

# **Active Together**

## **Safeguarding & Protecting Children Policy**

### **Important:**

Remember it is not up to you to decide if abuse has taken place, that is the role of Leicestershire's Social Care Services and the Police, BUT it is up to you to report ANY concerns to a Designated Safeguarding Officer.

Active Together have a legal responsibility to respond to any issues that may concern us even if they don't involve our staff or services

**Reviewed: January 2021**

**Review Date: January 2024**

(This policy would be reviewed following a key legislation change or major incident)



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## **Foreword**

It is well documented that sport plays a positive role in the lives of many children and young people. As well as the obvious health benefits, they also gain important social and life skills. That is why it is important that everyone who provides sport and physical activity does as much as possible to create and maintain an enjoyable experience. The coach, volunteer or trusted adult is in a very influential position and the recruitment to this position must be undertaken with great care in order to safeguard and protect the children and young people we work with.

The reality of this is that abuse, in many forms, does take place within sport and physical activity settings and in some cases coaches, volunteers and other trusted adults have been convicted of offences committed against children.

## **What does 'safeguarding' mean?**

The legal obligations concerning children and young people are underpinned by Section 11 of the Children Act 2004, and features as part of the Every Child Matters Green Paper 2003.

The government guidance on Working Together to Safeguard Children 2018 sets out principles that make arrangements to work together across agencies to safeguard and promote the welfare of local children including identifying and responding to their needs. Furthermore, the guidance defines safeguarding children and promoting their welfare as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

## **Scope**

Active Together works in partnership with Leicestershire County Council, Leicester City Council, Rutland County Council and the 7 borough and district councils of Blaby, Charnwood, Harborough, Hinckley & Bosworth, Melton, North West Leicestershire and Oadby & Wigston.

Active Together is hosted by Leicestershire County Council and is recognised as playing a lead, strategic role for sport and physical activity in Leicestershire, Leicester and Rutland in-conjunction with a range of partners. The policies and procedures outlined in this document are designed to cover all aspects of Active Together's work with children and relates to all staff and volunteers employed or deployed by Active Together for the programmes over which it has supervision and control. For activities funded by Active Together but delivered by third party organisations safeguarding requirements will be set which are outlined and built into individual Service Level Agreements.

## **Important message for staff, Board Members & volunteers**

The policy equips you with the information you need regarding what actions to take if you suspect or are told about abuse. This may be the tool that helps you to save a child's life.

While it is not our job to establish whether or not abuse is taking place, it ***IS*** our responsibility to report any concerns we have over the welfare of children or young people. This duty extends to the identification of abuse or poor practice by staff and volunteers of Active Together, as well as allegations brought to the attention of staff by a member of the public.

This policy outlines that your primary concern is to ensure issues are dealt with quickly and effectively and that you record relevant information and pass it on to the Designated Safeguarding Officer, so that they can discuss any action or referral to the relevant authority. Remember to contact the Emergency Services without delay if necessary.

### **Policy statement**

Active Together accepts 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. Active Together is committed to working in partnership with organisations delivering sport and physical activity within Leicestershire, Leicester and Rutland to promote and deliver best practice when working with children and young people. All children and young people are entitled to protection from harm and have the right to take part in sport and physical activity in a safe, positive and enjoyable environment. Active Together will comply with the requirements of Working Together (2015) to safeguard children in sport. It is important to realise that a safeguarding concern will over-ride any other issue.

This policy aims to ensure that safeguards are put in place to keep children and young people safe and to prevent harm from occurring when participating in sport and physical activity. Safeguarding and protecting children and young people is a primary concern for Active Together and its partners and if done effectively will create wider participation in sport and physical activity and will ensure safe access for everyone.

### **This policy should be read in-conjunction with the following local policies:**

- Whistle Blowing  
[www.leics.gov.uk/index/your\\_council/local\\_democracy/county\\_councillors/standards\\_of\\_conduct/whistleblowing\\_for\\_employees.htm](http://www.leics.gov.uk/index/your_council/local_democracy/county_councillors/standards_of_conduct/whistleblowing_for_employees.htm)
- Social media. For more information about the Active Together social media use policy click [here](#)
- Complaints
- Disciplinary
- Recruitment and Selection  
[http://llrscb.proceduresonline.com/chapters/p\\_safe\\_recruit.html](http://llrscb.proceduresonline.com/chapters/p_safe_recruit.html)
- Staff codes of ethics and conduct. These can be found [here](#)

## **Active Together Responsibilities**

Active Together has two levels of responsibility that need to be outlined when looking at safeguarding and protecting young people. These are:

- Strategic – involves work with partners particularly on devolved funded projects/programmes where Active Together cannot take overall responsibility for delivery but has a commitment to safeguarding. It is recognised that district and borough councils will adhere to their own local policies when responding to issues.
- Operational – this is in relation to Active Together employed staff and Active Together deployed and managed volunteers. Operational responsibility includes projects and programmes that Active Together are directly responsible for managing.

## **Strategic Responsibilities**

Active Together is committed to increasing awareness around the importance of safeguarding and protecting young people in sport and physical activity and will promote this policy to its partners to ensure best practice is adopted.

As outlined within the scope, partners of Active Together can be defined as:

- Organisations who are awarded funding by Active Together.
- Organisations with whom Active Together has a Service Level Agreement or other partnership agreement.
- Organisations whom Active Together commissions to provide a service.
- ~~Organisations to whom Active Together award Clubmark or other accreditation.~~

As part of its commitment to safeguarding and protecting young people Active Together will:

- Ensure partner organisations have adequate procedures in respect of safeguarding.
- Expect partners to respond to any allegations appropriately and implement their own procedures.
- Ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements.
- Communicate best safeguarding practice, new legislation, etc. to Leicester-Shire and Rutland Sports wider network.
- Encourage, support and assist organisations to develop and implement safeguarding policy and procedures.

## **Operational Responsibilities**

Active Together will:

- Emphasise that everyone has a shared responsibility to ensure the safety of young people.
- Promote a culture of openness that ensures that all young people are listened to and respected as individuals and feel they can raise their concerns and know that they will be listened to.
- Undertake recruitment procedures that take account of the need to protect young people and include arrangements for appropriate checks on new staff and volunteers, in accordance with LCC recruitment and selection policies.
- Train and supervise its staff and volunteers to adopt best practice to safeguard and protect young people from abuse, and reduce the likelihood of allegations of abuse against themselves.
- Require all staff and volunteers to adopt and abide by this Policy and the Code of Ethics and Conduct.
- Maintain confidentiality and ensure information is shared as appropriate with other agencies in all cases involving safeguarding, in line with current legislation.
- Respond to any allegations and concerns appropriately and implement the appropriate disciplinary and appeals procedures, in accordance the host authority procedures.
- Supported by the Child Protection in Sport Unit, produce an annual safeguarding action plan that drives organisation improvements.

## **Recognising Abuse**

**All staff and volunteers should have an understanding of abuse and know how and when to take action.** Active Together with its partners, will put in place training and support programmes to ensure that all personnel are able to effectively deal with any suspicions of poor practice, abuse or neglect. *Working Together to Safeguard Children 2015* sets out definitions and examples of the four broad categories of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

For a more detailed definition on each category of abuse, see Appendix 2.

Factors described below are frequently found in cases of abuse. Their presence is not proof that abuse has occurred, but must be regarded as indicators of possible significant harm. Such indications justify the need for careful assessment and discussion with the designated officer, and may require consultation with and/or referral to Children's Duty Team. Indications that a child may be experiencing abuse include (but are not limited to) the following;

- The child appears frightened of the parent/s.
- The child acts in a way that is inappropriate to her/his age.
- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- Unexplained changes in behaviour.

- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would 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.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

**It is not the responsibility of those working in sport to decide whether child abuse is occurring, but it is their responsibility to act on any concerns.**

## **Reporting**

There are a number of ways in which abuse can become apparent. In any of the following circumstances, the incident should be immediately referred to the Designated Safeguarding Officer and the reporting procedures followed.

- A **disclosure** by a child of poor practice/abuse.
- A **suspicion or observation** that poor practice/abuse has taken place.
- An **allegation** by a third party of poor practice/abuse.

## **Dealing with a Disclosure by a Child**

Children who are being abused will only tell people they trust and with whom they feel safe. By listening to and taking seriously what a child is telling you, you will already be helping to protect them. **If a child starts to disclose abuse, use the following guidelines:**

- React calmly so as not to frighten or deter the child.
- Reassure the child that she or he is right to tell you and is not to blame.
- Do not make promises of confidentiality; explain that you have to make sure that she or he is safe, and that you may need to ask other adults to help you to do this.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said. Questions should only consist of Who...? What...? When...? Where...? **Questions should not be leading.**
- Let the child tell you what she or he wants to tell you and no more. She or he may have to disclose to a specialist later, and too much detail now may interfere with later investigations.
- When the child has finished, make sure she or he feels secure. Explain what you will do next.
- Ensure the safety of the young person – if they need immediate medical attention, call an ambulance, inform doctors of concerns and ensure that they are aware it is a child protection issue.
- Make a full written record of what has been said, heard and/or seen, including the date and time, and sign them. Record as much as you can remember, using the child's own words.

- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language.
- **Remember: Listen – write it down – report it.** Fill in the Referral Form (see Appendix 1).
- Immediately inform the Designated Officer/Deputy/Senior Manager (see page 16).
- Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of young people.

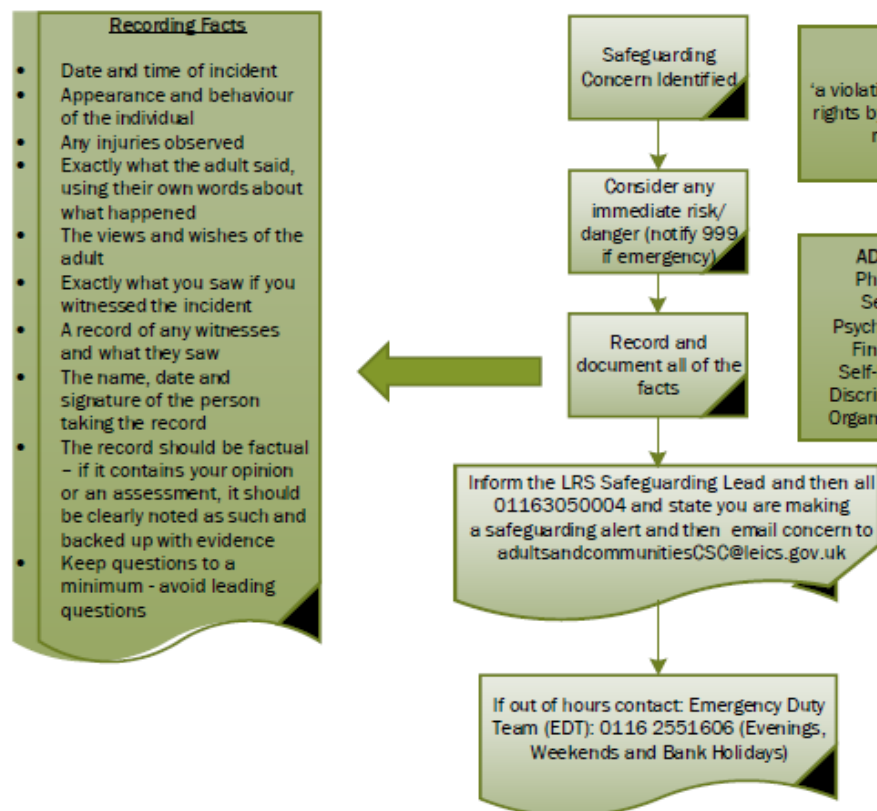
The designated person will seek advice from Children's Duty Team who may involve the police and invoke the appropriate procedures. The parents or carers of the child will be contacted as soon as possible following advice from the Children's Services.



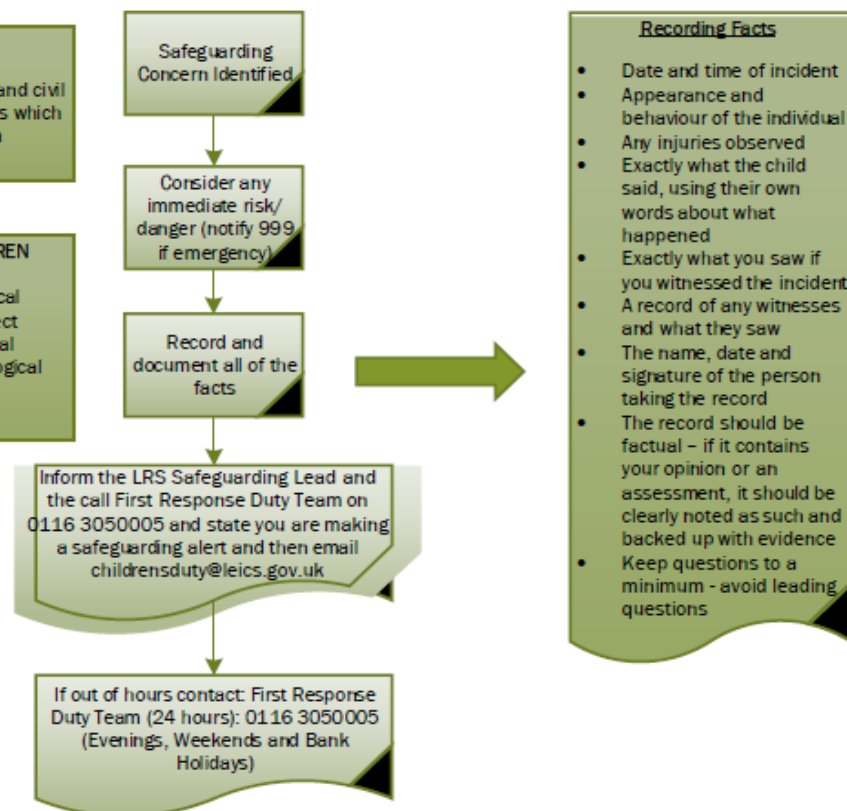
## GUIDE TO DEALING WITH CONCERNS RELATING TO SAFEGUARDING ADULTS, CHILDREN & YOUNG PEOPLE

Staff, Board Member, volunteer, coach or parent/carer has concerns about the welfare of a child or adult

### Adult Safeguarding Reporting Process



### Children & Young People Safeguarding Reporting Process



For further advice and guidance please contact our PH Provider Operational Safeguarding Lead Simon Dalby  
0116 3056650 / 07508013208 in the first instance or Adrian Allen 0116 3054222 / 07740406163  
For commissioned services please contact our departmental Safeguarding Lead: Mike McHugh 0116 3054236 / 07730583162

## **Sharing Concerns with a Parent**

Actie Together is committed to working in partnership with parents where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. She/he may have experienced an upset in the family, such as a parental separation, divorce or bereavement. If you are unsure what to do, discuss this with the Designated Safeguarding Officer.

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

## **Allegations against Staff**

Any concerns for the welfare of the child, arising from abuse or poor practice by a member of staff or volunteer, must be dealt with in the same way as allegations against other people, and reported immediately to the Designated Safeguarding Officer, who will then seek advice from the LCC Local Authority Designated Officer (LADO), known locally as the Allegations Manager.

If the allegation is about the Designated Safeguarding Officer, the report should be made to the CSP Director. Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation:

- Criminal
- Child protection
- Disciplinary or misconduct

The host authority disciplinary investigations will take into account all relevant information, including the results of any police and social services investigations and those of other partners. Any action taken against the member of staff or volunteer will be taken in accordance with LCCs disciplinary policy.

If an allegation is made towards another member of staff, full support will be given in line with the local authority whistle blowing policy see: [www.leics.gov.uk/index/your\\_council/local\\_democracy/county\\_councillors/standards\\_of\\_conduct/whistleblowing\\_for\\_employees.htm](http://www.leics.gov.uk/index/your_council/local_democracy/county_councillors/standards_of_conduct/whistleblowing_for_employees.htm)

## **Poor Practice**

If, after consideration, the incident is poor practice (rather than abusive), the Designated Officer for any relevant National Governing Body of Sport will be informed and their complaints and appeals procedures will be followed.

## **Allegations of Historical Abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the procedures as detailed above

should be used and the matter reported to the police, as other children, either within or outside sport, may be at risk from this person.

### **Action if Bullying is Suspected**

A procedure for dealing with bullying should be developed as part of the Safeguarding Plan for Active Together led events for young people, which should be made available to participants, parents and schools and should include;

- Recording the incident using the Referral Form (see Appendix 1).
- Speaking to the child engaging in bullying behaviour separately and agree a course of action.
- Follow up to ensure the child being bullied is safe.
- Aim to integrate the child being bullied into the group.
- Track and record any further action taken.
- Inform the Designated Officer/Deputy/Senior Manager.

### **Wider Children's Workforce**

If information is received from or guidance sought by partner organisations in relation to a member of the wider children's workforce – i.e. any person working with children in a paid or unpaid capacity, this should be reported immediately to the Designated Safeguarding Officer, who will advise that the sport's or organisation's own policies and procedures should be followed. The Designated Officer will provide the relevant contact details within the sport's National Governing Body and the Local Authority Designated Officer, as appropriate, and provide additional support as required.

Where information is shared by, and/or advice is given to third parties, a record will be kept in a secure area that can only be accessed by the Designated and Deputy Safeguarding Officers.

### **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of young people. Information should be handled and disseminated on a need to know basis only. Your line manager and the DSO will guide you as to who needs to know information about the case.

Where a staff member is approached regarding an allegation, issues of confidentiality should be clarified early in the discussion. The person should be informed that the member of staff will at the very least, have to disclose the conversation to the line manager and/or DSO and depending on the severity of the information may be disclosed to Social Care services or the Police.

There may be occasions where a young person expresses a wish for concerns not to be pursued. In some circumstances the persons' wishes may be overridden in favour of consideration of safety for the young person and other children. Where possible this decision will be the product of discussions between the DSO and CSP Director.

The responsible **Designated Safeguarding Officer** will:

- Ensure that the procedures are followed appropriately in consultation with the LADO.
- The appropriate agencies are informed.
- Information is recorded and stored appropriately.
- Provide information to staff reporting concerns about support available to them.

## **Recruitment, Employment and Deployment of Staff and Volunteers**

All reasonable steps will be taken to ensure unsuitable people are prevented from working with young people.

When advertising is used to recruit staff, it will reflect the Vision and Guiding principles of Active Together. There will be a job description and person specification for all core team roles. Within the person specification the level of experience or qualifications required (e.g. experience of working with children is essential) will be outlined. If a DBS check is required, this will be stated on the job advert and the person specification.

Candidates will complete an application form which should elicit the following information:

- Name, address and National Insurance Number (to confirm identity and right to work).
- Relevant experience, qualifications and training undertaken.
- Listing of past career or involvement in sport (to confirm experience and identify any gaps).
- The names of at least two people (not relatives) willing to provide written references that comment on the applicants previous experience and suitability for the role applied for.
- The applicants consent to undertaking a DBS check (if appropriate for the role).
- The applicants consent to abide by the employers Code of Ethics and Conduct.

## **Disclosure and Barring Service**

The Protection of Freedoms Act 2012 has introduced safeguarding and vetting requirements affecting all individuals who have regular contact with children. These requirements include:

- A definition of Regulated Activity - who is eligible for a DBS check and which level of check they require?
- The introduction of Single Disclosures - Only the applicant will receive a copy of their DBS Certificate.
- The DBS Update service - This service will keep a subscribed individual's DBS Certificate continually up to date, allowing instant online checks and enabling portability (when certain criteria is met).

## **Referrals to the DBS**

- The Safeguarding Vulnerable Groups Act (2006) places a legal duty on employers to make a referral to the Disclosure and Barring Service (DBS) if a member of staff or a volunteer is considered to have harmed, or poses a risk of harm to a child. The DBS uses this information to help employers make safer recruitment decisions and prevent unsuitable people from working with children and other vulnerable groups.
- It is now a criminal offence for barred individuals to apply to work with children or vulnerable adults in a wider range of posts than previously. Employers also face criminal sanctions for knowingly employing a barred individual across a wider range of work

## **Regulated Activity**

Regulated Activity is defined by type and place of work and the frequency and intensity of the contact with children. It is vital to understand the new definition of Regulated Activity and important to note that:

Barred List information can only be requested for individuals applying to work or volunteer in Regulated Activity. Active Together will request a DBS Enhanced Disclosure on individuals in Regulated Activity where they have regular contact with children. Staff and volunteers undertaking regulated activity will be checked against the barred list.

Active Together is required by law to refer an individual to the DBS if they remove them from Regulated Activity because they have caused harm or because they may cause harm to a child or adult at risk. Active Together will promote and undertake DBS checks on staff and volunteers when required to by law.

## **Interview and Induction**

All Core Team positions and coaches who have direct regular access children, whether they are in regulated activity or not will be subject to an interview process. The interviewer will have completed the appropriate training in recruitment and selection procedures. At the interview, qualifications should be substantiated.

All Core Team positions and coaches will undergo an induction in which they sign up to the Code of Ethics and Conduct and agree to abide by the Active Together Safeguarding Policy. The expectations, roles and responsibilities of the job are clarified (e.g. through a formal work programme).

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

## Designated Safeguarding Officers

Active Together has appointed individuals who are responsible for dealing with any safeguarding concerns. In their absence, a deputy will always be available for anyone to consult with. The named persons for safeguarding concerns within Active Together are:

<b>AT Lead Safeguarding Officer</b>	Noel Haines
Work telephone number:	01509 564859
Mobile number:	07775 025168
<b>Deputy: Name of contact person</b>	Geoff Maltby
Work telephone number:	01509 564862
Mobile number:	07780 614784
<b>Active Partnership Director</b>	John Byrne
Work telephone number	01509 564852
Mobile number:	07795 841207

## Public Health Departmental Contacts

<b>Public Health Provider Operational Safeguarding Lead</b>	Simon Dalby
Work telephone number:	0116 3056650
Mobile number:	07508 013208
<b>Alternative Public Health contact:</b>	Adrian Allen
Work telephone number:	0116 3054222
Mobile number:	07740 406163

## Key External Contacts

First Response Children's Duty Team)  
(Referral in Leicestershire)  
Phone: 0116 3050005 and then email [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)

Emergency Duty Team (Out of hours emergencies)  
Phone: 0116 3050005

Police common referral desk

0116 2485311

Leicestershire County Council  
LADO (Allegations Manager): 0116 3057597

Leicester City referrals  
0116 4541004

Rutland referrals  
01572 722577 (Ext 8407)

Leicestershire Constabulary  
Contact 999 (If there is a danger to life, a risk of injury or a crime is taking place)

Contact Leicestershire police on 101 if you think a crime has been committed but there is no immediate danger.

**Other Key Contacts:**

Child Protection in Sport Unit	0116 3665590
Child Line	0800 1111
Football Association – Historic Abuse	0800 0232642
National Governing Bodies of Sport	<a href="http://www.thecpsu.org.uk/help-advice/deal-with-a-concern">www.thecpsu.org.uk/help-advice/deal-with-a-concern</a>

## **Appendix 1**

# **Leicestershire & Rutland Safeguarding Children Partnership - Multi-agency Referral Form to the Local Authority Early Help and Social Care Services**

This form is used for reporting both suspicions and disclosures of possible abuse, therefore not all sections may be appropriate. It is important that you outline your concern and what you have done about it. This information will be treated in the strictest confidence.

### **This is the form that should be completed for making a referral to Early Help and Children's Social Care Services across Leicester, Leicestershire and Rutland**

Where risk to significant harm to a child is identified this should be referred immediately by telephone to relevant children's social care on the numbers below:

Leicester: 0116 454 1004

Leicestershire: 0116 3050005

Rutland: 01572 758407

#### **Leicester:**

It is expected that any professional/practitioner wanting to make a referral to Leicester City, will in the first instance call the one front door on 0116 454 1004 and discuss the details of the referral. This should then be followed up by the referrer in writing and emailed to [early-help@leicester.gcsx.gov.uk](mailto:early-help@leicester.gcsx.gov.uk) for early help and [das.team@leicester.gcsx.gov.uk](mailto:das.team@leicester.gcsx.gov.uk) for children's social care.

#### **Leicestershire:**

Any professional or practitioner wanting to make a request for service to Leicestershire County Council including Early Help or Social care should complete the MARF form and submit this online <https://lrsb.org.uk/llr-multi-agency-referral-form> . If there are urgent concerns based on evidence that a child is suffering or at risk of significant harm which requires a Child Protection response this should be reported immediately by telephone on 0116 3050005. A written referral must be submitted to document the information shared within 24 hours. In any case where a professional is unclear if the threshold is met for a referral and needs general advice a call can be made to the consultation line on 0116 3055500 between 10 and 4pm

#### **Rutland:**

It is expected that any professional/practitioner wanting to make a referral to Rutland County Council will in the first instance call the single front door on 01572 758407 and discuss the details of the referral. The expectation is that the referrer



will then follow up this phone call with a written referral using this template and email it to [childrensreferrals@rutland.gcsx.gov.uk](mailto:childrensreferrals@rutland.gcsx.gov.uk).

If you are requesting Early Help support please ensure you attach the early help assessment and email to [childrensreferrals@rutland.gcsx.gov.uk](mailto:childrensreferrals@rutland.gcsx.gov.uk) clearly noting that this is an Early Help referral only. Please ensure you complete the box regarding consent if you are making an Early Help referral.

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Following your discussion with the worker, please select the referral you wish to make:

Early Help

Social Care

Please provide the **name of Duty worker you spoke to:**

### **Consent**

As a referrer working with the child and family, it is your responsibility to speak with parents/carers about your referral to children social care – unless by doing so will place the child at risk of significant harm. The parents need to be informed before discussing a referral about them/their children with children social care unless by doing so will place the child at risk of significant harm

Data protection law applies when making a referral. The parents/carers of a child must be aware of the referral and the information it contains unless informing them places the child or another at a significant level of risk. Confirmation that verbal consent has been obtained from a parent or carer to make a referral, share their information and seek additional information from other agencies is required when making any referral unless a child is at risk of significant harm.

Add info on privacy notice in this section

### **Verbal consent**

I can confirm that parents/carers and young people who meet Gillick competency have given verbal consent to this referrals and for information to be shared:

Please put a cross in the box: ☐

If the referral has not been discussed with the parents/carers/ young person, please explain why not?

You should inform the parents/carers of the following:

- Information will be treated confidentially and will be used to understand the needs of the family – this will involve checking our records to see if we are already working the family
- Information may be shared with other services to check whether they are working with the family or have done so previously

- Information will not be shared without permission, unless we are required to do so by law or there are concerns that someone has suffered or may be at significant harm.

Has the parent, carer or young person specified that this information cannot be shared with a particular person/agency? If Yes, state person/agency:

**(For social care only)** If the parent/carers refuses to give consent, please explain why they refused (also include the family's views)

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### Your details (the referrer)

Full name	
Job Title	
Agency	
Telephone	
Email address	
Secure Email address	
Do you expect to be involved with the family for the foreseeable future?	
Does someone with Parental Responsibility (PR) for the child know you are making the referral?	
Does that person (and the YP if appropriate) consent to the referral being made	
What are the views of the parent/carers/YP you spoke to about this referral	

### About the Children/Young People (Who are you worried about?)

Please provide the details of all the children and young people in the family, starting with the child you are most concerned about, where appropriate

#### Child 1

First name(s)			
Surname			
AKA / Previous names			
Date of birth		Gender	
Expected Delivery Date (if unborn)			
Address		Post code	
Previous address			

Ethnicity		Religion	
Preferred First Language		Disability	
Is an interpreter required?			
In which language is the interpreter required?			
NHS Number			
Name and address of education setting (name of nursery, school, college)			
Name & Address of the GP			

Is this child/family new to you? Yes/No – free text box

Is this child/family new to the area? Yes/No – free text box

**ADD DROP DOWN BOXES FOR MORE CHILDREN**

### **About the Family**

#### **Adult / parent / carer 1**

First name(s)			
Surname			
AKA / Previous names			
Date of birth		Gender	
Address		Post code	
Ethnicity		Religion	
Preferred First Language		Disability	
Is an interpreter required?			
In which language is the interpreter required			
Relationship to the child			
Has this person got Parental Responsibility (PR?)		If not do you know who has?	

Which child (ren) does this parent/carer have PR for?			
Telephone		Email address	
Please use this space to provide details of any additional communication or access needs e.g. is an interpreter required, when is the best time of day to make contact, does the person have any mobility issues			

**ADD DROP DOWN BOXES FOR MORE PARENTS/CARERS**

**Other significant members linked to the household**

First name(s)			
Surname			
AKA / Previous names			
Date of birth		Gender	
Address		Post code	
Ethnicity		Religion	
Preferred First Language		Disability	
Is an interpreter required			
In which language is the interpreter required			
Relationship to the child (ren)			
Telephone		Email address	
Please use this space to provide details of any additional communication or access needs e.g. is an interpreter required, when is the best time of day to make contact, does the person have any mobility issues			

**List here details of any other professionals or agencies that are working with the child (if known)**

Name	Agency	Address	Telephone number	Email	Secure Email

## What are you worried about?

Please see the LLR LSCB Threshold document at: [View the LLR SCP Thresholds for access to services for children and families in Leicester, Leicestershire & Rutland](#)

Please summarise the main issues for the child(ren) and family including how the family is functioning and any issues for adults in the household and if they are impacting on the children. For example refer to the issues listed below as a guide to include in your summary:

<ul style="list-style-type: none"><li>• Drug/alcohol use</li><li>• Debt or benefit issues</li><li>• Domestic violence</li><li>• Asylum seeking family</li><li>• Honour based violence</li><li>• Female Genital Mutilation (FGM)</li></ul>	<ul style="list-style-type: none"><li>• Education concerns</li><li>• Housing concerns</li><li>• Parenting capacity</li><li>• Neglect</li><li>• Gangs/groups violence</li><li>• Radicalisation</li></ul>	<ul style="list-style-type: none"><li>• Offending or anti-social behaviour</li><li>• Families not in employment, education or training</li><li>• Mental or Physical Health</li><li>• Child Sexual Exploitation (CSE)</li></ul>
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What are you worried about?

(Include here what is the current family situation, what key issues including any dangers have been identified, what risks does this present to the child and what life is like for the child?)

How does this affect the child (ren)/ (what is impact?)

Please summarise your involvement with the family:(include any support provided by other agencies or services)

What is working well?

(include here what are the strengths and protective factors for the child; what is family doing to manage the risk and dangers identified)

What needs to happen (to reduce the risks and dangers presented to the child)

**Additional information**

Have any assessments been conducted by you or your agency/service such as CSE, Neglect, FGM, DASH etc.

Have these been attached with this form

**For use by the Local Authority Early Help or Duty Service only**

Action taken:

Decision made:

By:

Date of decision:

Feedback to referrer:

Date:

By:

## **Appendix 2 – Further Definition of Terms (Extracted from Working Together to Safeguard Children 2015)**

Children	Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.
Safeguarding and promoting the welfare of children	Defined for the purposes of this guidance as: <ul style="list-style-type: none"> <li>• protecting children from maltreatment;</li> <li>• preventing impairment of children's health or development;</li> <li>• ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and</li> <li>taking action to enable all children to have the best life chances.</li> </ul>
Child protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.
Physical abuse	A form of abuse which 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 fabricates the symptoms of, or deliberately induces, illness in a child.
Emotional abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying

	(including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
Child sexual exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
Modern Slavery	Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery. Any consent victims have given to their treatment will be irrelevant where they have been coerced, deceived or provided with payment or benefit to achieve that consent.
Neglect	<p>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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>• provide adequate food, clothing and shelter (including exclusion from home or abandonment);</li> <li>• protect a child from physical and emotional harm or danger;</li> <li>• ensure adequate supervision (including the use of inadequate care-givers); or</li> <li>• ensure access to appropriate medical care or treatment.</li> </ul>



	It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
Bullying	Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical, verbal and emotional (including on-line abuse). Bullying is not defined as a form of abuse in Working Together but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse.
Duty of Care	A legal obligation on an individual requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm others.
Parent	The term 'parents' also refers to carers or guardians, or people with parental responsibilities.
Poor Practice	<p>Poor practice includes any behaviour that contravenes Active Together's or a NGBs Code of Conduct which is based around:</p> <ul style="list-style-type: none"> <li>• <b>rights</b> of the player, the parent, the coach, the official.</li> <li>• <b>responsibilities</b> for the welfare of the players, the sport, the profession of coaching, and their own development.</li> <li>• <b>respect</b> for other players, officials and their decisions, coaches, the rules.</li> </ul>
Safeguarding Children	The process of protecting children from maltreatment, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully (Working together to safeguard children, 2015)
Working Together to Safeguard Children 2015	Government guidance that sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children. The guidelines set out core legal requirements, making it clear what individuals and organisations should do to keep children safe and promote their welfare.
Young carer	A young carer is a person under 18 who provides or intends to provide care for another person (of any age, except generally where that care is provided for payment, pursuant to a contract or as voluntary work).
Parent carer	A person aged 18 or over who provides or intends to provide care for a disabled child for whom the person has parental responsibility.

Education, Health and Care Plan	A single plan, which covers the education, health and social care needs of a child or young person with special educational needs and/or a disability (SEND). See the Special Educational Needs and Disability Code of Practice 0-25 (2014).
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## **Appendix 3**

### **Promoting good practice**

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters a sporting activity having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the activity organiser must work with the appropriate agencies to ensure the child receives the required support.

### **Good practice guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

#### **Good practice means:**

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in sport.

- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

### **Practices to be avoided**

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

- Avoid spending time alone with children away from others.
- Avoid taking or dropping off a child to an event or activity.

### **Practices never to be sanctioned**

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Fail to act upon and record any allegations made by a child.
- Do things of a personal nature for children or disabled adults, that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

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

### **Incidents that must be reported/recorded**

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a player.
- If he/she seems distressed in any manner.
- If a player appears to be sexually aroused by your actions.
- If a player misunderstands or misinterprets something you have done.

**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 made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely.

