



the coalfields
regeneration trust

Version 6
10/11/15

THE COALFIELDS REGENERATION TRUST

CHILD PROTECTION POLICY

Prior to use, ensure this policy is the most recent version by checking the document log. To request a change, please follow the document control procedure and submit a change note.

DOCUMENT CONTROL SHEET

Title	This version	Date
Child Protection Policy	6	10/11/15
<p>Abstract</p> <p>The Child Protection Policy aims to translate CRT's commitment to children's rights as set out in the UN Convention into a practical reality through our work with children and young people.</p>		

Approvals			
The signatures below certify that this manual has been reviewed and accepted.			
Name	Position	Level	Date
Paul Toner	Senior Programmes Manager	Prepare	April 2009
Vin McCabe	Deputy Chief Executive	Agree	April 2009
N/a	Board of Trustees	Approve	March 2009

Review			
This manual has been reviewed annually to ensure its continuing relevance to the systems and process it describes.			
Name	Position	Comments	Review date
Helen Smithard	Quality Assurance Co-ordinator	Reviewed against Safe Network guidance.	March 2014
Sian Sykes	Head of Operations	Reviewed at Designated Officer training course.	December 2014

Amendments				
A record of any changes to the manual is recorded below (more detailed information can be found on the document log).				
Version	Change Note	Amendment Details & Page No.	Authorised by	Date
2	P001	Document control was implemented and job titles and programme names were updated.	Paul Toner	29/06/12
3	P002	Designated officer and safeguarding advisors on page 5 were updated.	Andy Lock	26/06/13
4	P003	Designated officer and safeguarding advisors on page 5 were updated, CRB replaced with DBS. Code of conduct on page 20 was also updated. New layout throughout.	Quality Meeting	25/07/14
5	G019	Designated Officer on page 11 was updated and a new section on retention has been created on page 19.	Quality Meeting	5/06/15
6	G025	Designated Officer changed to Alun Taylor.	Heads	10/11/15

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COALFIELDS REGENERATION TRUST

CHILD PROTECTION POLICY

1. AIM

The aim of this policy is to outline the duty and responsibility of all staff, volunteers and Trustees working on behalf of the Coalfields Regeneration Trust in relation to Child Protection. It aims to translate our commitment to children's rights as set out in the UN Convention into a practical reality through our work with children and young people.

2. PURPOSE

This policy applies to all staff, including senior managers and the Board of Trustees, paid staff, volunteers, sessional staff or anyone working on behalf of the organisation.

The purpose of this policy is to:

- protect children and young people who receive our services;
- provide staff and volunteers with the overarching principles that guide our approach to child protection;
- explain the responsibilities the organisation and its staff, volunteers and Trustees have in respect of Child Protection;
- provide a clear procedure that will be implemented where Child Protection issues arise;
- promote good practice and ensure that staff and volunteers are able to work in an environment where there is contact with children and young people, with confidence;
- provide children and young people with appropriate safety and protection whilst in the company of participating staff and volunteers;
- allow staff and volunteers to make informed and confident responses to specific Child Protection issues;
- ensure that children and young people and their parents/carers (if appropriate) are aware of what to do if they have a concern and that they would feel confident to pass their concern on.

The Coalfields Regeneration Trust believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

3. BACKGROUND

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of Rights of the Child 1991
- Data Protection Act
- Sexual Offences Act 2003

- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

It will be reviewed at least annually in accordance with the Document Control Procedure to ensure it remains up to date and current.

4. POLICY STATEMENT

The Coalfields Regeneration Trust:

- *is committed to safeguarding children from abuse and to ensuring that action is taken to support and protect children wherever and whenever abuse is suspected;*
- *is committed to creating a safe environment where children and young people can develop and fulfil their own potentials;*
- *believes that children and young people are our starting point. All children and young people have the right to express their views and have their views taken into account. Listening to children and young people is paramount in ensuring their safety.*

The Trust will ensure that staff, Trustees, and volunteers:

- *are aware of the problem of child abuse;*
- *safeguard children from abuse through good practice;*
- *are alert for possible signs or indicators of abuse and report all concerns about possible abuse to the appropriate authorities using our procedures. As set out below;*
- *respond appropriately when abuse is discovered or suspected;*
- *provide children and young people with appropriate assistance to communicate their concerns.*

Abuse will be considered as an act of gross misconduct and taking advice from the relevant Local Authority Designated Officer (LADO) in England, Social Services Department in Wales or Social Work Department in Scotland, the Trust's disciplinary procedures will be followed.

Working in a multi-cultural society, the Trust is committed to equality in meeting the needs of all children and young people. All children regardless of age, gender, racial origin, religious belief, sexual orientation and any disability have a right to enjoy sport and other community activities free from all forms of abuse, racism or sexual exploitation.

We recognise that:

- *the welfare of the child is paramount, as enshrined in the Children Act 1989;*
- *all children have a right to equal protection from all types of harm or abuse;*
- *some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;*
- *working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.*

We will seek to keep children and young people safe by:

- *valuing them, listening to and respecting them;*
- *adopting child protection practices through procedures and a code of conduct for staff and volunteers;*

- *providing effective management for staff and volunteers through supervision, support and training;*
- *recruiting staff and volunteers safely, ensuring all necessary checks are made;*
- *sharing information about child protection and good practice with children, parents, staff and volunteers;*
- *sharing concerns with agencies who need to know and involving parents and children appropriately.*

5. CONTEXT

For the purposes of this policy a child is defined as someone who has not yet reached their 18th birthday, as in the Children Act 1989 (England and Wales). This definition will be applied across all areas.

Those already involved in the abuse of children, or those disposed to do so, are extremely difficult to identify. Staff and volunteers should do their utmost, through good practice and vigilance, to make it as difficult as possible for abusers to obtain access to vulnerable people.

5.1. What do we mean by abuse?

"Child abuse occurs when any avoidable act, or avoidable failure to act, adversely affects the physical, mental or emotional well-being of a child/young person" (NSPCC, 1991).

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm.

5.1.1 Types of abuse

There are four types of child abuse, which are defined in the UK Government guidance *Working Together to Safeguard Children 2013*¹, as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

Bullying is not defined as a form of abuse in Working Together but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse. For this reason it has been included.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

¹ Working Together to Safeguard Children was published in March 2013 and was issued under the Local Authorities Social Services Act 1970 and Children Act 2004.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse.

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent/carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Bullying.

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

5.1.2. Where may abuse take place and who may be the abuser?

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Signs and indicators of abuse can be found in Appendix 1.

6. RECRUITMENT, ROLES & RESPONSIBILITIES

All staff, volunteers and Trustees working on behalf of the Coalfields Regeneration Trust have a duty to promote the welfare and safety of children.

Staff, volunteers and Trustees may receive disclosures of abuse and observe children who are at risk. This policy will enable staff, volunteers and Trustees to make informed and confident responses to specific child protection issues.

Staff, volunteers and Trustees have a responsibility to:

- participate in appropriate safeguarding training and understand what abuse is;
- promote the safety of service users;
- listen carefully to children;
- prevent, recognise and act on abuse;
- be aware of and act in accordance with the organisation's Child Protection Policy and procedures;
- understand their role in responding to and reporting suspected abuse and take appropriate action in line with this policy wherever abuse is suspected;
- inform their Line Manager of any criminal convictions which occur during their period of employment, whether or not they are related to their employment. Failure to do so may lead to disciplinary action or dismissal.

Further information on roles can be found in section 6.2.

6.1 Recruitment & Selection Procedures

The principal message that must be acted upon by everyone responsible for the recruitment and supervision of people working with vulnerable people is that consistency, rigor and thoroughness in applying the checks and procedures, each and every time, is paramount.

Employers must ask demanding, probing and difficult questions of applicants.

When recruiting staff or volunteers the following advice should be kept in mind at all times:

- Anyone has the potential to abuse children, male/female, and young/old. A potential abuser will choose to work where they have access to children. An employer who asks the right questions and does the right checks to prevent abuse will put off a potential abuser from pursuing the application. The same procedure in recruitment needs to be consistent whether the person is paid or unpaid, full or part time.

- A potential abuser will not appear "different" and may be the most helpful and kind person in the group. To be particularly helpful, kind and friendly is part of the process by which the abuser becomes a trusted and respected member of the group. This is known as the "grooming process".
- He/she may spend several months or years getting the trust of those around him/her to enable abuse to take place. In the case of sport some people will train within a project group as a teacher or coach after having made themselves "invaluable" to the project, parents and the children.

The Coalfields Regeneration Trust operates procedures that take account of the need to safeguard and promote the welfare of children, including arrangements for appropriate checks on new staff, volunteers and Trustees where applicable.

When recruiting for staff/volunteers to work directly with children the following advice should be followed at all times:

- When **advertising** a vacancy which may involve working with children, the advert should note there is a Child Protection Policy in place and that the appointment will be subject to satisfactory Disclosure and Barring Service (DBS) checks/Disclosure Scotland checks (if necessary²) and references.
- Ensure all checks possible are made in advance of employment.

Application forms and the subsequent **interview** should be designed to elicit information required to ascertain the applicant's suitability to work with children and should include the following:

- Past careers whether with children or not (any gaps in employment should be questioned at the interview).
- Any criminal record - specify that all offences need to be disclosed fully (Ex-offenders are recruited in accordance to the Trust's Policy and Procedure on the Recruitment of Ex-Offenders – Appendix 2).
- Whether the applicant has ever been refused employment with children and young people in the past - reasons why, should be obtained.
- The name and address of two people (not relatives) as references including a previous employer (if possible for whom they worked in the capacity for which they are applying). At least one reference must be able to comment upon the applicant's suitability to work safely with children.
- The interviewer should question any concerning responses on the application form or reference regarding work with children and should satisfy themselves that the applicant is able and committed to fulfilling their role in a manner that is appropriate and acceptable under Trust child protection guidelines.
- The interviewer must ensure some proof of identity such as a birth certificate, driving licence or passport combined with evidence of address, has been seen, before an appointment is made. Some form of photographic identity should be seen except where for exceptional reasons none is available. (Please note that proof of identity is required in connection with an application for a check). In summary, the proof should include name, date of birth, address and photographic identity.

² DBS checks will be made if deemed necessary in accordance with DBS Guide to Eligibility found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Disclosure Scotland application will be deemed necessary in accordance to the guidance on the <http://www.disclosurescotland.co.uk/index.htm>

All appointed applicants should be informed they may need to undertake some child protection training in line with this policy.

After a position has been offered the applicant should be asked to complete a DBS/Disclosure Scotland application (see footnote 2). The level of the check will be dependent on the role and guidance provided by DBS/Disclosure Scotland³.

In accordance with current DBS guidance an 'Enhanced check' will be requested, which takes approximately four weeks.

N.B. DBS/Disclosure Scotland checks will not be requested unless the job or role is eligible for one. In cases where the check is necessary, the applicant will be informed why they are being checked and where they can get independent advice e.g. Criminal Records Bureau. This information will be retained in accordance with the Secure Storage, Handling, Use, Retention & Disposal of Certificates and Certificate Information (Appendix 3).

In the case of casual/freelance staff and volunteers portability of DBS/Disclosure Scotland checks will be accepted but only after the following procedure has been observed:

With individual:

Ask the individual to show their copy of the DBS/Disclosure Scotland disclosure.

- Check that the DBS/Disclosure Scotland check was an Enhanced level check or the level deemed necessary.
- Check at least two forms of I.D., one of which must have the current address of the individual (within last 30 days) and all of which must match the details on the DBS/Disclosure Scotland disclosure (i.e. that the check is genuine).
- For England and Wales, carry out a free-of-charge status check⁴ to see if new information has come to light since the certificate's issue. If there have been changes, apply for a new DBS check. (N.B. the applicant must have joined the DBS update service for this to be carried out).
- If a status check is not possible, check DBS/Disclosure Scotland check was completed within the last two years.
- Make a note of the following:
 - The ID that you have checked
 - The address of the person
 - Their Date of Birth
 - The Counter Signatory
 - The Registration Number of the disclosure
 - The date of the disclosure

³ DBS guidance can be found in the Disclosure and Barring Service (DBS) checks (previously CRB checks) information which can be found on the DBS website. Guidance on the level of Disclosure Scotland checks required can be found on its website.

⁴ DBS's status check facility allows organisations to see if any relevant information has been identified about the individual since their certificate was last issued. This reduces the need to ask individuals to apply for multiple certificates. More information on the process can be found in the DBS Update Service Employer Guide, October 2013.

Follow up with Counter Signatory:

- Contact the counter signatory, named on the front of the DBS/Disclosure Scotland check and confirm that the reference number and identity details match.
- Ask if the counter signatory received any additional information - the counter signatory will only be able to confirm or otherwise the existence of such information – but not the content of the information.
- If there was additional information, **YOU MUST** ask the individual to apply for a fresh check.
- If there is no additional information, decide whether to accept the DBS/Disclosure Scotland check – if in any doubt request a new DBS/Disclosure Scotland check.

Commencing Work Prior to DBS/Disclosure Check being completed.

Supervision required for staff who start work prior to the result of a DBS/Disclosure Scotland check being known needs to reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience and where references have provided limited information the level of supervision required may be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work a lower level of supervision may be appropriate. For all staff without completed DBS/Disclosures Scotland check, it will be made clear that they are subject to this additional supervision. The nature of the supervision will be specific and the roles of staff in undertaking the supervision spelt out. The arrangements will be reviewed regularly, at least every two weeks, until the Disclosure is received.

Disclosure Indicates Cause for Concern.

Where a DBS/Disclosure Scotland check indicates, cause for concern the member of staff will be immediately withdrawn and advice sought by the Line Manager from an appropriate organisation. The individual concerned will be temporarily redeployed into a post that does not require a DBS/Disclosure Scotland check or if this is not possible may be suspended pending further enquiries.

References.

Every effort should be made to verify any reference received from a person/organisation that has employed the applicant with children or who supports the person as being suitable to work with children.

6.2 Roles

6.2.1 Board of Trustees

The Charity Commission states “Trustees have primary responsibility for safeguarding in their charity”.

Trustees shall:

- ensure that all staff are aware of the policy and that it is fully implemented;
- ensure staff fully co-operate in the case of any Local Authority and/or police investigation;

- ensure child protection remains part of the process of recruitment and ensure that all the checks with the relevant agencies are made through the DBS/Disclosure Scotland in line with current best practice;
- implement the necessary mechanism to protect staff from malicious allegations while operating under the presumption that children and young people are to be believed;
- ensure that sufficient resources are available to provide appropriate child protection training;
- provide counselling or other professional support to staff who may be badly affected by abuse cases;
- ensure confidentiality is maintained at all times by all volunteers and staff over issues of a child protection nature;
- report suspicions, allegations and incidents of abuse or mistreatment of vulnerable beneficiaries to the Charity Commission, in accordance with their Reporting Serious Incident guidance. (The Chief Executive Officer (CEO) will perform this action on behalf of Trustees).

It is the responsibility of the Board of Trustees to suspend the CEO if accused of child abuse pending investigation.

6.2.2 Designated Officer and Safeguarding Advisors

The Designated Officer⁵ for the Coalfields Regeneration Trust is Alun Taylor. Their primary role, on behalf of the Trustees, is to ensure safeguarding remains high on the Trust's agenda, to act as a resource for the Safeguarding Advisors and ensure records are retained in accordance to data protection and retention guidance (see section 11).

It is the responsibility of the Designated Officer to ensure advice is sought from the Local Authority Designated Officer (LADO) or relevant social service/work department and where appropriate CVL. If an allegation of abuse has been made against a member of staff it is the Designated Officer's responsibility to ensure advice is sought from CVL regarding the action to be taken. The Board of Trustees will be informed as appropriate.

The **Safeguarding Advisors** for each Country are:

Country	Name	Mobile Number
England	Andy Lock	07974330925
Wales	Alun Taylor	07974240683
Scotland	Pauline Douglas	07971720070

There will be one Safeguarding Advisor per Country. Once appointed, as well as their existing duties, their role will include the following responsibilities:

- To have an understanding of child protection, and how best practice and the use of the DBS/Disclosure Scotland checks can help prevent child abuse.
- To ensure all volunteers and staff have completed a DBS check/Disclosure Scotland check when they join relevant projects or when requested to if they are existing staff.

⁵ Chief Executive Officer

- To ensure all participant children, parents, volunteers, staff, officials, teachers, coaches and anyone else involved in relevant projects are aware of the Trust's Child Protection Policy and Procedures and make available copies of relevant documents if necessary.
- To be available to advise staff and volunteers who have a concern of a child protection nature of the procedure to follow to refer the concern appropriately.
- To maintain appropriate records of all concerns risen.
- To promote best practice within their area at all times, and question issues arising from poor practice.
- To promote anti-discriminatory practice within the projects/services.
- To have an awareness of equality issues.
- To ensure appropriate confidentiality is maintained at all times by all volunteers, staff and the Board of Trustees over issues of a child protection nature.
- Take advice from the statutory authorities as to whether to make a referral or not where there is doubt as to whether something is abuse or not.
- In case of an emergency, the Safeguarding Advisor will liaise with the Project Manager/member of the Management Team to make an assessment of whether any other children may be at risk from the same situation or person.
- In the case of a complaint about a member of the staff the Safeguarding Advisor will inform the Designated Officer who will in turn liaise with the Local Authority Designated Officer (LADO) or appropriate Social Services/Work Department, CVL and Head of Finance & Corporate Services.
- Maintaining the confidentiality of the "Cause For Concern Form" by keeping them in a secure and lockable file cabinet. **There will not be copies of the form kept in the project's files; all the forms will be kept centrally.**
- An Incident Book where incidents, including those of a child welfare nature should be recorded, should be held by each Safeguarding Advisor and be kept in a secure and confidential manner.
- The Safeguarding Advisor or another member of staff or volunteer should complete the "Cause For Concern Form" whenever a child welfare issue is raised and send it to the Local Authority to whom the referral was made by telephone as confirmation.
- It is extremely important that parents/carers are involved at an appropriate stage in any investigations. The Safeguarding Advisor will liaise with the local authority to discuss the best person and way to link with them as appropriate.
- Inform the Designated Officer of cases of alleged abuse.
- Ensure the correct procedures are followed when a cause for concern has been raised.

6.2.3 Line Managers

The role of the Line Manager is to support the member of staff or volunteer involved with a child protection incident

Line Managers must:

- ensure that all staff and volunteers within their team are familiar with the child protection procedures;
- ensure that all staff and volunteers undertake training, where appropriate, and that it is right for their level;
- encourage staff and volunteers to raise alerts and support them when they do;
- take responsibility for the quality of child protection in their area/team/service;

- if a member of their staff is accused of abusing a child, inform the Designated Officer. In these instances Line Managers will redeploy staff into a post that does not require a DBS/Disclosure Scotland check or if this is not possible suspend them, pending further enquiries. This action should be performed in consultation with the Head of Finance & Corporate Services and CVL.

6.2.4 Staff and Volunteers

It is important for any member of staff or volunteer when faced with the possibility of a case of abuse to:

- be aware of their role in such a situation;
- have knowledge of procedures for reporting such cases;
- be able to give immediate assistance to the child at risk;
- keep accurate records of all incidents/concerns;
- co-operate fully with any investigating agencies in line with the Local Safeguarding Children's Board/Child Protection Committee (Scotland) procedures. Abuse cases involving young people are highly sensitive and confidential and should be treated as such;
- keep all information in cases involving child protection confidential in line with current legislation.

Under no circumstances should a member of staff or volunteer attempt to act as a "go-between" the young person and the alleged person(s). They should also not approach the young person, family or individuals about allegations or suspicions.

7. TRAINING

Staff who come into contact with children in the normal course of their work should undertake child protection training within the first twelve months of their appointment/new role, unless they attended such training within the last two years. The following Child Protection Procedures are intended only as instruction for the recording and reporting of suspected/actual abuse. The skills, attitudes and awareness that are required to support children making disclosures or who are suspected as being victims of abuse, are the subject of directed training, and the support of the Designated Officer.

Any training undertaken will be refreshed as per the course guidance. This is usually every 3 years.

8. PRACTICE FOR WORKING WITH CHILDREN/YOUNG PEOPLE

When working with children and young people all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people, and must act in an appropriate manner at all times.

When working with children and young people, it is important to:

- operate within Trust's principles and guidance and any specific procedures;
- follow the Trust's Child Protection Policy and procedures at all times;
- listen to and respect children at all times;
- avoid favouritism;
- treat children and young people fairly and without prejudice or discrimination;
- value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible;

- ensure any contact with children and young people is appropriate and in relation to the work of the project;
- always ensure language is appropriate and not offensive or discriminatory;
- always ensure equipment is used safely and for its intended purpose;
- provide examples of good conduct you wish children and young people to follow;
- challenge unacceptable behaviour and report all allegations/suspensions of abuse;
- ensure that whenever possible, there is more than one adult present during activities with children and young people or if this is not possible, that you are within sight or hearing of other adults;
- be close to where others are working. If a child specifically asks for or needs some private time with you, ensure other staff should know where you and the child are;
- respect a young person's right to personal privacy;
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like;
- recognise that special caution is required when you are discussing sensitive issues with children or young people.

Staff, volunteers and Trustees should not:

- visit a child in their home unless on an official pre-arranged visit;
- transport a child alone in their car unless prior arrangements have been made with their Line Manager and they are accompanied or in case of a medical emergency;
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people;
- make any comments with sexual overtones, even in humour, or partake in any 'horse play' with a child;
- allow a child into their home;
- let children or young people have personal contact details e.g. mobile number or address;
- allow or engage in inappropriate physical contact of any form;
- develop inappropriate relationships with the child or young person;
- allow a child to use inappropriate language unchallenged;
- let allegations a child makes go unreported or unrecorded;
- exaggerate or trivialise child abuse issues;
- do things of a personal nature for a child that they can do for themselves;
- lend money to or borrow money or possessions from a child;
- agree to make any purchases, or undertake any financial transactions, on behalf of a child unless it is associated with work and forms part of the Trust's policies and procedures;
- patronise or treat children and young people as if they are silly.

The above list should not be seen as exhaustive and staff, volunteers and Trustees are encouraged to discuss any concerns with their Safeguarding Advisor. Guidance on photography/filming and transporting children can be found below.

Photography/filming at training sessions and competitions

Video Cameras:

- Written consent is required from the parents of the children with an invitation to the parents to attend the video recording and subsequently view the video.
- Any concern and the video recording should cease and not be used.

- After recording the event, unless it can be justified as to why the video is to be kept the video should be destroyed once it has served its purpose.
- Additionally, the person recording should be extremely careful in the content of the video.

Photography:

- A parent or guardian has a right to refuse to have children photographed. Therefore any photo that may go to press or on a notice board, be it through a member of staff, volunteer or official photographer, should have received parental consent before publishing/displaying the photo, preferably in writing.
- Other children training/competing nearby may be taken but not the main object of the photo. However, a person can object to a parent/carer taking a photo if they believe their child to be the main object of the photo, but in practice this seldom happens.
- The Trust does not wish to stop parents photographing their children if they wish at their "moments of glory" but all staff and volunteers have to ensure they do all they can to safeguard children's well-being in the current climate of concern.

Mobile Phones:

- Mobile phone should be registered as a camera if it has that facility in line with our policy on cameras.
- While the Trust does not support the banning of phones as children need them to keep in touch with parents, particularly in emergencies, they support a requirement that manufacturers ensure they add a "noticeable sound" that it is audible if a phone camera is used.
- In the meantime staff and volunteers should remind parents that any photos taken should come within our guidelines and that if mobile phones are taken into changing rooms the facility to take photos must not be used.

Transporting children to training sessions/competitions/events.

Never transport children without the agreement in writing, of a parent or guardian. This can be done as a one off annually, not on each occasion providing the parent/guardian is notified of when their child is being transported.

Transporting by Car.

When a member of staff or a volunteer is involved in transporting children to competitions in a car they should:

- Only transport children under 16 with another adult in the car.
- **Ensure children sit in the back seat and the adult in the front.**
- In the case of children over 16 it remains best practice to have another adult present in the car. If this is not possible **always** transport more than one young person at any one time and again ensure they sit in the back seat.
- Ensure they have correct insurance for transporting other people as part of their role with the Trust.

Transporting by Mini Bus.

In the case of a mini bus there must:

- Always be one additional adult on the bus to ensure children playing around do not distract the driver.
- Be one adult on the bus (driver or travelling adult) that has been DBS/Disclosure Scotland checked.
- Seat belts fitted as standard.

- Appropriate insurance in place.

Transporting by Hired Bus (26+ seater).

In the case of a hired bus:

- A reputable firm must be used.
- Proof of Insurance must be obtained.
- A minimum of two adults must travel on the bus NOT INCLUDING THE DRIVER, one of which must be DBS/Disclosure Scotland checked.

9. PROCEDURE IN THE EVENT OF A DISCLOSURE

It is important that children are protected from abuse. All complaints, allegations or suspicions must be taken seriously. There must be no delay in communication once a suspicion or concern arises. The sharing of relevant information at the earliest opportunity within an environment of strict confidentiality is essential.

In addition to staff, volunteers and Trustees being fully aware of the importance of child protection, it is essential that anyone who comes into contact with children as part of their role understands what action should be taken in response to concerns, disclosures and allegations against others.

The procedure outlined in this section must be followed whenever an allegation of abuse is made or when there is a suspicion that a child has been or is being abused. Where a child or young person discloses that they have been or are being abused, confidentiality must be taken into account. However staff and volunteers must remain clear that these procedures require information to be shared, via a Safeguarding Advisor, with the appropriate authorities. A flowchart of the procedure can be found in Appendix 4.

Promises of confidentiality must never be given as this may conflict with the need to ensure the safety and welfare of the individual (see section 10 for further information).

A full record must be made as soon as possible of the nature of the allegation and any other relevant information. This must include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the child who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Records will be kept no longer than necessary. Details on retention periods can be found in section 11.

9.1. Immediate Action in Response to Suspected or Alleged Abuse.

Any suspicion, allegation or incident of abuse must be discussed with the Safeguarding Advisor.

Concerns may arise from:

- a child making a direct disclosure about him or herself;
- a child making a direct disclosure about another child;
- a child offering information that is worrying but not a direct disclosure;
- a child's appearance or behaviour;
- behaviour of a parent or carer towards a child;
- a parent or carer making a disclosure about abuse that a child is suffering or at the risk of suffering;

- a parent or carer offering information about a child that is worrying but not a direct disclosure.

Some signs and indicators of abuse are detailed in Appendix 1.

If a child is in **immediate danger** and with a member of staff or volunteer they should remain with the child and call the police. If the child is elsewhere the member of staff or volunteer should contact the police and explain the situation to them. Staff and volunteers should never put themselves in danger.

If a child is in need of emergency medical attention staff or volunteers should call an ambulance and while they are waiting for it to arrive seek help from a first aider.

Staff and volunteers should also contact a Safeguarding Advisor and inform them of the situation. A decision will need to be made about who should inform the child's family and the local authority children's social care department or equivalent. If the police and/or the health services are involved they should be part of this decision. When making this decision the welfare of the child should be the highest priority. Issues that will need to be taken into account are:

- the child's wishes and feelings;
- the parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation);
- the impact of telling or not telling the parent;
- the current assessment of the risk to the child and the source of that risk;
- any risk management plans that currently exist.

If a child or young person tells you that he or she is being, or has been, abused, remember to act accordingly:

- Stay calm.
- Don't promise to keep it to yourself.
- Listen to what the child says and take it seriously.
- Let the child tell his or her story. Only ask questions if you need to clarify what the child is telling you - don't ask the child about explicit details, don't investigate or quiz the child.
- Reassure the child that telling someone was the right thing to do.
- Make a detailed note of what the child is telling you but as advised in the previous section, don't delay passing on the information.
- Ensure the child is not in need of urgent medical attention, and if they are contact the emergency services, and then follow these procedures.
- Inform the child concerned that you intend to make a referral via the Safeguarding Advisor and contact them immediately. Let the child know what you are going to do next and who else needs to know about it.
- Ask the child what he or she would like to happen as a result of what he or she has said, but don't make or infer promises you can't keep.
- Ensure that the child is fully informed of our procedures and course of action.
- Give the child the ChildLine phone number 0800 1111.

Where you suspect that a child has been or is being abused or receive an allegation of abuse you should discuss this immediately with a Safeguarding Advisor to evaluate the seriousness of the situation. The Safeguarding Advisor will inform your Line Manager of the possible child abuse case but to protect the

child no further details will be given. This is to ensure that your Line Manager is aware and can be supportive.

Once the suspicions and allegations have been discussed write down as many details as possible about what you have been told or have witnessed, including where, when and what took place to cause you to suspect abuse, using the "Cause For Concern Form" (Appendix 5). Once completed the form should be sent to the Safeguarding Advisor. This should take place within the **first 24 hours**.

The Safeguarding Advisor should:

- Inform the Designated Officer of the alleged abuse;
- Report the incident to the Police, if a criminal offence appears to have been committed;
- Discuss the concerns with the appropriate children's social care department or with NSPCC Helpline (0808 800 5000) without disclosing the identity of the child or family and follow their advice, keeping all those involved up to date and maintaining a record of the advice given;
- Decide after seeking advice if there are still concerns, if there are a referral should be made to the local children's social care department and the completed referral form should be sent as confirmation of the telephone referral, within **48 hours**. If after seeking advice the Advisor is no longer concerned a decision should be made on whether to discuss the initial concern with other services e.g. school, to ensure the child's needs are being met elsewhere.
- Inform the Line Manager that a member of their staff is dealing with a possible child abuse case.

If the suspicion relates to a member of staff then in England the Designated Officer will discuss it with the LADO, CVL and the Head of Finance & Corporate Services, while in Scotland or Wales they will discuss it with the relevant Social Services/Work Department, CVL and the Head of Finance & Corporate Services. Further detail on responsibilities in these types of cases is provided in section 6.2.

All involved should also create and maintain a log (Appendix 6) of their own actions/response and who was present at the time, together with dates and times of incidents.

It is important to remember the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for professional child protection agencies, following a referral from a Safeguarding Advisor.

Local Children's Social Care Department

When a referral is made to a Children's Social Care Department or equivalent, they have a legal responsibility to make enquiries where a child may be at risk of harm. This may involve gathering information from others who know the child or talking to the child and their family. Enquiries may be carried out jointly with the police when a criminal offence is suspected.

All referrals should be made by telephone and immediately followed up in writing.

10. CONFIDENTIALITY

Child protection raises issues of confidentiality which must be clearly understood by all.

Staff, volunteers and Trustees have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigative agencies and social services.

Clear boundaries of confidentiality will be communicated to all.

All personal information regarding a child or young person will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines. Records will only contain details required in the initial contact form.

If a child or young person confides in a member of staff or volunteer and requests that the information is kept secret, it is important that the member of staff or volunteer tells them sensitively that he/she has a responsibility to refer cases of alleged abuse to the appropriate agencies via a Safeguarding Advisor.

Within that context, the child or young person must, however, be assured that the matter will be disclosed only to people who need to know about it.

Where possible, consent must be obtained before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the child or young person is the priority.

Where a disclosure has been made, staff must let the child or young person know the position regarding their role and what action they will have to take as a result.

Staff must assure the child or young person that they will keep them informed of any action to be taken and why. The child's/young person's involvement in the process of sharing information must be fully considered and their wishes and feelings taken into account.

The cases should not be the subject for casual conversation at work, family or neighbourhood. It is essential that as little attention as possible is drawn to the situation. However, in some cases other young people may know about the abuse and some work may be needed around their reactions/feelings, particularly if they are close to the victim or the perpetrator of the abuse.

11. Guidance on Retention Periods

It is important to keep a clear and comprehensive summary of any allegations made, details of how the allegations were followed up and resolved and of any action taken and decisions reached.

The record will provide clarification in cases where a future DBS/Scotland Disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.

The table below provides guidance on how long records relating to child protection should be kept.

Type of record	Retention
<p>Child welfare concerns that the Trust refers on to children's social care or the police.</p> <p>For example this would include concerns about physical, sexual, emotional or neglect of a child, disclosures from a child about being abused or information from a third party which might suggest a child is being abused; concerns about a parent or another adult that uses a service the Trust provides, or a young person who has been abused by another young person.</p>	<p>The referral should be acknowledged in writing by children's social care etc. which the Trust will keep on file.</p> <p>Records should be kept for 6 years after the last contact with the service user unless any of the following exemptions apply or if the Trust is required to comply with any other statutory requirements.</p> <ul style="list-style-type: none"> • Need to be retained because the information in them is relevant to legal action that has been started; • Are required to be kept longer by law; • Are archived for historical purposes (e.g. where the Trust was party to legal proceedings or involved in proceedings brought by a local authority). Where there are legal proceedings it is best to seek legal advice about the retention period of the records; • Consist of a sample of records maintained for the purposes of research; • Relate to individuals and providers of services who have, or whose staff, have been judged unsatisfactory; • Are held in order to provide, for the subject, aspects of his/her personal history (e.g. where the child might seek access to the file at a later date and the information would not be available elsewhere).
<p>Child welfare concerns that the Trust decide, after consultation, do not necessitate a referral to children's social care or the police. In such circumstances the Trust should make a record of the concern and the outcome. For example where a child has been bullied, overly pushy parents or a very distressed child where the distress is unrelated to child abuse.</p>	<p>The record should be destroyed a year after the child/adult concerned ceases to use the service unless the child/adult are continuing to use the Trust.</p>

<p>Concerns about people (paid and unpaid) who work with children and young people, for example, allegations, convictions, disciplinary action, inappropriate behaviour towards children and young people. For instance where an employee has breached the code of conduct, a record of the behaviour, the action taken and outcome should be recorded.</p>	<p>Personnel files and training records (including disciplinary records and working time records) - retain for 6 years after employment ceases. However the records should be retained for a longer period if any of the following apply:</p> <ul style="list-style-type: none"> • There were concerns about the behaviour of an adult who was working with children where he/she behaved in a way that has harmed, or may have harmed, a child; • The adult possibly committed a criminal offence against, or related to, a child; • The adult behaved towards a child in a way that indicates he/she is unsuitable to work with children. <p>In such circumstances records should be retained at least until the adult reaches normal retirement age, or for 10 years if that is longer.</p>
<p>DBS Certificate (formerly Criminal Records Bureau disclosures certificates) / Disclosure Scotland certificate obtained as part of the vetting process.</p>	<p>The actual disclosure form must be destroyed after 6 months. However for best practice the Trust should keep a record of the date of the check, the reference number, the decision about vetting and the outcome.</p>

Storage of Records

Good practice guidance:

- Information about concerns, allegations, and referrals should not be kept in one ‘concern log’ rather information or items relating to individuals need to be kept in separate files.
- Compile and label files carefully.
- Files containing sensitive or confidential data should be locked away and access to the keys strictly controlled.
- Keep a key log so that it is possible to see who has accessed the cabinet, when, and the titles of the files they have used.
- Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files e.g. Designated Officer, Safeguarding Advisors.
- If files are to be stored long term then arrangements need to be made for the keys to be passed from outgoing staff to their successors.
- If records are stored electronically then password-protect those records, which only limited staff should have access to.
- Where a local service/activity is closed, arrangements must be in place for ongoing management of the records relating to that service/activity, including the review and disposal of records.

Destruction of Records

Records should be incinerated or shredded in the presence of a member of the Trust or entrusted to a firm specialising in the destruction of confidential material. This action must be taken at the same time as the electronic record is purged. If not shredded immediately, all confidential records must be held in a secured plastic bag, labelled as confidential and locked in a cupboard or other secure place.

SIGNS AND INDICATORS OF ABUSE⁶.

Recognising child abuse is not easy. It is not your responsibility to decide whether or not child abuse has taken place or if a child is at significant risk of harm from someone. You do however, have both a responsibility and duty under the Coalfields Regeneration Trust's procedures to act in order that the appropriate agencies can investigate and take any necessary action to protect a child.

The following information should help you to be more alert to the signs of possible abuse.

Physical Abuse:

Most children will collect cuts and bruises as part of the rough and tumble of daily life. Injuries should always be interpreted in light of the child's medical and social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins and are often seen on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are where bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern, although this can be more complicated with burns as these are often delayed in presentation due to blistering taking place sometime later.

The physical signs of abuse may include:

- unexplained bruising, marks or injuries on any part of the body
- multiple bruises- in clusters, often on the upper arm, outside of the thigh
- cigarette burns
- human bite marks
- broken bones
- scalds, with upward splash marks,
- multiple burns with a clearly demarcated edge

Changes in behaviour which can also indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather
- depression
- withdrawn behaviour
- running away from home

Emotional Abuse:

Emotional abuse can be difficult to measure, as there are often no outward physical signs. There may be a developmental delay due to a failure to thrive and grow, although this will usually only be evident if the child puts on weight in other circumstances, for example when hospitalised or away from their parents' care. Even so, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may

⁶ Taken from 'The Definitions and Signs of Child Abuse', June 2010, NSPCC

receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

Changes in behaviour which can indicate emotional abuse include:

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- development delay in terms of emotional progress

Sexual Abuse:

Adults, who use children to meet their own sexual needs, abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the child's behaviour that may cause you to become concerned, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

It is also important to remember that it not just adult men who sexually abuse children – there are increasing numbers of allegations of sexual abuse of children against women and sexual abuse can also be perpetrated by other children or young people.

The physical signs of sexual abuse may include:

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

Neglect:

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- constant hunger, sometimes stealing food from other children
- constantly dirty or 'smelly'
- loss of weight, or being constantly underweight
- inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect may include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning their being left alone or unsupervised

Bullying:

Bullying is not always easy to recognise as it can take a number of forms. A child may encounter bullying attacks that are:

- Physical - pushing, kicking, hitting, pinching and other forms of violence or threats
- Verbal - name-calling, sarcasm, spreading rumours, persistent teasing
- Emotional - excluding (sending to Coventry), tormenting, ridiculing, humiliating.

Persistent bullying can result in:

- Depression
- Low self-esteem
- Shyness
- Poor academic achievement
- Isolation
- Threatened or attempted suicide

Some signs that a child may be being bullied can be:

- Coming home with cuts and bruises
- Torn clothes
- Asking for stolen possessions to be replaced
- Losing dinner money
- Falling out with previously good friends
- Being moody and bad tempered
- Wanting to avoid leaving their home
- Aggression with younger brothers and sisters
- Doing less well at school
- Sleep problems
- Anxiety
- Becoming quiet and withdrawn

These definitions and indicators are not meant to be definitive but only serve as a guide to assist you. It is important too, to remember that many children may exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in their family, relationship problems between their parents/carers etc. In assessing whether indicators are related to abuse or not, the authorities will always want to understand them in relation to the child's development and context.

THE COALFIELDS REGENERATION TRUST'S POLICY AND PROCEDURE ON THE RECRUITMENT OF EX-OFFENDERS

Purpose

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record, in particular to paid/unpaid work with children and vulnerable adults' posts within the Coalfields Regeneration Trust.

Introduction

The Trust undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of applicants, including those with criminal records. We select all applicants for interview based on their skills, qualifications and experience.

Having a criminal record will not necessarily debar an individual from working/volunteering for the programmes within this organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in an applicant not being granted the position.

We implement a fair Recruitment Policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for.

This policy sets out the basis on which the Trust will seek information from prospective members of staff about spent and unspent (current) convictions and how this information will be used. The policy will be made available to all disclosure applicants at the outset of the recruitment process. We make every subject of a Disclosure and Barring Service (DBS) check or Disclosure Scotland check aware of the existence of their respective Code of Practice and make a copy available on request.

Principles

- Applicants and members of staff with either a spent, or unspent conviction will not be unfairly discriminated against.
- Equality of opportunity for all with the right mix of talent, skill and potential is actively promoted and applications are welcomed from a wide range of applicants, including those with criminal records. Applicants for interview are selected based on their skills, qualifications and experience.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974, including the changes which came into effect in 2014.

- Where appropriate, adverts and job descriptions will clearly state that a DBS or Disclosure Scotland check is a requirement of the job. This will provide a basis for the applicant to decide whether or not to apply for the post.
- Where a check is to form part of the recruitment process, all applicants called for interview will be requested to provide details of their criminal record at an early stage in the process in line with the Rehabilitation of Offenders Act 1974 as amended in 2013.

We request that this information is sent under separate, confidential cover, to a designated person within the Trust and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Unless the nature of the position allows us to ask questions about applicants entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

- Where appropriate the DBS or Disclosure Scotland will be used to check the history of applicants and assess their suitability for posts. A check will only be requested after a thorough assessment has indicated that one is both proportionate and relevant to the position.
- The Trust complies fully with the DBS and Disclosure Scotland Codes of Practice.
- Information obtained from the DBS or Disclosure Scotland will only be used to assess an applicant's suitability for employment, where relevant, and will not be used to discriminate in any way.
- Disclosure of the information received from the check will only be made available to staff who have a specific need to access it in the course of their duties.
- The Trust is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately and in accordance with the Data Protection Act.

Existing staff

If a member of staff is convicted of a criminal offence whilst in employment at the Trust they must report this to their Line Manager immediately. The facts of the case will be considered to determine if there are sufficient grounds to warrant formal action being taken, in line with the Disciplinary Procedure.

Managers will be expected to carry out a risk assessment, comparing the skills, experience and the circumstances of the conviction against the risk criteria identified for the job. Managers should take an objective approach and advice should be sought from CVL, if required.

If a member of staff is concerned about a conviction, they should speak directly with their Line Manager.

Failure to reveal information relating to unspent (and spent convictions in the case of excluded jobs and professions under the Rehabilitation of Offenders Act) could lead to disciplinary action which could lead to termination of employment.

Obtaining Information from Applicants

To ensure the correct applicant is appointed and to enable the Trust to determine the relevance of any convictions or conviction information to positions applied for we will use the following recruitment tools:

1. Application Form

2. Self-declaration Form
3. References
4. Interviews
5. DBS or Disclosure Scotland check

During the recruitment process applicants will normally only be asked about unspent convictions, as defined by the Rehabilitation of Offenders Act 1974 and are subject to disclosure. Some offences can never become spent including any sentence that exceeds 30 months.

Under the Rehabilitation of Offenders Act 1974, ex-offenders have the right not to reveal spent convictions except where they may impact on their suitability of working with children or vulnerable adults.

For jobs which are exempt from the provisions of the Rehabilitation of Offenders Act 1974 as amended, the Trust is legally entitled to ask applicants for the details of any spent and unspent convictions and an applicant will need to disclose both unspent and spent convictions, which are subject to disclosure.

As part of the Trust's recruitment policy we request the appropriate level of certificate at the final part of the recruitment stage, when a position has been conditionally offered. Enhanced disclosure certificates will only be sought for positions where the applicant might be required to work with children or vulnerable adults.

Applications for Positions involving Child Care and Adults at Risk.

Where a position requires a DBS or Disclosure Scotland check, this will be made clear on the application form, job advert, self-declaration form and any other information provided about the post. The job advert will also state there is a Child Protection or Safeguarding Vulnerable Adults Policy in place.

All applicants are required to complete an application form, self-declaration form, and interview and give details of 2 referees.

Self Declaration.

Self-declaration forms will be viewed by the Interview Panel/Child Protection or Vulnerable Adults designated officer, before the interview to determine the relevance of any disclosed information to the position applied for.

When assessing the relevance of any convictions or conviction information the Interview Panel/designated officer will look at the following information:

1. Whether the conviction is relevant to the position being offered.
2. The seriousness of the offence revealed and its relevance to the safety of other members of staff, service users, the public etc.
3. The length of time since the offence took place.
4. Whether the applicant has a pattern of offending behaviour.
5. Whether the applicant's circumstances have changed since offending took place.
6. Any relevant information offered by the applicant about the circumstances which led to the offence being committed.
7. How the applicant completed their sentence to move forward and stop the offending behaviour.
8. The nature of the job and any opportunities that may present the applicant to re-offend.
9. The country in which the offence was committed – for example, some activities are offences in Scotland and not in England and Wales, and vice versa.
10. Whether the offence has been decriminalised by Parliament.

Should the Interview Panel/designated officer decide that the information is relevant to the post the applicant will be deemed to have been unsuccessful and this will be fed back to the applicant by letter.

For applicants who have disclosed convictions or conviction information that is not deemed to be relevant to the post an interview will take place.

We will ensure that open, measured and relevant discussions can take place on the subject of any disclosed offences or other matters that might be considered relevant.

Failure to reveal information on the Self-declaration Form or at the interview, that is directly relevant to the position sought, will lead to the withdrawal of the conditional offer of paid/unpaid work.

If required an appropriate level of certificate will be requested from DBS or Disclosure Scotland once the applicant has successfully completed the interview and the paid/unpaid position has been offered conditionally.

Should the returned certificate disclose more offences, more serious offences or relevant non conviction information not previously disclosed by the applicant this could lead to the withdrawal of conditional offer of employment/a volunteer position.

This will be a decision for the Interview Panel/designated officer to make.

However should the certificate for work with children reveal that the applicant is Fully Listed on the Disqualified from Working with Children's List under no circumstances will the applicant be offered or entitled to work/volunteer in that capacity for The Coalfields Regeneration Trust.

The disclosure information will be discussed with the applicant prior to a decision being made to withdraw a conditional offer of employment.

All certificates accessed for successful applicants will be stored for a maximum of 6 months by Shared Services as per our Disclosure Policy relating to storage, handling and retention.



the coalfields
regeneration trust

SELF DECLARATION

Form for a position requiring an Enhanced Disclosure

Private and confidential.

The post that you have applied for is for a position working with children and/or vulnerable adults. The position is therefore exempt from the Rehabilitation of Offenders Act 1974 by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003. You are therefore required to disclose all convictions (spent and unspent), cautions and any relevant non conviction information.

The Coalfields Regeneration Trust (CRT) reserves the right to take into account all information contained in the Enhanced Disclosure and Barring Service (DBS) or Disclosure Scotland results in determining the suitability of an applicant and where something is disclosed on the DBS or Disclosure Scotland form that has not been considered by the Trust previously, it may be taken into account when determining whether to retain an individual.

Any information you give in this form will be managed according to CRT's Confidentiality Policy.

All sections must be completed fully by all applicants

Part A: Previous convictions	
Date(s) of conviction(s):	
Court(s) where your conviction(s) were heard:	
Type of offence(s):	
Sentence(s) received:	

Please give details of the reasons and circumstances that led to your offence(s):

Please give details of how you completed the sentence(s) imposed, (for example did you pay your fine(s) as required; what conditions were attached to your probation/community service/supervised attendance order(s), did you comply with the requirements of your custodial sentence(s)).

Have any other organisations supported you to work through any of the above issues/difficulties?

What have you learned from your experience?

Part B – Details of any disciplinary action relating to behaviour to children and young people or vulnerable adults

Have you been disciplined because of inappropriate behaviour towards a child, young person or vulnerable adult, which may have harmed them or put them at risk of harm?

YES/NO*

(*Please circle answer)

If YES, please give details.

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Part C: Police Investigations – this should include relevant police non conviction Information.

Date of investigation(s):	
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Police Division(s) involved:	
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Details of investigation(s):

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Please give details of the reasons and circumstances that led to your investigation(s):

--

Disposal(s) if known:

Are you, or have you ever been, known to any Social Work Department/Social Services Department (in England and Wales) as an actual or potential risk to children?

YES/NO*
(*Please circle answer)

If yes, please provide details.

Part D: The *Protection of Children (Scotland) Act 2003* and *The Children Act 1989 and 2004* Self Declaration

To help us ensure we are complying with child protection laws, please complete the following declaration.

I _____ [full name in block capitals] Of [address]

_____ confirm that I am/am not (delete as appropriate) subject to any of the disqualifications set out in section 17 of the *Protection of Children (Scotland) Act 2003/The Children Act 1989 and 2004 (England and Wales)*.

OR

I am the subject of a disqualification from working with children under _____ years old

I understand that deliberately giving false information can result in prosecution.

Signed _____ **Date** _____

Part E: Declaration

I hereby declare and represent that, except for as disclosed above; I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

I give my consent to The Coalfields Regeneration Trust (CRT) carrying out a Disclosure check (if appropriate) and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform CRT if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or vulnerable adults with the organisation and/or the termination of my services.

If I am appointed to a post where I work with children and/or vulnerable adults, I agree to abide by CRT's Code of Conduct and Child Protection and Safeguarding Vulnerable Adult's policies and guidelines.

I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work with children/vulnerable adults and/or the termination of my services.

Signed: _____ **Date:** _____

SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF CERTIFICATES AND CERTIFICATE INFORMATION FROM THE DISCLOSURE & BARRING SERVICE.

GENERAL PRINCIPLES.

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the Coalfields Regeneration Trust (CRT) complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

STORAGE AND ACCESS.

Certificate information will be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

HANDLING.

In accordance with section 124 of the Police Act 1997, certificate information will only be passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed. It is a criminal offence to pass this information to anyone who is not entitled to receive it.

USEAGE.

Certificate information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

RETENTION.

Once a recruitment (or other relevant) decision has been made, we will not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

DISPOSAL.

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

POLICY STATEMENT ON THE SECURE HANDLING, USE, STORAGE, RETENTION AND DESTRUCTION OF DISCLOSURE INFORMATION FROM DISCLOSURE SCOTLAND

INTRODUCTION

The Code of Practice (“the Code”) is published by Scottish Ministers under section 122 of Part V of The Police Act 1997 (“the 1997 Act”). The Code sets out obligations for registered bodies, counter signatories and other recipients of disclosure information issued under the 1997 Act and the Protection of Vulnerable Groups (Scotland) Act 2007 (“the 2007 Act”).

GENERAL PRINCIPLES

The Coalfields Regeneration Trust complies with the Code and the 1997 and 2007 Acts regarding the handling, holding, storage, destruction and retention of disclosure information provided by Disclosure Scotland. We comply with the Data Protection Act 1998 (“the 1998 Act”) and will provide a copy of this policy to anyone who requests to see it.

USAGE

We will use disclosure information only for the purpose for which it was requested and provided. Disclosure information will not be used or disclosed in a manner incompatible with that purpose. We will not share disclosure information with a third party unless the subject has given their written consent and has been made aware of the purpose of the sharing.

HANDLING

We recognise that, under section 124⁷ of the 1997 Act and sections 66 and 67 of the 2007 Act, it is a criminal offence to disclose disclosure information to any unauthorised person. Disclosure information is only shared with those authorised to see it in the course of their duties. We will not disclose information provided under subsection 113B (5)⁸ of the 1997 Act, namely information which is not included in the certificate, to the subject.

ACCESS AND STORAGE

We do not keep disclosure information on an individual’s personnel file. It is kept securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled and is limited to authorised named individuals, who are entitled to see such information in the course of their duties.

RETENTION

To comply with the 1998 Act, we do not keep disclosure information for longer than necessary. For the 1997 Act, this will be the date the relevant decision has been taken, allowing for the resolution of any disputes or complaints. For the 2007 Act, this will be the date an individual ceases to do regulated work for this organisation. We will not retain any paper or electronic image of the disclosure information. We will, however, record the date of issue, the individual’s name, the disclosure type and the purpose for which it was requested, the unique reference number of the disclosure and details of our decision. The same conditions relating to secure storage and access apply irrespective of the period of retention.

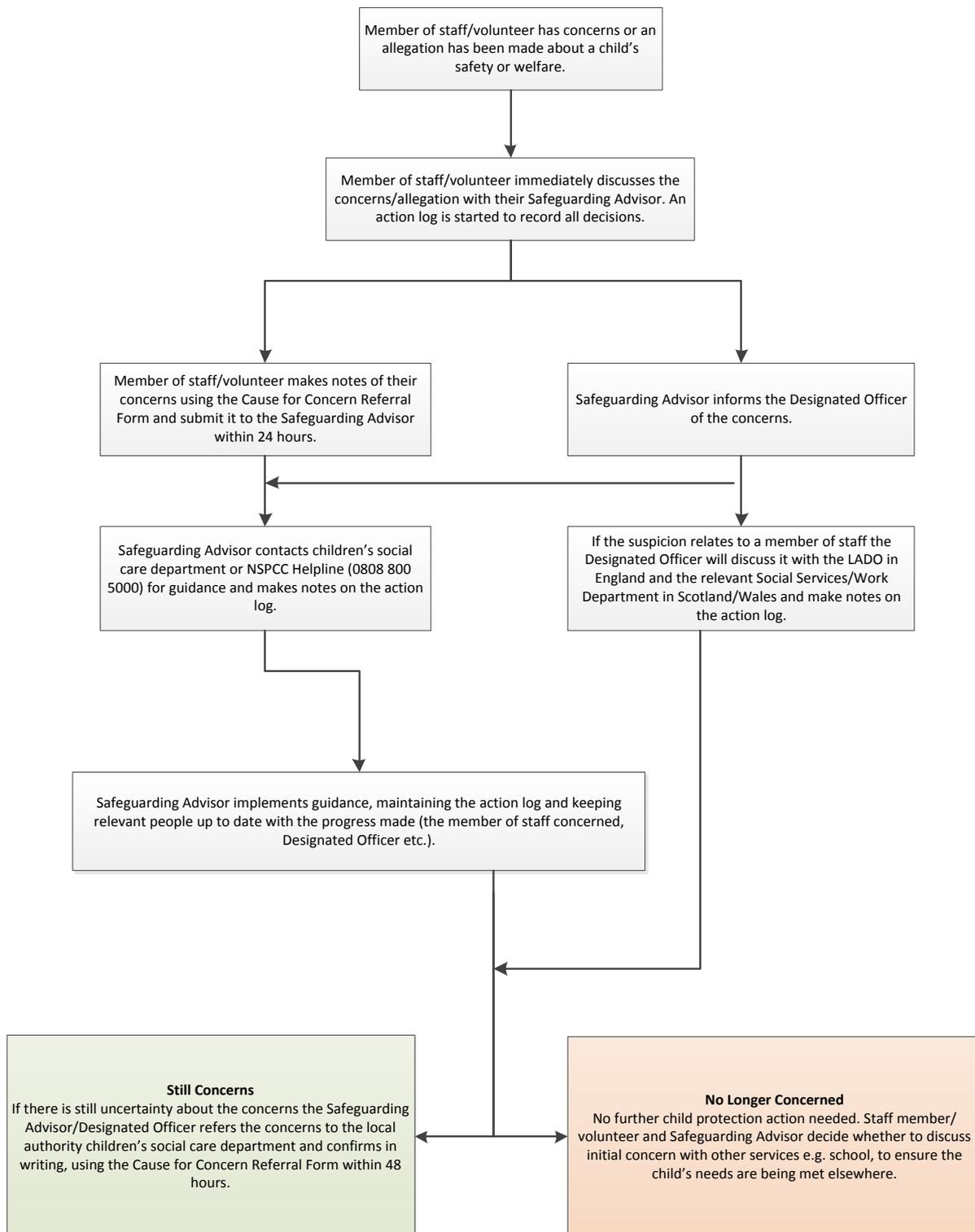
DISPOSAL

We will ensure that disclosure information is destroyed in a secure manner i.e. by shredding, pulping or burning and that disclosure information which is awaiting destruction will not be kept in any insecure receptacle (e.g. a waste bin or unlocked desk/cabinet).

⁷ The Serious Organised Crime and Police Act 2005 (“2005 Act”) schedule 14, paragraph 12 amended section 124.

⁸ Subsection 163(2) of the 2005 Act inserted subsection 113B into the 1997 Act. Subsection 113B (5) of the 2005 Act replaces subsection 115(8) of the 1997 Act.

IN THE EVENT OF A DISCLOSURE FLOWCHART.



Coalfields Regeneration Trust (CRT) Child Protection Cause for Concern Form**Details of child and parents/carers**

Name of child:			
Gender:		Age:	Date of birth:
Name(s) of parent(s)/carer(s):			
Child's home address and address(es) of parents (if different from child's):			

CRT staff details

Name:		Job title:	
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Report

Date and time of incident (if applicable):			
Whose concerns are you reporting? (tick as appropriate)			
Own concerns		Responding to concerns raised by someone else	
If you are responding to concerns raised by someone else, please provide their name and position:			
Please provide details of the incident or concerns, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details. When a discussion with a child has taken place please include details such as the time, place and relationship with the child and when explaining the concern use his/her own words as much as possible. Please continue on an extra sheet if needed:			

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

--

Provide details of anyone who has witnessed the incident or who shares the concerns:

--

Are you aware of any previous incidents or concerns relating to this child and any current risk management plan/support? If so, please provide details:

--

If this form has been completed with the child involved please ensure that it is read back to him/her and that they sign it before it is sent to the Safeguarding Advisor.

Your Name:	
Your Signature:	
Child's Name:	
Child's Signature:	

Child Protection Action/Response Log.

Name of Child:

Name of Member of Staff:

Date & Time	Who you talked to and what about e.g. phone call, conversation, observation, meeting	Action required and by whom	Action completed	Signature / Print name



the coalfields
regeneration trust

CRT CODE OF CONDUCT FOR SPORTS LEADERS

Contents List

- Section One - Principles of the code of ethics and conduct
- Section Two - Personal conduct
- Section Three - Safety
- Section Four - Equity and setting guidelines for participants
- Section Five - Remuneration and professional development
- Section Six - Complaints procedure

This document provides guidance to Staff in organising sports sessions. This document should also be used when employing freelance or volunteer staff to work on projects commissioned by The Coalfields Regeneration Trust (CRT) as part of its development activities in local communities.

The CRT expects all sports leaders undertaking any duties of their behalf to conform to ethical standards in a number of areas. These areas are clearly laid out in this document and it is imperative that all sports leaders have read and understood this code before working with any group of performers.

Terms of Reference within the Document.

For the purposes of this document: A sports leader is any person, regardless of title or designation, who is responsible for the development of an individual or group of individuals within a specific sport or recreational activity.

Professional – This does not necessarily imply a paid position or person, but refers to the sports leader in role.

Employer – This refers to the organisation (in most cases CRT) who commissioned the sports leader to run the session, this could be paid or unpaid.

SECTION ONE

PRINCIPLES OF THE CODE OF ETHICS AND CONDUCT

Introduction.

CRT has a duty to the community to provide guidelines within which sports leaders work. Thus ensuring that all those involved within organising and running activities on behalf of CRT are acting in the best interests of the participants at all times.

It is important that the expected standards of ethical behaviour in sports supervision practices are available for perusal and upheld. It is essential that participants who are using the services of sports leaders benefit from the code of ethics and conduct and are protected through its application.

Sport is one of the most popular pastimes amongst young people. It is important that all people taking part in games are exposed to positive experiences and protected from negative ones.

The role of the sports leader within CRT is a very important one. As well as the sporting development the sports leader is also tasked with the all round development of the player, or group of participants, within a session. The sports leader is the mentor, the confidante and the teacher; to name but a few of their roles, and therefore must demonstrate exemplary behaviour at all times. They also act on behalf of CRT on whom there is a Duty of Care which must be respected.

The sports leader also has to maintain this level of behaviour when dealing with parents, assistant sports leaders, managers and other personnel involved in the sport.

The guidelines set out in this 'Code of Ethics and Conduct' are generic and relate to CRT's sports programme and should be used in conjunction with other sporting publications, as well as the specific 'code of ethics and conduct' of relevant National Governing Bodies' Coaches (where applicable).

Sports Leaders are required to read and apply the CRTs 'Child Protection Policy Document' (a copy of which is attached).

The following sections set out the overriding principles that sports leaders are expected to adhere to, to ensure that taking part in the sport is a positive and worthwhile experience for all.

SECTION TWO

PERSONAL CONDUCT

Personal Appearance.

Personal appearance is of great importance when leading a sports session, and although individual taste and culture will affect differences in appearance, the sports leader has a responsibility to look clean and project an image of functional efficiency at all times.

Sports leaders should never smoke while leading a session.

Sports leaders should try and avoid chewing gum while leading a session.

Sports leaders should never lead a session under the influence of alcohol or other substances under any circumstances.

Sports leaders should avoid using profanities during sessions.

Leaders and others should be appropriately qualified for the role.

Sportsman Like Conduct.

Consistently project a favourable image of sport and of leading sport to the participants they are working with, their parents/families/guardians, officials, spectators and the general public.

Try and encourage performers to work within Discipline Guidelines contained in the national governing bodies' behaviour guidelines.

Make sure that the level of activity carried out by the performers is suitable for their age, strength, maturity and the ability of each individual performer.

Encourage appropriate behaviour by the performers during both training and competition.

Encourage the performers to abide by the rules of the sport. All participants should be encouraged to uphold the spirit of the sport.

Make a positive effort to educate the performers as to the improper use of substances that are on the sport's banned drugs and substances list.

Help the performers to deal with victory and defeat in a sportsmanlike manner, and encourage them at all times to treat opponents with due respect.

Abide by their National Governing Bodies code of ethics/conduct for coaches where they exist.

Advertising by sports leaders in respect of qualification and/or services shall be accurate.

Relationships between Sports Leader and Participant.

Sports leaders have a responsibility to set and uphold the boundaries between a working relationship and friendship between themselves and the participants. This is especially important when the performer is a young person.

It is recommended that sports leaders should be concerned at all times with the safety and well-being of the performers. There should be a sensible balance between performance and the emotional, physical, social and developmental needs of the performers.

The sports leader must realise that certain situations or friendly actions could be misinterpreted, not only by the participant, but by outsiders motivated by jealousy, dislike, or mistrust and could lead to allegations of sexual misconduct or impropriety.

If any part of the activity requires physical contact between sports leader and participant, it is recommended that sports leaders must seek the permission of the participant to touch them and ensure that no action on their part is either inappropriate or could be perceived to be inappropriate.

As the relationship between sports leader and participant is based heavily on trust it is important that all sports leaders can offer proof of experience and qualification. The participant must be given the opportunity to consent to or decline proposals for training and performance.

Sports leaders will undoubtedly build up strong relationships with participants and in some cases will travel and reside with them during the course of competition. At no time is a sports leader to use this privilege to place undue pressure or exert influence over performers to gain personal benefit for themselves or their club/organisation. Sports leaders should endeavour to establish and maintain a relationship or dialogue with parents/carers where appropriate.

Sports leaders should be mindful that CRT will consider it an act of gross misconduct, and that in certain circumstances it is an offence punishable by prison, to engage in a sexual relationship with someone with whom they hold a position of trust or authority, even if that person is above the age of consent.

Sports leaders will, in the course of a working relationship, gather a great deal of information about participants. It is important that an appropriate degree of confidentiality is maintained and that personal information is not divulged without the permission of the participant or where the participant is under 16, the participant's parent.

Sports leaders have a responsibility to themselves and their participants to maintain their own effectiveness, resilience and attitude, and to know when their personal recoveries are so depleted as to make it necessary for them to seek help and/or withdraw from coaching whether temporarily or permanently.

SECTION THREE

SAFETY

Sports leaders have a responsibility to make sure that participants have a safe environment to work and play within.

Child Protection.

Sports leaders have a responsibility to protect children from any form of abuse during training sessions, competition and whilst in their care. All sports leaders will read and abide by CRT's Child Protection Policy.

Accidents and Medical Emergency Procedure.

If an accident occurs it is recommended that sports leaders follow the steps laid out in the CRTs 'Health and Safety Policy' document.

All accidents and any first aid administered are to be recorded in the accident book.

Sporting Safety.

It is recommended that sports leaders carry out their work in keeping with the regular and approved practice adopted and laid out by the association and other relevant bodies like NGBs.

[It is essential that sports leaders arrange adequate personal liability indemnity insurance to cover their sports leading practice.]

It is recommended that any activities carried out by sports leaders should be suitable for the age, maturity, strength and ability of the participant.

It is strongly recommended that sports leaders do not attempt to coach techniques or skills that have not been covered in their specific level of coaching award qualification.

Organising Sessions.

Where sports leaders are required to organise sessions, as well as careful recruitment, staff and volunteers, the sports leader will adhere to the following:

The deployment of staff in a way in which no adult finds themselves alone with a child or in which children are put at risk. To this end the minimum requirement on all sessions organised by the CRT is that two adults will be present with a minimum of one adult whom is DBS/Disclosure Scotland checked and a minimum of one adult holding an emergency first aid certificate. The DBS/Disclosure Scotland checked adult in this case must be the supervising adult. The DBS/Disclosure Scotland screened adult should not leave children alone in the care of the non-screened person.

Every effort will be made to ensure that this minimum requirement is exceeded. Where those sessions are sports sessions, a minimum of one adult will have the appropriate coaching or sports leader qualification and will be the leader of the session.

Parents and other community members should be encouraged to offer assistance and help out at events and sessions, but must be supervised closely. If their volunteering becomes a regular occurrence they must undergo the Volunteer recruitment procedure.

For all organised activity that **is not** open access, consent forms will be sought for children that will contain information on medical problems and medical allergies. All parents will be responsible for providing their children with the appropriate medication and instructing their children in how to use it. Where a member of staff believes a child does not have their medication and that taking part in the activity would be detrimental to the child's physical well-being, that child may be excluded from participating in the session. Where a session **is**

open access parents will be briefed prior to the event that they will have ultimate responsibility for their children.

- For any session, all children aged 7 years and younger are expected to be accompanied by a parent or an adult in loco parentis e.g. a teacher.
- Establishing good professional working relationships with children and families to minimise the risk of more serious issues arising.
- Staff will not accompany children into the toilet at any time **unless** providing personal and intimate care – e.g. toileting, dealing with medical emergencies and accidents, dealing with children with disabilities, which make them particularly vulnerable. All such help should be given openly and with parental consent.
- Staff who are in charge of children are competent to do so taking into account the demanding and complex nature of the work and the required range of skills.
- CRT will ensure that staff have adequate support systems including supervision and the identification of appropriate training.
- Parents and carers should be made aware of this code and know how to raise concerns should they have them.

In guidance issued by OFSTED and the NSPCC they recommend:

- Age 0-2: one adult to 3 children
- Age 2-3: one adult to 4 children
- Age 4–8: one adult to 6 children
- Age 9–12: one adult to 8 children
- Age 13–18: one adult to 10 children

If the group is mixed gender, the supervising staff should also include both male and female staff wherever possible.

The number of staff will need to be increased if children with disabilities take part in activities. This number will also increase the higher the risk in the activity. In some cases where the level of expertise is increased e.g. Teachers with a PGCE are present, this number may be reduced.

Risk Assessment.

The provision of a safe sporting environment is essential for effective working with children and families. Activities undertaken as part of the CRT programme will endeavour to ensure the safety of staff and those using the setting. Those responsible for CRT need to consider the safety and suitability of:

- Premises /Buildings, including changing rooms and showers etc.
- Equipment
- Play area(s)/Sports areas
- Transport arrangements and use of vehicles
- Visitors to premises who may be unknown to staff or children

To this end the risk assessment procedure will be carried out to ensure that all potential hazards are identified and minimised.

SECTION FOUR

EQUITY AND SETTING GUIDELINES FOR PARTICIPANTS

It is recommended that sports leaders respect the rights of every human being they work with, and treat all as equals within the context of their activity and ability. This must be regardless of age, ethnic origin, gender, religion, sexual orientation, cultural background or political affiliation.

Sports leaders should try and ensure that any activity under their supervision is free from any form of non-equitable behaviour. When such behaviour becomes apparent it should be challenged.

It is recommended that sports leaders are able to recognise when to pass participants on to other clubs or agencies. It is important that sports leaders have the participants' best interests at heart at all times. It is also the responsibility of sports leader to verify, as far as possible, the integrity of any club or agency, which they are referring the performers to.

Sports leaders should clarify the level of commitment expected from participants at the outset of any agreement. Details should include number and length of sessions, attendance at matches or competition, fees and method of payment. In the same respect, the performers/employers should state the expectation of the outcome of the sports leading.

The sports leader will be concerned primarily with the well-being, health and future of the individual performer and only secondary with the optimisation of performance.

It is recommended that sports leaders declare any other sports leading commitments they already have before working with new partners.

Sports leaders who start to experience conflict between obligation to their participants and to other parties (i.e. NGB) must make all parties aware of the conflict in an attempt to solve it.

SECTION FIVE

REMUNERATION AND PROFESSIONAL DEVELOPMENT

It is recommended that where sports leaders receive payment for their work/ time that the fee they command is in line with the suggested scale set out by the National Governing Body.

It is up to each individual to ensure that any monies earned during sports leading should be declared to the Inland Revenue in line with current taxation laws.

Competency to sports leader should be verified through the proof of qualification and should not be inferred from evidence of prior experience.

It is recommended that sports leaders confine themselves to carrying out sessions in accordance with the experience gained whilst obtaining their highest qualification.

It is important that sports leaders take responsibility for their own continuous professional development, making the most of opportunities offered to them through CRT or other education agencies.

It is important for sports leaders to be objective about their sports leading ability. If at any time they feel concerned about their ability to sports lead at a certain level, or about their effectiveness in a certain situation it is up to them to find help or withdraw if necessary.

SECTION SIX
COMPLAINTS PROCEDURE

Anyone wishing to make a complaint about any person acting in the capacity of sports leader within the context of these guidelines must follow the sets procedure.

1. Report the matter to a CRT Designated Officer and copy in the Head of Finance & Corporate Services.
2. If the complaint involves a minor and relates to a concern about the possibility of child abuse or a risk of abuse then the child protection procedures should be followed. If the concern relates to possible poor practice then a report should be made to the CRT and copied to the relevant coaching or sport governing body.
3. On receipt of a complaint procedural guidelines will be issued to all parties.