feelings of low self-esteem and undermines performance.

### 6.4 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or

## Active Cornwall Safeguarding Policy

treatment.

Example:

When a child arrives to an event or activity with no packed lunch or money for lunch. At the end of the day no one arrives to collect the child.

### 6.5 Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact. It may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Example:

During coaching sessions this could involve an inappropriate level of physical contact with a child when demonstrating skills etc.

## 7.0 Vulnerability of Certain Groups

It should be recognised that certain groups are particularly vulnerable to abuse.

### 7.1 Disabled Children

Available evidence on the extent of abuse among disabled children suggests that they are at an increased risk of abuse, and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect.

Disabled children may be especially vulnerable to abuse for a number of reasons, for example, they may have impaired capacity to resist abuse or have communication difficulties which may make it more difficult to tell others what is happening.

Safeguards for disabled children are essentially the same as for non-disabled children. Staff working with disabled children should be aware of the risks, strive to maintain high standards of practice, and seek to strengthen the capacity of children and their families to help themselves.

### 7.2 Children from Minority, Ethnic, Racial, Cultural or Religious Groups

For work with children from the above groups please refer to Section 6 of the Cornwall Council '*Working Together to Safeguard Children Inter Agency Child Protection Procedures*' for a more detailed explanation.

## Active Cornwall Safeguarding Policy

### 7.3 Talented Individuals

These individuals will spend more time than most young people with coaches, volunteers and adults. They will also be pushed more to succeed in their chosen sport than most young people and are open to physical abuse.

Safeguards for this group are essentially the same but others should be aware of the higher risks and should strive to maintain high standards of practice.

### 7.4 Low Emotional Resilience

All the safeguarding topics that are currently (and rightly) under the microscope – child sexual exploitation, forced marriage, female genital mutilation, child abuse and so on – will all have impact on children and young people’s mental health. But information specifically about mental and emotional health in children, the associated disorders and other factors that can have an impact – body image, social media, relationships, anxiety, low self-esteem – aren’t covered by training to the same extent.

Active Cornwall needs to ensure training is provided so we can better understand their mental health, recognise the signs and symptoms and know the best ways to approach it.

## **8.0 How would you recognise abuse?**

As an organisation it is our responsibility to ensure the welfare of those using or participating in activities run, organised or associated with Active Cornwall. It is the statutory responsibility of the Children and Families Services and the appropriate agencies to deal with any suspicions. It is however our responsibility to report suspicions or concerns.

### 8.1 Indicators

There are a number of indications that can be observed that may arouse suspicions of abuse. These could include:

- Unexplained or suspicious bruising, cuts or burns situated on parts of the body that are not prone to such injuries.
- The same excuse being given for re-occurring injuries or inconsistent explanations.
- A child discloses an abusive act that has happened to them.
- Another child or adult expressing concerns about the welfare of another.
- A change in behaviour over a period of time: a child becoming withdrawn, quiet, or displays verbal abusive behaviour; inappropriate sexual awareness.
- Child has difficulty socialising and making friends.
- May show unusual eating patterns; overeating or loss of appetite, loses weight for no apparent reason.
- Become dirty or showing signs of being kept poorly.

## Active Cornwall Safeguarding Policy

These indications may not always mean a child is subject to abuse, but it is the responsibility of staff of Active Cornwall to report any concerns.

### 9.0 Disclosure, indications, suspicions of abuse

The following section aims to outline how all staff, coaches, volunteers or those associated with Active Cornwall should respond to disclosure, indications or suspicions of abuse. For further details please refer to section 3 of Cornwall Council *'Working Together to Safeguard Children Inter Agency Child Protection Procedures'* policy document.

9.1 Disclosure, indications or suspicions may take on any of the following formats:

- A child / parent or other person who says either they or another child is / are being abused
- An allegation against a member of staff / volunteer or another young person
- A concern about a child's welfare where no specific allegation or disclosure has taken place

9.2 Action required in response to disclosure, indications or suspicions of abuse

In the event of a disclosure, indication or suspicion of abuse all staff, coaches or volunteers should complete the reporting form (Appendix C) as fully as possible. If sections of the form are not relevant they should be clearly marked N/A.

The following steps should also be taken:

- Listen to that person – give them time to talk
- Reassure them
- Refer immediately to the Designated Person. Please refer to **Appendix D** for contact details.

9.3 In the event of a disclosure, indication or suspicion of abuse by a child or young person staff should NOT:

- Promise the child / young person you will keep it a secret
- Ask leading questions
- Talk to anyone but the Designated Person or the Police
- Discuss with parents / carer
- Re-question the child / young person

9.4 Disclosure, indications or suspicions of abuse against a member of staff, coach, volunteer or other young person

In the event that a child/young person or other person alleges abuse, Section 3 of the Cornwall Council *'Working Together to Safeguard Children Inter Agency Child Protection Procedures'* outlines the Cornwall Council Whistle Blowing Policy (a copy of which can be found in the Active

## Active Cornwall Safeguarding Policy

Cornwall office or at the following web address:

### Whistleblowing Policy

The following procedures should be followed:

- DO NOT discuss with the alleged perpetrator
- If the allegation is not against the Designated Safeguarding Person pass the information onto them
- Ensure maximum confidentiality
- If the allegation is against the Designated Safeguarding Person contact the Active Cornwall Director.
- If the information is passed to the designated Safeguarding Person keep a record of your own conversation with the person/child to whom the disclosures were made
- If the allegation is against a member of staff within the organisation, Professional Abuse procedures will be instigated.
- Do not speak to parents before seeking advice.
- Should any other concern relating to Safeguarding arise then seek advice, support and guidance in all situations.
- It is not the role of staff to investigate or make personal judgements about situations.
- The awareness of adults within Active Cornwall (including parents) of these procedures and this policy ensures they understand that all situations are treated in the same way and no discrimination takes place.

9.5 The Designated Safeguarding Lead:

#### **Tim Marrion, Manager (Children, Young People and Families)**

T: 01872 323338      M: 07973 497454      E: [tim.marrion@cornwall.gov.uk](mailto:tim.marrion@cornwall.gov.uk)

The Deputy Safeguarding Lead for the Active Cornwall is:

#### **Samantha Lawrence, Development Officer (Children, Young People and Families)**

T: 01872 327222      M: 07565 203336      E: [Samantha.lawrence@cornwall.gov.uk](mailto:Samantha.lawrence@cornwall.gov.uk)

In the event that the Designated Person is unavailable refer directly to the respective contact within Cornwall Council, through Safeguarding or Mike Thomas, Director of Active Cornwall.

9.5.1 General Roles and Responsibilities of the Designated and Assistant Lead

- Ensure Active Cornwall Policy is adhered to
- Manage dissemination of policy, procedures and resources throughout Active Cornwall

## Active Cornwall Safeguarding Policy

- Central point of contact for internal /external individuals / agencies
- Complete an annual review against the Action Plan
- Complete the annual SAT
- Ensure two-way communication links with NGBs and Active Cornwall
- Management of cases of poor practice / abuse reported to the organisation
- Record own conversation with person / child to whom the disclosures were made, but never asking the child to repeat the information
- Contact the relevant Children, Young People and Families Service Officer and pass on full details including any factual information you have on child / young person i.e. name, age, address, any known family details
- Ensure Children, Young People and Families Service confirm who will liaise with the parent / carer
- Increased awareness of child protection issues via appropriate training
- Ensure all written records / documents are kept secure and confidential
- The management of cases of poor practice / abuse reported to the organisation including recording systems

### 9.6 Reporting

In all cases of concern, an assessment of capacity of the individual involved must be made to determine the way to proceed,

When an individual is under 18, a decision must be made on their behalf.

If the individual concerned is 18 or over, then Active Cornwall has a duty to determine whether or this person has the capacity to make their own decision at the point where a decision is needed. This should take in to account relevant and immediate circumstances as well as issues that are more long term. Adults are assumed to be competent to consent and make decisions; however, their capacity can be affected by things such as medication, substances, or untreated mental health problems.

When reporting a concern, all Active Cornwall staff or volunteers will refer to the flowcharts in Appendix A and B.

### 10.0 Poor Practice

Poor practice is defined as any behaviour which contravenes Active Cornwall Roles and Responsibilities / Codes of Conduct for Staff and Coaches, Roles and Responsibilities of the Volunteer and the Good Practice guidelines as detailed in Section 4 of this policy.

All incidents of poor practice should be reported to Active Cornwall Designated Person for contact details please refer to section 8.5.

Once the incident has been identified as poor practice please refer to Appendix E for the respective course of action

## Active Cornwall Safeguarding Policy

### 11.0 The Behaviour of Children towards Other Children

Active Cornwall will adopt the relevant NGB 'Codes of Conduct for Players' which should be adopted for the expected and acceptable behaviour of children towards other children when playing sport. These policies will be adopted for any activities organised by Active Cornwall.

Further guidance can be taken from the NSPCC and CPSU.

Unacceptable behaviour will be dealt with in accordance to the NGB and Cornwall Council guidelines.

All disciplinary measures are in accordance with the relevant NGB

For codes of conduct for staff and coaches please refer to section 3.2.1. All staff should promote a culture where the best possible conditions are provided for children / young people to develop skills and where children are listened to and respected as individuals.

### 12.0 Adults at Risk

This section looks at safeguarding specific to **adults**.

An adult at risk is someone aged 18 or over who is or may need community care services due to age, illness, mental or physical disability and is in any way unable to take steps towards protecting themselves from harm or exploitation.

The forms of abuse for adults at risk differ from those of children. The main forms are detailed below:

- Physical abuse
- Emotional/psychological abuse
- Financial/material abuse
- Sexual abuse
- Neglect and acts of omission
- Discrimination
- Institutional/organisational
- Domestic violence
- Modern slavery
- Self-neglect

Full definitions of these types of abuse can be found on the Social Care Institute for Excellence webpage:

<https://www.scie.org.uk/publications/atagance/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

## Active Cornwall Safeguarding Policy

Active Cornwall work to maintain the six principles of adult safeguarding (Ann Craft Trust) as well as promote them among our partners. The principles are as follows:

**Empowerment** - People are supported to give informed consent and make decisions on their own.

This involves ensuring that the adult's at risk are asked what their desired outcome is from the safeguarding process and ensuring this directly informs what happens.

**Prevention** - Acting before harm occurs

This is making sure that adults at risk are given simple and clear information about what abuse is, and how to seek help if they have any concerns.

**Proportionality** - Respond with the least intrusive response for the risk presented

It is essential that members of Active Cornwall only get involved as much as is necessary.

**Protection** - Get support and representation for those in greatest need.

Those at risk are able and know how to report abuse and are made to feel as comfortable as possible in doing so.

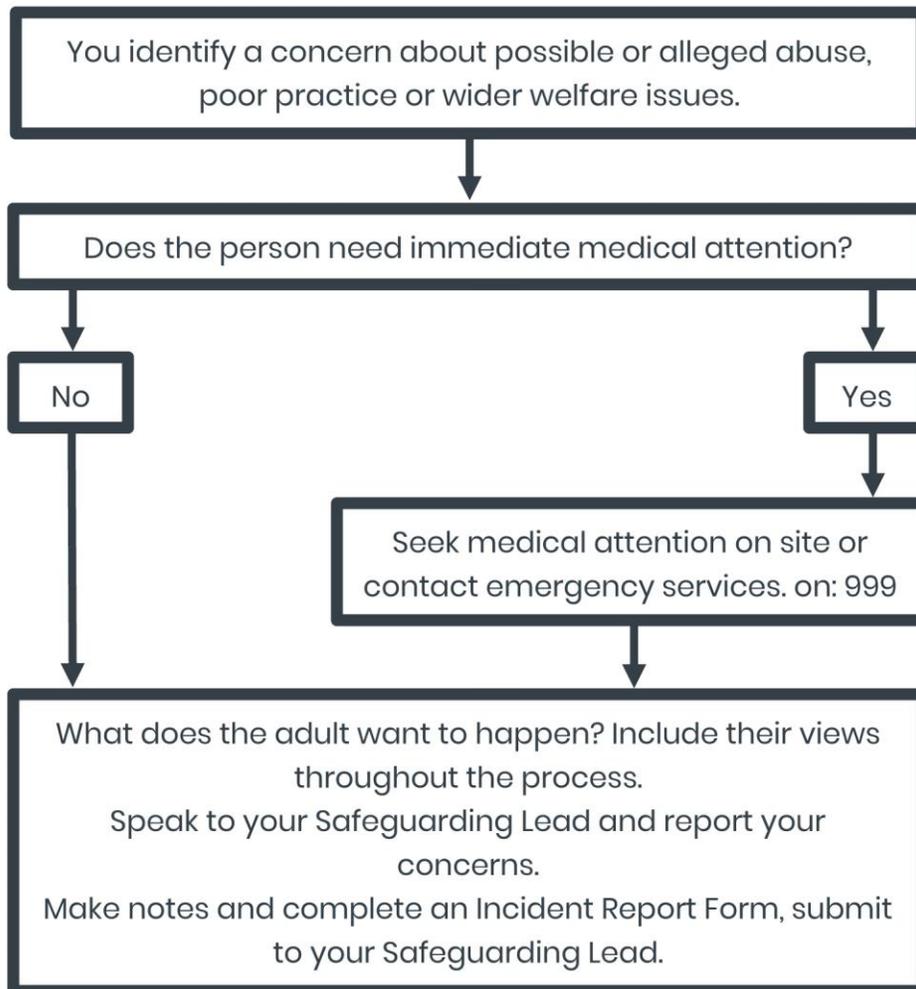
**Partnership** - Offer local solutions through close work with communities. Communities can play a big part in preventing, detecting, and reporting neglect and abuse.

This involves Active Cornwall treating any personal and sensitive information in confidence, only sharing what is necessary and helpful, to give confidence to the adult at risk that professionals are working together to get the best results.

**Accountability** - Accountability and transparency in delivering safeguarding.

The safeguarding roles of everyone within Active Cornwall will be made clear to anyone involved with the organisation and if anyone has any concerns about an adult they must act on them as follows:

## Active Cornwall Safeguarding Policy



### Tips for Safeguarding Adults:

- Ensure safety of the adult, if the adult needs immediate medical attention call the emergency services
- Stay Calm, don't panic, do not make any promises.
- You do not need consent to discuss a concern with your Safeguarding Lead.
- If the concern needs to be referred to Adult Social Care this is when consent from the adult will be obtained.
- You do not have to be an expert in assessing capacity but try to follow the principles above.
- Listen to what the adult has to say, reassure them, tell them what you will need to do.
- Be confidential, don't tell everyone.
- Ask the adult what they would like to happen, make sure their views, wishes and choices are listened to.
- Make sure you write down what you see, hear or are told separating fact from fiction.

More information can be found on adult safeguarding, and safeguarding in general, on the Ann

## Active Cornwall Safeguarding Policy

Craft Trust website:

<https://www.anncrafttrust.org/safeguarding-adults-sport-activity/>

[www.anncrafttrust.org/resources/six-principles-adult-safeguarding/](http://www.anncrafttrust.org/resources/six-principles-adult-safeguarding/)

The Ann Craft Trust (ACT) is funded by Sport England to safeguard adults in sport and activity and can be contacted on:

- Telephone: 0115 9515400
- Email: [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk)

Locally in Cornwall more information can be found with the Cornwall Safeguarding Adults Board:

<https://www.cornwall.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/safeguarding-adults-board/>

### **13.0 Prevention**

#### 13.1 Recruitment of Staff

The recruitment of staff by Active Cornwall is in accordance with the Cornwall Council policy and follows their necessary recruitment procedures.

Necessary information prior to appointment includes:

- Receipt of satisfactory references
- Sight and copying of qualifications;
- Sight and copying of documents proving the candidate can work in the UK
- Disclosure check (where relevant)

All staff, coaches and volunteers employed by Active Cornwall who have significant contact with children are subject to a satisfactory DBS check in relation to Safeguarding matters. The details of such checks are properly stored and recorded in accordance with Cornwall Council policy.

All staff are required to carry with them Active Cornwall identification card the details of which are updated and renewed annually.

#### 13.2 Education and Training

All staff, coaches and volunteers employed by Active Cornwall must undergo the following courses which are facilitated and organised by Active Cornwall, to ensure their practice is

## Active Cornwall Safeguarding Policy

exemplary and to facilitate the development of a positive culture towards safeguarding children.

- Safeguarding and Protecting Children (minimum 3 hours)
- Equity Training (minimum 3 hours)

Upon induction all staff, coaches and volunteers receive an introduction into this policy and the Active Cornwall Action Plan for Safeguarding.

All staff and volunteers that have attended these courses are recorded on the database in the office.

### 13.3 Transportation of Children

Staff, coaches and volunteers should not take children alone on a car journey however short, unless in exceptional circumstances.

Staff, coaches and volunteers of Active Cornwall should adhere to the respective NGB and Cornwall Council policy in relation to the transportation of children for fixtures or activities.

Where private vehicles are used all staff, coaches and volunteers should ensure that parental consent has been obtained to transport children or young people.

Parental Consent must be obtained if children / young people are involved in any transport arrangements as part of Active Cornwall activities.

### 13.4 Operating Standards

Where Active Cornwall has direct responsibility for running / providing activities the following operating standards should be employed:

Ratios of Staff to Children:

1:3	0-2 years of age	1:8	5-7 years of age
1:4	3-4 years of age	1:15	8 years of age and over

It is however good practice that the ratio of adults to children should be higher than those stated above where possible, this could include a responsible adult, for example a parent.

It is important to note that when staff are working on a school site that these ideal ratios of staff to children are often not suitable or appropriate. Wherever, in the judgment of Active Cornwall staff, effective and safe supervision of a particular activity is compromised because of large numbers then they need to inform senior management or change the activity. Clearly this second option may diminish the curriculum, but staff could not proceed knowing that their risk

## Active Cornwall Safeguarding Policy

assessment was not being adhered to.

When working on school sites and for events Active Cornwall staff should be aware and have a brief understanding of the respective schools/events CP Policy and procedures. Any differences in policies between Active Cornwall and the school/event should be agreed by both parties prior to delivery.

An adult should not be left alone with a child under any circumstances.

### 13.5 Use of Videoing, Photographic Equipment and Mobile Phones

Use of mobile phones and digital cameras, often with videoing equipment, presents the opportunity for misuse. For any activities organised by Active Cornwall staff should adhere to the following procedures:

- Videoing / Photography should only be allowed if written consents have been provided by the parents and those taking part in the activities.
- If the photographs are to be published, a consent form should be obtained detailing for what purpose the video footage / photographs are intended
- Only use official Active Cornwall social media sites to publish photographs and videos

All prospective photographers must obtain permission prior to using their camera.

The following details should be detailed for all prospective photographers:

- Name / address and phone number of the person using the camera
- Names of the subjects
- Relationship of the photographer to the subject
- The reason or use the images are being intended to be put to
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given
- A sequential number to enable a date and order log to be kept.

A general requirement of the person given approval is that if any other person complains or expresses concern they must respect the rights of other people and stop taking photographs.

Staff should also ensure that for any activities organised by Active Cornwall the respective changing facilities are clearly signed and state that photography is not permitted.

Smartphone users should respect the private lives of others and not take or distribute pictures of people if it could invade their privacy.

#### 13.5.1 Good Practice for the Publication of Images

## Active Cornwall Safeguarding Policy

- Ensure all GDPR requirements are adhered to.
- If a photograph is used avoid naming the player and identifying features.
- Only use images of players in suitable dress (tracksuit, t shirt, shorts, skirt etc) to reduce the risk of inappropriate use
- Focus on the activity rather than a particular child and where possible use photographs that represent the broad range of children / young people taking part
- Ensure that images reflect positive aspects of children's involvement with Active Cornwall (enjoyment / competition etc)

### 13.6 Social Media

#### 13.6.1 Managing online presence

Our online presence will adhere to the following guidelines:

- All Active Cornwall social media accounts will be password protected, and at least 3 members of staff will have full access to each account.
- The designated person managing the online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements
- A designated supervisor will remove any inappropriate posts.
- A person's identifying details should never be posted on social media platforms without authorisation from their parents/guardians if under 18 years of age and from themselves if over 18. This authorisation will be kept on record by the safeguarding lead for 4 years aligned to our GDPR Policy.
- Any posts or correspondence will be consistent with our aims and ethos
- All of our accounts and email addresses will be appropriate and fit for purpose

#### 13.6.2 Expectations of staff/volunteers associated with Active Cornwall

- Staff should be aware of this policy and behave in accordance with it
- Staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of internet or social media
- Staff should not 'friend' or 'follow' children or young people from personal accounts on social media
- Staff should not communicate with young people via personal accounts or private messaging
- At least one other member of staff should be copied in to any emails sent to children and young people.
- Staff should avoid communicating with children or young people via email outside of office hours.
- Emails should be signed off in a professional manner, avoiding the use of emojis or symbols such as kisses('X's)

## Active Cornwall Safeguarding Policy

- Any disclosures of abuse through social media should be dealt with in the same way as face to face disclosure, according to our reporting procedures.

### 13.7 Data Sharing

Active Cornwall is committed to data protection and the sharing of information is guided by the Caldicott Principles. These principles are reflected in the Data Protection Act:

- Justify the purposes
- Don't use personal, confidential data unless it is absolutely necessary
- Use the minimum personal confidential data necessary for the purpose
- Access to personal confidential data should be on a strict need-to-know basis
- Everyone with access to personal confidential data should be aware of their responsibilities
- Comply with the new GDPR guidelines.
- The duty to share information can be as important as the duty to protect an individual's confidentiality.

### 14.0 Code of Ethics

Active Cornwall is committed not only to the safeguarding and protection of children, young people and adults at risk, but is also committed to ensuring that equity is incorporated across all aspects of Active Cornwall's development.

Active Cornwall respects the right, dignity and worth of every person and will treat everyone equally, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social / economic status.

Active Cornwall is committed to everyone having the right to enjoy activities provided by the organisation, in an environment free from threat of intimidation, harassment and abuse.

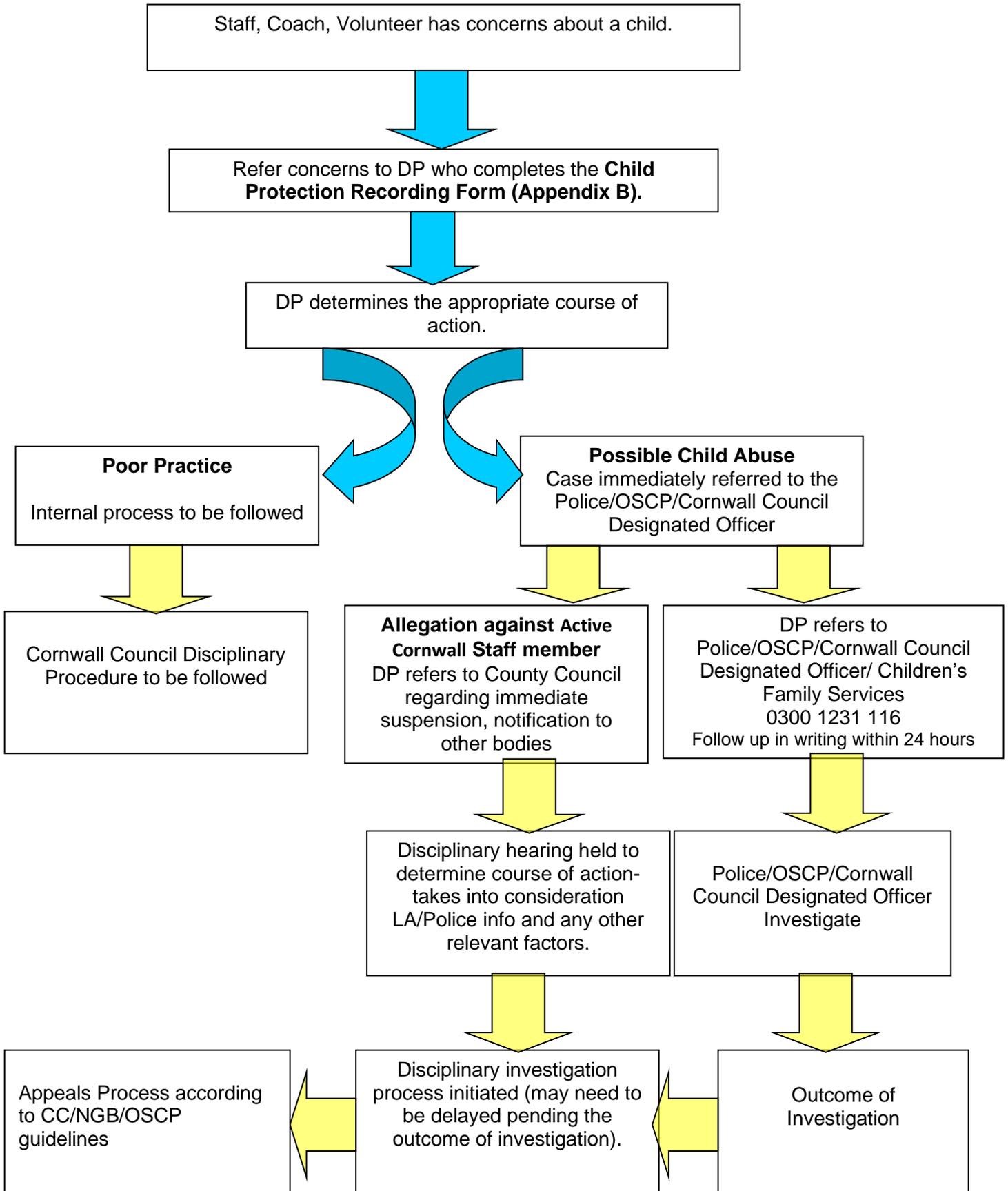
Active Cornwall has the responsibility to oppose discriminatory behaviour and promote equality of opportunity.

Active Cornwall will deal with any incidence of discriminatory behaviour

All staff, coaches and volunteers working for Active Cornwall should comply with the code of ethics

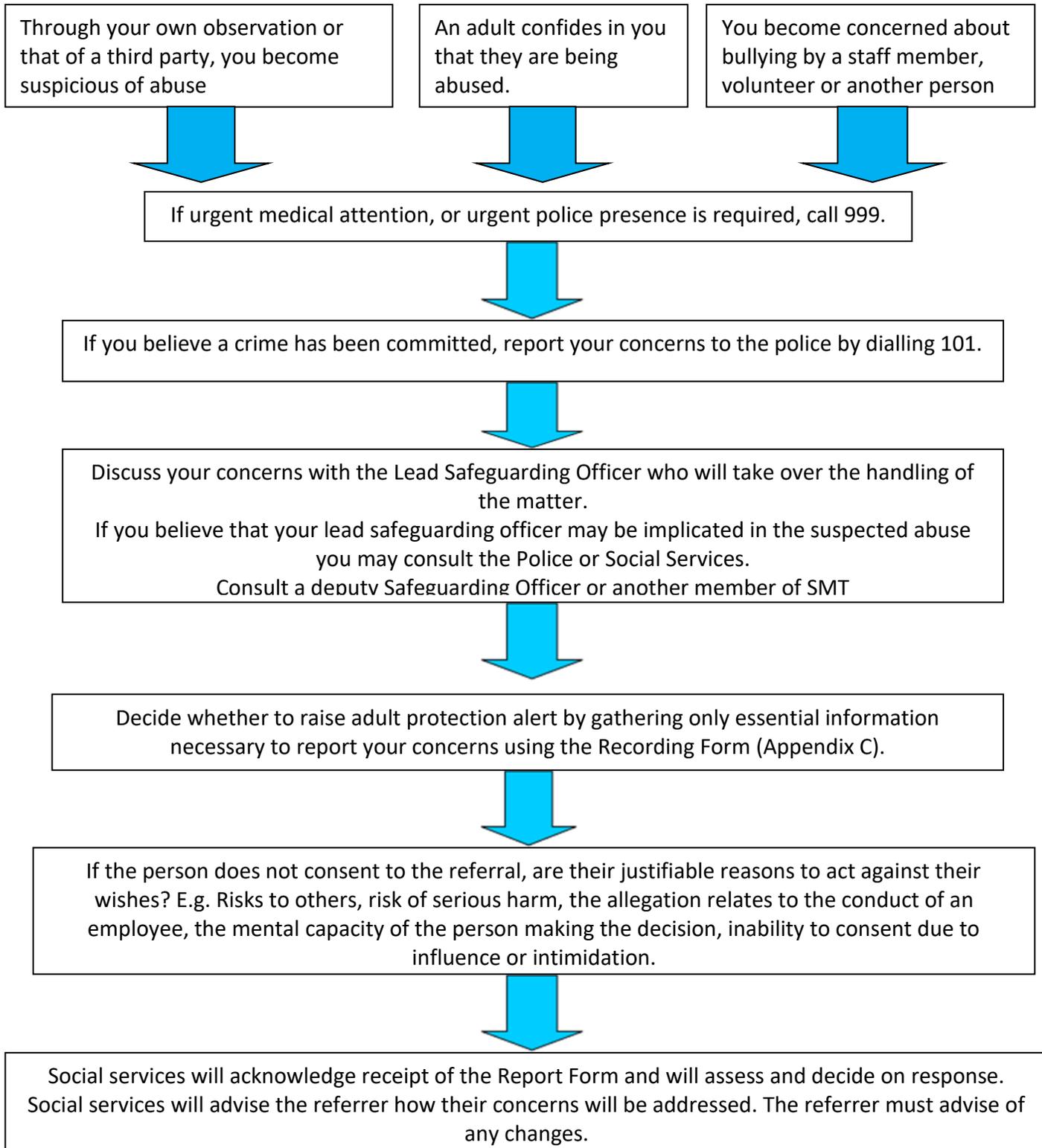
Active Cornwall  
Safeguarding Policy

**Appendix A Flow Chart for Reporting Concerns of Poor Practice or Abuse towards children**



Active Cornwall  
Safeguarding Policy

**Appendix B: Flow chart for reporting concerns of poor practise or abuse towards Adults at Risk.**



## Appendix C Recording Form for Children and Young People - Disclosure, Indications, Suspicions of Abuse

Please complete this form as fully as possible.  
This form must be passed on to the Designated Safeguarding Officer, within Active Cornwall and clearly marked **Private and Confidential**.

This form **must** be kept in a secure place.

**Person reporting the concern:**

**Location:**

**Event:**

**Name of Child / Young Person:**

**Age:**

**Parent / Guardian / Carers Name:**

**Home Address:**

**Telephone Number:**

Please complete all relevant sections. For any sections that do not apply, please mark clearly as 'not applicable'.

### 1. Disclosure, Indication, Suspicions of Abuse

When was the disclosure, indication, suspicion made (date and time)?

What lead to the disclosure, indication, suspicion?

**Try to detail the circumstances leading up to the disclosure**

Where there any other people present at the disclosure, indication, suspicion?

**Please circle**

**Yes**

**No**

**Unsure**

If 'Yes' please state their name, position and the role they played:

**What feelings did the child express before, during and after the disclosure, indication, suspicion?**

**Give details of the disclosure, indication, suspicion:**

## 2. Signs and Symptoms

Describe any signs of physical injury evident on the child or young person:

If you have known the child for a period of time, have you noticed any changes in behaviour?

Has the child made the allegation about a particular individual? (If so please record details)

Any additional comments

## 3. Signatures

*To be signed by the person reporting the concern or disclosure*

Name:

Signed:

Date:

*Referred to Designated Officer*

Name:

Signed:

Date:



<b>What feelings did the individual express before, during and after the disclosure, indication, suspicion?</b>
<b>Give details of the disclosure, indication, suspicion:</b>

## 2. Signs and Symptoms

Describe any signs of physical injury evident on the Individual:

If you have known the Individual for a period of time, have you noticed any changes in behaviour?

Has the Individual made the allegation about a particular individual? (If so please record details)

Any additional comments

## 3. Signatures

*To be signed by the person reporting the concern or disclosure*

Name:

Signed:

Date:

*Referred to Designated Officer*

Name:

Signed:

Date:

**Appendix E Example Consent Form**

<b>Personal Details</b>		
Name		
Address		
Telephone	Mobile	
Date of Birth		
Parents / Guardians Names		
Additional person to contact in an emergency		
Relationship	Telephone	Mobile
<b>Medical Details</b>		
Any health problems or disabilities e.g. Asthma / Epilepsy / Diabetes etc.		
Do you use Ventolin or Salbutamol	YES / NO	
<p>I give permission for my child to be taken to hospital and treated in my absence if it is necessary and ACTIVE CORNWALL have been unable to contact me immediately.</p> <p>Child's Name.....Parent / Guardian's Name.....</p> <p>Signature of Parent / Guardian.....</p> <p>Signature of Player.....Date.....</p>		
<b>Transportation</b>		
I give permission for my child to be transported to and from ....., and other events organised by the Active Cornwall.		
Child's Name.....Parent / Guardian's Name.....		
Signature of Parent / Guardian.....		
Signature of Player.....Date.....		
Parent / Guardian I have read the attached copy of the code of conduct.		
Signature.....		
<b>Film and Photography</b>		
I give / do not give permission to the photographing / videoing and publication of images of my son / daughter in line with the Active Cornwall Safeguarding Procedures and Best Practice Guidelines.		
Images may be published in / on.....		

Child's Name.....Parent / Guardian's Name.....

Signature of Parent / Guardian.....

Signature of Player.....Date.....

## Appendix F Template Employment Self-Declaration and Disclosure Form

This form may be adapted to include individuals working with adults at risk

Private and Confidential

***For roles involving contact with children (under 18 years old).***

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification ( <i>tick box below</i> ):	
<input type="checkbox"/>	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.
<b><i>Either</i></b>	
UK Passport Number and Issuing Office	
UK Driving Licence Number ( <i>with picture</i> )	
<b><i>Plus</i></b>	
National Insurance Card or current Work Permit Number	
<b>Signature of authorised Employing Officer:</b>	

<b>Print name:</b>	
<b>Date:</b>	

**Part Two****NOTE:**

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any

	agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

## Appendix G Useful Contacts

### Safeguarding Adults

Telephone: 0300 1234 131

Out of hours telephone: 0300 1234 131- Option 1 (For emergencies only)

Email: [adultcarehealthandwellbeing@cornwall.gov.uk](mailto:adultcarehealthandwellbeing@cornwall.gov.uk)

### Safeguarding children

Telephone: 0300 1231 116

Out of hours telephone: 0300 1234 100

The out of hour's service runs from Monday to Thursday 5.15pm (4.45pm on Fridays) until 8.45am weekdays and for 24 hours on Saturday and Sunday.

Website: [www.safechildren-cios.co.uk/](http://www.safechildren-cios.co.uk/)

When you call the safeguarding children 0300 1231 116 number there is an option that can be selected for 'advice' should you require this.

### Cornwall and Isles of Scilly Local Safeguarding Children Board

Cornwall Safeguarding Children Standards Unit

Pendragon House, Gloweth, Truro, TR1 3XQ

Tel: 01872 254551

### LA Designated Officer (LADO)

The LADO's primary function is to manage and have oversight of any investigation into an incident where an allegation of abuse or harm has been made against a professional or volunteer who has contact with children as part of their work or activities. The LADO sits within Together for Families in Cornwall Council.

Justine Hosking, Principal LADO [Justine.Hosking@cornwall.gov.uk](mailto:Justine.Hosking@cornwall.gov.uk) Telephone: LADO Administrator on 01872 326536 [LADO@cornwall.gov.uk](mailto:LADO@cornwall.gov.uk)

[Professional Allegations \(LADO\) - Cornwall Council](#)

### Devon and Cornwall Constabulary Contact Details

Police Central Telephone Number: 0845 2777444

**Further useful sources of Information:**

**NSPCC CPSU**

(Child Protection in Sport Unit)

Tel: 0116 234 7200

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

**NSPCC 24hrs**

(National Society for Protection and Cruelty to Children)

Tel: 0808 800 5000

**Childline UK**

Tel: 0800 1111

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

**Ann Craft Trust**

Tel: 0115 951 5400

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

The Safeguarding Lead for the Active Cornwall is:

**Tim Marrion, Manager (Children, Young People and Families)**

T: 01872 323338

M: 07973 497454

E: [tim.marrion@cornwall.gov.uk](mailto:tim.marrion@cornwall.gov.uk)

The Deputy Safeguarding Lead for the Active Cornwall is:

**Samantha Lawrence, Development Officer (Children, Young People and Families)**

T: 01872 327222

M: 07565 203336

E: [Samantha.lawrence@cornwall.gov.uk](mailto:Samantha.lawrence@cornwall.gov.uk)



**Appendix H Induction Checklist**

Name ..... Date started .....

Item	Description	Date completed
1.	Building layout and facilities, including parking, toilets, tea and coffee facilities	
2.	Emergency evacuation procedure	
3.	Introduction to key staff including Cornwall Council staff	
4.	Issue of keys/access cards, computer, phone, uniform etc as appropriate and signed for	
5.	Induction at County Hall	
6.	Opening and lock up procedure if appropriate	
7.	Storage access	
8.	Computer password	
9.	Electronic filing	
10.	Introduction to the intranet	
11.	Telephone procedure inc. call transfer etc	
12.	Time recording procedure	
13.	Mileage/expenses claims procedure	
14.	Postal system	
15.	Introduction to Active Cornwall – philosophy, vision, mission, delivery plan etc.	
16.	Familiarity with key policies and procedures	
17.	Safeguarding – policy details, action plan, codes to comply with, training, vulnerable groups and key personnel	
18.	Equality – knowledge and awareness, Policy details. Code of ethics.	
19.	Introduction to Active Cornwall operating standards.	
20.	Discipline / Complaints Procedures – Key Personnel	

23.	1 month – follow up to ensure induction is on track	
24.	2 months – follow up to ensure work is on track	
25.	3 months - follow up to ensure work is on track	

Copy of this form to be held on personnel file

File ref: Safeguarding; Induction Checklist

## Appendix I Minimum Safeguarding Standards for Active Cornwall Funding/Support - Evidence Document

**Name of Organisation:**

**Name of Contact:**

**Email Address:**

**Project Reference number (quoted in email):**

<b>Criteria</b>	<b>Date Approved and by who</b>	<b>Copy of document held and where</b>
Have a Safeguarding Policy endorsed by an NGB, LA, or relevant organisation that is shared with all stakeholders and it is clear when this policy was adopted and when it will be reviewed.		
Clear Disciplinary, Concerns, Allegations and Complaints Procedures.		
Nominated Child Welfare Officer who has a clear job description and attended a minimum 3 hours safeguarding training.		
Recruitment and selection procedures that include Disclosure and Barring Service (DBS) or valid CRB checks for all people working with children.		
Codes of conducts for staff, coaches, volunteers and participants.		
Clear Operating Standards and processes for holding and sharing information.		
All individuals working with children adhere to the Minimum Standards for Deployment of Sports Coaches.		
An individual is always on site with a recognised first aid qualification.		

To be completed by Active Cornwall

All Minimum Operating Standards for Safeguarding Young People approved on

Date:

All Minimum Operating Standards for Safeguarding Young People approved by

Name:

Position:

Signature:

## Appendix J Sign Up to The Policy

### Active Cornwall

### Safeguarding Policy

Active Cornwall is committed to ensuring the safety and welfare of all young people, coaches and volunteers taking part in physical activity and sport in Cornwall.

I certify that I have read and understood the Active Cornwall Safeguarding Policy and agree to abide by the objectives and guidelines that are outlined:

Signed:

Date:

Print Name:

Name of Organisation/Club:

Position in Club:

Position in Active Cornwall:

If not part of Active Cornwall

Address:

E-mail:

#### **Return to:**

Tim Marrion, Safeguarding Lead Officer, Active Cornwall.

Email: [tim.marrion@cornwall.gov.uk](mailto:tim.marrion@cornwall.gov.uk)

## Appendix K Social Media Basic Guidelines for Professional Staff

### Active Cornwall social media accounts:

**Twitter:** @Active\_Cornwall

**Facebook:** @ActiveCornwall and @CornwallSchoolGames

**Instagram:** @ActiveCornwall

**YouTube:** Active Cornwall

### Basic Guidelines for official users of the Accounts

Users are reminded that the accounts are for the communication of Active Cornwall information **only**.

Active Cornwall will **not accept** the use of inappropriate language or profanities. @ActiveCornwall sometimes gets criticism etc by some Twitter users who seem intent on creating online banter and debate. Users are **instructed not to get involved** in such conversations and only reply to any specific questions involving information posted etc.

The account is the online voice of Active Cornwall and not a platform for the personal views and opinions of individuals within the organisation.

A reminder it is set up that Tweets are also automatically posted on the Active Cornwall's Official Facebook page, which currently has over 1500 followers. Breaches of these guidelines will result in disciplinary actions.

Name.....

Signed .....

Dated .....

### Approved:

Signed .....

Dated .....