

APPENDICES

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CODE OF CONDUCT FOR STAFF, COACHES, OFFICIALS, TEAM MANAGERS & SPECTATORS

All coaches, officials, team managers and others involved in The Partnership's activities, (professionals and volunteers) will:

Rights and Relationships
Treat all participants with respect and dignity. Build balanced relationships based on mutual trust which empowers participants to share in the decision making process. Do not discriminate on the grounds of gender, race, colour, disability, sexuality, age or beliefs.
Put the welfare of each participant first and give every child the opportunity to achieve.
Be realistic, open and honest with players about individual winning and achievement of personal goals. Encourage and guide performers to accept responsibility for their behaviour and performance. Challenge and oppose unacceptable or discriminatory behaviour, and deal with any incidence of discriminatory behaviour.
Give aspirational, fair, open and constructive feedback.
Encourage participants to ask questions, speak openly and appropriately to age, setting and context.
Always respect children and vulnerable adults 'space' and maintain an open, safe and appropriate distance with performers. <i>(If any form of manual / physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed as it is difficult to maintain hand positions when the participant is constantly moving. Participants should always be consulted and their agreement gained. Some parents/carers are becoming increasingly sensitive about manual support and their views should always be carefully considered)</i>
Recognise and strive to meet the development needs, ability and capacity of performers to succeed and be challenged, especially in performance environments.
Respond to any concerns about a child's welfare by following procedures in the Safeguarding and Protecting Young People and Vulnerable Adults in Sport Policy, and work in partnership with other organisations in the child's best interests.
Respond to any concerns about a vulnerable adult's welfare by following procedures in the Safeguarding and Protecting Young People and Vulnerable Adults in Sport Policy, and work in partnership with other organisations in the individual's best interests.

Involvement of parents / carers wherever possible. If groups have to be supervised in the changing rooms, know that as good practice, parents/teachers/coaches etc. should work in pairs.
Personal and Professional standards
Be an excellent role model displaying high standards of personal and professional behaviour and appearance and work in an open environment, being visible and identifiable as the coach.
Make sport fun, purposeful and enjoyable - addressing individual as well as group needs, goals and potential. Promote fair play.
Keep up to date with the technical skills, qualifications and insurance.
Ensure equipment and facilities are safe and appropriate to the age and ability of the participant.
Ensure that as part of best practice at tournaments or residential, adults will never invite players/athlete into their rooms. Also ensure that staff do not enter participant's rooms, except in an emergency in which case there will be clear, open and announced protocols agreed beforehand for such circumstances.
Medical and accident
Secure parental / carer consent in writing to act <i>in loco parentis</i> , if the need arises, to give permission for the administration of emergency first aid and / or other medical treatment.
Ensure that you know of any medicines being taken by participants, or existing injuries.
Ensure that there is a written record of any injury that occurs, along with details of any treatment given and that parents are informed.
Photographic
Ensure that use of photographic and filming equipment along with mobile phones and the use of social media is appropriate, covered by guidelines which apply and that relevant permission of parents/carers has been sought for their use.

Coaches are in a position of power and trust in relation to performers. By entering into an Intimate /sexual relationship with a performer for whom you have responsibility, a coach may be deemed guilty of abusing this position and, in relation to children and young people, this may also be unlawful. This also applies to sexual innuendo, flirting or inappropriate gestures and terms.

Therefore coaches must avoid sexual intimacy with performers either while coaching them or in the period of time immediately following the end of the coaching relationship

In addition, all coaches are aware that ***“Discriminatory, offensive and violent behaviour are unacceptable and complaints will be acted upon”.***

Signed

Date

All breaches of the Code will be dealt with in accordance with the range of disciplinary procedures - including appeals - as outlined in our Policy

Physical contact as part of coaching

Some sport or physical activities are more likely to require coaches or teachers to come into physical contact with children and young people from time to time in the course of their duties. Examples include showing a pupil how to use a piece of apparatus or equipment or demonstrating a move or exercise during a coaching or teaching session in order to reduce the risk of injury due to falls or errors when performing. Adults should be aware of the limits within which such contact should properly take place, and of the possibility of such contact being misinterpreted.

A number of sport or physical activities may require physical contact between young athletes and those teaching them, for reasons of both teaching and the participant's safety. A number of sports governing bodies have developed guidance to assist coaches in this area. This guidance should be followed by those teaching these sports. Even in sports where there is a need to support or touch a child, over – handling should be avoided.

It should be recognised that physical contact between an adult and a child that may occur during legitimate teaching or coaching may be misconstrued or misunderstood by a pupil, parent or observer. Touching young participants, including well intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised. As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact. It is particularly unwise to attribute frequent touching to their teaching or coaching style or as a way of relating to participants.

Responding to distress and success

There may be occasions where a distressed participant needs comfort and reassurance which may include physical comforting such as a caring parent or colleague would give. Physical contact may also be required to prevent an accident or injury and this would be wholly appropriate. A young person or coach may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. It should also be considered that what, as an adult may, be felt appropriate may not be shared by a young person.

Sports science and medicine

There may be some roles within sport or physical activities where physical contact is common place and/or a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly trained or qualified practitioners. *This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.*

Code of Conduct for Children and Young People

- I will treat everyone with the same respect and fairness that I would like them to show to me.
- I will play within the rules, and respect officials and their decisions.
- I will demonstrate fair play on and off the field.
- I will respect others regardless of gender, disability, age, race, ethnicity, sexual orientation and religious belief.
- I will speak out / inform a coach or parent about any behaviour that I feel discriminates against others.
- I will not take part in any irresponsible or illegal behaviour
- I will inform my team manager if I need to leave my team / accommodation at any time
- I will speak out if I am concerned, or if I feel uncomfortable
- I will be organised and on time

Signed

Date

Photography and Filming Children and Vulnerable Adults in Sport

Parents/carers and organisations often want to be able to celebrate the achievements of their participants when taking part in sporting activities through taking photographs or films. Sports organisations may also want to promote their activities to encourage increased participation. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.

What are the potential concerns?

There have been concerns about the risks posed directly and indirectly to young people through the use of images (photographs and videos) on sports websites, social networks and other publications. Images can be used as a means of identifying individuals when associated with personal information e.g. x is a member of the z sports club. This information can make an individual vulnerable to people who may wish to contact and start to “groom” that child for abuse – online (e.g. through websites or social networking) or through direct contact. Information placed on the internet has also been used by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children. Secondly the content of photographs can itself be inappropriate, or be used or adapted for inappropriate use. There is evidence of inappropriate or adapted material finding its way onto sites showing child abuse images, and of inappropriate images being shared between groups of offenders.

Sport Birmingham Guidelines

- 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 individuals.
- Ask the parent / carer permission to use the participant image. This ensures that they are aware of the way the image is to be used to represent the sport.
- 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 participants 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 participant involvement in the activity and promote the best aspects of the sport.
- 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.

Guidelines for 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 according to the BSPAT policy guidelines for safeguarding and protecting children.
- 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.
- Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser outlining their motive for attending the event and planned use of the material.
- Sport Birmingham will provide a signed photographic consent procedure at each event to include the photographers
 - ✓ name and address of the person using the camera
 - ✓ 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

Guidelines for Use of Photographic Filming Equipment by Parents / Guardians / Spectators 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 Sport Birmingham'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.

At club sessions

There is no intention to prevent club coaches and teachers using videoing as a legitimate coaching aid. However, children and young people and their parents/carers 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.

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 athletes 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 as a result of their sporting success and increased public profile.



Photography and filming consent form

For outside organisations

Name of organisation: _____

In accordance with our safeguarding and protecting young people and vulnerable adults in sport policy Sport Birmingham will not permit photographs, video or other images of participants to be taken without the consent of the parents/carers and the participant.

You agree to follow the guidance for the use of photographs, video or other images of young people, a copy of which is available from the organising member of Sport Birmingham staff.

You 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 Sport Birmingham Safeguarding Lead on 0121 296 5190 immediately.

For Sport Birmingham

In accordance with our safeguarding and protecting young people and vulnerable adults in sport policy Sport Birmingham will not permit photographs, video or other images of participants to be taken without the consent of the parents/carers and the participant.

Photographs and / or filming are sometimes taken at your sessions for publicity reasons. These images may appear on websites, social media, posters and leaflets or in the press to positively promote sport and physical activity. Sport Birmingham will take all steps to ensure that 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 Sport Birmingham Safeguarding Lead on 0121 296 5190 immediately.

Consent Information

To be completed by parent / carer:

- I consent to Sport Birmingham photographing or filming my child (child's name)
- I can confirm that I have been made aware of Sport Birmingham's photography and filming policy
- I can confirm that I have been made aware of how Sport Birmingham will use these images or video

To be completed by child

- I(participant's name) consent to Sport Birmingham photographing or filming my involvement in sporting activities

- confirm that I have been made aware of Sport Birmingham's photography and filming policy.

Signature of participant	
Print name of participant	
Date	
Signature parent / carer	
Print name of parent / carer	
Date	

Group Consent for photography

To be completed by Group:

- I consent to Sport Birmingham photographing or filming my group (group's name)
- I can confirm that I have been made aware of Sport Birmingham's photography and filming policy
- I can confirm that I have been made aware of how Sport Birmingham will use these images or video

Signature of group contact	
Print name of group contact	
Date	

Away Trips and Hosting

The following will outline a number of issues that need to be considered when travelling with children. Communication with:

- Children – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.
- Parents – should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
- Other coaches / volunteers – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches / volunteers have an itinerary.

Transport

- Ensure the driver has an appropriate and valid driving licence.
- Allow an appropriate length of time to complete the journey.
- Consider the impact of traffic and weather conditions.
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted. Is the driver experienced in driving a mini-bus?
- Ensure leaders and passengers wear seat belts.
- Check there is appropriate insurance for the journey.
- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road worthy.
- Ensure that the driver has undertaken an AccessNI check.
- Ensure the appropriate booster seats are provided when required.

Ratio

Dependent on the sport the ratio of adult to child may vary but whatever is considered appropriate would generally need to be increased when travelling away from home.

Emergencies

- Ensure that the vehicle has breakdown and recovery cover.
- At least one of the leaders should be trained in first aid procedures and a first aid kit should be available.
- The leader should have access to a mobile phone and contact details for all the children. (For more detailed guidelines see Safe Sport Away)

E Safety Policy

It is important that all staff, volunteers, coaches, officials/referees, board/trustee members, or anyone working on behalf of Sport Birmingham are aware of this policy and agree to the following terms.

- To protect all children and young people attending Sport Birmingham organised sessions and who make use of technology (such as mobiles phones, games consoles/hand held devices and the internet) whilst there.
- To provide staff and volunteers with policy and procedure information regarding e-safety.
- To ensure the sessions are operating in line with Sport Birmingham values and within the law regarding how the organisation uses information technology

E-safety checklist:

- Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.
- When engaging with digital technology/social networking companies (e.g. Facebook, Snapchat, Instagram, Twitter etc.) it is important to ensure that they adhere to relevant legislation and good practice guidelines.
- Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated.

Managing the Sport Birmingham website, company data and other web based interactive services

- The MarComms lead will manage the safeguarding aspect of the Sport Birmingham website, twitter account and Facebook site. All interactive content will be moderated by them.
- Adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.
- Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by Sport Birmingham to carefully consider who they give access to their personal information online. All staff and volunteers should ensure a clear difference between their personal and professional profiles. Sport Birmingham will ensure all staff have opted in or out of using their personal profiles for sharing / retweeting etc. information.
- Avoid taking personal details of children and young people over the internet
- Report fake or impostor webpage/profiles through the Sport Birmingham Safeguarding Lead

Ways in which abuse may manifest itself

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on part of the body not normally prone to such injuries.
- An injury for which the explanations 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.
- Unexplained changes in behaviour over time, e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Engages in sexually explicit behaviour in games.
- Is distrustful of adults, particularly those with whom a close relationship will normally be expected.
- Has difficulty in making friends.
- Is prevented from socialising with others of the same / similar age.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

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

Main Forms of Abuse

- **Physical Abuse**
Where adults or other young people physically hurt or injure children by hitting, shaking, squeezing, burning and biting or by giving children alcohol, inappropriate drugs or poison.
- **Sexual Abuse**
This occurs when adults (male or female) abuse children or other young people, or use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, fondling and showing of pornographic material. Physical contact with children could potentially create situations where sexual abuse may go unnoticed.
- **Emotional Abuse**
This may be caused by a persistent lack of love and affection, where a child or vulnerable adult may be constantly shouted at, threatened or taunted. It may also occur when there is constant overprotection (which prevent children from socialising), or there is neglect, physical or sexual abuse.

- **Neglect**

This occurs where adults fail to meet the child's basic needs such as food or warm clothing and fail or refuse to give love, affection and attention. Children might also be constantly left alone or unsupervised. Neglect could include not ensuring children are safe, exposing them to undue cold or to unnecessary risk of injury.

- **Bullying**

- Definitions of bullying:**

- Bullying is any repeated words or actions, which are aimed at causing someone to feel frightened, miserable and helpless. There are many definitions of bullying, but most people consider it to be:

- Deliberately hurtful
 - Repeated over a period of time
 - Difficult for people to defend themselves against

Bullying can be divided into the following areas:

a) Physical – assault, pushing, shouldering, elbowing, tripping, slapping, kicking, hair pulling, unacceptable touching, including that of a sexual nature, throwing missiles, blocking – preventing passage or movement indoors or outdoors, pinching, stabbing, burning or other physical activity that is used in a way that makes another person feel threatened or intimidated.

b) Verbal – racist, sexist, homophobic, any words used in a sexual manner designed to hurt or cause offence, comments about size, appearance, odour, clothing, academic or other abilities, weaknesses, home life, social circumstances, financial circumstances, spreading rumours or any other comments designed to be hurtful or used to intimidate. This also covers all text messages and e-mail usage.

c) Written – insults contained in note-passing, threatening letters, graffiti, defacing any property belonging to another individual, any text messages or e-mail usage or any other method designed to intimidate or hurt.

d) Interference with another individual – theft, extortion, vandalism, defacing property, ruling games, blackmail or any other activity designed to intimidate or hurt.

e) Intentional psychological pressure – social exclusion looks and glares, lying, slander, passing or starting rumours, name calling, reorganising, pressurising friendship groups or any other activity designed to intimidate or hurt an individual.

f) Incitement of others to become involved in bullying.

Children and vulnerable adults' rights in conjunction with bullying

All participants have the right to:

- Be able to tell someone about any incident of bullying without fear or being regarded as a tell-tale.
- Know that all complaints will be treated seriously and acted upon in accordance with the practices agreed by Sport Birmingham.
- Feel protected against the bully and their intentions.
- Feel safe and secure.
 - Be able to walk around the activities site without fear of anything or any person.
 - Expect politeness from others.

- Be respected by others whatever their race, colour, disability, age, creed or sexual orientation.
- Not to be picked on or ignored by anyone within Sport Birmingham.

Anti-Bullying Policy

Sport Birmingham will act promptly whenever an incident of bullying is reported and record all incidents of bullying for a limited period of time through the Safeguarding Officer.

Staff within Sport Birmingham will ensure that they provide good role models for pupils in their everyday engagement.

Sport Birmingham will monitor and review the anti-bullying policy and appropriate changes to the policy will be made where necessary.

Responding to and supporting the victim

When bullying does occur, **a clear consistent response is essential**. There are many different ways in which staff can respond to bullying.

However, the goals of any intervention should always be the same:

- To make the victim safe.
- To stop the bullying, and change the bully's behaviour.
- To make clear to every other young person that bullying is unacceptable.
- To learn lessons from the experience that can be applied in future.

If bullying is reported, the member of staff to whom it is reported should immediately investigate so as to understand the nature of the concern. Where there is evidence they should contact the Sport Birmingham Safeguarding Lead

Bullying is complex behaviour and if it is not clear who the perpetrator is, it may be more productive to focus on the future than to spend time while each party denies it. In such cases steps could be taken to agree how they will behave in future.

Supporting the person who is bullied

The starting point for any intervention should be to talk to the person who has been bullied, establish what has happened, and agree a way forward:

- Make time to listen calmly, using effective listening techniques.
- Take bullying seriously and avoid telling people to 'just ignore it'.
- Agree an action plan with his or her consent.
- Avoid humiliating the victim by taking actions which make them seem weaker, powerless or a 'grass'.
- Help the victim become more resilient, for example by building up their self- confidence, emphasising their strengths and helping them to develop protective friendships.
- Cyberbullying can be traced and tracked to find proof of the bullying so it becomes less of a question about one person's word over another.
- Address any prejudice exhibited with the whole group – whether within the group or outside it.

Work with the bully

Work with the bully to help them understand their behaviour, and its effects on others. The overall goal is to ensure the bullying stops and the bully's behaviour changes:

- Make it clear that it is the behaviour that is 'bad', not the perpetrator.
- How does bullying make them feel? Why do they need to do this?
- Help people to find other ways than bullying to feel recognised and to manage their emotions.
- Consider: is there a warning moment before they 'kick off'? What skills can be used before it all becomes 'too much'? Are there patterns to this behaviour – for example on certain days or situations?
- Try to elicit some understanding of the feelings of the victim, and challenge any prejudice such as racism. Prejudiced views might be shared among the community in which they live or be driven by anxieties about identity and territory.
People may adopt these views in order to be accepted into a group. By engaging with these concerns rather than dismissing them, it may be possible to help all the people as well as the one leading bullying
- How can this person make amends or compensate the victim for the distress caused? Can they offer some ideas?
- Many people who bully others have been victims at some point themselves, and may still be one. These cases might be more complex and 'bully victims' as they are known may need professional help and counselling.
- Avoid granting the bully hero status, or marginalising them so that you have no influence. Sometimes a person who bullies will be relieved to change their behaviour because they have been uncomfortable with it. They may have been pressured by a group into behaving this way. Others may alter their behaviour because they understand the harm they have caused and wish to change.

Effects of Abuse

Abuse in all its forms can affect a child at any time. For example, an adult who has been abused as a child may find it difficult or impossible to maintain a stable, trusting relationship, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

There have been a number of studies that suggest children with disabilities are at increased risk of abuse through various factors such as stereotyping prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communication that abuse has occurred. Children from ethnic minorities who could also be experiencing racial discrimination may feel doubly powerless. Where a *child* is found to be exhibiting sexually harmful behaviour to another *child*, it is important to report your concern to your manager immediately. This will then be dealt with by following the same procedures and involving the Local Safeguarding Children Board.

Where a child's bullying behaviour is of particularly violent or aggressive nature and the coach is unable to address the behaviour through behaviour management strategies or disciplinary measures within a reasonable time, child protection procedures will be instigated.

Sport Birmingham	
Incident Reporting Form	
Your name:	Name of organisation:
Your role:	
Contact information (you):	
Address:	
Postcode:	
Telephone numbers:	Email address:
Child's name:	Child's date of birth (age):
Child's ethnic origin:	Does child have a disability: YES / NO
Child's gender:	
<input type="checkbox"/> Male <input type="checkbox"/> 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?	
<input type="checkbox"/> Yes <input type="checkbox"/> 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:

- Responding to my own concerns
- Responding to concerns raised by someone else

[If responding to concerns raised by someone else] -

Name:

Position within the sport or relationship to the child:

Telephone numbers:

Email address:

Date and times of incident:

Details of the incident or concerns: *[Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.]*

Child'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:

Telephone number:

Email address:

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

Telephone number:

Email address:

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:

Your Signature:

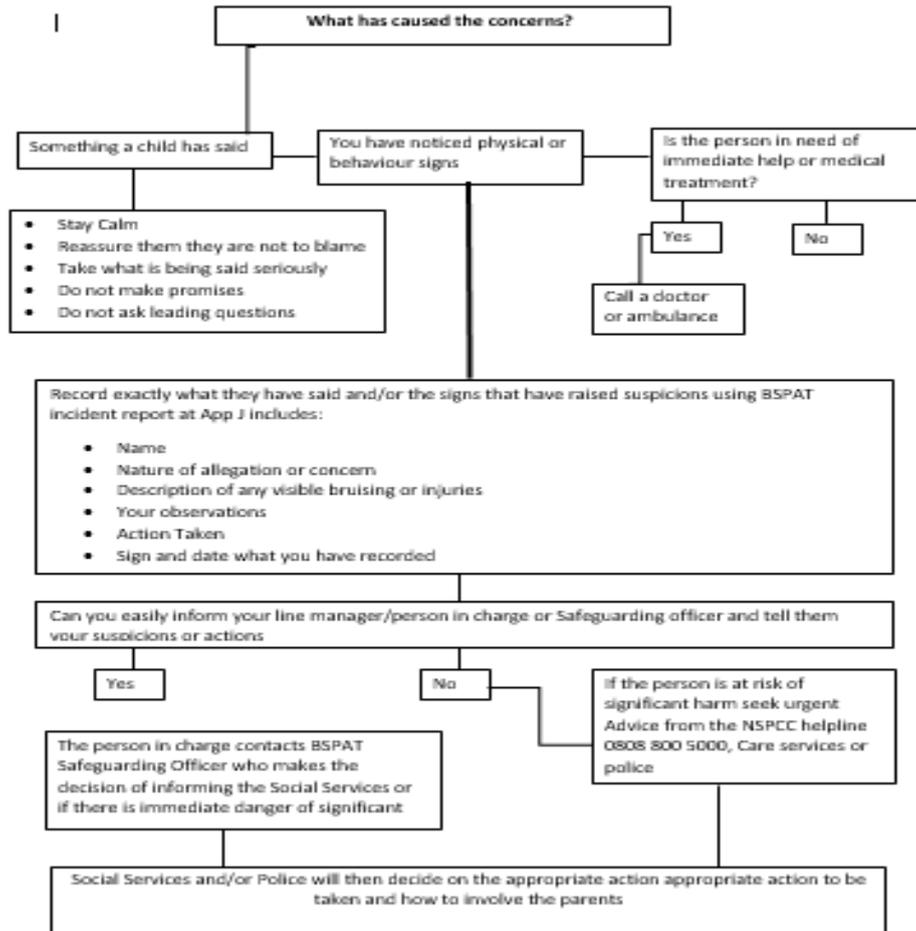
Print name:

Date:

Contact your organisation's Designated Safeguarding Officer in line with Sport Birmingham reporting procedures.

Reporting Suspicions of Child Abuse

This is designed to inform the most appropriate action when concerned with abuse to a child or young person.



Responding to a Disclosure

Children who are being abused will only tell people they trust and with whom they feel safe. By listening to them, and taking seriously what they are telling you, you will already be helping to protect them.

Useful Guidelines

Create a safe environment by

- staying calm and not rushing into action which may be inappropriate
- confirming you know how difficult it must have been to confide in you and that they have done the right thing
- reassuring them and stressing he/she is not to blame
- listening to what they say. Show you are taking what is being said seriously.
- where possible remain in view, do not go somewhere on your own.

Be honest and do not make promises you cannot keep. Explain you will have to tell other people in order to stop what is happening.

Ensure you are quite clear about what they say so you can pass it on to child protection professionals. Use open questions to encourage them to use their own words but do not press for detailed information. NB: The law is very strict and an abuse case can be dismissed if it appears the victim has been led or words have suggested.

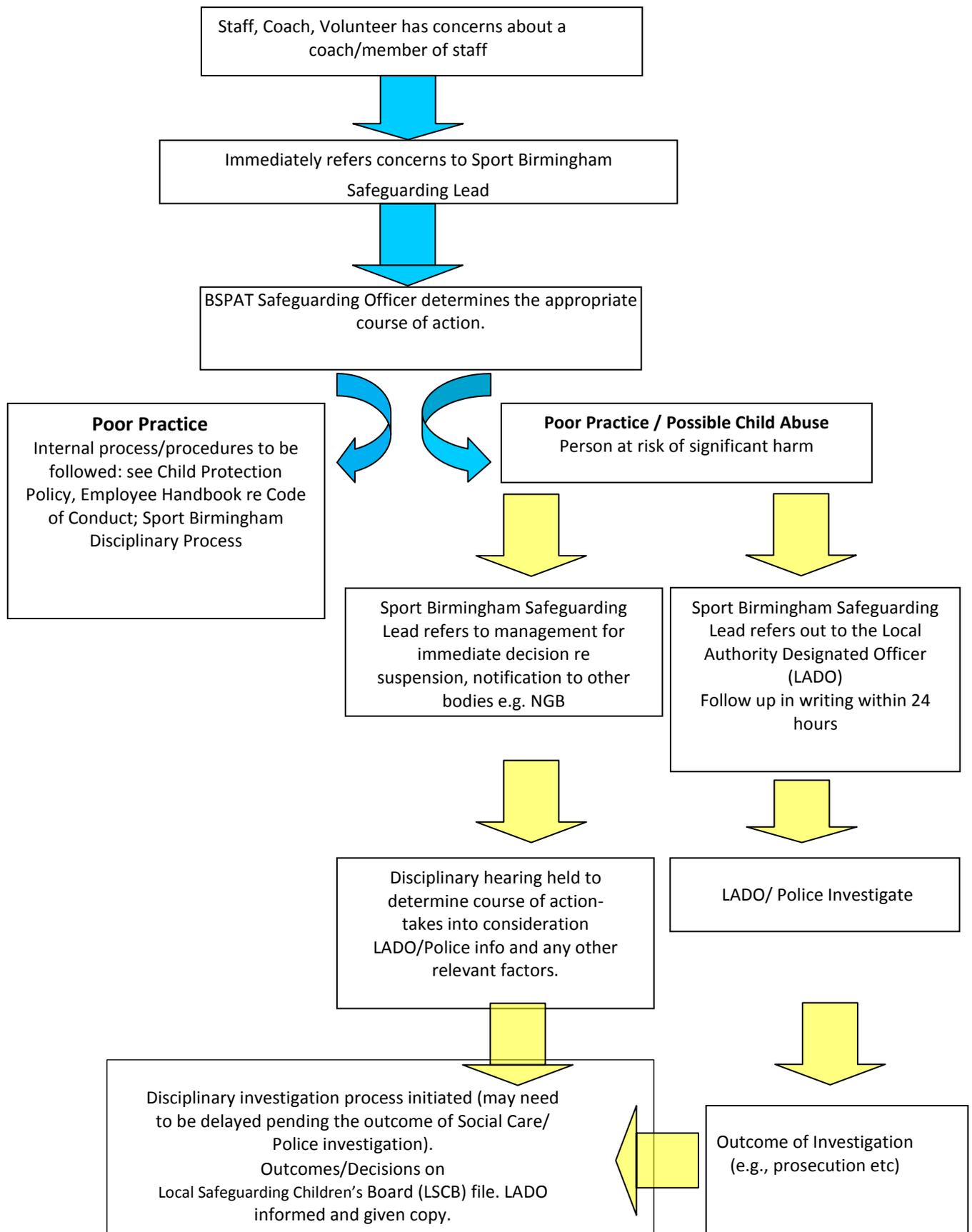
Record exactly what the child has said to you, in a legible and accurate format, as soon as possible after the incident. As far as possible use the child's own words. Stick to the facts and do not give your opinion. If possible use the incident form at Appendix J.

- the child or adult's name, address, date of birth
- the nature of the allegations
- a description of any visible bruising or other injuries
- your observations (e.g. a description of their behaviour and physical and emotional state)
- exactly what the child / adult said and what you said.
- the child or adult's account of what has happened and how any bruising or other injuries occurred
- any action you took as a result of your concerns (e.g. who you spoke to and resulting action, including any contact with parents, managers or social services). Include names, addresses and telephone numbers
- sign and date what you have recorded
- store the information in accordance with relevant procedures
- pass the form to the Sport Birmingham Safeguarding Lead **within 24 hours**
- all forms will be stored in a locked cabinet

Do not take sole responsibility – consult someone else (e.g. a senior colleague or someone you can trust) as soon as possible so you can begin to protect the individual and gain some support for yourself.

NB in determining your actions, remember that only experienced and specifically qualified and trained professional should deal with cases or suspicions related to abuse.

Flow Chart for Reporting Child Safeguarding Concerns



Whistle Blowing (confidential reporting code)

Birmingham Sport and Physical Activity Trust (Sport Birmingham) is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we wish to encourage employees, and others that we deal with, who have serious concerns about any aspect of Sport Birmingham's work to come forward and voice those concerns.

Employees are often the first to realise that there may be something seriously wrong within an organisation. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or their organisation. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

This Confidential Reporting Code is intended to encourage and enable employees to raise concerns within Sport Birmingham rather than overlooking a problem or 'blowing the whistle' outside. This Code makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. Sport Birmingham is committed to listening to concerns, taking them seriously and ensuring that they are dealt with promptly and fairly.

The Code applies to all employees and those contractors working for the Partnership on our premises, for example agency staff, trainees on vocational/work experience, consultants, builders, and drivers. Sport Birmingham employees can also use the Code to raise concerns about suppliers and those providing services under a contract with the Partnership in their own premises, for example, care homes.

The Code is based on the LGMB Model Confidential Reporting Code which has been discussed with the relevant trade unions and professional organisations and has their support.

In addition to Sport Birmingham's commitment to protect employees who raise concerns, the Public Interest Disclosure Act 1998 provides a worker with potential protection from detriment and dismissal for making a 'qualifying disclosure'. The Act encourages workers to raise matters internally with employers and where an internal whistle blowing policy exists, it steers the worker to use this. (Please note: there are legal requirements for 'qualifying disclosures' to be protected under the Act). In addition, an employee who raises a concern under this Code in good faith will be protected from any claim of defamation by the Partnership insurance policy.

Aims and Scope of the Code

This Code aims to:

- encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice;
- provide avenues for you to raise concerns and receive feedback on any action taken;
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied;

- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

There are existing procedures in place (e.g. grievance, harassment and bullying) which make provision for you to raise a concern relating to your own employment. This Confidential Reporting Code is intended to cover major concerns that fall outside the scope of other procedures. These include:

- conduct which is an offence or a breach of the law;
- disclosures related to miscarriages of justice;
- health and safety risks, including actions likely to cause physical danger to any person or to give rise to a risk of significant damage to property;
- damage to the environment;
- the unauthorised use of public funds;
- possible fraud and corruption;
- sexual or physical abuse;
- other unethical conduct.
- failure to take reasonable steps to report and rectify any situation which is likely to give rise to a significant, avoidable cost or loss of income to the Trust or would otherwise seriously prejudice the trust;
- abuse of power or the use of Sport Birmingham's powers and authority for any unauthorised or ulterior purpose.

Please note that this is not a comprehensive list but is intended to illustrate the range of issues which might be raised under this Code.

Thus, serious concerns which you have about any aspect of service provision or the conduct of employees or members of Sport Birmingham or others acting on behalf of Sport Birmingham can be reported under the Confidential Reporting Code. This may be something that:

- makes you feel uncomfortable in terms of known standards, your experience or the standards you believe Sport Birmingham subscribes to; or
- is against Sport Birmingham's Standing Orders, Financial Regulations and policies; or
- falls below established standards of practice; or
- amounts to improper conduct.

Sport Birmingham provides guidance to employees on the standards it expects from its employees through:

- Code of Conduct
- Health and Safety Policy
- Equity and Diversity Policy

and through procedures for addressing poor standards which include:

- Disciplinary Procedure
- Grievance Procedure

- Bullying and Harassment Policy

This Code does not replace Sport Birmingham's Complaints Procedure.

How to Raise a Concern

As a first step, you should normally raise concerns with your immediate manager or their line manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management (a member or members of the management team) is involved, you should approach one of the following:

- Sport Birmingham Chief Executive Officer
- Sport Birmingham Youth, Sport and Events Manager

You may also raise a concern confidentially with the Chair or Vice Chair of the Board who will act as a point of entry into the whistle-blowing scheme. The Chair or vice chair will record the concern and refer the matter to the most appropriate nominated officer. In such circumstances, the investigating officer will report progress to the elected member as well as to the nominated officer.

Dropping off and collecting young players at a programme/event

- It is the responsibility of parent/carer to transport their child/children to and from the sports programme/event. It is not the coach's or volunteer's responsibility .
- Sport Birmingham or its delivery partner will provide a timetable of activities at the beginning of a programme/an event and notify parents/carers of any changes to this timetable in writing where practically possible.
- Sport Birmingham will require emergency contact numbers for parents/carers.
- Sport Birmingham adopts and publicises a late collection policy (see below).
- Sport Birmingham will provide the parents/carers with a contact number which may be used if the parent/carer will be late to collect their child/children.
- Sport Birmingham will ask parents/carers to complete a form providing contact details, information about their child/children i.e. medical details etc.

Late Collection

If a parent /carer is late the programme/event organiser will:

- Attempt to contact the parent/carer .
- Check the programme/event contact number for any information regarding the young person.
- Wait with the young person at the programme venue with wherever possible other staff/volunteers or parents.
- Remind parents/carers of the policy relating to late collection.
- If parents/carers remain uncontactable after 30 minutes, staff will need to report the situation to Children's Social Care or the Police.
- Staff/Volunteers should avoid
 - Taking the child home or to any other location;
 - Asking the child to wait in a vehicle or the programme venue with you alone.

Send the child home with another person