



North Lincolnshire Council | Leisure Services

Safeguarding Children Policy & Procedures

Contents

1.	Definitions.....	1
2.	Background	1
3.	Scope	1
4.	Policy statement, principles and related documents.....	1
5.	Responsibilities	2
6.	Definition of child abuse	2
7.	Main forms of child abuse	3
8.	Effects of child abuse	4
9.	Particularly Vulnerable Children	4
10.	Recognising child abuse.....	4
11.	Responding to allegations or suspicions of Child abuse	5
12.	Where there is an allegation against a member of staff or a volunteer	6
13.	Recruitment, selection and induction of paid staff and volunteers	8
14.	Staff Knowledge and Understanding	8
15.	Good practice	8
16.	Appraisal and feedback	9
17.	Implementation Plan	9
18.	Photography, mobile phones and websites	9
19.	Complaints procedure	10
20.	Monitoring	10
21.	Review	10

Appendices

1.	Pathway of action	11
2.	Incident report form.....	12
3.	Code of conduct and behaviour	14
4.	Declaration by contract staff	15
5.	Guidelines on use of photographic and filming equipment	16
6.	Useful Contacts	17

1. Definitions

Child - a person under the age of 18 or an adult with a disability or limiting long-term illness up to the age of 25

Parents - the term parents also refers to carers or guardians, or people with parental responsibilities

2. Background

We recognise that anyone may have the potential to abuse a child in some way. Children are abused regardless of age, racial origin, ability or sexual identity. Everyone has a duty to ensure that children receive the highest standard of care and protection from abuse. It is important we have in place a policy and procedures that will ensure unsuitable people are prevented from working with children. Also that all staff, paid or volunteers, have a basic knowledge and understanding of child protection and how to respond to allegations of abuse.

3. Scope

These policy and procedures are compliant with and compliment the North Lincolnshire Local Safeguarding Children Board (LSCB) Guidelines and Procedures. They seek to ensure that everyone working under the auspices of North Lincolnshire Council Leisure Services, have a clear understanding of their roles and responsibilities with regard to the protection of children and that there is a clear effective referral system in place.

Appropriate training will be provided to support the implementation of these procedures.

4. Policy statement, principles and related documents

4.1 Policy statement

Leisure Services:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for children, safeguard their well-being and protect them from abuse
- Respect and promote the rights, wishes and feelings of children
- Recruit its employees and volunteers following the North Lincolnshire LSCB best practice model
- Adopt best practice in training and supervising paid staff and volunteers to safeguard children from abuse and themselves against potentially false allegations
- Require paid staff and volunteers to adopt and abide by the Leisure Services Code of Conduct and Behaviour (see appendix 3), and the Safeguarding Children Policy and Implementation Procedures
- Respond to any allegations promptly and appropriately following North Lincolnshire LSCB Guidelines and Procedures

4.2 Principles and related documents

The guidance given in the procedures is based on the following principles:

- The welfare of children is paramount
- All children regardless of culture, ability, gender, language, racial origin, religious belief and/or sexual orientation have the right to protection from abuse
- It is the responsibility of Children's Services and the Child Protection Team to determine whether or not abuse has taken place. But it is everyone's duty to report any concerns (see Pathway of Action – appendix 1)
- All reported incidents of poor practice and allegations should be taken seriously and responded to swiftly and appropriately (see Pathway of Action – appendix 1)
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998

Related documents

North Lincolnshire Council LSCB Best Practice for Safe Recruitment

North Lincolnshire Council's Capability Procedures

North Lincolnshire Council's Disciplinary Procedures

Working Together to Safeguard Children (2006)

North Lincolnshire Council's Comments and Complaints Procedure

North Lincolnshire Council's Criminal Records Bureau Policy

North Lincolnshire LSCB Guidelines and Procedures

5. Responsibilities

The Cabinet Member for Leisure Arts and Cultural Services has the responsibility for approving and revising the policy. The policy will be reviewed every three years or as often as is necessary to ensure that it is being applied in practice.

The Head of Cultural Services and the Head of Sports Facilities have been designated as the Safeguarding Children's Champions for their services and are responsible for:

- Ensuring that all allegations of abuse are taken seriously and treated in accordance with the North Lincolnshire LSCB procedures
- Liaising with the Local Authority Designated Officer, Children Services and the Police on any allegations or suspicion of abuse
- Being well informed in child protection issues
- Making decisions on, in partnership with Human Resources and the local authority designated officer, CRB disclosures that cast doubt on someone's suitability to work with children
- Keeping abreast of new legislation and incorporating this into the policy and implementation procedures
- Instigating or facilitating training for staff and volunteers in response to new legislation or guidance
- Researching examples of good practice in safeguarding children

- Working with the Local Authority Designated Officer to develop protocols of disclosure with other providers of cultural activities in order to prevent adults who pose a risk to children from moving on to work with children in other settings
- Being responsible for the safe keeping of all confidential information
- Updating staff and volunteers on any revised legislation

Each service has a Child Protection Coordinator (CPC):

Sport, Play and Community Development Manager

Arts Manager

Museum and Heritage Manager

Theatre Manager

Visual Arts Manager

Museum and Learning Manager

Sports Facilities Manager Urban

Sports Facilities Manager Rural

The Child Protection Coordinator is responsible for:

- Being fully informed on child safeguarding issues
- Advising and supporting staff and volunteers on all safeguarding issues
- Keeping the Safeguarding Children's Champion fully informed of any child protection incidents and issues

Everyone should be made aware of the Child Protection Coordinators and the Safeguarding Children Champions.

6. Definition of child abuse

"Child abuse consists of anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospects of a safe and healthy development into adulthood."
(*National Commission of Inquiry into the Prevention of Child Abuse 1996*).

7. Main forms of child abuse

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

Physical abuse

- Physically hurting or injuring children (for example, hitting, shaking, squeezing, biting or burning)
- Administering alcohol, drugs or poison
- Suffocation or drowning
- Inappropriate use or lack of use of medication
- Inappropriate physical restraint
- Inappropriate handling

In leisure settings where the nature and intensity of the activity exceeds the capacity of the child's body or the child is forced to take part in any activity against their will.

Emotional abuse

- Persistent lack of love and affection
- There is constant over protection
- Where the child is constantly being shouted at, taunted or threatened
- Bullying
- Constant criticism
- Racial abuse
- There is neglect, physical or sexual abuse

For example, where a child is subjected to unrealistic pressure, where a child's self esteem is undermined, where a child's right to privacy is ignored, or denial of or access to facilities.

Neglect

- Where a child's basic needs like food or clothing are not met
- The use of unsafe equipment or equipment that is inappropriate to the child's maturity of or ability
- Where a child is left alone and unsupervised
- Being deprived of love, affection or attention

For example, where a child's personal needs are ignored, where a child is left alone in a dangerous situation, or where a child's basic needs are withdrawn as a form of punishment.

Situations in which adults are in a position of trust, for example a sports coach, can create an environment where this trust can be misused.

Sexual abuse

- Where a child is used by others to meet their own sexual needs including full sexual intercourse, masturbation, oral sex, anal sex and fondling
- Showing pornographic books, photographs or videos, or taking pictures for pornographic purposes
- Inappropriate physical contact

For example, where a child requires intimate or personal care that might be open to abuse, inappropriate videoing, or photography etc.

Bullying

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Bullies come from all walks of life; they bully for a variety of reasons and may even have been bullied themselves. It is important to recognise that it may not be an adult; the abuser may be another child. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

The competitive nature of sport and performance makes it an ideal environment for the bully. The bully in sport can be:

- A parent who pushes too hard
- A sports coach who adopts a win at all costs philosophy
- A player who intimidates inappropriately
- An official who places unfair pressure on a person

Bullying can include:

- Physical (hitting, kicking and theft)
- Verbal (name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures)
- Emotional tormenting, ridiculing, humiliating and ignoring)
- Unwanted sexual or physical contact or abusive comments

As with any form of abuse the damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self harm). There are a number of signs that may indicate that a child is being bullied:

- Although anyone can be the target of bullying, victims typically are shy, sensitive, anxious or insecure. Sometimes they are singled out for physical reasons, for example, being overweight or small
- Behaviour changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, a reluctance to go to school or socialise
- A drop off in performance at school
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bedwetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol
- A shortage of money or frequent loss of possessions

8. Effects of child abuse

Abused children can suffer long term damage that may follow them into adulthood, for example, prostitution, suicide or the abuse of other children (taken from Safe from Harm: A Code of Practice for Safeguarding The Welfare of Children in Voluntary Organisations in England and Wales. Published by the Home Office London 1993).

9. Particularly vulnerable children

There is some evidence to suggest that children with disabilities are at an increased risk of abuse. Also children from black minority ethnic communities whose first language isn't English

10. Recognising child abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Indications that a child is being abused include:

- Unexplained or suspicious injuries such as bruising or cuts of different ages in the same place
- An injury for which the explanation seems inconsistent
- A child describes what appears to be an abusive act involving him or her
- A child or adult expresses concern about the welfare of another child
- Unexplained changes in behaviour (for example, becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Is distrustful of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns, including overeating or loss of appetite
- Weight loss for no apparent reason
- Increasingly dirty or unkempt

11. Responding to allegations or suspicions of child abuse

It is not the responsibility of anyone working under the auspices of the North Lincolnshire Council's Leisure Services to investigate or decide if abuse has taken place. However, it is everyone's duty to act upon any concerns they may have.

Children's Services have a statutory duty under Section 47 of The Children Act 1989, to ensure the welfare of children and to work with the North Lincolnshire LSCB to comply with its guidelines and procedures. In the unlikely event that Children's Services cannot be contacted then the Police should be informed.

All Police forces have a dedicated child protection team to investigate allegations of child abuse within the family. Also allegations of child abuse against people who are acting in 'loco parentis', for example North Lincolnshire Council paid staff and volunteers. Children's Services has a responsibility to investigate when they are informed of a situation where a child is suffering, or may be at risk of suffering, abuse and to comply with the North Lincolnshire LSCB procedures.

False allegations do occur, however if a child tells you that they are being abused, or you have suspicions, or receive allegations concerning abuse you must act immediately and take the allegation seriously. The child's safety is paramount. To delay reporting a suspicion of harm could be fatal – never hold back for fear of the consequences of making a mistake.

Safeguarding children is everyone's duty – no matter what position you hold it is vital that you report any suspicions or disclosures.

Always:

- React calmly so as not to frighten the child
- Reassure the child that they are not to blame and that they were right to tell
- Listen to what the child says and show that you take them seriously

- Recognise the difficulties of interpreting what is said by a child who has a speech impairment or where English isn't their first language
- Keep questions to a minimum. Use open ended questions, for example, those that require more than a 'yes' or 'no' response. (The law is very strict and child abuse cases have been dismissed if it appears that the child has been led or words and ideas have been suggested)
- Ensure that you clearly understand and record what the child has said so that you can record and communicate information accurately. An incident report form has been produced for this purpose (see appendix 6)

Never:

- Panic or allow your shock to be evident
- Promise the child that what they have said can be kept a secret and that you have a responsibility to tell someone else
- Make the child repeat the story unnecessarily
- Delay reporting an allegation or suspicion of abuse
- Speculate or make assumptions
- Approach the abuser
- Make comments about the alleged abuser

Sharing concerns with parents

If you have noticed a significant change in a child's behaviour, firstly, if you have the opportunity, talk to the parents. There may be a legitimate reason for the change, for example, bereavement, divorce or other occurrence.

When it is not appropriate to share concerns with parents

If you suspect a parent may be the abuser, or they are not able to respond to the situation appropriately, speaking to them may place the child at greater risk. In these circumstances contact your manager or the designated Child Protection Coordinator and report your concerns. Advice and guidance should be sought from Children's Services with respect to consulting with parents.

When a child requires urgent medical attention and there is suspicion of abuse

The welfare of the child is paramount. Arrangements should be made for the child to be taken to hospital immediately. Children's Services or the Police should be informed immediately of the referral to hospital. Record your observations and notify your manager or the Child Protection Coordinator.

12. Where there is an allegation against a member of staff or a volunteer

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may have been; abusing a child will raise concerns amongst other staff or volunteers. This includes the difficulties inherent in reporting this.

North Lincolnshire Council's Leisure Services assures all staff and volunteers that it will fully support and protect anyone who, in good faith, without malicious intent, reports his or her concerns about a colleague's poor practice and/or the possibility that a child may be being abused.

Where there is a complaint of abuse against a member of staff or volunteer, the following issues will be considered:

- Personnel or disciplinary issues
- The welfare issues of the employee or volunteer
- Whether there are any child protection concerns about further offences being committed.

Full details of the potential actions of North Lincolnshire Council Children Services, Human Resources and the police can be found in the North Lincolnshire LSCB Strategic Plan for Safeguarding Children.

Actions to take if there are concerns:**Poor practice**

Poor practice includes any behaviour that contravenes the Code of Conduct and Behaviour.

Action to take:

- Record your concerns on the incident report form (appendix 2)
- Notify your manager
- Your manager will notify the Child Protection Coordinator
- The Child Protection Coordinator will notify the Safeguarding Children's Champion

The Child Protection Champion will consult with the LADO about what further action to take.

If following consideration the allegation is clearly about poor practice the Safeguarding Children's Champion will deal with it as a misconduct issue following North Lincolnshire Council's procedure.

If the allegation is about poor practice by the Safeguarding Children's Champion or the Safeguarding Children's Champion is inadequately handling the matter and concerns remain, it should be dealt with as misconduct by the Director of Asset Management and Culture following the above procedure.

Suspected abuse**Action to take:**

- Record your observations on the incident report form
- Notify your manager
- Your manager will notify the Safeguarding Children Coordinator
- The Safeguarding Children Coordinator will notify the Safeguarding Children Champion
- The Safeguarding Children Champion will liaise with the Local Authority Designated Officer and refer the allegation to Children's Services
- Your manager and the Child Protection Coordinator will support you in this
- If possible, the parents of the child should be notified as soon as possible following advice from Children's Services

- If the Safeguarding Children Coordinator is the subject of the suspicion and/or allegation the report should be made directly to the Safeguarding Children Champion who is then responsible for taking the action outlined above
- If the Safeguarding Children Champion is the subject of suspicion and or allegation the report should be made to the Safeguarding Children Coordinator, who is then responsible for taking the action as above.

Where you are unable to contact your manager, the Child protection Coordinator or the Safeguarding Children Champion, refer your concerns directly to Children Services.

Internal inquiries and suspension

Leisure Services believes that the welfare of the child is paramount. If a member of staff or volunteer is accused of behaviour that may cause harm to a child appropriate action will be taken to safeguard children pending the outcome of enquiries in accordance with North Lincolnshire Council's policies and procedures. All enquiries will be carried out following the advice and procedures of North Lincolnshire Council's Human Resources, Children's Services and the Police.

Confidentiality

Information should be handled and disseminated on a need to know basis and stored in secure accommodation with limited access to designated people.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (for example by an adult who was abused as a child by a member of staff who is still working with children). Where such an allegation is made report the matter to the Safeguarding Children Champion, who in the first instance will liaise with the Local Authority Designated Officer and then record your concerns on an incident report form (see appendix 6). This is because other children, either within or outside of the service, may be at risk from this person.

Where bullying is suspected

Staff and volunteers should ensure that the Code of Conduct and Behaviour is followed at all times.

If a member of staff or volunteer is suspected of bullying, follow the action as in 'Poor Practice'.

Action to be taken to help the victim

- Take all signs of bullying very seriously
- Encourage all children to speak out and share their concerns
- Create an open environment and help the victim to speak out and tell someone in charge
- Investigate all allegations and take action to ensure that the victim is safe
- Speak to both the victim and the bully or bullies separately
- Re-assure the victim that you can be trusted and will help them, although you cannot promise not to tell anyone about the bullying

Action to be taken towards the Bully or Bullies

- Talk to the bully or bullies, explain the situation, try to get them to understand the consequences of their behaviour
- Seek an apology
- If the perpetrator is a child the parents should be informed
- Provide support for the staff member or volunteer dealing with the situation
- Impose sanctions as necessary
- Encourage and support the bully or bullies to change their behaviour
- If possible hold meetings with the families to report on progress

Confidentiality and information

Every effort should be made to ensure that confidentiality is maintained at all times. All documents should be stored in a secure place with access limited to designated staff.

Whenever an allegation of child abuse, poor practice or bullying is made information should be disseminated on a 'need to know' basis to:

- The designated person in charge of the setting or having responsibility for safeguarding children, for example
 - School – the Headteacher or child welfare officer
 - Sports Hall or Leisure Centre – the Facility Manager
 - Affiliated Sports Club – the designated Club Welfare Officer
- Children’s Services
- The parents of the child being abused or making the allegation (unless the parent/s are suspected)
- The person making the allegation
- The Safeguarding Children Coordinator
- The Safeguarding Children Champion
- The Local Authority Designated Officer
- Designated officers within the governing body of sport, for example, legal adviser, or child welfare officer
- In the case of bullying the alleged bully or parent if the alleged bully is a child

Always seek Children’s Services advice on who should approach the alleged abuser.

A Pathway of Action has been produced as a step-by-step guide to reporting suspicions or allegations of poor practice, abuse or bullying (see appendix 1).

13. Recruitment, selection and induction of paid staff and volunteers

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children.

Applications

All applicants for employment in a paid, unpaid, full or part time basis should follow North Lincolnshire LSCB Best Practice Model for safe recruitment.

It is the responsibility of the Safeguarding Children Coordinator in conjunction with Human Resources to decide which other staff

(whether paid, unpaid, full or part-time), who are not working directly with children but who are working in the vicinity of children and who may have access to them, should be Criminal Records Bureau checked.

14. Staff knowledge and understanding

All staff working full, part-time or on a voluntary basis must be made aware of the policy and implementation procedures. At induction, training must be provided to ensure that, as a minimum, staff and volunteers have knowledge and understanding of the following:

- Definition of abuse
- Main forms of abuse, including bullying
- Recognising abuse
- How to make a referral when abuse is suspected
- Selection and recruitment of staff working with children
- Code of conduct and behaviour (appendix 3)

All paid staff and volunteers that work with children must in addition attend the North Lincolnshire LSCB Inter Agency Child Protection Level Two Training Course within three months of commencing their work with children

15. Good practice

It is important to minimise the situations in which abuse may occur and help protect staff and volunteers from false allegations of child abuse. The following are examples of good practice and should be adhered to at all times:

- Never engage in rough, physical or sexually provocative games, including horseplay
- Never spend excessive amounts of time alone with a child away from others
- Never take a child alone in a car no matter how short the journey
- Never take a child to your home

- Never allow or engage in inappropriate touching of any form
- Never swear at a child
- Never share a room with a child
- Never allow inappropriate language, such as sexually or discriminatory remarks concerning gender, race, or impairment to remain unchallenged
- Never let allegations of abuse that are made by a child go unrecorded or not acted upon
- Never do things of a personal nature for a disabled child unless you are the individual appointed specifically for that task, and have the written permission of the parent
- Never deny daily basic needs, for example, food, liquid or rest
- Always work where you can be observed by others, avoid working with a child in private
- Where it is necessary to supervise children changing always supervise in pairs
- Only use practices and drills that can be supported by the fundamental principles of the sport or activity
- Never use practice as a form of punishment

16. Appraisal and feedback

It is important that regular supervision and appraisal is undertaken.

At regular intervals (or following a specific programme) all staff and volunteers should be given the opportunity to receive formal appraisal and feedback to identify ongoing training needs and set new goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns or complaints

17. Implementation plans

If the policy and procedures are to be effective they need to be implemented consistently across all parts of the service. Each part of the service is responsible for producing an implementation plan. The implementation plan should state the action to be taken, by whom, how and when in order to ensure that the policy and procedures are being applied in practice.

The purpose of the implementation plan is to:

- Disseminate the child protection policy and procedures so that they reach all staff and volunteers working for Leisure Services
- Ensure North Lincolnshire LSCB Best Practice Safe Recruitment is applied when recruiting paid staff and volunteers to work with children
- Ensure resources essential for implementing the plan are made available
- Ensure appropriate child safeguarding training for all staff and volunteers is identified and provided
- Measure the impact of the policy and procedures on an annual basis

18. Photography, mobile phones, websites

There is evidence that some people have used leisure events as an opportunity to take inappropriate photographs or film footage of children in vulnerable situations. Anyone wishing to take photographs or film footage must adhere to the guidelines in appendix 5.

19. Complaints procedure

North Lincolnshire Council's complaints procedure should be followed whenever a complaint is made about the standard of service provided. All paid staff and volunteers should be made aware of the complaints procedure. Guidance about the complaints procedure should be given to people upon request.

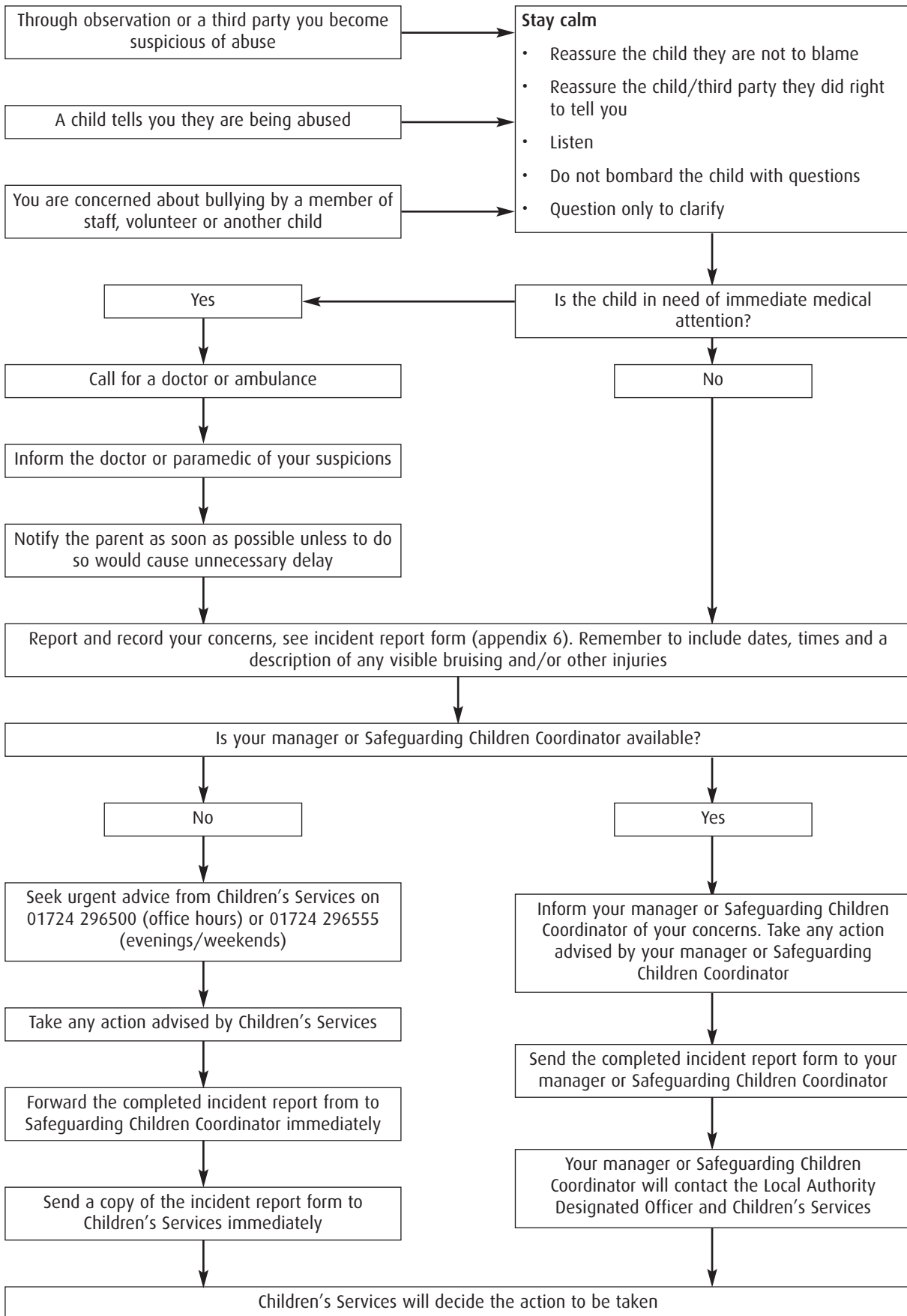
20. Monitoring

Monitoring the implementation of the policy and procedures is crucial to the process. The Leisure Services management team is responsible for agreeing a framework to monitor and evaluate levels of awareness, knowledge, perceptions, attitudes, and behaviour.

21. Review

The policy will be reviewed every 3 years or whenever there is a major change in the structure of Leisure Services or in relevant legislation

Appendix 1 - Pathway of action when child abuse is suspected or alleged



Appendix 2 -Child protection incident record form

Activity/Location:
Your name:
Your position:
Child's name:
Child's address:
Parents names and address:
Child's date of birth:
Child's ethnic origin:
Does the child have any disability or special educational needs:
Date and time of incident:
Your observations:
Exactly what the child said and what you said: <i>(Remember, do not lead the child – record actual details. Continue on separate sheet if necessary.)</i>

Action taken so far:	
Agencies contacted:	
Children's Services Yes No	If yes – which: Name and contact number: Details of advice received:
Police Yes No	If yes – which: Name and contact number: Details of advice received:
Signature:	
Print name:	
Date:	

Appendix 3

Adults working with children have a crucial role to play in shaping their lives. This code of conduct has been produced to ensure that safe and responsive environments that safeguard children are provided at all times. This will also reduce the risk of adults being unjustly accused of improper or unprofessional conduct.

Code of conduct and behaviour

Staff and volunteers must:

- Treat all children with dignity and respect
- Report any concerns about the welfare of a child following the pathway of action (appendix 1)
- Always work in, and seen to work in an open and transparent way
- Never swear or shout at a child
- Be a positive role model for children at all times
- Never engage in rough, physical or sexually provocative games, including horseplay
- Never spend excessive amounts of time alone with a child away from others
- Never take a child alone in a car no matter how short the journey
- Never take a child to your home
- Never allow or engage in appropriate touching in any form
- Always work within Health and Safety regulations
- Respect and avoid contact with intimate parts of the body
- If a child has a disability of special education needs always obtain consent of parents before undertaking care of an intimate nature

Parents should ensure that:

- They have given written consent for the child to attend the activity
- They have provided information about any medical needs and/or allergies that their child may have

- If their child has a disability, information should be provided relating to any additional care needs. Written consent must be given if any intimate care needs are to be provided
- They have provided information on any special dietary needs
- They have provided emergency contact details, including who has legal parental responsibility for the child
- They have read the code of conduct and behaviour and discussed this with the child

Code of conduct and behaviour for children

Every child attending an activity organised by Leisure Services is required to abide by the following code of practice:

- Be a good sport
- Play within the rules and respect officials and their decisions
- Demonstrate fair play at all times. It is the taking party that counts not winning at all costs
- Respect others regardless of gender, disability, race, ethnicity and religious belief
- Control their temper and aggression
- Not to bully or take unfair advantage of any person
- Not to engage in any irresponsible or illegal behaviour, for example, smoking, consuming alcohol or drugs
- Speak out about anything they are not happy with

Persistent bad or inappropriate behaviour, which contravenes this code of conduct, will be discussed with parents and may result in future involvement in activities being refused.

Appendix 4

Declaration by contract staff

Please give the names and addresses of two people who have agreed to act as referee and who can confirm your suitability to work with children

Name:

Name:

Position held:

Position held:

Address:

Address:

Postcode:

Postcode:

Telephone:

Telephone:

Email Address:

Email Address:

It is a requirement of this contract that you must have a North Lincolnshire Council enhanced CRB disclosure in place before your contract commences

Do you agree to complete a CRB Disclosure Form?

This post is covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975, any convictions, whether spent or not must be detailed below:

Please give details and dates of:-

a. Any convictions

And/or

b. Any investigations

which would question your suitability for working with children

Signed:

Date:

Appendix 5

Guidelines on use of photographic and filming equipment

(Adapted and reproduced with the kind permission of the Amateur Swimming Association)

Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.

Students or amateur photographers/ film/ video operators wishing to record the event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club/educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic/ film/ video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

Accreditation procedure: a system should be adopted whereby a record should be made of the individual's name and address. Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

Public Information: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

The recommended wording is:

In line with the recommendation in the organisation's Safeguarding Children Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography. The promoter reserves the right of entry to this event and reserves the right to decline entry to any person unable to meet or abide by these conditions.

If you have concerns: if you are concerned about any photography taking place at an event, contact the event organiser and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers should be informed.

Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

Appendix 6

Useful contacts

National contacts

NSPCC

National Centre
42 Curtain Road
London EC2A 3NH
Tel: 020 7825 2500
Helpline: 0800 800 500
Deaf user text service: 0800 560 0566

Childline UK

FREEPOST 1111
London
N1 0BR
Tel: 0504 311555

Child Protection Safety in Sport

3 Gilmour Close
Beaumont Leys
Leicester
L4 1EZ
Tel: 0116 234 7273

Local contacts

Children's Services Child

Protection Team (Office hours)
Tel: 01724 296500

Children's Services Child

Protection Team (Evenings and weekends)
Tel: 01724 296555

Local Police Family Protection Team

Tel: 01724 271269
(in an emergency dial 999)

Head of Cultural Services

Safeguarding Children Champion
Tel: 01724 297254

Head of Sports Facilities

Safeguarding Children Champion
Tel: 01724 297260

Safeguarding Children Coordinator Sport, Play and Community Development Manager

Tel: 01724 297272

Safeguarding Children Coordinator Arts Manager

Tel: 01724 297259

Safeguarding Children Coordinator Museum and Heritage Manager

Tel: 01724 720588

Safeguarding Children Coordinator Plowright Theatre Manager

Tel: 01724 297862

Safeguarding Children Coordinator Visual Arts Officer

Tel: 01724 297070

Safeguarding Children Coordinator Museum and Learning Manager

Tel: 01724 843533

Safeguarding Children Coordinator Sports Facilities (urban) section

Tel: 01724 297858

Safeguarding Children Coordinator Sports Facilities (rural) section

Tel: 01724 297256

No English?

For information please call:

08000 193530 (Arabic) للحصول على المزيد من المعلومات اتصل بـ:

তথ্যগুলি বাংলায় জানতে হলে এই নম্বরে ফোন করুন: 08000 193531 (Bengali)

欲知粵語版的信息，請致電: 08000 193532 (Cantonese)

हिन्दी में जानकारी के लिये 08000 193533 पर फोन करें (Hindi)

08000 193537 به کوردی سۆزانی ته له فۆن بۆ ژماره (Kurdish Sorani)

Para mais informação em português contacte-nos através do telefone 08000 193538 (Portuguese)

ਪੰਜਾਬੀ ਵਿਚ ਜਾਣਕਾਰੀ ਲਈ 08000 193539 'ਤੇ ਫੋਨ ਕਰੋ (Punjabi)

“Warbixinta oo af Soomaali ah wac 08000 193540” (Somali)

08000 193541 اردو میں انفارمیشن کے لیے اس ٹیلیفون نمبر پر رابطہ فرمائیں۔

Nie mówisz po angielsku? Po informacje zadzwoń pod numer 08000 195587 (Polish)

Не знаете английский? Для информации звоните 08000 195586 (Russian)

For information in large print, audio, Braille or to request a signer to speak to us please contact 01724 296296

