



Safeguarding Children Policy & Procedures

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V2.1	Sept 2022	None
V2.2	June 2023	<ul style="list-style-type: none">• Safeguarding Lead Officer from Amber Lomax to James Self• Safeguarding Deputy Officer from Carl Cawood to Mike Watson• Changed Active Cheshire Telephone Number at various points• Page 15 updated website addresses• Vulnerable Adult to Adult at Risk• Page 28 updated contacts
V2.3	June 2024	<ul style="list-style-type: none">• Page 5 section 1.5 Purpose of Policy - updated bullet point 1• Page 6 section 1.7 added bullet point regarding position of trust and link to further details.• Page 7 section 2.1 Safeguarding Children & Young People – updated with relevant information from new ‘Working Together Guidance 2023’• Page 28 CWAC contact details





Active Cheshire - Safeguarding Children Policy and Procedures

Active Cheshire is committed to creating and maintaining a safe and positive environment and takes seriously our responsibility to safeguard the welfare of all children and young people.

Active Cheshire safeguarding children policy and procedures apply to all individuals involved in the Charity or the projects we may commission.

Active Cheshire will encourage and support partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding children policy and procedures.

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Active Cheshire – Safeguarding Contacts

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<http://www.activecheshire.org/safeguarding-in-sport>



1. Introduction

1.1 Safe Participation

All participants (children, young people) have the right to have fun and to be safe and free from harm when participating in physical activity and sport. Active Cheshire is committed to ensuring access to and the provision of physical activity, sport and recreation throughout Cheshire West & Chester, Cheshire East and Warrington is both safe and inclusive.

1.2 Active Cheshire

Active Cheshire is the lead body for physical activity and sport in Cheshire and Warrington. At Active Cheshire, we have a very clear goal. Mandated by Sport England, our aim is to embed physical activity into all aspects of everyday life for the health and wellbeing of local residents.

As an established charity of 30 years, we use our connections and local insight to commission or support programmes of activity that will enable whole system partners to sustain and grow participation in physical activity themselves.

Active Cheshire at all times promotes the safety and welfare of all people taking part in any activity Active Cheshire is accountable for. This includes those activities which are funded by and / or provided directly by the Active Cheshire Team.


Active Cheshire aims to contribute to safeguarding all employees, participants, including spectators, by implementing and demonstrating best safeguarding practice when staff, volunteers or others are providing services, activities and programmes.

To minimise the possibility of abuse Active Cheshire is committed to working in partnership with all agencies, at both the local and national level, to ensure that education, training and access to safeguarding best practice information and support are available for those who deliver, support, participate and spectate local physical activity and sport, including those who are responsible for participants (parents, guardians and carers).

1.3 Our role in safeguarding

Advocacy – promoting access to safeguarding advice and encouraging and supporting providers to plan and implement safeguarding policies:

- Share details of national and local training courses.
- Promote safeguarding via:
 - Our Website
 - Social Media
- Support NSPCC / CPSU campaigns by sharing across our networks
- Promote local Safeguarding processes and supporting documents on our website

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- Publish our Safeguarding Policy and supporting documents on our website.
 - Safeguarding is a Standing item on the agenda for every Active Cheshire HR, Governance & Risk Subgroup meeting.
 - Having a nominated Safeguarding Champion on our Board.

Education – improving understanding amongst individuals, providers and young people about quality standards, case studies and information:

- Safeguarding Lead and Safeguarding Deputy roles within the Active Cheshire Team secured and publicised.
- Safeguarding Leads act as champions for the subject and cascade knowledge across the internal organisation and network.

Scrutiny – ensuring that all providers commissioned by us have relevant policies in place and that they are being implemented fully:

- When considering any investment Active Cheshire consider/question the Safeguarding readiness of potential providers.
- Prior to any investment being made Active Cheshire will check the provider Safeguarding standards and policies are substantial.
- During the performance and monitoring process Providers are assessed so that agreed standards are met.
- The Active Cheshire team will visit 100% of the projects invested in and during these visits participants and non-participants are asked about their understanding of Safeguarding.
- Active Cheshire will act on any information generated from the performance and monitoring process, addressing any knowledge gaps identified.

This policy and its associated procedures are mandatory for all staff, employed or voluntary, working to deliver projects that Active Cheshire is accountable for. This will include those projects and interventions Active Cheshire provide direct investment for and those that Active Cheshire staff deliver.

1.4 Our Values

Our people are driven by our values of *innovation, collaboration, inclusivity, passion* and *integrity* and are compelled to act in the belief that getting people active will improve and extend lives locally.

Both directors (voluntary) and staff (employees) are drawn from a wide range of backgrounds to use their diverse range of experiences and skills to drive success, not only for Active Cheshire but for the benefit of the wider Partnership.

Active Cheshire are an award-winning Active Partnership and has been formally recognised as an Associate of the Activity Alliance (formerly EFDS), in recognition of our work in inclusive sport. We are very proud to



be a Living Wage Employer, accredited Mindful Employer, Disability Confident Employer, Stonewall Employer, which is committed to investing in great people to do great jobs in a safe and inclusive environment.

To contact Active Cheshire regarding any Safeguarding issues of enquiries:


Email: safeguarding@activecheshire.org or **Phone:** 07512327620

1.5 Purpose of this Policy:

- Make clear Active Cheshire's commitment to safeguarding all children and young people and demonstrate how we are meeting statutory safeguarding obligations as set out in [Working Together to Safeguard Children](#); A guide to multi-agency working to help, protect and promote the welfare of children (HM Government; December 2023).
- Provide guidance and clear procedures for those working with and responsible for children and young people.
- Form part of guidance documentation for partner organisations when developing their own child protection policies and to encourage them to work in line with the national safeguarding framework.
- Provide a reference framework for Active Cheshire monitoring processes to check partner and direct delivery organisations policies and procedures meet the required minimum standards when commissioning or sub-contracting work that involves delivery to children and young people.

1.6 Key Statements

- Active Cheshire have appointed a [Safeguarding Lead](#) and Safeguarding Deputy Lead to initiate, implement, administer and maintain this policy.
- The above Safeguarding Leads are responsible to the Chief Executive and the Active Cheshire [Board](#) and Governance Sub group for all policies, procedures and protocols.
- Active Cheshire have appointed a Board member as Safeguarding Champion.
- The Safeguarding Lead ensures policy compliance by empowering all Active Cheshire team members to uphold safeguarding principles in all they do.

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- The Safeguarding Lead will identify [guidance](#), [training](#), and [advice](#) and share this with all Active Cheshire team members and make it available to partners and direct delivery organisations Active Cheshire engage with.
 - The Safeguarding Lead is responsible for maintaining up to date safeguarding information and records.
 - The Safeguarding Lead will prepare and make available to the Child Protection in Sport Unit ([CPSU](#)) all relevant documentation for inspection.
 - The Safeguarding Lead will establish and maintain close links with Local Children Safeguarding Partnerships via the Children's Services Departments in [Cheshire West and Chester](#), [Cheshire East](#) and [Warrington](#), actively seeking to update procedures and protocols so that they reflect local and national legislation, good practice and mirror current processes.

1.7 For those involved in the organisation and delivery of activities to children and young people:

- In all dealings with and on behalf of children and young people, do what is reasonable in the circumstances of each case/situation for the purpose of safeguarding or promoting the safety and welfare of every child.
- Access and provide proof of attendance of appropriate [training](#) and permissions for those responsible for delivery of activities to children and young people, including [Disclosure and Barring](#) if appropriate/required, so that they can easily describe what constitutes best practice poor practice and child abuse and the appropriate checks are in place.
- Understand you are within a [position of trust](#) by law, you have a responsibility to maintain a positive, healthy relationship with the young people under your authority.
- Follow the agreed action plan / escalation process of action (page 12 - 14) should there be suspicion or signs of possible abuse.

2. The difference between abuse and poor practice

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.



Somebody may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Individuals can be abused by adults or children.

Poor practice occurs when individuals are inadequately trained and act inappropriately without violating a person's human and civil rights. Poor practice can often cause distress to individuals but can often be resolved with better training and awareness. An example may be by using inappropriate language in front of children, not ensuring the health and safety is complied with or not ordering enough food for all people at an event you are coordinating. This would not be reported to authorities but should be flagged to the Active Cheshire Safeguarding Lead to address the issue and ensure this does not happen again.

2.1 Safeguarding Children & Young People

It might be difficult to accept, but every child can be hurt, put at risk of harm or abused, regardless of their age, gender, religion or ethnicity. Safeguarding is everyone's responsibility. Safeguarding and promoting the welfare of children is defined:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework

"Nothing is more important than children's welfare. Every child deserves to grow up in a safe, stable, and loving home. Children who need help and protection deserve high quality and effective support. This requires individuals, agencies, and organisations to be clear about their own and each other's roles and responsibilities, and how they work together"

[Working Together to Safeguard Children 2023](#)

2.2 Main Definitions of Abuse (Further detail on [Definitions of Abuse](#))

Neglect - where adults fail to meet a child, young person or vulnerable adult's basic physical and/or psychological need, likely to result in the serious impairment of the individual's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect an individual from physical harm)



or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give individuals love, affection and attention. Neglect in sport could include a teacher or coach not ensuring those they are responsible for were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

Physical Abuse - where someone physically harms or injures an individual by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to an individual whom they are looking after e.g. factitious illness by proxy or Munchausen syndrome by proxy. Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body or where drugs are used to enhance performance or delay puberty.

Sexual Abuse - where girls and boys are abused by adults (both male and female) or other children who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over individuals in their charge, if misused, may also lead to abusive situations developing.


Emotional Abuse - is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the individuals emotional development. It may involve conveying to individuals that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the individual/s very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child or vulnerable adult. Emotional abuse in sport may occur if individuals are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

2.3 Identifying Signs of Abuse

Signs of abuse are often difficult to recognise. Those that deliver or supervise activities are not expected to be 'experts', but they should know and recognise the common signs/indicators that abuse might be taking place.

The following might provide indications that a child, young person or vulnerable adult is being abused:

- 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

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- An injury for which the explanation seems inconsistent
 - The child describes what appears to be an abusive act involving him/her
 - Someone else (a child or adult) expresses concern about the welfare of another child
 - Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
 - Inappropriate sexual awareness
 - Engaging in sexually explicit behaviour
 - Distrust 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
 - Loses weight for no apparent reason
 - Becomes increasingly dirty or unkempt.

Note: The above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is taking place.

2.4 Bullying


Although anyone can be the target of bullying, victims are often shy, sensitive, anxious or insecure. Sometimes they are singled out for physical reasons, (for example, being overweight, small for their age, of a different race, or having a disability). Close supervision of children during activities will help reduce the amount of bullying, but it will still occur outside of organised activities. Take all signs of bullying very seriously.

A 'bully' may be:

- A parent/carer/teacher/coach who pushes too hard.
- A coach/teacher who wants to win "at all costs".
- Another child who intimidates verbally, physically or sexually.
- An official who places undue pressure on a child.

Indications that a child is being bullied may include the following:

- Behavioural changes, reduced concentration, becoming withdrawn.
- Emotionally unsettled, reluctance to go to school or to sports activities.
- Clingy, depressed or tearful.
- A drop in performance or standard of play.

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- Physical signs such as stomach ache, headache, sleeping problems, scratching or bruising, damaged clothes, over or under-eating.
 - Often short of money, loses possessions frequently.

IMPORTANT: If you observe one or more of the indicators above (2.1 through 2.4), it is **NOT** proof that abuse is/has taken place. However, proving abuse is taking place is not the responsibility of those reporting concerns. If an employee, instructor, volunteer or parent/carer or guardian has a concern, or if a child indicates he/she is being abused, action must be taken.

3. Promoting Good Practice

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 any judgements about what 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 to harm them.

A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection because of negative experiences outside of the sporting environment.

It is widely accepted that in relation to children, young people and adults at risk, sports organisations have a duty of care. The purpose of the [Duty of Care in Sport](#) is to clarify what that duty entails and to provide some guidance as to what steps can be taken in order to demonstrate that this duty is being met.

3.1 Reporting

IMPORTANT: As with all matters related to the health and wellbeing of children and young people, if you have serious concerns and you believe an individual/s is in immediate danger you must always call the Police using 999.

If you have concerns about the welfare of a child in the home environment, please contact your local social care team as below:

Local Safeguarding Children Partnerships:

[Cheshire West & Chester](#)

[Cheshire East](#)

[Warrington](#)

For any concerns about the welfare of a child in a professional environment, i.e. a care facility, school, club please contact on 101 who will walk you through the process and make a connection with Social Care where appropriate. If you are in an emergency, please always call the Police using 999.



When you have reported the incident, or if you feel you need support to help you through the issues please contact Active Cheshire at safeguarding@activecheshire.org or on **Phone:** 07512327620

All contact with Active Cheshire will be handled in a confidential manner with support and discretion at all stages.

National Governing Bodies and other delivery organisations are likely to have an identified designated person and reporting process for the reporting of concerns. Whilst Active Cheshire encourages the use of 'internal reporting of concerns' e.g. NGB or Local Education Authority Reporting processes, it is important to raise any concerns with the Active Cheshire Safeguarding Lead in the first instance so that the agreed local escalation process can be implemented, and we can support you through this.

3.2 Do, Do Not

If you have concerns or receive information about possible abuse the Active Cheshire Safeguarding Lead should be contacted, however it is recognised that an individual may need to respond to a situation immediately. The following guidelines will offer you help and support in responding to abuse or a suspicion of abuse:

Do:

- Treat any allegations extremely seriously and act always towards the person raising the concern as if you believe what they are saying.
- Tell the individual they are right to tell you.
- Reassure them that they are not to blame.
- Be honest about your own position, who you must tell and why.
- Tell the individual what you are doing and when and keep them up to date with what is happening.
- Take action – you may be the only person in a position to prevent future abuse.
- Write down what you have been told. Anything you write down must be maintained in full confidence and shared, in full, as soon as possible with those responsible for investigating the concern.
- Seek medical attention if necessary.
- Inform parents/carers unless there is suspicion of their involvement.

Do Not:

- Make promises you cannot keep.
- Interrogate the person raising the concern – it is not your job to carry out an investigation – this will be up to the Police and/or Local Authority Representatives.
- Cast doubt on what you have been told, don't interrupt or change the subject.



- Say anything that makes the individual feel responsible.
- Take photographs of any injuries.

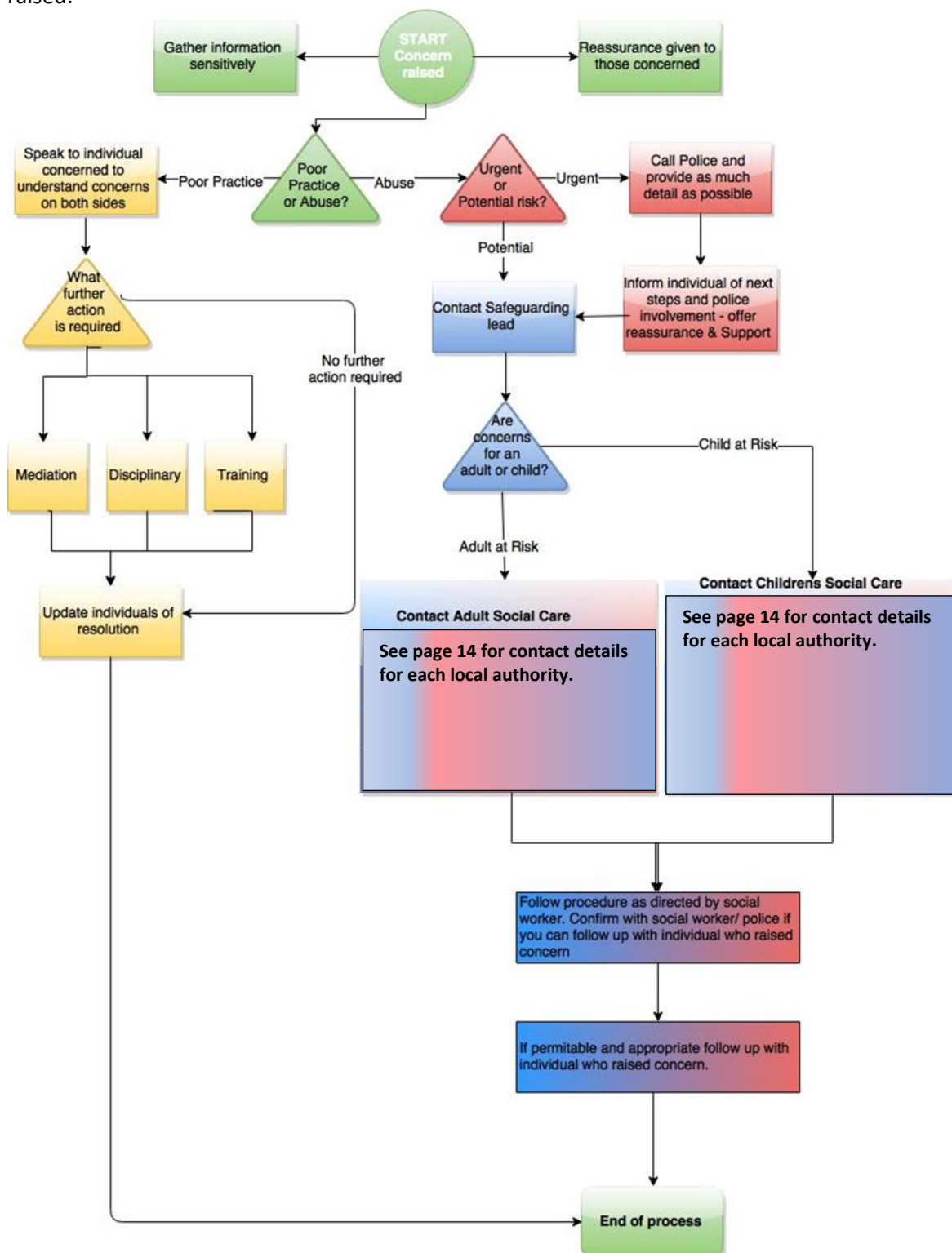
DOING NOTHING IS NOT AN OPTION, IT IS YOUR RESPONSIBILITY TO ACT – Make sure you inform the Safeguarding Lead as soon as possible, they will know how to follow this up and where to go for further advice. If it is believed there is immediate danger contact the Police using 999.

Note: This link provides access to the CPSU video [An Introduction to Safeguarding in Sport](#). Other CPSU Best Practice documentation and video content can be accessed easily [here](#).



4. Active Cheshire Escalation Process

There are a number of processes that those who have an abuse related concern could follow. The Escalation Process below is the one Active Cheshire have agreed to follow in the event of a concern being raised:





4.1 Process Explained

Step One: Information/Concern received by Active Cheshire representative. Gather information sensitively and offer reassurance to the individual concerned.

Step Two: identify if this is an issue of Poor Practice or Abuse, If this is abuse and the information received suggests an immediate/ongoing threat the Police will be notified immediately by calling 999.

Step Three: Any information gathered will be dealt with in the strictest of confidence and shared with the Active Cheshire Safeguarding Lead and/or Deputy:

- Reassurance will be offered to those reporting the concern that all will be done to address the issues raised and that the appropriate reporting process will be followed.
- If the concern is Poor Practice the issue will be dealt with internally and an action plan will be developed, this could involve additional training, disciplinary or the termination of a contract
- Abuse concerns which do not pose an immediate threat will be referred to the Child social care team in the local authority. Assurance will be given to individuals through all steps of the process and best practice advice taken from the relevant social care team.

Step Four: Once the appropriate process is in train the Active Cheshire Safeguarding Lead will provide a supporting role and assist the ongoing process until a satisfactory conclusion has been achieved.

Step Five: The Active Cheshire Safeguarding Lead will communicate back to the individual who reported the issue to advise them of how the case has been handled and reassure them that the correct process was implemented by their actions.



4.2 The Active Cheshire Team will use the following to help inform/determine the Escalation Process:

Contact will be made with the appropriate services to ensure the right process is being followed to address the concerns raised:

Warrington	Cheshire East	Cheshire West & Chester
Adult and Child Social Care Team 01925 443322 Office Hours Mon - Fri (8.30am - 5.00pm) Out of Hours (on-call social worker) 01925 444400	Child Social Care Team 0300 123 5012 option 3 Office Hours (8.30am - 5.00pm) Out of Hours 0300 123 5022 Adult Social Care Team 0300 1235010 option 1	For a Child at risk - Integrated Access and Referral Team (I-ART) 0300 123 7047 For an Adult at risk - Community Access Team (CAT) 0300 123 7034 Office Hours Mon-Thurs (8.30am - 5pm) Fri (8.30am -4.30pm) Out of Hours - Emergency Duty Team 01244 977277
for further information: https://www.warringtonsafeguardingpartnerships.org.uk/p/i-work-or-volunteer-with-children-and-young-people/how-to-report-abuse https://www.warringtonsafeguardingpartnerships.org.uk/p/i-work-or-volunteer-with-adults/how-to-report-abuse-1	for further information: https://www.cheshireeast.gov.uk/livewell/care-and-support-for-children/are-you-concerned-about-a-child/cheshire-east-consultation-service-checs/checs.aspx https://www.cheshireeast.gov.uk/livewell/staying-safe/community-safety/safeguarding-adults-at-risk.aspx	for further information: https://www.cheshirewestandchester.gov.uk/residents/health-and-social-care/children-and-young-people/report-a-concern-about-a-child https://adultsocialcareonline.cheshirewestandchester.gov.uk/
Cheshire Police Enquiries: 0845 458 0000 or 101 (999 in an emergency)		

5. Photography Policy

Active Cheshire takes its guidance on the use of images from guidelines issued by the CPSU "[Photographing and Filming Children in Sport Briefing](#)".




It is acknowledged that Parents/Carers/Guardians of those taking part in physical activity and sport often want to be able to celebrate the achievements of those they are responsible for by taking photographs or videos. Various organisations may also want to promote their activities to encourage further participation. The CPSU briefing highlighted will help to ensure that all necessary steps are taken to protect children and young people from inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.

The CPSU advises sporting bodies to adopt the following principles: the interests and welfare of children taking part in sporting activities is paramount

- Children and their parents/carers have a right to decide whether their images are taken, and how these may be used
- children and their parents/carers must provide written consent for their images to be taken and used
- consent is only meaningful when the club or organisation ensures that children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

Easy rules to remember are:

- Where possible do not include the name of a child whose image is being used.
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Avoid the inclusion of other detailed information about individual children.
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. The use of a Child's Permission Form is one way of achieving this.
- Ask for parental permission to use an image of a child, young person or adult at risk. This ensures that parents are aware of where and how the image of their child will be used to represent the club, event or sport (e.g. in a sports magazine, on a website, or on Facebook).
- Developing or adopting a Parental Permission Form is one way of achieving this.
- Ensure parents understand the nature of the potential risks associated with the intended use of the image/s.
- Be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled).
- Only use images of children in suitable dress/kit (including required or recommended safety wear such as shin pads, gum shields and so on) to reduce the risk of inappropriate use.
- Images should positively reflect young people's involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of the sport.


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- With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there may be some sports activities (e.g. gymnastics or swimming) where the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity rather than on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or, if poolside, waist or shoulder up.
 - Create and publicise a procedure for reporting the abuse of images or the use of inappropriate images, to reduce the risks to children.
 - Follow your organisation's safeguarding procedures, ensuring both your sports safeguarding officer and Children's Social Care and/or Police are informed.

5.1 Guidelines for Events:

When considering the use of Photographic Filming Equipment for Official Use at Sporting Events

Provide a clear brief about what is considered appropriate in terms of content and behaviour:

- Issue the photographer with identification which must be worn at all times.
- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child (e.g. close ups, small group and team photos).
- At many events, organisers and others will reasonably wish to take wide angle, more general photos of the event sites, opening and closing ceremonies, and so on.
- Separate to the issue of consents for "identifying" photographs/footage of individual participants (as above) parents and children should at least understand that these types of images will be taken during, or at specific points in, the event e.g. information could be included on the parental consent form.
- It is not reasonable, practical, or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of the concerns of a small number of parents.
- Do not allow unsupervised access to children or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the event or at a child's home.
- Children, parents and others should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- Clarify issues of ownership, retention, and access (by event staff and participants/parents) to the images.
- Other 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 (set number of days) working days before the event.

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- Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from the club/educational establishment outlining their motive for attending the event and planned use of the material.
 - Accreditation procedure: a system should be established. Professionals should register prior to the event and their identification details be recorded. Ideally, they should be: name and address of the person using the camera, names of subjects (if specific), the reason or use the images are being or intended to be put to, signed declaration that the information provided is valid and that the images will only be used for the reasons given.
 - Ideally, identification details should be checked with the issuing authority prior to the event.
 - On registering, promoters of events could consider issuing a coloured identification label on the day which can serve to highlight those who have accreditation, but they must ensure that where events occur regularly, the colour and or type of identifying label is changed to prevent unofficial replication.
 - A clear brief about what is considered appropriate in terms of content and behaviour should be issued. It may include a list of any areas where photographic and recording equipment, including mobile phones, is forbidden under all circumstances (e.g. changing rooms, toilet areas). Unsupervised access to athletes or one to one photo sessions at event or photo sessions outside the events or at an athlete's home should not be approved/allowed.

5.2 Guidelines for Parents/Guardians/Spectators:

When considering the use of Photographic Filming Equipment for Official Use at Sporting Events

- If parents/guardians or other spectators are intending to photograph or video at an event they should also be made aware of your organisation's expectations.
- Spectators should be asked to register at an event if they wish to use photographic equipment.
- It is helpful for the event organisers to provide some indication e.g. a sticker for each registered camera, or badge to be displayed by the spectator to help others recognise those who have registered, and respond to those who do not appear to have registered.
- Public information: the specific details concerning photographic/video and filming equipment registration should, wherever 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 Name of Governing Body 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 desk before carrying out any such photography. If parents have any



particular concern about their young person being photographed or filmed they should notify the organisers. The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions. If you are concerned about any photography taking place at this event, please contact the promoter or event organiser who will be pleased to discuss this matter with you".

*At club sessions, there is no intention to prevent club coaches and teachers using videoing as a legitimate coaching aid. However, children/young people and their parents should be aware that this is part of the coaching programme and consent to it. Care should be taken in the secure storage of such materials and films. If clubs are concerned that someone, they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact their Governing Body or (depending on the nature of the concerns) the Police for further advice.

Clubs should include wording on their consent forms similar to the following;

"Name of club will follow the name of governing body guidance for the use of photographs and videoing for training/coaching purposes, a copy of which is available from name of club web site or club official). Name of club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform name of club welfare officer (telephone number) and the name of governing body immediately. I consent to name of club photographing or videoing my child".

** Adapted with permission from the Amateur Swimming Association (1999)
Child Protection in Swimming*

5.3 Images of Elite Young Athletes

As young athletes progress, higher up the competitive ladder within their sport, elite level events are increasingly likely to take place in a public arena. Event organisers and sports governing bodies will quite reasonably seek publicity to positively promote their sport, and elite young athletes receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level. Organisers retain their duty of care to these athletes and a responsibility to safeguard them.

In respect of some elite young athlete's aspects of the more general guidance around the use of images detailed above (for example avoiding the inclusion of names and some other personal details alongside photographs) are neither practical nor desirable. It is important that other aspects of this guidance (for example about the nature, content and use of images; and about ensuring that photography sessions are supervised) are considered and applied.

It is important for the athletes, their parents and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions. Young elite athletes and their



parents should be supported by the sports organisation and prepared to manage these and a range of other issues (including safeguarding concerns) that may arise because of their sporting success and increased public profile. Many sports governing bodies already provide information, guidance and support to help athletes manage the media, for example in planning for media interviews.

6. Online Safety and Social Media Policy

Introduction

The following policy gives guidance on how Active Cheshire uses the internet and social media, and the procedures it has for doing so. It outlines how it expects all staff, volunteers and board members involved with the organisation to behave online.

Aims

The aims of this policy are:

- To ensure anyone Active Cheshire comes into contact with is protected.
- To provide staff, volunteers and board members with policy and procedure information regarding online safety and inform them how to respond to incidents.
- To ensure Active Cheshire is operating in line with its values and within the law regarding online behaviour.


Awareness online

Whilst using the internet and social media staff, volunteers and board members will:

- Understand the safety aspects, including what is acceptable and unacceptable behaviour when using websites, social media, apps and other forms of digital communication.
- Be aware that regardless of the device being used for digital interaction, the same safety aspects apply whether it is a computer, mobile device or other.
- When using all social media platforms, ensure that relevant legislation and good practice guidelines are adhered to.
- Conduct regular reviews of existing safeguarding policies and procedures, ensuring that any online safeguarding issues are acknowledged, and that appropriate action is taken.
- In addition to the above points, appropriate training will be provided for the individuals responsible for managing the organisations online activity.

Managing our online presence

Our online presence through our website and social media platforms will adhere to the following guidelines:


- 
- All social media accounts will be password protected and accessible by more than one member of staff.
 - All Active Cheshire social media accounts will be monitored by the account holders Line Manager.
 - Line Managers are required to report any safeguarding concerns to the Safeguarding Lead as soon as possible.
 - The designated persons managing our online presence will seek advice from our designated Safeguarding Lead to advise on safeguarding requirements.
 - No personal information will be disclosed online or on social media platforms.
 - Any posts or correspondence will be reflective of Active Cheshire's aims and values.
 - Parents/guardians will need to give permission for photographs or videos of their child to be posted on social media. Such information will be obtained through the school/organisation we are engaging with. For more information refer to 'Controlling social media content during delivery or events'.
 - Only images of children in suitable dress/kit should be used to reduce the risk of inappropriate use/abuse of images.
 - As above, permission should also be obtained for anyone over the age of 18 deemed to be a vulnerable adult.

What we expect of staff, volunteers and board members

Staff, volunteers or board members should:

- Be aware of this policy and behave in accordance with it.
- Seek the advice of the designated Safeguarding Lead if they have any concerns about the use of the internet or social media.
- Not 'friend' or 'follow' children, young people or adults at risk from personal or Active Cheshire accounts on social media.
- Ensure any content posted on Active Cheshire social media accounts is accurate and appropriate.
- Not communicate with children, young people or adults at risk via private messages.
- Sign off emails in a professional manner avoiding the use of emojis or symbols such as 'kisses' ('X's).
- Deal with any disclosures of abuse/potential abuse via social media in the same way as a face to face disclosure, in accordance with our reporting procedures.
- Ensure smart phone users respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.
- Not engage with children, young people or adults at risk in an inappropriate manner, including sharing obscene, indecent or menacing images.
- Advocate to children, young people and adults at risk the appropriate ways of using the internet and social media. This includes refraining from any activity that could invade the privacy or impact negatively on the mental health of others.

Controlling social media content during delivery or events

- 
- Only designated individuals will be permitted to take photographs/videos. These individuals will be clearly identifiable. This will vary between events; however, could include high visibility vests or coloured armbands.
 - Express permission will be sought from the school or organisation as to whether children, young people or adults at risk can feature in photographs or videos. Any children, young people or adults at risk where permission is not obtained will be easily distinguishable. Again, this will vary between events; however, could include coloured armbands or stickers/badges.
 - Everyone in attendance will be made aware of the above points and asked to adhere to this policy. Furthermore, it will be explained how any photographs or video content will be used and children, young people and adults reserve the right to remove consent for their image to be used.
 - Any concerns in relation to photography/videos at events should be reported to the Safeguarding Lead.

For more information regarding photography and events please see section five 'Photography Policy'.

Use of other digital devices and programmes

The Principles in this policy apply no matter which current or future technology is used – including computers, laptops, tablets, web-enabled games consoles and smart TVs – and whether an app, programme or website is used.

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

7. Young talented and elite athletes

Young talented and elite athletes are identified as being at risk of safeguarding issues. There are factors that can make some talented athletes more vulnerable to harmful behaviours, either from themselves, their coaches or parents, or members of their group. These factors include:

- A win at all costs approach
- Intense coach–athlete relationships
- A self-image that is linked closely with performance excellence
- Child athletes operating in an adult-focused environment
- Being away from family and support networks
- Fear of losing funding or a place on the programme if they speak out

The below link provides guidance in relation to safeguarding young talented and elite athletes:

<https://thecpsu.org.uk/help-advice/topics/elite-athlete-welfare/#heading-top>



8. Managing Challenging Behaviour

Active Cheshire staff/volunteers who deliver physical activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and are based on the following principles:

- The welfare of the child is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer/teacher and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach in line with the organisations existing policy and provide copies to all parties.
- Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

Planning Activities

Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This information should be obtained from the organisation that we are delivering to.

Considerations should include:

- Assessment of additional risk associated with the child's behaviour.
- Appropriate supervision ratios and whether numbers of adults should be increased.
- Information sharing for all/volunteers on managing any challenging behaviour to ensure a consistent approach.
- Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely. (see below)

Agreeing Acceptable and Unacceptable Behaviours

Active Cheshire staff should consult with the organisation or school to develop an agreement about:

- What constitutes acceptable and unacceptable behaviour (code of conduct).

- 
- The range of sanctions which may be applied in response to unacceptable behaviour.

This can be done at the start of the engagement process. Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.
- Fully explained to the child and their parents/carers.


In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an outing or match.
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.
- Physical Intervention.
- Staff/ volunteers should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention.

The use of physical intervention should always:

- 
- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others or causing serious damage to property.
 - Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
 - Form part of a broader approach to the management of challenging behaviour.
 - Be the result of conscious decision-making and not a reaction to an adult's frustration.
 - Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
 - Used only after all other strategies have been exhausted.
 - Be recorded as soon as possible using the appropriate organisational reporting form and procedure.
 - Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their child.

Physical intervention must not:

- Involve contact with buttocks, genitals and breasts.
- Be used as a form of punishment.
- Involve inflicting pain.

Views of the child

A timely de-brief for staff/volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

In circumstances where a child is deemed to have been mistreated or is at risk of harm Active Cheshire staff should contact the following external agencies:

Cheshire East Safeguarding Children's Partnership

Email – CESCP@cheshireeast.gov.uk

Tel. – 0300 123 5012

Web – <https://www.cescp.org.uk/>

Cheshire West and Chester Safeguarding Children Partnership

Email – deborah.hughes@cheshirewestandchester.gov.uk

Tel. – 0300 123 7047

Web – <https://www.cheshirewestscp.co.uk/>



Warrington Safeguarding Partnership

Email – Safeguardingpartnerships@warrington.gov.uk

Tel. – 01925 443126

Web – www.warringtonsafeguardingpartnerships.org.uk

If the child is in immediate danger the police should be contacted on 999.



Appendices

Appendix A: Incident Record Form (example)

Please try and complete as much of the information as is possible to allow the process to be investigated thoroughly. It is understood that some of the issues may be difficult to discuss and we do not wish to discourage anyone reporting an incident. Please complete as much as possible without causing distress to the individuals concerned. It is important to establish a name and contact details for the individual concerned for the process to be carried out as efficiently and effectively as possible

If you require assistance completing this form please contact the Active Cheshire Safeguarding Lead by calling **07512327620** or by direct email: safeguarding@activecheshire.org

Once complete please send to safeguarding@activecheshire.org

Your name:	Name of organisation:
Your role::	
Individual's name:	Individual's date of birth:
Individual's ethnic origin: <i>Please state</i>	Does individual have a disability: <i>Please state</i>
Individual's gender: Male / Female	
Parent's / carer's name(s):	
Contact information (parents / carers):	
Address:	Postcode:
Telephone numbers:	
Email address:	
Have parent's / carer's been notified of this incident? YES / NO	
If YES please provide details of what was said/action agreed:	



Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else
If responding to concerns raised by someone else: <i>Please provide further information below</i>
Name:
Position within the organisation or relationship to the child:
Telephone numbers: Email address:
Date and times of incident:
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>
Individual's account of the incident:

Please provide any witness accounts of the incident:
Please provide details of any witnesses to the incident: Name: Position within the club or relationship to the child: Date of birth (if child): Address: Postcode:



<i>Telephone number:</i>	<i>Email address:</i>
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Please provide details of any person involved in this incident or alleged to have caused the incident / injury:
Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

<i>Telephone number:</i>	<i>Email address:</i>
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Please provide details of action taken to date:

Has the incident been reported to any external agencies?

Yes

No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:



Appendix B: Photography for Activities and Events Form (example)

Please amend the form so that it matches your organisation/event needs.
Once complete the form should be sent to your designated safeguarding lead.

Consent information:	
<p><i>To be completed by parent/carer:</i></p> <ul style="list-style-type: none"> • I consent to (<u>organisations name</u>) photographing or videoing my child (<u>child's name</u>) • I can confirm that I have read, or been made aware of, the organisation's photography and videoing policy. • I can confirm that I have read, or been made aware of how the organisation's will use these images or videos in future and how these images or videos will be stored within the organisation. 	
<p><i>To be completed by child:</i></p> <ul style="list-style-type: none"> • I (<u>child's name</u>) consent to (<u>organisations name</u>) photographing or videoing my involvement in <i>sporting activities</i>. • I confirm that I have read, or been made aware of, the organisation's photography and videoing policy. 	
Signature of child/young person:	
Print name child/young person:	
Date:	
Signature of parent /carer:	
Print name parent/carer:	
Date:	



Appendix C: Useful Information

The information below provides a useful reference point for the various contact numbers and web based information presented in this document:

Active Cheshire Information

Email address for Safeguarding at Active Cheshire: safeguarding@activecheshire.org

Contact phone number for Safeguarding at Active Cheshire: 07512327620

Active Cheshire Safeguarding Information: <http://www.activecheshire.org/safe-in-sport>

Centre for the Protection of Children in Sport Unit (CPSU)

The CPSU, supported by the National Society for the Prevention of Cruelty to Children (NSPCC), has a wealth of useful information and a visit to their web site will offer you endless sources of best practice documentation, advice and guidance.

You can access:

- main web site here: <https://thecpsu.org.uk/>
- training information here: <https://thecpsu.org.uk/training-events/>
- useful resources here: <https://thecpsu.org.uk/resource-library/>
- NSPCC web site here: <http://www.nspcc.org.uk>

Local Authority Designated Officer (LADO) information

The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

Local Safeguarding Information available via these links:

[Cheshire West and Chester](#) [Cheshire East](#) [Warrington](#)



Child Exploitation Online Protection (CEOP)

The National Crime Agency's (NCA) CEOP Command (formerly the Child Exploitation and Online Protection Centre) works with child protection partners across the UK and overseas to identify the main threats to children and coordinates activity against these threats to bring offenders to account. CEOP protect children from harm online and offline, directly through NCA led operations and in partnership with local and international agencies.

Useful CEOP web links:

[Online Safety Centre](#)

[Childline](#)

Quick Reference - Contact Information

Organisation / Lead	Phone Number / Contact	Email / Web Details
Active Cheshire Safeguarding Lead	07512327620	safeguarding@activecheshire.org
Police Emergency	999	
Police Non Emergency	101	
Police 'Typetalk' for Emergency Situations	18000	
Police 'Typetalk' for Non-Emergency Situations	18001 101	
Child Line	0800 1111 (under 19 years)	https://www.childline.org.uk/
Child Protection in Sport Unit	https://thecpsu.org.uk/contact-us/	https://thecpsu.org.uk/
Cheshire Police	0845 458 0000	
CEOP		http://www.ceop.police.uk/safety-centre/