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Introduction

The England Touch Association (ETA) is a growing organisation that is committed to encouraging participation in our sport, in any capacity, by all members of the community. Sport has a great influence on the way people live, promoting social inclusion and can act as a tool to improve respectful, positive behaviour and personal values.

To ensure that these qualities are enhanced and promoted throughout Touch, it is important that all members of the ETA embrace the idea of recognising the welfare of themselves and others as a priority. Alongside promoting an atmosphere surrounding our sport that reflects an enjoyable environment, all participants deserve to feel safe and have a responsible adult they can contact if they have any concerns (within or outside Touch).

To ensure this, the policies within this document should be implemented throughout all affiliated members involved with the ETA. It should be read and understood by all to ensure that everyone knows and accepts their responsibility in relation to their duty of care to children, young people and vulnerable adults. The ETA are continually improving how we communicate with our members to ensure everyone is aware of the codes of conduct, codes of practice and policy standards to help govern our sport. The ETA endeavour to ensure information is clearly communicated through inductions, our membership process, newsletters and the England Touch website.

The aim of the policy is to promote good practice, providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of the ETA and to allow individuals to make informed and confident response to specific safeguarding issues.

The ETA policies and procedures are living documents which reflect progress in administrative requirements and industry standards. As such these documents to maintain currency, policies and procedures are periodically reviewed and updated. It is important the reader ensures they are reading and using the most up to date versions, which are available at www.Englandtouch.org.uk

The ETA is dedicated to ensuring that this document is accurate and up to date as possible; if you feel that there is anything that could be changed please do not hesitate to let us know.

Definitions

Position of trust: a position of trust refers to anyone who carries out work, paid or unpaid, on behalf of an organisation and who has access to children/young people/vulnerable adults and/or to privileged information about children/young people/vulnerable adults as part of their work.

Child/Young person: as defined in the Children Act 1989, anyone under the age of 18 years.

Vulnerable adults: a vulnerable adult is any person who is aged 18 or over, who needs care by another, has learning or physical disabilities, has any physical or mental illness, and/or has a reduction in their learning capacity.

Volunteer: an individual who works or provides a service for free. This includes anyone who gets paid expenses without profit. The ETA and the majority of our members rely on the work of volunteers.

Parent/Guardian/Carer: refers to the person who cares for the child/young person/vulnerable adult and has responsibility for them in their day to day life.

Responsible adult: a responsible adult is any member of a club or team who works in a voluntary capacity to improve the club or team, for example it may be a parent who helps the coach during training sessions to supervise children/young people/vulnerable adults. Responsible adults are similar to parents and carers as they work with a club/team in order to ensure that all participants are safe and they act in a role of supervision.

Coach/Instructor: a coach is anyone qualified to the England Touch standard, level 1 as assistant coach or level 2 as head coach.

Version Control Register

Version Number	Release Date	Amendments Made	Authorised by
0	January 2015	New	Governance Director
1	August 2015	Final Draft	Governance Director
2	July 2016	Current	Governance Director
3	August 2016	Useful Publications	Governance Director

Policy Statement

Responsibilities

The ETA fully accepts its legal and moral obligations by encouraging all members to;

- Accept responsibility to implement procedures to provide a duty of care for a child/young person or vulnerable adult, safeguard their well-being and protect them from abuse;
- Respect and promote the rights, wishes and feelings of children/young people and vulnerable adults;
- Recruit, train and supervise a workforce which adopt best practice to safeguard and protect children/young people or vulnerable adults from abuse, and reduce the risk of allegations against staff/volunteers;
- Require all members to adopt and abide by the Safeguarding and Welfare Policy and Procedures, which incorporate England Touch Codes of Conduct and Codes of Practice;
- Respond to any complaints about poor practice or allegations of abuse.

Principles and Legislation

The guidance given in the procedures is based on the following principles and international legislation:

- The child's welfare is paramount;
- This policy recognises and builds on the legal and statutory definitions of a child;
- An adult has the moral and statutory duty for the care of any child under the age of 18 under their supervision;
- 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;
- All children/young people and vulnerable adults have the right to participate in Touch in an enjoyable and safe environment;
- Children/young people and vulnerable adults have the right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the sport of Touch;
- It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns;
- United Nations Convention on the Rights of the Child
- The Children Acts 1989 & 2004
- Confidentiality should be upheld in line with the Data Protection Act 1998
- The Human Rights Act 1998
- The Protection of Children Act 1999
- Safeguarding Vulnerable Groups Act 2006
- What to do if you are worried a child is being abused 2006
- Working Together to Safeguard Children and Young People 2010

Working in partnership with children/young people, vulnerable adults, parents/guardians/carers and other agencies is essential for the protection of participants. The ETA will work with the Local Safeguarding Children's Board (LSCB) and the Children's Social Care Services to comply with their procedures. All those involved in working with children/ young people and vulnerable adults in Touch 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 or volunteers;
- Not required to participate in so many competitions, or to attend training sessions, as to become a threat to their well being;
- 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;
- Taught how to behave on and off the field
- Afforded respect, confidentiality and privacy in a competitive and training situation and any other Touch environment

Commitment and Implementation

This policy applies to the following people operating at any level of Touch, whether they are in a paid or unpaid/voluntary capacity:

- Persons appointed or elected to boards, committees and sub-committees;
- High Performance support personnel including managers, physiotherapists, masseurs and others;
- Coaches and assistant coaches;
- Referees and other officials;
- Parents/Guardians/Carers of Athletes;
- Selectors and Talent Identification officials;
- Affiliated Members of the ETA ;
- Sponsors;
- Spectators;
- Any other person to whom the policy may apply

The ETA will endeavour to work towards the 10 Standards for Safeguarding and Protecting Children in Sport, developed by the NSPCC Child Protection in Sport Unit and endorsed by Sport England. More information can be found on the CPSU website at: www.thecpsu.org.uk

Monitoring Procedures

The ETA Safeguarding Policy and Procedures will be regularly monitored and a full policy review will take place every three years. The following situations may also require a review of the policy:

- Any changes in legislation;
- Any changes in governance of the sport;
- The learning from a significant case

Recruitment, Employment & Deployment of Staff and Volunteers

Recruitment

It is important that all reasonable steps are taken to prevent unsuitable people from working with children/young people and vulnerable adults within our sport.

Advertising

When any form of advertising is used to recruit staff or volunteers, the following information should be reflected:

- Aims of the Touch organisation and where appropriate, the particular programme involved;
- Key responsibilities of the role;
- Level of experience or qualifications required;
- The organisation's open and positive stance on safeguarding and equal opportunities;
- The use of Disclosure and Barring Service (DBS) as part of the recruitment and selection process where appropriate.

Application

All applicants should complete an application form to elicit the necessary information for the organisation to decide if the applicant has the appropriate knowledge and skills to undertake the post. The ETA Constitution and Structure map detail how committee members are recruited. More information can be found on our website at www.EnglandTouch.org.uk

Disclosure and Barring Service Checks

As part of the recruitment process all people who meet the eligibility criteria will be expected to undertake a Disclosure and Barring Service check. More information can be found on our website at www.EnglandTouch.org.uk

Any information disclosed on a positive DBS Check will be handled confidentially by the ETA Disclosure Manager. Any positive disclosures will be risk assessed by the Judiciary and Advisory Panel in order to for a decision to be made about whether the applicant is suitable for the role for which they have applied.

Where a decision is made that the applicant is unsuitable the ETA Lead Safeguarding Officer will contact the applicant to inform them of the decision. Where further clarification is required, the Lead Safeguarding Officer will contact the applicant and invite them to a meeting to discuss the disclosure content. Where further information is required from statutory agencies in order to make a risk assessment, the Lead Safeguarding Officer will contact these agencies to request the relevant information. The applicant's permission will be sought to do this.

Employment and Deployment

All staff, paid or voluntary, when possible should undergo an induction period appropriate to their role in which:

- Their qualifications are substantiated
- They are advised of the organisations expected Code of Conduct and Codes of Practice
- The expectations, roles and responsibilities of the job are clarified
- Safeguarding policy and implementation procedures are explained and training needs established

Training

Checks are only part of the process to protect children/young people and vulnerable adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. The ETA shall signpost members to training opportunities appropriate to their role and level of responsibility.

Promoting Good Practice with Children/Young People and Vulnerable Adults

Policy Guidelines

The ETA will at all times promote good practice amongst all individuals that have an involvement with Touch at any level, ensuring that players, coaches, referees, tutors, parents, spectators, league providers, clubs or teams are expected to adhere to. The ETA Players Agreement and Code of Conduct and the ETA Code of Behaviour can be found in Appendix 1 and 2 respectively.

These codes outline the expectations placed on all individuals to act according to the highest standards of integrity and to ensure the reputation of Touch is beyond reproach. Allegations of a safeguarding nature and concerns about poor practice relating to the breaking of these Codes must be reported to the ETA's Lead Safeguarding Officer.

Any other issues which arise and fall outside of the ETA Safeguarding Policy and Procedures should be addressed by the internal rules of the member organisation concerned. Those involved in Touch must respect the rights, dignity and worth of every person, participant and non-participant alike, treating everyone equally within the context of the sport. In particular, to be aware of the special needs of children/young people or vulnerable adults, their well-being, including difficulties or possible abuse experienced from within the sport or from other sources. The sport has a duty to ensure that every child/young person and vulnerable adult involved in Touch is able to participate in an enjoyable and safe environment and be protected from abuse. The ETA is committed to maintaining the highest possible standards of behaviour and conduct at all affiliated member training, competitions and events.

Guidelines on Photography and use of Video

The ETA understands the legitimate wishes of individuals to take photographs of their friends or family during events and the ETA is keen to promote positive images of people participating in Touch. The ETA Parent Consent Form (Appendix 3) ensures the safety and wishes of all children/young people are taken into account. The ETA Use of Photography and Public Imagery Guidelines can be found in Appendix 4.

Social Media Policy

The ETA recognises that the use of social media as a tool to communicate is constantly increasing and has many benefits, such as promotion and information sharing, however we also recognise that there can be potential risks posed by social media when it is used inappropriately and therefore action should be taken to ensure the welfare of all users. The ETA Social Media Guidelines can be found in Appendix 5.

Coaching Ratios

When working with groups of children/young people it is important that there are enough members of staff in place to supervise. All participants under the age of 18 are included in this and should be supervised; any person under this age should never be included in staffing ratios. It is understood that some under 18's have taken part and are encouraged to complete coaching and refereeing courses, however they should never be left alone unaccompanied, they should always be supervised when performing in an coach or referee role.

The national guidance states that the level of supervision should take account of:

- The age and ability of the young people;
- The activity being undertaken;
- Young people's need for privacy;
- The geography of the facility being used. e.g. how remote the facility is that is being used;
- Specific issues arising from any risk assessment;
- If any of the participants have physical or learning disabilities or special needs or requirements.

The recommended coach: player ratio is 1:15

If there is an accident or an incident involving a participant or staff/volunteer, you should ensure that there are enough people remaining to supervise the group safely. Coaches working with children/young people or vulnerable adults should not work in isolation. Good practice suggests that at least one other adult in addition to the Coach should be present at every session. The additional adult does not have to be a qualified Instructor/Coach.

Parents who are present but are not in an official volunteering capacity should not be counted in the supervision ratios.

Missing Person Procedure

If it is suspected that a child/young person or vulnerable adult has gone missing or has not turned up for a session when expected to, then the parent, guardian or carer should be contacted to find out if there is a reasonable explanation. If there is still doubt as to the individuals' whereabouts it is important to consider the situation. If it established that there is concern for the individuals' immediate safety then the local police should be contacted. Any incidence involving missing children/young people or vulnerable adults, regardless of the severity, should be recorded for future reference with the ETA's Lead Safeguarding Officer.

Changing Rooms and First Aid

Where practical, participants should be supervised at all times in the changing rooms by two members of staff. Adult staff should not change or shower at the same time using the same facility as participants. If you are involved in a mixed gender team, separate changing facilities should be made available. If a child/young person or vulnerable adult is uncomfortable changing or showering in public

no pressure should be placed on them to do so. Encourage them to shower and change at home. If your organisation has participants with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered. Any staff, medical or otherwise, for example a male Coach working with female participants, must not be present in the changing rooms whilst participants are getting showered or changed. No photographic equipment should be allowed in the changing room environment. This includes cameras, video cameras, camera mobile phones and camera tablets.

First aid including physiotherapy treatment;

- It is recommended that no child/young person or vulnerable adult should be given treatment where they are on their own in a treatment room with the door closed;
- It is important to maintain medical confidentiality and patient dignity at all times;
- It is recommended that all treatment procedures are fully explained to the child/young person or vulnerable adult and verbal consent is given before they are carried out.
- The ETA Parent Consent Form (Appendix 4) ensures the safety and wishes of all children/young people are taken into account.

Transporting, Drop off and Collecting Children, Young People and Vulnerable Adults Procedures

The ETA acknowledges that it is important to ensure that the correct safety procedures and guidelines are followed when children/young people or vulnerable adults are transported by a member of staff or volunteers. The ETA Parent Consent Form (Appendix 3) ensures the safety and wishes of all children/young people are taken into account.

With regards to drop off and collection of children/ young people or vulnerable adults, responsibility lies with the parents/guardians/carers of the individuals unless previously arranged with a member of the organisation; these guidelines should be adhered to, to ensure the safety of the child/young person or vulnerable adult and reduce problems for the coach or member of staff or volunteer in position of trust. The ETA Transport, Drop Off and Collection Guidelines can be found in Appendix 6.

Recognition of Poor Practice, Abuse and Bullying

Abuse can occur both within the sports setting and outside of it. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. It can be very difficult to determine whether or not a child/young person or vulnerable adult has been abused.

Children/young people with disabilities or vulnerable adults may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

Poor Practice

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and/or may be causing concern. In the application of this policy, poor practice includes any behaviour that contravenes the ETA Code of Conduct and Code of Practices, infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in Touch and will be treated seriously and appropriate actions will be taken.

Abuse

Abuse and neglect are forms of maltreatment of a child/young person or vulnerable adult. Somebody may abuse or neglect a child/young person or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children/young people or vulnerable adults may be abused in a family or institution or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child or children.

Definitions

There are four types of abuse. They are defined in the UK Government guidance Working Together to Safeguard Children 2010 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. The ETA Anti Bullying Policy can be found in Appendix 7.

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. An example of signs of physical abuse at a Touch session could be that the coach notices a child/young person or vulnerable adult consistently wearing long sleeved clothes in hot weather when the other participants are wearing T-shirts and shorts. In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child/young person or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them 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/young person or vulnerable adult 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 them. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them 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 a child/young person or vulnerable adult frequently to feel frightened or in danger, or the exploitation or corruption of children/young people or vulnerable adults. An example of this is if a child/young person or vulnerable adult fails to attend a session following cyber bullying. Some level of emotional abuse is involved in all types of maltreatment of a child/young person or vulnerable adult, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child/young person or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are 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/young people or vulnerable adults in looking at, or in the production of, sexual images, watching sexual activities, encouraging them to behave in sexually inappropriate ways, or grooming a child/young person or vulnerable adult 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/young people or vulnerable adults.

Neglect

Neglect is the persistent failure to meet a child/young person or vulnerable adults basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, it may involve a parent/care or guardian failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment) for example having pumps instead of trainers or football boots for an outdoor session.
- protect a child from physical or 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.

Indicators of Abuse

It is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child/young person or vulnerable adult is being abused may include one or more of 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 child/young person or vulnerable adult 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 individual
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outburst in temper);
- Inappropriate sexual behaviour especially for their age;
- Encouraging sexually explicit behaviour;
- Distrust of adults, particularly those with whom a close relationship would normally be expected;
- Has difficulty making friends;
- Is prevented from socialising with other young people;
- Displays variations in eating patterns including overeating and loss of appetite;
- Loses weight for no apparent reason;
- Becomes increasingly dirty or unkempt.

It should be recognised that this is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with the parent/carer or guardian will help to identify any concerns that a child/young person or vulnerable adult maybe experiencing. It is not the responsibility of those working in Touch to decide that abuse is occurring but it is their responsibility to act on any concerns.

Equality & Inclusion Policy

The ETA has an equality and inclusion policy that all members should follow to ensure that all individuals are treated fairly and equally regardless of age, race, religion or belief, sex, sexual orientation, marriage, civil partnership, disability and gender reassignment. This is available at www.EnglandTouch.org.uk

Responding to Disclosure, Suspicions and Allegations

People within Touch are ideally placed to recognise or receive concerns relating to the welfare of children/young people and vulnerable adults. Everyone has a responsibility to respond to these concerns whether they relate to a child's home or family situation; a community situation or involves incidents within the club or sport. Children/young people and vulnerable adults rely on adults in a position of trust being alert to indicators that a child/young person and vulnerable adults might be being abused.

How to respond to a disclosure from a child/young person or vulnerable adult

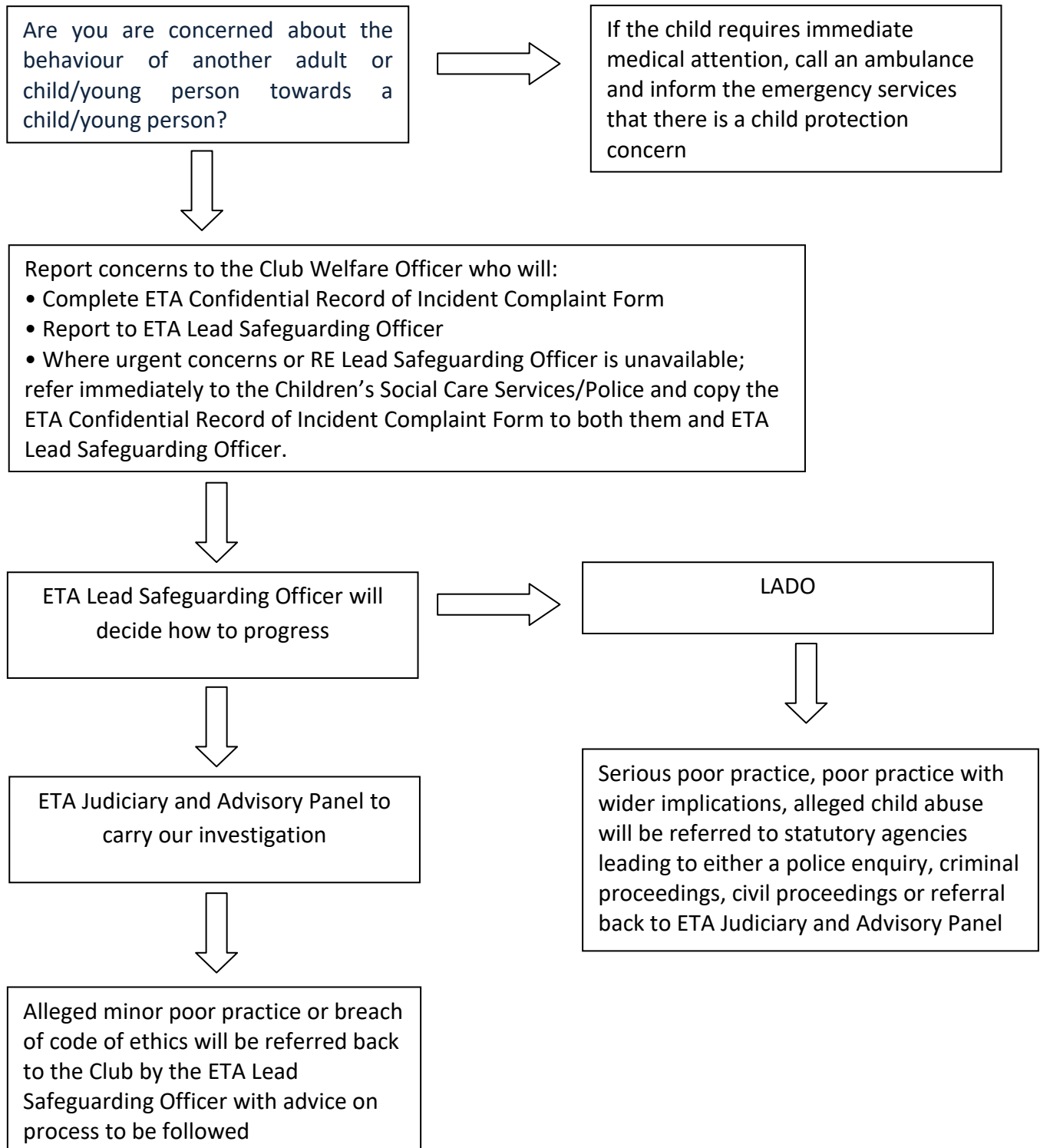
If an individual informs you directly that he/she, or another young person, is concerned about someone's behaviour towards them (this is termed disclosure), the person receiving information should, listen, stay calm and be supportive by following the steps outlines below;

Do	Don't
Make sure you are clear about what the person has told you	Do not challenge or undermine the person
Reassure the person that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures
Promptly and accurately record the discussion in writing	Do not contact the alleged offender

- Record in writing exactly what has been said using the individuals words as soon as possible. Use the ETA Confidential Record of an Incident/Complaint (Appendix 8) and forward to the ETA Lead Safeguarding Officer (contact details are available at www.EnglandTouch.org.uk)

Reporting Flowchart

The reporting process for concerns of poor practice or possible abuse



Action

The ETA's Lead Safeguarding Officer and/or one or more members of the ETA Judiciary and Advisory Panel, will make the decision on how the allegation is to be dealt with internally or externally with Social Care Services and Police.

Alleged minor poor practice will be referred back to the member organisation with advice on the process to be followed:

- Complaints procedure
- Disciplinary procedure
- No further action

The possible outcomes:

- No case to answer
- Complaint resolved with agreement between parties
- Training or mentoring agreed
- More significant concerns emerge

Serious poor practice, poor practice with wider implications or alleged abuse will follow one or more of the below processes;

- Child protection investigation;
- Criminal investigation/proceedings;
- Investigation upon disciplinary proceedings – including possible temporary suspension of person accused.
- Inform the Local Authority Designated Officer.
- Refer information about individuals who may pose a risk to children and vulnerable adults to the ISA

ETA investigation will be pending the outcome of the Children's Social Care Services or Police investigation. The possible outcomes being:

- No case to answer;
- Less serious – referred to complaints procedures;
- Disciplinary hearing – sanctions;
- Civil proceedings.

Possible Outcomes of a safeguarding disciplinary hearing by the ETA Judiciary and Advisory Panel

- No case to answer;
- Warrants advice/warning as to future conduct/sanctions;
- Further training and support needed;
- Banned.

Appeals

The appeals procedure is available to anyone under investigation as part of natural justice. The ETA Judiciary and Advisory Panel will exclude anyone sitting on the initial panel. The panel should comprise of a chair and two other members. Every organisation and participant wishing to appeal against the decisions made by the ETA must do so in writing, to be received by the ETA's Lead Safeguarding Officer within seven days of the decision being made.

Working with the Aftermath

After a suspicion or allegation about a safeguarding concern has been investigated, there is likely to be strong feelings amongst the staff, volunteers, parents and participants and possibly among the wider community, which will need to be addressed.

There are likely to be issues of:

- Communication - if rumour or fact
- Guilt and blame - if suspicions had been around for some time
- Impact - on individuals, or the nature of what occurred and to whom
- Gaps in the organisation in terms of roles and post held

Careful thought will need to be given to the sharing of information and the provision of appropriate support. Use of helplines, support groups and open meeting will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource.

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a young person). Where such an allegation is made, the organisation should follow the procedures as detailed above. This is because other children/young people or vulnerable adults, either within or outside sport, may be at risk from this person.

Records and Information

Information passed to the Children's Social Care Services or Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Any visible signs of bruising or other injuries should be recorded on the ETA Complaint Record in addition to the young person's account of what happened and how any bruising or other injuries occurred. The person completing the form needs to be very clear about what they record on the form and make a distinction between what is fact, opinion or hearsay.

Confidentiality

The ETA will at all times respect confidentiality within the current legal framework. The principle that the 'welfare of the child is paramount' will underpin all decisions about sharing information. However, every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated. Information will be stored in a secure way, with limited access to designated people, in line with data protection laws.

Whistle Blowing Policy

It is important that the organisation has well known procedures for enabling staff and volunteers to share, in confidence with a designated person, concerns they may have about a colleague's behaviour. The ETA Lead Safeguarding Officer Task Description can be found in Appendix 10. This may be behaviour linked to abuse or behaviour that pushes boundaries beyond acceptable limits. If this is

consistently ignored a culture may develop within an organisation whereby staff and young people are 'silenced'. The ETA will provide support and protect those who 'whistle blow'. While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated person. All staff and volunteers will be encouraged to talk to the designated person if they become aware of anything that makes them feel uncomfortable.

If an Allegation is made Against You

Any concerns involving the inappropriate behaviour of an adult towards a young person will be taken seriously and investigated within the terms and conditions of the Complaints Procedure. If you are the person who is the centre of an allegation, the situation will be explained to you and you may be asked to temporarily cease activity within Touch whilst a full investigation is being carried out. You will be informed as soon as possible based on advice from the Statutory Agencies. This is to protect all parties involved. The ETA will assess, on a case-by-case basis, any support needed for the person who has had the allegations made against them. They may choose to appoint an independent officer to provide support to the accused.

Useful Contacts

ETA Lead Safeguarding Officer – Carly Heselwood		07580086363
Local Authority Designated Officers (LADO)		Please consult Local Safeguarding Board (LSBC) or Local Authority
Local Children’s Social Care Services In an emergency the Samaritans will hold the Social Services Duty Officers contact numbers		08457 90 90 90
Police Child Abuse Investigation Team (CAIT)		020 8227 3811
Child Exploitation and Online Protection Centre (CEOP)	www.ceop.gov.uk	0870 000 3344
NSPCC free phone 24 hour helpline	www.nspcc.org.uk	0808 800 5000
Child Line UK	www.childline.org.uk	0800 1111
NSPCC Child Protection in Sport Unit (CPSU)0116 234 7278	www.thecpsu.org.uk	0116 234 7278
NSPCC Asian Child Protection Helpline		0800 096 7719
Kidscape	www.kidscape.org.uk	
Anti-Bullying Alliance	www.antibullyingalliance.org.uk	

Useful Publications

For current guidance on safeguarding, legislation and resources see [GOV.UK](https://www.gov.uk)

Two documents are particularly helpful:

- [What to do if you're worried a child is being abused](#)
- [Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children](#)

For current Sport and Recreation Alliance guidance on Safeguarding in Sport check the following link:

<http://sportandrecreation.org.uk/pages/safeguarding-children>

For Sports Coach UK guidance on Safeguarding in Sport check the following link:

<http://www.sportscoachuk.org/sites/default/files/Differences-in-Safeguarding-Children-and-Vulnerable-Adults.pdf>