Tisbury Angling Club

PR001 Safeguarding Children and Young People in Angling

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TAC would like to thank the following for their support in guiding the development of the new Safeguarding Children and Young People in Angling Policy Policies and Procedures document.

Angling Trust Safeguarding Committee

Glossary

TAC	Tisbury Angling Club
ATSC	Angling Trust Safeguarding Committee
CMP	Case Management Panel
CPSU	Child Protection in Sport Unit
CWO	Club Welfare Officer
DBS	Disclosure and Barring Service
LSCB	Local Safeguarding Children Board
DO	Designated Officer

NSPCC National Society for the Prevention of Cruelty to Children

Section 1 - Introduction/policy

1.1 Child Protection Policy Statement

TAC acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and The Child Protection in Sport requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children:

- have a positive and enjoyable experience of sport in all activities run and supported by the TAC and are able to do so in a safe and child centered environment.
- are protected from abuse whilst participating in angling or outside of the activity.

TAC acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy the TAC will:

- **Promote** and prioritise the safety and wellbeing of children and young people.
- **Ensure** everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- **Ensure** appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- **Ensure** that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- **Prevent** the employment/deployment of unsuitable individuals.
- **Ensure** robust safeguarding arrangements and procedures are in operation.
- **Support** the training and development of all those supporting safeguarding standards in angling.
- **Work** collaboratively and collectively with other organisations, outside of angling, to develop and maintain safeguarding for children and young people.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the TAC. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Principles

The principles followed, and guidance given in this document are based on the following.

- The child's welfare is of paramount consideration.
- All young people, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse.
- All incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

- A young person is recognised as being under the age of 18 years (Children's Act 1989 definition)
- Adults with responsibility for children have a moral and legal duty for the care.
- All young people have the right to participate in the sport of angling in an enjoyable and safe environment.
- Young people have the right to expect appropriate support in accordance with their personal and social development in relation to their involvement in the sport of angling.
- It is the responsibility of the child protection experts and agencies to determine whether abuse has taken place. It is everyone's responsibility to report any concern.
- Confidentiality should be upheld in line with the Data Protection Act1998, Human Rights Act 2000 and General Data Protection Regulations 2016/679 May 2018

Responsibilities

Working in partnership with young people, their parents and other agencies is essential for the protection of young people. Although TAC and the Governing Bodies recognise the statutory responsibility of Children's Social Care Services to ensure the welfare of young people and work with the Local Safeguarding Children's Board (LSCB) to comply with its procedures, child protection has a broader remit within the sport of angling. All those involved in the management of young people in the sport of angling have a duty to ensure that they are:

- Allowed access to the sport in a way that is appropriate for their age and ability.
- Coached and trained by appropriately qualified staff.
- Not required to participate in so many competitions, or to attend training sessions, as to become a threat to their wellbeing.
- Not subjected to any form of discriminatory abuse from any source.
- Not subjected to bullying or undue pressure from any source.
- Encouraged to achieve their full potential at all levels.
- Instructed how to behave around water-based venues.
- Afforded respect, confidentiality and privacy in a competing and training situation and any other angling environment.

Implementation

TAC Safeguarding Children and Young People in Angling Policy shall be adopted in accordance with the following:

- the AT, the National Governing Body and its members.
- all other bodies working in partnership with the AT to provide opportunities for work with children and young people up to the age of 18 (either on a paid or voluntary basis) within the sport of angling in England.

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Section 2 - Safeguarding Children in Angling

The aim of this section is to help you to identify concerns about children and young people and provide guidance on how to deal with them appropriately.

Child abuse, particularly sexual abuse, can generate strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about any action to take. Abuse can occur within many situations including the home, school, and the sporting environment. Some individuals actively seek employment or voluntary work with young people to harm them.

A coach, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a young person enters an angling club having been subjected to child abuse outside the sporting environment, angling can play a crucial role in improving the young person's self-esteem. In such instances TAC must work with the appropriate agencies to ensure the young person receives the required support.

2.1 Recognition

It is not your role to diagnose or define what is abuse or neglect (there are people paid to do this) but it is yours and everyone else's responsibility to do whatever is necessary to ensure that any matters of concern are referred to the correct people to be dealt with in accordance with this policy. If the nature of the case makes this difficult then you should consider the organisations whistleblowing policy.

The designated person for safeguarding concerns within the club must be informed of all concerns even if you feel able to deal with the matter personally. Depending on the seriousness of the case, they may take the concern further or provide advice on how best to deal with it. There are several ways in which you might be made aware of possible safeguarding concerns about a child including the following:

- A child may disclose directly to you about past or present abuse.
- You or a colleague may become suspicious that a child is being abused.
- You may become suspicious about a colleague's behavior.
- You may become aware of children abusing each other.

Regardless of how you are made aware, you have a duty of care to act on any concern and you must not ignore or trivialise them.

Poor Practice

In many circumstances, a concern may relate to poor practice where the behavior of a coach or other person may be causing distress to a child or young person. Relating to this policy, poor practice is any behavior that conflicts the standards established in TAC Code of Conduct, or which infringes an individual's rights. Any behavior causing abuse or harm that fails to fulfill the duty of care should be regarded as possible signs of abuse or harm and reported following the correct procedures.

Examples of poor practice in angling include:

- use of any physical or humiliating punishments.
- failure to act when you witness possible abuse or bullying.
- being unaware of or breaching TAC Codes of Conduct.

- spending excessive amounts of time alone with young people when coaching.
- allowing any form of inappropriate touching.
- allowing young people to use inappropriate language unchallenged.
- making sexually suggestive comments even in fun.
- reducing a person to tears as a form of control.
- allowing allegations made by a young person to go unchallenged or not acted upon.
- leaving a young angler unaccompanied on the water's edge for prolonged periods.
- doing things of a personal nature that young people can do for themselves.
- sharing a bedroom with a young person you are not related to even with parental consent.

There may be occasions when some anglers require assistance with personal care due to being young or disabled. If anyone requires this level of support, it should be made clear that this can only be undertaken by his or her designated carer and not by the coach. This level of care may compromise the role of the coach and place other participants at a greater risk if this activity removes the coach from the coaching environment. Any additional support arrangements must be agreed and in place before any activity commences.

In addition to the list above, other incidents may occur which must be reported immediately to the DSO and a colleague. Parents must also be made aware of the incident if:

- you accidentally hurt an angler.
- children or young anglers seem distressed in any manner.
- children or young anglers appear to be sexually aroused by your actions.
- children or young anglers misunderstand or misinterpret something you have said or done.

What is Abuse?

Somebody may abuse a young angler by inflicting harm or by failing to prevent harm. Commonly abuse is committed by somebody known to the child, including members of their family. They may also be abused in community or sport settings including angling clubs.

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution or attempt suicide. On the other hand, possibly with help and support, many young people are able to move on with their lives and to deal with the after-effects of their experiences.

Definitions of Abuse

The definitions below are taken from Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children Department for Education (2018). In addition, examples of how these concerns may arise within angling activities are given.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example or through the Internet. Children may be abused by an adult or adults or another child or children.

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.

Examples of physical abuse in angling could be handling a child deliberately roughly or hitting a child as a means of control or punishment.

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. It may involve conveying to children 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 the 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.

Examples of emotional abuse in angling could be repeatedly humiliating or belittling a child when they lose a fish or setting them tasks such as casting distances that are above their age and ability and making them feel worthless when they fail.

Sexual abuse – 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.

Examples of sexual abuse in angling could be a coach developing a sexual relationship with a young person, touching a young person in a sexually inappropriate way or targeting a child through text or social networking in order to form an inappropriate relationship with them.

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 because of maternal substance abuse. Once a child is born, neglect may involve a parent or 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 caregivers), or
- ensure access to appropriate medical care or treatment.

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

Examples of this in angling could include making young anglers continue to fish in severe weather conditions when they have no appropriate clothing to protect them.

Bullying – Bullying is the most frequently reported causes of abuse or harm for children and young people, and you may find that you observe situations where a young person appears to be being bullied.

Every child has the right to participate in angling free from the fear of bullying. Bullying can be described as deliberately hurtful behavior, usually repeated over time where those being bullied find it difficult to defend themselves.

Bullying has the potential to cause permanent harm (physical, emotional, or psychological). Fisheries and clubs should take steps to prevent bullying behavior wherever possible and respond to incidents when they occur. A preventative approach means that sport is playing its part to create an environment and society in which people treat each other with respect. More information can be found in our **Anti-Bullying Policy**

Signs and Indicators of abuse

Indications that a young person may be being abused whilst attending angling activities or events may include the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- an injury for which the explanation seems inconsistent.
- the young person describes what appears to be an abusive act involving him/her.
- someone else (a young person or adult) expresses concern about the welfare of another.
- unexplained changes in behavior (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
- inappropriate sexual awareness.
- engaging in sexually explicit behavior.
- sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected.
- having difficulty in making friends.
- being prevented from socialising with other young people.
- displaying variations in eating patterns including overeating or loss of appetite; or a sudden weight change.
- becoming increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is taking place. A good working relationship with parent/guardians will help to identify any other concerns that a young person may be experiencing, e.g. a family bereavement, which could cause some of the changes listed above.

Remember it is not the responsibility of those working in angling to decide if child abuse is occurring, but it is their responsibility to act on any concerns by reporting them.

Additional Vulnerabilities

There are a number of reasons why a child may be additional vulnerable to abuse, for example, their ethnicity, gender, sexuality, religion or disability. Adults working with children need to be aware of issues of this so that they can work to counteract and challenge oppressive or abusive behaviour towards these children. These issues will specifically be addressed through our Codes of Conduct and Practice.

Deaf and disabled children

Deaf or disabled children have the same rights to protection as any child, but research suggests they are up to 4 times more vulnerable to abuse than non-disabled children, because they may be dependent on others for practical assistance and intimate care as well as having impaired capacity to resist, avoid, understand or report abuse.

Although the great majority of carers have the child's best interests at heart, some will use their vulnerability as an opportunity to abuse. Sometimes it may be difficult to tell that a disabled child is being abused as people might think a child is behaving differently because of his or her disability - not realising that they are being abused.

2.2 Responding to abuse

As mentioned earlier, concerns can be raised in various ways. They may be about a child in sporting setting or regarding their life at home what are identified through their participation in angling. Although less likely, occasionally children may actually tell someone directly about abuse or bullying; this is called a direct disclosure.

If this is to happen, it usually means the person being told, is trusted by the child disclosing. It is therefore incredibly important to understand how hard it is for them to do so and also what to expect and how to deal with disclosures.

Barriers to responding and reporting

To you and me, disclosing may seem simple and straight forward however, to a child who is experiencing abuse or an adult who is concerned that a child may be being abused, there are many barriers to children disclosing about abuse or harm and they can be quite powerful. It is important for all of us to be aware of these in order to prepare us should a child disclose.

In addition to barriers to children disclosing, there are also barriers to those being disclosed to in listening and responding appropriately. What do you do if a child discloses just as you are about to drive home and go for a meal with your family? It can be tempting to disregard what the child is trying to say and hope someone else picks it up.

Barriers for children

Children will often not disclose because they:

- they are scared they have been threatened.
- are scared because they fear what will happen next.
- are afraid they won't be believed.
- are ashamed or embarrassed.
- are dependent for their primary care needs on the person implicated in the abuse.
- may not want the abuser to get into trouble.
- may not have adequate language, vocabulary or understanding to describe what has happened.
- may think it is normal.

Barriers for adults

Experience of professionals who work in this field has shown that there are many barriers that individuals often must overcome before taking appropriate action when faced with having to deal with a concern. Personal initial reactions are commonly:

- shock or disbelief.
- fear or denial.
- a fear of getting it wrong.
- not believing the young person.
- fear of over or under reacting and making the situation worse.
- it is a reminder of similar past personal experiences.
- anxiety about jeopardising existing relationships, for example with parents.

Supervision and training can help prepare staff for this and all staff need to know and be clear about what to do and who to contact.

Responding to a child or young person

It is always difficult to hear about or witness harm or abuse experienced by a child or young person. The following points will be helpful for both you and the child should they choose to disclose abuse to you:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow them to continue at their own pace.
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions).
- Reassure them that they are not to blame and have done the right thing in telling you.
- Ask them for their permission to inform appropriate others and explain why: that it is for their own protection and the protection of others. If they refuse permission (and are of an age to make decisions for themselves in some areas) you still need to discuss this with the designated person who will make an assess whether there is an over-riding public responsibility to share the information.
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell your club manager, welfare officer or designated person and that it will be discussed further with them.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical or sexual harm or injury and try to protect any supporting materials e.g. bedding or clothing.
- Record in writing as soon as possible, using their words as closely as possible and using the AT report form. Note date, time, any names mentioned, names and addresses to whom the information was given and who else is aware of the allegation. Note or describe clearly any visible injury.
- Contact your Club Welfare Officer, or the AT Safeguarding Officer.

Actions to avoid

The person receiving the disclosure should not:

- Panic or allow their shock to show.
- Ask questions other than to clarify enough information to act.
- Speculate or make assumptions.
- Make promises or agree to keep secrets.
- Make negative comments about the alleged abuser.
- Approach the alleged abuser.
- Discuss the allegations with anyone who does not have a need to know.
- Take sole responsibility.
- Delay in reporting the concerns.

Communication difficulties

It should be noted that not all young anglers and vulnerable adults are able to express themselves verbally. Communication differences or difficulties may mean that it is hard for them to explain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, the welfare of the child is paramount and where there are concerns about the safety of a young angler, record what has been observed in detail and follow the procedures to report these concerns.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by a young person or an adult who were abused as young children but felt unable to say anything at the time). Where such an allegation is made, the club/fishery must follow the reporting procedures because other children, either within or outside sport, may still be at risk from the alleged perpetrator.

Allegations in coaching classes and schools

When delivering activities in a class or school or directly under the supervision/management of coaching staff, the school's arrangements for child protection will apply. You must inform the designated teacher or person for that school, who will follow the Local Safeguarding Children Board (LSCB) procedures. You should also ensure that you inform your Club Welfare Officer (CWO) who will need to make the AT Safeguarding Officer (ATSO) aware of the situation.

Allegations outside angling

If a person with a role in angling is the subject of relevant allegations outside of the angling environment, for example through their job as a teacher/coach, AT may still be informed by the statutory services even ifthe allegations do not directly involve angling. This is to ensure that the welfare of young people and vulnerable adults remains the paramount concern. An individual may be suspended from their role as a licensed coach whilst the investigation is conducted – this should be a neutral act to protect all involved.

Allegations about a club member of staff

TAC is committed to the safeguarding and promoting of the welfare of all children and young people using its clubs, events or activities and this includes the possible abuse or exploitation by its staff or volunteers. We have whistle-blowing procedures in accordance with the Public Interest Disclosure Act 1998 and this area is also covered in the Code of Conduct.

Before you report an incident, you need to clarify the precise nature of the allegation that you are reporting. Where the allegation is about a member of staff or volunteer, this should be reported to the Club Designated Safeguarding Officer (CDSO)

Any allegation should then be reported by the (CDSO) directly to the local authority children's social care safeguarding manager or the police, if it is believed that a crime has been committed (this decision will be made by the (CDSO)). The title of the local- authority safeguarding manager will vary across authorities or across England, Wales, Scotland or Northern Ireland, but in England is known as the DO. You will read more about this role in Section 2.3. This person will make the decisions about informing the child's parents or carers.

If the allegations are of a nature to suggest that a child is at risk of harm or abuse, then the volunteer or member of staff will be suspended from the club pending the outcome of the investigation. Temporary Suspension is not a punitive measure but is intended to allow time for proper enquiries to be made. It does not imply that the volunteer or staff member is guilty of the allegation or an offence.

Support and information will be provided for a volunteer or member of staff who has been suspended pending an investigation. There may be three strands in the consideration of an allegation: a police investigation of a possible criminal offence; enquiries and assessment about whether a child is in need of protection or in need of services; and consideration by an employer of disciplinary action in respect of the individual. In the case of a volunteer, the results of an investigation may be passed to the Disclosure and Barring Service (DBS).

The (CDSO) should be aware of the disciplinary procedures and of the rights of the member or volunteer, as well as the organisations' responsibility for the child or young person.

Abuse or bullying by another child or young person

Many children or young people experience disagreements or arguments with one another from time to time and on occasions may suffer the occasional slight injury. It is often a matter of judgment by a CWO, coach, other staff or volunteers present to determine whether an injury sustained by a child as a result of action by another, constitutes abuse or harm.

A physical (or other) injury must be reported where it is the result of an abusive action. The injury should be regarded as an incident and should be recorded.

In any situation where it is believed that a child, is being sexually abused by another child (or vulnerable adult), a referral must be made to the local authority child and adult social care services, following the same procedures as before.

The AT is committed to the elimination of all forms of bullying and harassment. It is the right of each child in angling to be free of fear of bullying or victimisation of any kind, including sexual, racial, and religious or disability harassment, or cyber bullying through mobile phones or the Internet social network sites. (See Section 2.1)

Careful consideration needs to be given as to whether peer-to-peer abuse requires investigation under the procedures and specialist advice should always be sought where this is a possibility

2.3 Reporting and referring concerns of abuse or harm

Safeguarding concerns may be incidents of minor poor practice, serious or repeated poor practice or actual abuse. The suggestion that a child or young person has or is being abused can evoke strong emotions. It can be very difficult to hear suspicions or allegations but it is important that concerns are acted on and reported to the appropriate authorities to deal with in a timely manner.

Sometimes concerns will involve individuals operating within angling (e.g. coaches, volunteers or other anglers and sometimes they will involve issues that have occurred outside of the sport (e.g. at home, school or in the wider community). In either case where you are concerned about a child's welfare this should be reported to the Club Welfare Officer (CWO), Deputy ATSO or AT Safeguarding Officer (ATSO).

Remember it is not for you to decide if abuse has taken place , you are responsible for reporting the concerns.

Reporting flowcharts can be found in the AT Guidance documents.

Roles and responsibilities

Club Designated Safeguarding Officer (CDSO)

The (CDSO)is the person appointed at club level and provides the essential point of contact for welfare within the club. The CWO is the person who has responsibility for receiving and acting upon concerns reported to them within the club setting. The Club Welfare Officer should be selected for their skills and knowledge, such as being able to handle safeguarding matters in an appropriate and confidential manner. They should be approachable for any concerns regarding safeguarding and be appropriately supported by other members of the club. The CWO will report concerns to the AT Safeguarding Officer and offer advice at a club level where safeguarding concerns have arisen.

Along with the club committee, the (CDSO)should ensure that the club is adopting and implementing the safeguarding policy. Clubs are advised to ideally have two Club Welfare Officers, with at least one not holding a coaching position or being related to a coach at the club.

Every sports organisation should (CDSO) to promote the welfare of children and vulnerable adults within the sport.

. This person will receive concerns about:

- unacceptable behaviour of a member of staff or volunteer towards a child.
- unacceptable behaviour towards a child by someone within a club setting.
- concerns of a serious or significant nature.

- any concerns arising outside of a club situation, such as privately owned and run fisheries;

Statutory Agencies
Children's Social Care (previously known as the Social Services)

Children's Social Care (previously known as the Social Services) have a duty to ensure the welfare of children and a legal responsibility to make enquiries where a child in their area is considered, at risk of, or suffering from, significant harm. Where an allegation relates to a crime against a child, the Police and Children's Social Care will work together to investigate. Usually the DO is involved throughout to ensure information is shared with those who need to know.

Police
The Police have specialist units who are trained to investigate allegations of child abuse, where there is a concern about the possibility of a crime having been committed. They will work in partnership with Children's Social Care where they are informed about a concern about a child.

MASH
In some areas statutory agencies have created a Multi-Agency Safeguarding Hub which is the single point of contact for receiving information about concerns about a child.

Designated Officer (DO)
The DO works within Children's Services and will be involved in coordinating information sharing in cases in which it is alleged that a person who works with children in a position of trust (including as a volunteer) has:

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

Ideally their contact details should be recorded within the club's child protection policy and procedures to ensure they are accessible to all club members if needed. Where someone has concerns relating to anyone who holds a position of trust or responsibility with young people, these should be discussed with the DO.

Local Safeguarding Children Boards (LSCBs)
Every local authority has a LSCB which is designed to ensure all agencies involved in safeguarding children work together effectively. They provide local inter-agency guidelines for the procedures that should be followed in cases of actual or suspected child abuse. The roles and responsibilities of LSCBs and the agencies that are represented on them are set out in the government guidance Working Together to Safeguard Children (July 2018).

Reporting/referral procedure when a safeguarding concern arises:
Even if you are unsure about how serious your concerns about a young person may be, you should first contact your (CDSO), The (CDSO), will decide if your concerns warrant further action and this may lead to a further discussion with someone from the Local Authority Children's Social Care.

If the child requires emergency medical attention, contact the emergency services and inform them that this may be a safeguarding concern.

If the (CDSO), are not available, contact Children's Social Care or the Police for advice.

The precise procedures for making a referral to the local authority may vary across the four nations or even within geographical areas, so the (CDSO), should make sure they are familiar with particular local procedures and contact details.

Actions to be taken:

- Inform the (CDSO), as soon as possible.
- Record all information.
- If, following discussion, it is believed that a referral should immediately be raised with children's social care, this should be done by the (CDSO.
- Children's social care will advise about contacting parents and/or about informing the alleged perpetrator.

This is not your role.

Case Management Panel

TAC has in place a safeguarding Case Management Panel (CMP). The group will be made up of the (CDSO) and others with specific expertise where necessary. Its role is to:

- Make decisions about the action that needs to be taken to safeguard the child/ren involved and the 'route' the case should take.
- To make decisions about temporary suspension of staff/volunteers/coaches where serious concerns have arisen.
- Monitor the progress of safeguarding cases.
- To identify and disseminate learning from cases.

TAC Terms of Reference (TOR)

TAC internal investigations should wait until police or children's social care enquiries have been concluded.

All decisions or recommendations will be made on the principle that the welfare of the child is the paramount consideration. In reaching a decision the TAC will consider all relevant information, including information from statutory agencies, irrespective of whether a criminal conviction has been secured.

Where a member of the Case Management Panel or the TAC Committee has a formal connection or relationship with an individual or a club Member in a serious concern, this is required to be acknowledged and arrangements made for the case management panel member or board member to play no part in the subsequent safeguarding or disciplinary proceedings.

The (CDSO) may be provided with anonymous updates on cases which are being managed but cases should be confidential and only shared on a strict need to know basis.

Each case will be considered by the Case Management Panel based upon the actual or potential risk of harm to a child or children.

Decisions about the level of risk an individual poses to children, within AT, will be made on the balance of probability.

The following action should be taken:

- In all cases of serious or repeated poor practice or suspected abuse statutory agencies should be contacted.
- Following advice from statutory agencies, the person subject to the allegation will be advised of the receipt of a report. There may be situations where this is delayed where statutory agencies believe that this may put a child or children at further risk of abuse and where evidence may be lost or destroyed - such as when sexual abuse allegations are being investigated.
- The person subject to the allegation will be asked to provide a written explanation supported, if he or she wishes, by further representations, references, or testimonials from those whose knowledge of the person is relevant.
- If TAC decides that the appropriate threshold has been met, a disciplinary hearing will be convened in line with TAC processes.

Possible outcomes following the initial Case Management Panel discussion could be:

- No further action.
- Gathering further information.
- Referral to or consultation with statutory agencies.
- Temporary suspension/ban.
- Recommendation for training, support or supervision.

Dealing with the aftermath of abuse

Dealing with a disclosure or suspicion of abuse can be distressing for all concerned. Whilst the priority must be the welfare and safety of the child, it is also important to make sure that any member of staff, coach or volunteer has the right to advice, support or de-briefing following any involvement in a case of child abuse for example as the subject of a concern, a whistle-blower, or witness.

The CMP and/or the (CDSO) should give consideration to what support may be appropriate to young people and others affected such as parents and members of staff. Use of help lines, support groups and meetings will maintain an open culture and help the healing process. Thought should also be given about what support may be appropriate to the alleged perpetrator of the abuse.

2.4 Recording

Recording of any incident should initially follow this procedure. In all situations, including those in which the cause of concern arises either from a disclosure of abuse or from suspicion of abuse, it is vitally important to record the details, regardless of whether they are shared with a statutory agency, as soon as possible using the Incident Report Form in the AT Guidance Documents.

An accurate note should be made of the following information:

- Name of person reporting the incident.
- Date, time and location of the incident, disclosure or suspicious conversation or observation.
- Name, age and any impairment of the individual about the child/children concerned.
- Any information you have about relevant adults who are involved in the concern.
- Parties who were involved, including witnesses.
- What was said, seen or done and by whom.
- Whether consent to share information has been given and if not, whether there is an over-riding public concern about safety of the individual or others.
- Distinguish between facts and opinions.
- Name of the designated person, whether they have been contacted and when. If not, who has been informed.
- Immediate actions taken.
- Who else has been informed or should be informed.
- Whether a staff member or volunteer is involved in the allegation and any further action, e.g. suspension.
- Where relevant, reasons why there is no referral to a statutory agency.
- What support is required and has been offered to the child or vulnerable adult, the volunteer or member of staff involved.

The record should be clear and factual as it may be needed by child or adult protection agencies and may, in the future, be used as evidence in court. Records should be kept securely and shared only with those who need to know about the incident.

Throughout the process of any safeguarding cases, accurate records should be made and maintained.

Confidentiality

Some children or young people may seek to speak to club coaches, staff or volunteers in confidence about harm or abuse. Staff must understand that it is not possible to give young people absolute guarantees of confidentiality because they would be unable to take steps to protect them or others. It is particularly difficult if the coach or staff member has a good relationship with the young person and worries that this might be jeopardised by passing on information.

Personal information acquired in the course of being involved in sport with children and young people can be regarded as confidential. However, information that relates to potential or actual harm to children or young people must be passed on in line with the AT information sharing guidance.

Every effort should also be made to ensure that confidentiality is maintained with information shared on a ‘need to know basis’ only. This includes but is not limited to the following people:

- The (CDSO)

- the parents of the person who is alleged to have been abused (only following advice from CDSO and/or Children's Social Care);
- Children's Social Care/police.
- the alleged abuser (and parents if the alleged abuser is a young person) but only following advice from ATSO and/or Children's Social Care.

Information sharing and data protection.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, relevant and secure).

The seven golden rules of information sharing are:

- Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

- Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it may put them or someone else at risk or inappropriate to do so.

- Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

- Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgment, that lack of consent can be overridden in the public interest. You will need to base your judgment on the facts of the case. This includes collaborative working with outside agencies.

- Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

- Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.