

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



FOREWORD BY CHRIS SIMON (CHIEF EXECUTIVE OFFICER, ENGLAND TOUCH ASSOCIATION)

The responsibility for safeguarding is collective and it is important everyone involved in our sport recognises their role in promoting and creating a safe environment for all participants. Our vision 'to become the World's most recognised and significant touch rugby organisation' is underpinned by ensuring our sport is accessible to all, and paramount to that is to safeguard all involved in our sport.

Our values to be Inclusive, Transparent, United, Ambitious and Respect promote our unwavering commitment to safeguarding and our commitment to ensuring that our sport is not only accessible to all, but is safe for all.

"The success of sport, in terms of helping people achieve their potential, making the most of existing talent, and attracting new people to sport relies on putting people – their safety, wellbeing and welfare – at the centre of what sport does."

Source: Duty of Care in Sport Independent Report to Government Baroness Tanni Grey-Thompson DBE, DL

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SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



CONTENT & SCHEDULES

CONTENT	PAGE(S)
Foreword from Chris Simon (CEO, England Touch Association)	1
Contents & Schedules	2-3
Policy Statement	4-5
Definitions	6-7
Safeguarding Principles & Policy Objectives	8-9
Scope of the Policy	10
Policy Implementation	11-16
Four Primary Categories of Abuse, Bullying & Poor Practice	17-20
Expected Standard of Behaviour & Good Practice Guidance	21-26
Procedures for Responding to Safeguarding Concerns & Complaints	27
Breaches of Expected Standards & disciplinary & Grievance Procedures	27
Related ETA Policies, Codes of Practice & Guidance	27
Information & Support Services	28
Policy Monitoring & Evaluation	29

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



SCHEDULES

SCHEDULE	PAGE(S)
1. Safeguarding Policy Version Control	30
2. ETA Policies Relevant to the Safeguarding Policy	31
3. Recruitment Procedures & Forms	32-33
4. Self-Declaration & Disclosure Form	34-36
5. Coaches Code of Conduct & Coaching Guidance	37-39
6. Guidelines for Managing Difficult Behaviour	40-42
7. Risk Assessment & Health & Safety Checks for Touch Rugby Sessions	43-44
8. Event Risk Assessment	45
9. Procedures & Guidance for Responding to Safeguarding Concerns/Complaints	46-54
10. Incident Referral Forms	55-56
11. Case Management Groups	57
12. Guidance on Disciplinary Procedures for Safeguarding Concerns & Complaints	58-68
13. Further Definitions	69-71
14. Useful Contacts, Sources of Information & Support Groups	72-73

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



POLICY STATEMENT

The England Touch Association (“ETA”) is the governing body of the sport of touch rugby in England and is committed to growing the game of touch rugby for all throughout England. The ETA’s Safeguarding Children & Adults at Risk Policy (“Policy”) recognises that the safety and welfare of Children, Young People and Adults at Risk are paramount in all circumstances and aims to ensure that regardless of age, size, ability or disability, race, colour, religion, ethnic/national origin or belief, sex or sexual orientation, socio-economic background, marital or gender status, all Children and Adults at Risk:

- have a positive and enjoyable experience of touch rugby in a safe and supported environment; and
- are protected from all forms of harm, abuse, maltreatment or poor practice whilst participating in touch rugby activity.

The ETA actively promotes touch rugby as a multi-generational game for all, with people of all different ages, genders and backgrounds often playing together in an enjoyable, safe and positive environment.

Additionally, given the inclusive, accessible and adaptive nature of touch rugby activities, the ETA would like to encourage more Children, Young People and Adults at Risk with special educational needs (SEN), disabilities and from BAME (Black, Asian and Minority Ethnic) Communities to participate in touch rugby activities and enjoy the many benefits to physical/mental health participation brings. As such, the ETA understands its strong statutory duty to ensure that safeguarding measures within the sport are robust.

Furthermore, the ETA recognises that deaf and disabled Children, Young People and Adults at Risk are particularly vulnerable to abuse and that the presence of multiple disabilities increases the risk of both abuse and neglect. The ETA will endeavour to remove barriers to participation that prevent deaf and disabled Children, Young People and Adults at Risk from fully integrating into touch rugby activities and introduce formats of the game which facilitate participation. Through the increased number of deaf and disabled Children, Young People and Adults at Risk accessing the sport of touch rugby, they can be more effectively safeguarded from abuse. More information on this can be found on the CPSU website: www.thecpsu.org.uk.

All individuals working within the ETA, from Board Members, Senior Management, Staff to numerous Volunteers, understand their duty of care to safeguard and promote the welfare of Children and Adults at Risk involved in touch rugby activities and are committed to providing a safe, supportive and positive environment in which to play the sport. Furthermore, the ETA recognises the need to create and maintain an open, listening culture where everyone feels able to report concerns without fear of retribution.

The ETA acknowledges that safeguarding is everybody’s responsibility and is committed to safeguarding the welfare of all Children and Adults at Risk involved in touch rugby activity and working with other organisations and agencies as required by statutory guidance and legislation to provide the best outcomes for Children and Adults at Risk.

Relevant Legislation & Guidance

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



This Policy and the procedures herein are based on the following international legislation and guidance:

- United Nations Convention on the Right of the Child
- General Data Protection Regulation (GDPR) 2018
- The Data Protection Act 2018
- The Care Act 2014
- Working Together to Safeguard Children and Young People 2010
- Safeguarding Vulnerable Groups Act 2006
- What To Do If You Are Worried A Child Is Being Abused 2006
- The Children Acts 1989 & 2004
- The Sexual Offences Act 2003
- The Protection of Children Act 1999
- The Human Rights Act 1998
- Every Child Matters (ECM)
- Child Protection in Sport Unit Guidance

Additionally, the ETA are committed to working 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 on this can be found on the CPSU website: www.thecpsu.org.uk.

The 10 Standards for Safeguarding

1. Policy and procedures for responding to concerns
2. Operating Systems
3. Prevention
4. Codes of ethics and conduct
5. Equity
6. Communication
7. Education and training
8. Access to advice and support
9. Implementation
10. Influencing

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



DEFINITIONS

Defined Term	Definition
“Child”, “Children”, “Young Person” or “Young People”	Anyone under 18 years of age. <i>Source: The UN Convention on the Rights of the Child (ratified by the UK and defined as such in the Children Act 1989)</i>
“Coach” or “Instructor”	An individual who has received an ETA or FIT Coaching Certificate. Head/Lead Coaches should have a Level 2 Coaching Certificate whereas Assistant Coaches should have a Level 1 Coaching Certificate.
“DBS”	Disclosure & Barring Service: an organisation which is responsible for processing requests for criminal records checks, taking decisions on whether it is appropriate to place a person on or remove a person from the DBS Children’s or Adults’ Barred List for England.
“ETA”	England Touch Association
“FIT”	Federation of International Touch
“Members”	All individuals and organisations with an affiliated membership with the ETA.
“Participant”	An individual involved in ETA affiliated touch rugby activity.
“Parent”, “Guardian” or “Carer”	An individual or individuals who provide care for the Child(ren), Young Person or Adult at Risk and have legal responsibility for them in their day-to-day life.
“Position of Trust”	Anyone who carries out paid or voluntary work on behalf of an organisation and who has access to (or who has access to privileged information about) Children, Young People and Adults at Risk.
“Staff” or “Employee”	An individual who carries out paid work.
“Responsible Adult”	An individual aged 18 years or older who is responsible for the safety and welfare of Children, Young People or Adults

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



	at Risk whom they have been asked to supervise in a coaching, management or similar capacity during touch rugby activity.
“Volunteer”	An individual who carries out unpaid work (including anyone who gets paid expenses without profit). The ETA and the majority of our Members rely on the work of Volunteers.
“Adult At Risk” or “Vulnerable Adult”	An individual aged 18 years and over who: (a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND; (b) is experiencing, or at risk of, abuse or neglect, AND; (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. <i>Source: Care Act 2014</i> <i>(previously referred to as a “Vulnerable Adult”</i>
“Vulnerable Groups”	An individual or groups of individuals comprising Children and/or Adult at Risk. <i>Safeguarding Vulnerable Groups Act 2006</i>

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



SAFEGUARDING PRINCIPLES & POLICY OBJECTIVES

The aim of this Policy is to demonstrate the commitment of the ETA to safeguarding the safety and welfare of Children and Adults at Risk involved in touch rugby activities, protect them from harm, abuse and poor practice and uphold key safeguarding principles set out in statutory guidance and legislation by ensuring:

- the promotion and prioritisation of the safety, welfare and enjoyment of Children and Adults at Risk in touch rugby activity and acknowledging that this is paramount;
- robust safeguarding arrangements and procedures are in operation and regularly reviewed;
- an understanding within the ETA that safeguarding Children and Adults at Risk is everyone's responsibility and in order for this Policy and the procedures herein to be effective, the ETA will cooperate with other organisations to facilitate this collaborative approach;
- an understanding that it is the responsibility of the child protection experts and agencies to determine whether or not abuse, harm or poor practice has occurred;
- all ETA Board Members, Staff, Volunteers and Members are aware of this Policy and the procedures herein and understand their roles and responsibilities in respect of safeguarding. Further, that they are provided with appropriate learning opportunities to recognise, identify and respond to signs of, abuse, harm and poor practice and other safeguarding concerns relating to Children and Adults at Risk;
- all Members adopt and abide by this Policy and the procedures herein which incorporate the ETA Codes of Conduct and Codes of Behaviour (see Schedule 2 and 5 for more details).
- everyone involved in touch rugby activity knows who within the ETA to contact (see page 1 and Schedule 14 for more details) or where to report concerns regarding safeguarding issues and incidents;
- prompt and appropriate action is taken in the event of safeguarding incidents/concerns being raised/reported and support provided to the individual(s) who raise/report the concern and the individual to whom the incident/concern relates to (if different);
- any incidents/concerns that are raised/reported are taken seriously and dealt with in line with this Policy and the procedures herein;
- the well-being of those at risk of harm will be put first and the Child (or Child's parent/guardian/carer) or Adult at Risk (or parent/guardian/carer) is actively supported to communicate their views and the outcomes they wish to achieve. The ETA will ensure that such views are respected and supported unless there are overriding reasons not to (e.g. further risk of harm – see procedures);

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



- confidential, detailed and accurate records of all safeguarding incidents/concerns are maintained and securely stored in line with the ETA's Data Protection Policy (see Schedule 2 for more details);
- safe recruitment practices are utilised and continually assess the suitability of Staff and Volunteers to prevent the employment/deployment of unsuitable individuals within the ETA and the touch rugby community (see Schedules 3 and 4 for more details);
- information is shared about anyone found to be a risk to Children or Adults at Risk with the appropriate bodies (e.g. DBS, Police, Local Authority, Social Services, etc);
- compliance with best practice advice (e.g. UK Sport, Sport England, National Governing Bodies, NSPCC, Ann Craft Trust);
- cooperation with the Police and the relevant authorities in taking action to safeguard a Child or Adult at Risk;
- risk assessments are completed for ETA activities and events which include an assessment of, and risk to, the safety of Children and Adults at Risk from abuse, harm and poor practice and designates a person who will be in attendance as a safeguarding lead for that event (see Schedule 7 for Guidance on Risk Assessments);
- actions taken under this Policy are reviewed by the Board and Senior Management Team on an annual basis; and
- this Policy is reviewed every three years and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, UK Sport, Sport England and/or the Federation of International Touch (FIT) or as a result of any other significant change or event.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



SCOPE OF POLICY

This Policy and associated procedures herein apply to the following individuals and organisations working for, or affiliated to, the ETA:

- ETA Board Members;
- ETA Committee, Sub-Committee, Working Group or Focus Group Members;
- ETA Staff;
- ETA Volunteers;
- Individual ETA Members (Players, Coaches, Managers and Officials);
- Organisation ETA Members (Clubs, Leagues, Universities, Schools, Workplaces);
- Partner Organisations (Strategic Partners and their Employees/Volunteers);
- Parents, Guardians, Carers of Members or Participants;
- Sponsors; and
- Any other individual involved in ETA affiliated touch rugby activity to whom this Policy may apply.

This Policy also applies to all concerns or reports regarding the safeguarding, welfare and safety of Children and Adults at Risk whilst taking part in ETA affiliated activities. We expect all individuals involved in delivering ETA affiliated touch rugby activity, in particular ETA Staff, Volunteers and Members, to adopt and demonstrate their commitment to the principles and procedures set out in this Policy. Failure to comply with this Policy and procedures herein will be addressed without delay and may result in outcomes including dismissal/exclusion from the organisation and partner organisations and further sanctions involving the local authorities.

Whilst this Policy applies to the above categories, the ETA recognises that working in partnership with Parents, Guardians, Carers and other agencies is essential for the protection of Children and Adults at Risk. The ETA commits to working in partnership with the Local Safeguarding Children's Board (LSCB), Children's Social Care Services and Adult Social Care Services to comply with their policies and procedures.

Everyone involved in facilitating or delivering ETA affiliated touch rugby activity has a duty to ensure that Children and Adults at Risk are:

- allowed access to touch rugby activity appropriate for their age and ability;
- coached by appropriately qualified Staff and/or Volunteers;
- not required to participate in too many touch rugby activities 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;
- coached how to behave in a respectful manner before, during and after touch rugby activity; and
- afforded respect, confidentiality and privacy in all touch rugby environments.

POLICY IMPLEMENTATION

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



Communication of Safeguarding Information

The ETA is continually improving how information is communicated to Staff, Volunteers and Members and the wider community to ensure that everyone is aware of this Policy and related policies which govern the sport of touch rugby in England. The ETA endeavours to ensure information is clearly communicated via our website (www.Englandtouch.org.uk), our membership process, inductions, email newsletters, emails relating to specific touch rugby activity (e.g. to all Participants regarding ETA activities from our Events Manager and to all Parents, Guardians and Carers regarding Junior Athlete High Performance activities) and via social media.

Information Recording & Sharing

All sports organisations must comply with the General Data Protection Regulations 2018 (“GDPR 2018”). Safeguarding concerns, complaints and reports contain personal data, therefore, the ETA will ensure all such information is processed, shared and stored in accordance with The Data Protection Act 2018.

In particular, GDPR 2018, does not prevent or limit the sharing of information for the purposes of keeping Children, Young People and Adults at Risk safe and includes ‘safeguarding and individuals at risk’ as one of its domains; enabling information to be shared legally without consent if it is unreasonable to gain consent or gaining consent places at risk the Child or Adult at Risk.

Information Sharing for Adults at Risk

An Adult at Risk may not always want personal information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel embarrassed. Their wishes should be respected unless there are overriding reasons for sharing information. The circumstances when information must be shared without the Voluntary Adult’s consent includes situations where:

- it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk;
- you believe they or someone else is at risk, including Children;
- you believe the Adult at Risk is being coerced or is under duress;
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed;
- the Adult at Risk does not have mental capacity to consent to sharing information; or
- the person causing harm has care and support needs.

When information is shared without the consent of the Adult at Risk this must be explained to them, when it is safe to do so, and any further actions should still fully include them. If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm. Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

RECRUITMENT PROCEDURES FOR ALL STAFF & VOLUNTEERS

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



The ETA endorses and adopts the Child Protection in Sport Unit (CPSU) Guidance on recruiting volunteers and staff and will follow the recruitment procedures as set out in that policy and summarised below:

- Develop a job or task description;
- As a minimum meet and chat with applicants (virtually or in person) and where possible conduct interviews before appointing;
- Request and follow up two references before appointing; and
- apply for an Enhanced DBS check.

All ETA Members with direct access to Children and Adults at Risk are required to have a DBS check as per the legal requirements to do so.

The ETA aims to prevent people with a history of relevant and significant offending from having contact with Children or Adults at Risk and prevent them having the opportunity to influence policies or practice with Children or Adults at Risk. This is to prevent direct sexual or physical harm to Children or Adults at Risk and to minimise the risk of grooming within touch rugby.

The ETA will recruit, recommend appropriate training and supervise its volunteers so as to adopt best practice to safeguard and protect Children and Adults at Risk from abuse, and themselves against false allegations.

RECRUITMENT & SELECTION PROCEDURE

The ETA uses an effective Recruitment and Selection Procedure to make sure new Staff/Volunteers have been carefully considered and vetted to do regulated work with Children or Adults at Risk. These processes are overseen by the ETA Board Members.

Organisations have a legal and moral duty to ensure that adults who work with children are 'suitable' to do so. A well-run recruitment process is all part of an organisation's commitment to putting the wellbeing of Children and Adults at Risk first. A robust process also prevents those who are barred from regulated work with Children or Adults at Risk from doing so.

The following roles (not exhaustive) are accepted by the Disclosure and Barring Scheme as falling within the category of 'regulated work':

1. Youth Touch Rugby Head Coach
2. Youth Touch Rugby Assistant Coach
3. Youth Touch Rugby Manager
4. Safeguarding Officer(s)
5. Youth Touch Rugby First Aider & Emergency First Aiders
6. Youth Coaching Supervisor/Coordinator
7. Youth Club Development Officers
8. Head of Youth Coaching

The ETA will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with Children or Adults at Risk in ETA affiliated touch rugby activity. Further, we recognise that we have a legal duty under the Safeguarding and Vulnerable Groups Act 2006 and

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



Protection of Freedoms Act 2012 to ensure that individuals who are barred from regulated work with Children or Adults at Risk are not engaged by the club (either paid or unpaid) in regulated work with Children or Adults at Risk.

Advertising

All forms of advertising used to recruit and select Staff/Volunteers for regulated work with Children and/or Adults at Risk will include details of the ETA's stance on child protection: a statement that the position applied for is regulated work with Children and Adults at Risk and will require a DBS check.

Pre-application Information

Pre-application information for these positions will be sent to applicants and will include job/task description forms, application forms and a self-declaration form.

Application Form

All applicants will be requested to complete an Application Form (see Schedule 3 for more information). The Application Form will include contact details for two references.

Self-Declaration Form

The Self-declaration Form (see Schedule 4 for more information), which shall include information on any past criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview [if appropriate]. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed.

Review Applications

The ETA Board will review application forms and consider applicants for interview/selection. Self-declaration forms of those deemed suitable for interview will then be opened and considered. If the applicant is no longer a candidate, the self-declaration form must be destroyed. Successful applicants will be invited to interview.

Interview/pre appointment discussions

Interviews will be carried out for all official positions which are regulated work with Children or Adults at Risk.

Offer of Position

Once a decision has been made and an offer of appointment accepted the applicant's appointment will only be confirmed when:

1. satisfactory references have been received and checked; and
2. a satisfactory DBS check has been received.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



References

References will be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with Children or Adults at Risk. References from relatives will not be accepted. If the applicant has no experience of working with Children or Adults at Risk, specific training requirements will be agreed before their appointment commences.

Membership of the DBS Scheme

Individuals carrying out regulated work with Children on behalf of the ETA must have a DBS check. This will be processed by the ETA DBS Officer and overseen by the ETA Lead Safeguarding Officer.

The ETA is registered with an intermediary to check applicants for regulated work with Children as Volunteers. Any relevant areas for concern will be shared with the ETA Lead Safeguarding Officer and the ETA Board and an action plan agreed if necessary.

It remains the responsibility of the organisation making the appointment to take the final decision on whether to proceed with the appointment.

Overseas Applicants

Applicants from overseas being appointed to regulated work with Children are required to join the DBS Scheme.

Applicants from overseas will be asked to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, may be requested:

1. a statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position; and/or
2. a statement from the international federation of the sport in regard to their participation and suitability for the position.

Lead Safeguarding Officer Role

The designated person within a sports organisation has primary responsibility for putting into place procedures to safeguard Children and Adults at Risk, supporting club, county and regional welfare/safeguarding leads, where relevant and for managing concerns about Children and/or Adults at Risk.

Duties and responsibilities include:

- working with others within the organisation to create a positive inclusive environment within the sport;
- play a lead role in developing and establishing the organisation's approach to safeguarding Children and Adults at Risk and in maintaining and reviewing the organisation's implementation plan for safeguarding adults in line with current legislation and best practice;

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



- coordinate the dissemination of this Policy, procedures and resources throughout the organisation;
- contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding Children and Adults at Risk;
- advise on the organisation's training needs and the development of its training strategy;
- receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system;
- support the chair to coordinate the case management process (see Schedule 11 for more details);
- manage liaison with, and referrals to, external agencies for example adult social-care services and the police;
- create a central point of contact for internal and external individuals and agencies concerned about the safety of adults within the organisation;
- provide advice and support to regional/county [adapt as appropriate] safeguarding/ welfare officers and play a lead role in their recruitment, selection and training; and
- represent the organisation at external meetings related to safeguarding.

Induction

After the applicant accepts the post, the induction process begins including the following clarification, agreement and signing up to this Policy and procedures, including the Code of Conduct and Code of Behaviour (see Schedule 2 for more details).

Training

Newly appointed Staff/Volunteers in regulated work with Children and/or Adults at Risk should complete recommended training over an agreed period. This will include Safeguarding training as well as other relevant recommended training.

Monitoring and Performance Appraisal

All staff in positions of regulated work with Children and Adults at Risk should be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

New Vetting information on DBS Records

If new vetting information becomes available the ETA will review through its on-going suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks. The Volunteers/Staff have to complete a Self-declaration Form every three years upon renewal of the DBS check. If a volunteer has been cautioned or convicted of any new offences, they are under obligation to inform the ETA Lead Safeguarding Officer as soon as possible. Should any risk be identified, it will then be necessary to follow the ETA's procedures regarding the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

Consideration for Children's List or Barred Individuals

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



If the ETA are informed that an individual is barred, that member of Staff/Volunteer will be removed from regulated work with Children and/or Adults at Risk immediately in line with the Safeguarding and Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 duties for organisations.

If the ETA is informed that a member of Staff/Volunteer is considered for listing that individual will be suspended by the ETA as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the wellbeing of Children and Adults at Risk will be the paramount concern.

DBS Scheme Member leaves the ETA

The ETA will update their records regularly of DBS Scheme members who are no longer in regulated work with Children and/or Adults at Risk on behalf of the organisation. Should a member of Staff/Volunteer not be in contact with the ETA for a period of three months, the ETA will record that the individual is no longer in regulated work with children within the organisation.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



FOUR PRIMARY CATEGORIES OF ABUSE, BULLYING & POOR PRACTICE

Recognition of Abuse, Bullying and Poor Practice

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 or Adult at Risk has been abused. Children with disabilities or Adults at Risk 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.

Abuse

Abuse and neglect are forms of maltreatment of a Child or Adult at Risk. Somebody may abuse or neglect a Child or Adult at Risk by inflicting harm, or by failing to act to prevent harm. Children or Adults at Risk 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 (see Schedule 2 for information on the ETA's Anti-Bullying Policy).

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a Child or Adult at Risk. Physical harm may also be caused when a Parent, Guardian or Carer fabricates the symptoms of, or deliberately induces, illness in a child. An example of signs of physical abuse at a touch rugby session could be that the Coach notices a Child or Adult at Risk consistently wearing long sleeved clothes in hot weather when the other participants are wearing t-shirts and shorts. In a sports situation, physical abuse can also occur when the nature and intensity of training disregard the capacity of the child's immature and developing body.

Emotional Abuse

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



Emotional abuse is the persistent emotional maltreatment of a Child or Adult at Risk 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 or Adult at Risk 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.

Emotional abuse may involve serious bullying (including cyber bullying), causing a Child or Adult at Risk to frequently feel frightened or in danger, or the exploitation or corruption of Children or Adults at Risk. An example of this is if a Child or Adult at Risk fails to attend a session following cyber bullying. Some level of emotional abuse is involved in all types of maltreatment of a Child or Adult at Risk, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a Child or Adult at Risk to engage 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 (e.g. 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 or Adults at Risk 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 or Adults at Risk in preparation for abuse (including via the internet). Sexual abuse can be perpetrated by adult males, adult females or gender neutral individuals, as can other Children and Adults at Risk.

Neglect

Neglect is the persistent failure to meet a Child's or Adult at Risk's 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);
- 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; or
- it may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Indications 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 or Adult at Risk is being abused may include one or more of the following:

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



- 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 or Adult at Risk describes what appears to be an abusive act involving him/her;
- Someone else (another Child or Adult) expresses welfare concerns;
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outburst in temper);
- Inappropriate sexual behaviour especially for their age (e.g. encouraging sexually explicit behaviour);
- Distrust of adults, particularly those with whom a close relationship would normally be expected;
- Difficulty making friends;
- The Child or Adult at Risk is prevented from socialising with other young people;
- Displays variations in eating patterns including overeating or undereating;
- Loses weight for no apparent reason; or
- 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, guardian or carer will help to identify any concerns that a Child or Adult at Risk may be experiencing. It is not the responsibility of those working in touch rugby to decide that abuse is occurring but it is their responsibility to act on any concerns by reporting them to the ETA Lead Safeguarding Officer.

Poor Practice

Allegations may relate to poor practice where an Adult's or another Child'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 Codes of Conduct and Code of Practices (see Schedules 2 and 5 for more details), infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in ETA affiliated touch rugby activity and will be treated seriously and appropriate actions will be taken.

Abuse of Trust

All adults who work with Children/Young People and Adults at Risk are in a position of trust which has been invested in them by the ETA, Parents, Guardians, Carers and the Child/Young Person themselves. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

Coaches should ensure they maintain healthy, positive and professional relationships with all Children/Young People and Adults at Risk. Coaches and other Adults in positions of authority and trust in respect of Young People aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists.

Coaches and other Adults must not encourage a physical or emotionally dependent relationship to develop between the person in a position of trust and the Child/Young Person or Adult at Risk in their care. Everyone within the organisation has a duty to raise concerns about the behaviour of Coaches,

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



Officials, Volunteers, Administrators and Professional Staff which may be harmful to Children/Young People or Adults at Risk in their care, without prejudice to their own position.

Each Coach will agree to:

- read, understand, sign up to and comply with the ETA's Code of Conducts and Code of Behaviour (see Schedule 2 and 5 for more details);
- maintain a relationship with all Children/Young People and Adults at Risk that is appropriate to the coaching role and reflects positively on the ETA;
- recognise that coaches are in a position of authority and should not seek to or engage in sexual activity with Children/Young People or Adults at Risk for whom you are responsible;
- bring to the immediate attention of the ETA's Lead Safeguarding Officer, any behaviour by a Child/Young Person or Adult at Risk that indicates that they are seeking to develop or engage in an inappropriate relationship with the Coach;
- be careful not to respond to the Child/Young Person or Adult at Risk in any way that could be interpreted as encouraging the person concerned. The Coach should also keep a written or typed record of such concerns and relevant details for the incident report form if required.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



EXPECTED STANDARDS OF BEHAVIOUR & GOOD PRACTICE GUIDANCE

The ETA will at all times promote good practice amongst all individuals that have an involvement with ETA affiliated touch rugby activity at any level, ensuring that all participants (players, coaches, managers, officials, teachers, parents, guardians, carers, spectators event organisers) adhere to the Codes of Conduct and Codes of Behaviour referenced in Schedule 2 and 5 of this Policy. These Codes outline the expectations of conduct and behaviour placed on all individuals and expect the highest standards of integrity to ensure that the reputation of touch rugby is beyond reproach.

Allegations of a safeguarding nature and concerns regarding poor practice relating to the breaking of the afore-referenced Codes must be reported to the ETA's Lead Safeguarding Officer. Any other issues which arise and fall outside of this Policy should be addressed by the internal policies and procedures of the Member organisation concerned. Everyone involved in touch rugby activity must respect the rights, dignity and worth of every person, participant and non-participant alike, treating everyone equally within the context of sport. In particular, everyone involved in touch rugby activity must be aware of the special needs of Children and Adults at Risk and their wellbeing, including difficulties or possible abuse experienced from within the sport or from other sources.

The ETA has a duty to ensure that every Child and Adult at Risk is able to participate in ETA affiliated touch rugby activity in a safe and enjoyable environment and be protected from harm, abuse or poor practice. The ETA is committed to maintaining the highest standards of behaviour and conduct in all ETA affiliated touch rugby activity.

Physical Contact

Touch rugby, whilst a minimal contact sport, does involve the touching of another person. It also allows for mixed gender teams. In general, large mismatches in ability and physical stature should be avoided and common sense exercised when supervising matches and training.

All forms of physical contact should respect and be sensitive to the needs and wishes of the Child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or an athlete who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by asking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents/carers should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Staff/volunteers should work with parents/carers and children to develop practiced routines for personal care so that parents/carers and children know what to expect.

Do not take on the responsibility for tasks for which you are not appropriately trained e.g. coaching contact rugby techniques, or providing manual assistance for a child with a physical disability.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



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 a coach or referee role.

The level of supervision should take account of:

- the age, maturity, ability and experience of the Children;
- the overall number of Children taking part in the activity;
- the activities being undertaken;
- the level of qualification and experience of the Coaches;
- the particular hazards associated with the activities and environment (risk assessment);
- 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;
- whether any of the Children have physical/learning disabilities, special needs or requirements; and
- whether any of the Children have challenging behaviour which is difficult to manage (see Schedule 6 for Guidance of Managing Children with Challenging Behaviour).

This guidance and considerations therein also applies to Adults at Risk.

As best practice, the ETA recommends the following coaching ratios:

- 1:8 for Children and under 8 years old; and
- 1:12 for Children aged 8 years old and over.

Larger ratios mean that Coaches are in danger of losing control and if there was an accident or an incident involving a participant or Staff/Volunteer, there needs to be enough Staff/Volunteers remaining to supervise the group safely. Coaches working with Children or Adults at Risk 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.

There should always be at least two coaches at any session and a risk assessment must be carried out for all activities (see Schedules 7 & 8 for more details). All activities will be planned to involve at least two adults, preferably one male and one female.

Staff & Volunteers Aged Under 18

There is no legal barrier to anyone aged 18 or under becoming a coach or volunteer with Children or young people. If their remit falls into that of regulated work as per the Safeguarding and Vulnerable

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



Groups Act (2006) and Protection of Freedoms Act 2012 then they should be subject to the same recruitment and selection procedures as other volunteers, including DBS Checks).

The minimum age at which someone can be asked to apply for a criminal record check is 16 years old.

Younger volunteers can, however, be encouraged to help out and should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted. In turn, the organisation has a responsibility to support the supervising coach. Remember that young coaches or volunteers may come under different pressures (e.g. lack of respect from peers, closeness in age could lead to possible relationship) so regular supervision, training and extra support is recommended.

It is important that adult to Child ratios are reassessed as a young volunteer may not be experienced/capable of overseeing a group of Children. Any young person aged 16 or 17 coaching or volunteering must do so with the consent of their parents or guardians and the consent (activity) form needs to be completed.

Parent Consent Forms & Guidance

It is necessary to obtain parental consent for all Children to take part in any ETA affiliated touch rugby activity. Parents, guardians or carers with legal responsibility for a Child must read the guidance, complete the information and sign the Parent Consent Guidance and Form (details set out in Schedule 2) and return to the Coach or Manager of their team. Copies of this form will be retained by the ETA.

Missing Person Procedure

If it is suspected that a Child or Adult at Risk 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 incident involving missing Children or Adults at Risk, regardless of the severity, should be recorded for future reference with the Lead Safeguarding Officer.

Changing Rooms

Where practical, Children should be supervised at all times in the changing rooms by two adult staff members of Staff/Volunteers. Adult staff/Volunteers should not change or shower at the same time using the same facility as Children. Separate changing facilities should be made available for mixed gender teams. If a Child or Adult at Risk is uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to shower and change after the touch rugby activity at home. If your organisation has Children or Adults at Risk 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, of the opposite gender to the team (e.g. a female physiotherapist working with a male team) must not be present in the changing rooms whilst players are getting

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



showered or changed. The ETA recommends the development of a policy with regard to team talks inside changing rooms if it is not possible to hold such discussions elsewhere. This policy must state that any Staff of the opposite gender to the team must wait until all Children are fully dressed before entering the changing room and there must be two adult staff members present during this discussion. No photographic equipment should be allowed in the changing room environment (including, without limitation, cameras, video cameras, camera mobile phones, camera tablets or any device capable of capturing visual images).

First Aid (including Physiotherapy Treatment)

The ETA Parent Consent Form (see Schedule 2 for more details) ensures the safety and wishes of all Children/Young People are taken into account.

All Staff/Volunteers must ensure:

- where practicable all Parents/Guardians/Carers of Children under the age of 18 have completed a Parental Consent Form before their Child participates in touch rugby activity;
- there is a responsible adult with access to a working telephone for the purpose of calling emergency services and who has access to the address and emergency access information for the venue;
- there is an accessible and well-resourced first aid kit at the venue;
- they are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required;
- an injury report form is completed if a Child sustains any injury along with the details of any treatment given;
- where possible, access to medical advice and/or assistance is available;
- a Child's parents/guardians/carers are informed of any injury and action taken as soon as possible;
- the circumstances in which any accidents occur are reviewed to avoid future repetitions;
- First Aid is performed by qualified Staff/Volunteers;
- no Child or Adult at Risk should be given treatment where they are on their own in a treatment room with the door closed;
- medical confidentiality and patient dignity is maintained at all times; and
- all treatment procedures are fully explained to the Child or Adult at Risk and verbal consent is given before treatment is carried out.

Transporting, Drop off and Collecting Children, Young People and Adults at Risk Procedures

The ETA acknowledges that it is important to ensure that the correct safety procedures and guidelines are followed when Children or Adults at Risk are transported by a member of Staff or Volunteers. The ETA Parental Consent Form ensures the safety and wishes of all Children are taken into account. With regards to drop off and collection of Children or Adults at Risk, 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 and/or Adult at Risk and reduce problems for the Coach or member of Staff/Volunteer in a position of trust. See Schedule 2 for more information on this policy.

Sexual Activity

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



Within sport, as within other activities, sexual relationships do occur. It is important to address sexual activity both between Children and Young People and between adults and Young People. Sexual activity between Children/Young People involved in sport should be prohibited during team events, in sports facilities and social activities organised by the club. Inappropriate or criminal sexual behaviour committed by a young person may/will lead to disciplinary action in accordance with the club Disciplinary Procedure and reports being made to external agencies such as the police or social services.

Sexual interactions between adults and young people (16+) involved in sport raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career. Sexual activity between adults and young people (16+) involved in the same sport should be prohibited when the adult is in a position of trust or authority (coach, trainer, official).

Inappropriate or criminal sexual behaviour committed by an adult should lead to suspension and disciplinary action in accordance with ETA Disciplinary Procedures, which in the case of criminal action must include contacting the police. Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it to the police.

Multi-Agency Working

Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

Sports bodies may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern you have raised;
- Provide a safe venue for the adult to meet with other professionals e.g. Police/Social Workers/Advocates;
- Attend safeguarding meetings;
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies;
- Share information about the outcomes of internal investigations; and/or
- Provide a safe environment for the adult to continue their sporting activity/ their role in the organisation.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



PROCEDURES FOR RESPONDING TO SAFEGUARDING CONCERNS

The ETA has created procedures for responding to safeguarding concerns regarding Children, Young People and Adults at Risk to ensure that everyone is clear on what action is to be taken in the event of suspected harm, abuse, inappropriate behaviour or poor practice. The procedures, set out in Schedule 9 (with links to documents set out in Schedule 2, such as the Confidential Record of Incident or Complaint) give Staff/Volunteers clear steps to follow; ensuring action is taken quickly and in the best interests of the Children, Young Person and/or Adult at Risk.

BREACHES OF EXPECTED STANDARDS & DISCIPLINARY & GRIEVANCE PROCEDURES

The ETA encourages high standards of behaviour and the implementation of good practices by all members of Staff and Volunteers in line with the Codes of Conduct and Behaviour (set out in Schedule 2 and 5). In the event such Codes are breached, the ETA will take swift action in line with ETA's Complaints, Disciplinary & Grievance Policy & Process (see Schedule 2 for more details). Further guidance on disciplinary procedures involving Child or Adult at Risk safeguarding concerns and complaints can be found in Schedule 12 and this information should be read in conjunction with the aforementioned policy. Robust disciplinary procedures allow inappropriate behaviour to be addressed quickly, fairly and consistently and, in particular, the protection of Children and Adults at Risk is greatly enhanced by having a good disciplinary procedure.

RELATED ETA POLICIES, CODES OF PRACTICE & GUIDANCE

This Policy should also be read in conjunction with the ETA policies set out in Schedule 2, as they combine together to comprehensively promote the safety and welfare of Children and Adults at Risk within the sport of touch rugby and are all periodically reviewed and updated to remain in line with relevant guidance and legislation.

The ETA committed to developing and maintaining its capability to implement this Policy and procedures herein. In order to do so the following procedures will be implemented:

- A clear line of accountability within the organisation for the safety and welfare of all Children and Adults at Risk;
- Access to relevant legal and professional advice;
- Regular management reports to the ETA Board detailing how risks to safeguarding Children and Adults at Risk are being addressed and how any reports have been dealt with;
- Safeguarding Children and Adults at Risk procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice;
- A Lead Safeguarding Officer for the ETA;
- A delegated Safeguarding Officer for ETA events/tours;
- A clear process for forming a Case Management Group with a designated Chair of the Group on a case by case basis within clear Terms of Reference;
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of Children and Adults at Risk, including arrangements for sharing information;
- Codes of conduct for Board members, Staff, Coaches, Officials, Volunteers and Members and other relevant individuals that specify zero tolerance of abuse in any form;
- Risk assessments that specifically include safeguarding of Children and Adults at Risk; and

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



- Policies and procedures that address the following areas and which are consistent with this Policy (see Schedule 2).

INFORMATION AND SUPPORT SERVICES FOR CHILDREN & ADULTS AT RISK

The full list of Information and Support Services for Children and Adults at Risk is set out in Schedule 14.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



MONITORING & EVALUATION OF POLICY

This Policy was adopted by the ETA Board on 11th February 2021 and will be reviewed every three years or in the following circumstances:

- changes in relevant legislation and/or government guidance;
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and Federation of International Touch; and/or
- as a result of any other significant change or event.

See Schedule 1 for details of previous revisions to the ETA's Safeguarding Policy.

CHILD PROTECTION & SAFEGUARDING RESPONSIBILITY

Details for the ETA Lead Safeguarding Officer can be found below (and on Page 1 and in Schedule 14 along with contact details for sources of information and support groups/organisations).

England Touch Association Lead Safeguarding Officer:

Cari Thorpe – Head of Medical Services

Email: safeguarding@englandtouch.org.uk

Tel: 07734 819 394

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



SCHEDULE 1

SAFEGUARDING POLICY VERSION CONTROL

Version Number	Published	Comments	Author
1	January 2015	New Draft.	Governance Director
2	August 2015	Final Version.	Governance Director
3	July 2016	Updated.	Governance Director
4	August 2016	Updated Useful Publications Section.	Governance Director
5	March 2018	Formatted to new template. Updated useful publications. Updated contact details. Added reference to templates. Updated reporting flow chart. Added detail on DBS. General content updated.	Governance Director
6	May 2018	Updated following feedback from the Head of Medical Services.	Governance Director
7	Feb 2021	Formatted to new template and updated using Applicant Guidance 2017 from The Sports Councils: Recognition Process in respect of the ETA's Sport England Application.	National Development Officer

The next review is due by January 2024 at the latest.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



SCHEDULE 2

ETA POLICIES RELEVANT TO THE SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY

ETA policies, codes and guidance which are relevant to this Policy can be found on the Governance Section of ETA's website: <https://www.EnglandTouch.org.uk/develop/governance/>. A list of relevant policies, codes and guidance have also been set out below for ease of reference:

- Confidential Record of Incident or Complaint Form
- Bullying & Harassment Policy
- Social Media Policy – Parental Consent
- Social Media Policy – Junior Players
- Social Media Policy – Junior Coaches & Junior Team Operations Managers
- Equality, Diversity & Inclusion Policy
- Codes of Conduct
- Code of Behaviour
- Complaints, Disciplinary & Grievance Policy & Process
- Parent Consent Forms
- Use of Photography & Public Imagery Guidelines
- Transport, Collection & Drop-off Guidelines
- Confidentiality Policy
- Data Protection Policy
- Conflict of Interest Policy

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



SCHEDULE 3

RECRUITMENT FORM

PRIVATE AND CONFIDENTIAL

Position applied for/undertaking:

PERSONAL DETAILS

Surname:	_____
First name(s):	_____
Address:	_____ _____
Postcode:	_____
Telephone number(s):	_____
Email address:	_____

CURRENT/MOST RECENT EMPLOYMENT

Employer:	_____
Position:	_____
Dates of employment:	_____
Duties of employment:	_____ _____

QUALIFICATIONS

Academic/school (not essential for those applying to voluntary posts to complete)	_____ _____ _____ _____
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SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



Coaching Qualifications/Experience/Safeguarding courses (to complete)

PREVIOUS EXPERIENCE

Previous experience of working with Children and Adults at Risk in a voluntary or professional capacity:

Reason for applying:

DATA PROTECTION NOTICE

I declare that the information provided on this form is, to the best of my knowledge correct, true and complete. By signing this form you are providing your explicit consent to the ETA processing personal data in connection with all matters relating to your application for employment/appointment. Details contained on this form will be limited to those only directly involved in the selection process. All records relating to recruitment are stored in line with the ETA's Data Protection Policy in order to fulfil legal responsibilities under Data Protection Legislation.

I agree to abide by the ETA Code of Conduct

Signed:

Date:

SCHEDULE 4

SELF-DECLARATION & DISCLOSURE FORM: EMPLOYMENT/VOLUNTARY ROLES

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



For roles involving contact with Children (under 18 year olds)

PLEASE NOTE APPLICANTS MUST ALSO COMPLETE a DBS Check to be facilitated by the England Touch Association

IT IS POLICY OF THE ETA THAT TWO REFERENCES FROM SUCCESSFUL CANDIDATES WILL BE REQUESTED AND OBTAINED

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. **You have a right of access to information held on you under the Data Protection Act 2018.**

Part One

<i>For completion by the applicant:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification (<i>tick box below</i>):	
	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
<i>Either</i>	
UK Passport Number and Issuing Office	
UK Driving Licence Number (<i>with picture</i>)	

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



<i>Plus</i>	
National Insurance Card or current Work Permit Number	
Signature of authorised Officer:	
Print name:	
Date:	

Part Two

NOTE:

If the role you have applied for involves frequent or regular contact with or responsibility for Children you will also be required to go through a DBS (Disclosure and Barring Service) check which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see ETA guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department as being a risk or potential risk to Children?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards Children?	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(tick box below)</i>	

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
	In accordance with the organisation's procedures if required I agree to undertake a DBS check in accordance with the Governing Body requirements and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other Children.
Signature:	
Print name:	
Date:	

SCHEDULE 5

COACHES CODE OF CONDUCT FOR SAFEGUARDING CHILDREN IN TOUCH RUGBY

The ETA supports and requires all members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with Children.

All concerns about breach of the Coaches' Code of Conduct will be taken seriously and responded to in line with the ETA Complaints, Disciplinary & Grievance Policy & Process.

This Code of Conduct is linked to the overarching ETA Code of Conduct and the Code of Behaviour. It is also linked to the ETA's staff performance management systems.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY

GOOD PRACTICE



ETA Affiliated Organisations are required to:

- Create a positive and safe environment for Children to participate in touch rugby activity;
- Implement suitable and robust recruitment for Staff and Volunteers to work with Children;
- Appoint suitably trained coaches and managers;
- Ensure there is a clear way for Children, Parents/Guardians/Carers, Volunteers and Staff to raise any concerns;
- Appoint a Child Protection & Safeguarding Officer;
- Adopt and implement a Child Protection & Safeguarding Policy; and
- Involve Parents/Carers and Children in decisions affecting Child safety and welfare wherever possible.

All Coaches are required to

- Make touch rugby fun, enjoyable and promote fair play principles;
- Place value on the efforts and achievements of all players involved, including those on other teams;
- Treat all players equally, with respect, dignity and fairness;
- Give enthusiastic and constructive feedback rather than negative criticism;
- Properly supervise and coach Children during the touch rugby activity;
- Put the wellbeing and development of each player first before winning or achieving team performance goals;
- Build balanced relationships based on mutual trust and respect;
- Include players in the decision-making process wherever possible and appropriate;
- Work in an open environment wherever possible; and
- Be an excellent role model.
- Recognise the developmental needs and capacity of young players ensuring that they play at age and ability appropriate levels
- Follow medical advice and protocols relating to injury prevention and management

PRACTICE TO BE AVOIDED

Coaches must avoid:

- Placing too much emphasis on the team winning over the enjoyment and development of the young players involved (note: the balance of winning v player development will be different at different ages and levels of performance);
- Excessive training and competition, pushing young players against their will and putting undue pressure on them;
- Involving adults in practical demonstrations of touch rugby techniques against Children in which high performance skills are being shown which use a higher degree of contact (e.g. winning the ruck);
- Spending inappropriate and unnecessary amounts of time working with Children alone in private or unobserved situations:

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



- One to one coaching sessions should only take place with parental consent and with the full knowledge of relevant individuals at the Club, ideally with a chaperone and/or in a public place.
- Failing to follow ETA guidelines and recommendations on good practice;
- Having 'favourites';
- Arranging to transport a Child alone in your car without prior parental consent;
- Smoking or drinking alcohol in the company of Children;
- Entering player's bedrooms on trips away, unless in an emergency or in the interest of health and safety:
 - if it is necessary to enter rooms, knock before and say that you are coming in;
 - the door should remain open whilst you are in the room; and
- Where possible, doing things of a personal nature for Children that they can do for themselves.

UNACCEPTABLE PRACTICE

Coaching must at all times avoid:

- Deliberately threatening, insulting, humiliating or embarrassing a player as a form of control and/or 'motivation';
- Reducing a player to tears as a form of control or compliance;
- Engaging in rough or physical contact, including a hard touch on a young player;
- Swearing at young players or allowing players to do the same unchallenged;
- Use sexualised language and/or allowing young players to do the same unchallenged;
- Condoning or promoting excessive rivalry between players, teams and/or clubs on or off the pitch; and
- Shouting abusive or derogatory comments from the touchline at players or match officials.

Additionally, Coaches must avoid at all times:

- Inviting or allowing young players to visit or stay at your home;
- Sharing a room alone with a young player;
- Getting changed and/or showered in the same facilities at the same time as young players;
- Forming intimate emotional, physical or sexual relationships with young players;
- Allowing or engaging in sexual behaviour this includes suggestive comments and provocative jokes and games;
- Allowing or encouraging young players to smoke, take drugs or drink alcohol;
- Failing to follow:
 - ETA policies and procedures for safeguarding and regarding the safety for young players;
 - Injury reporting procedures; and
- Allowing allegations made by a player to go unchallenged, unrecorded or not acted upon.

Sign-up:

I have read and agree to abide by this Code of Conduct.

I have also read and agree to abide by the ETAs Safeguarding Policy, Procedures and Guidelines.

Name of Staff/Volunteer Coach:

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY

Signature:

Date signed:



SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



SCHEDULE 6

GUIDELINES FOR MANAGING CHALLENGING BEHAVIOUR

Staff/Volunteers delivering activities to Children may, from time to time be required to deal with a Child's challenging behaviour.

These guidelines aim to promote good practice which can help support Children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions which must never be used by staff or volunteers.

These guidelines are based on the following principles:

- The wellbeing of the Child is the paramount consideration.
- A risk assessment should be completed for all activities which take into consideration the needs of all Children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of a risk assessment, coaches should consider whether any members of the group have been challenging in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where staff/volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/volunteers involved.

All those delivering activities to Children should receive training on these guidelines and should be supported to address issues of challenging behaviour through regular supervision.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, Children and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of options which may be applied in response to unacceptable behaviour (e.g. dropped from the team for one game etc.). This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

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Issues of behaviour and control should regularly be discussed with staff, volunteers, parents/carers and Children in the context of rights and responsibilities. It is beneficial to ask Children as a group to set out what behaviour they find acceptable and unacceptable within their group/team. It is also helpful to ask them what the consequences of breaking these rules should be. Experience shows that they will tend to come up with a sensible and working set of 'rules'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join. It can then be beneficial to have a copy of the 'rules' visible for reference during the activity.

Managing Challenging Behaviour

In dealing with Children who display risk-taking or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work;
- Making up - the act or process of making amends;
- Payback - the act of giving something back;
- Behavioural reinforcement (e.g. rewards for good behaviour, consequences for negative behaviour);
- Calming the situation - talking through with the Child;
- Increased supervision by staff/volunteers;
- Use of individual 'contracts' or agreements for their future or continued participation; and/or
- Consequences e.g. missing an outing.

Adults and Children shall never be permitted to use any of the following as a means of managing a Child's behaviour:

- Physical punishment or the threat of such;
- The withdrawal of communication with the Child;
- Being deprived of food, water or access to changing facilities or toilets; and/or
- Verbal intimidation, ridicule or humiliation.

Staff and Volunteers should review the needs of any Child on whom consequences are frequently imposed. This review should involve the Child and parents/carers to ensure an informed decision is made about the Child's future or continued participation in the group or activity. Whilst it would always be against the wishes of everyone involved at the club, ultimately, if a Child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be barred from participating in the touch rugby activity.

Physical Interventions

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a Child injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of challenging behaviour.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the Member of Staff or Volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

The following must always be considered:

- Contact with buttocks, genitals and breasts is strictly prohibited . Staff/Volunteers should never behave in a way which could be interpreted as sexual;
- Any form of physical intervention should achieve an outcome that is in the best interests of the Child whose behaviour is of immediate concern;
- Staff/Volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention;
- The scale and nature of physical intervention must always be proportionate to the behaviour of the Child and the nature of harm/ damage they might cause;
- Physical intervention should employ only a reasonable amount of force - the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time;
- Staff/Volunteers should never employ physical interventions which are deemed to present an unreasonable risk to Children or Staff/Volunteers; and
- Staff/Volunteers shall never use physical intervention as a form of punishment.

Any physical intervention used should be recorded as soon as possible after the incident by the Staff/Volunteers involved using the Incident Form and passed to the Lead Safeguarding Officer as soon as possible.

A timely debrief for Staff/Volunteers, the Child and Parents/Carers should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and on-going support offered where necessary. Staff/Volunteers, Children and Parents/Carers should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the Child and Parents/Carers about the Child's needs and continued safe participation in the group or activity.

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SCHEDULE 7

RISK ASSESSMENT & HEALTH & SAFETY CHECKS FOR TOUCH RUGBY SESSIONS

Use this template for all touch rugby sessions to ensure checks & risk assessments have been carried out. Copies to be held with appropriate Team Folder and Register.

Coach(es) Responsible for Session		Date	
Venue (full address with postcode)			
Location of nearest Telephone/mobile			
Location of first aid kit			
Emergency contact details			
Role	Name	Location	Tel.No.
Emergency Evacuation Procedures			
Go through list and tick when checked			Tick ✓
All equipment is safe and appropriate			
Playing area has been checked for all potential and actual hazards			

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Register has been maintained and completed	
Players experience has been established	
Participants clothing, footwear, glasses and jewellery have been checked	
All health and safety procedures, rules of facility/venue and session, hazards and emergency procedures have been explained to players	
HAZARDS IDENTIFIED WHEN COACHING	
State any hazards – location, description, level of risk, action taken and how resolved	

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SCHEDULE 8

EVENT RISK ASSESSMENT

NAME OF ORGANISATION				DATE OF RISK ASSESSMENT	
What are the hazards	Who might be harmed	Evaluate hazard High (H) Medium (M) Low (L)	What are you already doing	What further action is necessary	How will you implement that action?
Hazard 1					
Hazard 2					
Hazard 3					
Hazard 4					
Hazard 5					
Hazard 6					
Date to Review		Signed:			
Comments:					

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY

SCHEDULE 9



PROCEDURES & GUIDANCE FOR RESPONDING TO SAFEGUARDING CONCERNS/COMPLAINTS

The procedures and guidance apply to all Staff/Volunteers involved with the ETA.

1. Concerns about the General Wellbeing of a Child or Adult at Risk (NOT involving Abuse)

Parents/Guardians/Carers have the primary responsibility for the safety and well-being of their Children. In respect of Adults at Risk, it is essential to ascertain who has primary responsibility for their safety and well-being.

Where the concern does not involve the possibility of abuse, worries may be discussed with Parents/Carers. For example, if a Child or Adult at Risk seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised to be applied in these situations.

Any significant, untoward or unusual incidents which cause concern about the wellbeing of a Child or Adult at Risk should be recorded on the Confidential Record of Incident/Complaint Form (see Schedule 2 for more details) and reported to the Lead Safeguarding Officer as soon as possible. If appropriate, Parents/Carers should also be informed of the circumstances as soon as possible.

2. Concerns about the Abuse of a Child or Adult at Risk

What to Do if a Child or Adult at Risk Tells You about Abuse

No Staff member or Volunteer shall investigate allegations of abuse or decide whether or not a Child or Adult at Risk has been abused.

Allegations of abuse must always be taken seriously. False allegations are very rare. If a Child or Adult at Risk says or indicates they are being abused or information is obtained which gives concern that they are being abused, the information must be responded to on the same day in line with the following procedure.

2(a) Respond

1. React calmly so as not to frighten/stress the Child/Adult at Risk;
2. Listen to the Child/Adult at Risk and take what they say seriously. Do not show disbelief;
3. Reassure the Child/Adult at Risk they are not to blame and were right to tell someone;
4. Be aware of interpreting what a Child/Adult at Risk says, especially if they have learning/physical disabilities affecting communication or English is not their first language;
5. Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable;
6. Avoid projecting your own reactions onto the Child/Adult at Risk;

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



7. Avoid asking any questions. If necessary, only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions (e.g. Who? Where? When?); and
8. Do not introduce personal information from either your own experiences or those of other Children/Adults at Risk.

Avoid:

1. Panicking;
2. Showing shock or distaste;
3. Probing for more information than is offered;
4. Speculating or making assumptions;
5. Making negative comments about the person against whom the allegation has been made;
6. Approaching the individual against whom the allegation has been made; and
7. Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

Observation/Information from an Individual or Agency:

A concern or possible abuse of a Child/Adult at Risk may be observed by another Child/Adult at Risk or other adult and information can come from an individual or another agency/organisation. Where there is uncertainty about what to do with the information, directly from a Child or Adult at Risk's disclosure or from someone else, the Lead Safeguarding Officer must firstly be consulted for advice on the appropriate course of action.

If the Lead Safeguarding Officer is unavailable or an immediate response is required, the Police and Social Work Services must be consulted for advice. They have a statutory responsibility for the protection of Children and Adults at Risk and they may already hold other information concerning the Child or Adult at Risk. Record any advice given and by whom.

If you are concerned about the immediate safety of the Child or Adult at Risk: take whatever action is required to ensure the Child or Adult at Risk's immediate safety. Pass the information immediately to the Police and seek their advice.

2(b) Record

Make a written record of the information as soon as possible using the Incident Forms (initially Confidential Record of Incident/Complaint Form (see Schedule 10 for more details), completing as much of the forms as possible. The following information will help the Police and Social Workers decide what action to take next:

- a. Child's/Adult at Risk's name, age and date of birth;
- b. Child's/Adult at Risk's home address and telephone number;
- c. any times, dates or other relevant information;

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



- d. whether the person making the report is expressing their own concern or the concerns of another person;
- e. Child's/Adult at Risk's account, if it can be given, of what has happened and how any injuries occurred using the Child's own words;
- f. the nature of the concern (include all of the information obtained during the initial account e.g. time, date, location);
- g. description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not physically examine the Child/Adult at Risk);
- h. details of any witnesses;
- i. whether the Child's/Adult at Risk's Parents/Guardians/Carers have been informed;
- j. details of anyone else who has been consulted and the information obtained from them;
- k. if it is not the Child/Adult at Risk making the report, whether the Child/Adult at Risk has been spoken to, if so what was said using the Child's/Adult at Risk's own words.
- l. the Child's/Adult at Risk's views on the situation.

Store all confidential information in accordance with the ETA's Data Protection Policy (see Schedule 2 for more details). Pass the record to Social Work Services or the Police and to the Lead Safeguarding Officer that day.

2(c) Sharing Concerns with Parents/Carers

Where there are concerns that the Parents/Guardians/Carers may be responsible for or have knowledge of the abuse, sharing concerns with the Parents/Guardians/Carers may place the Child/Adult at Risk at further risk. In such cases, advice must always firstly be sought from the Police or Social Work Services as to who informs the Parents/Guardians/Carers.

RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF/VOLUNTEER

This section of the procedure should be read in conjunction with ETA's Complaints, Disciplinary & Grievance Policy & Process (see Schedules 2 and 12). The following section details the procedure to be followed where the concern is about the conduct of a member of Staff/Volunteer.

These procedures aim to ensure that all concerns about the conduct of a member of Staff/Volunteer are dealt with in a timely, appropriate and proportionate manner. No member of Staff/Volunteer in receipt of information that causes concern about the conduct of a member of Staff/Volunteer towards Children/Adults at Risk shall keep that information to himself or herself, or attempt to deal with the matter on their own.

In the event of an investigation into the conduct of a member of Staff/Volunteer all actions will be informed by the principles of natural justice:

- a. Employees and Volunteers will be made aware of the nature of concern or complaint;
- b. Where the concern is about possible abuse, advice will firstly be taken from the Police as to what can be said to the Employee or Volunteer;

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



- c. An Employee or Volunteer will be given an opportunity to put forward their case;
- d. The ETA will act in good faith; and
- e. The ETA will ensure the matter is dealt with impartially and as quickly as possible in the circumstances.

In all cases concerning the conduct of a member of Staff/Volunteer towards Children/Adults at Risk, the wellbeing of the Child/Adult at Risk is the paramount consideration.

At any point in responding to concerns about the conduct of a member of Staff/Volunteer, advice may be sought from the Police or Social Work Services.

1. Initial Reporting of Concerns

Any concerns for the wellbeing of a Child/Adult at Risk arising from the conduct of a member of Staff/Volunteer must be reported to the Lead Safeguarding Officer on the day the concern arises, as soon as practically possible. Where the concern is about the Lead Safeguarding Officer it should be reported to the CEO who will discuss the matter with the ETA Board.

2. Recording

Concerns must be recorded using the Incident Forms (referred to above) as soon as possible. Reporting the concerns to the Lead Safeguarding Officer should not be delayed by gathering information to complete the form or until a written record has been made.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened) on the Incident Forms. This should be signed and dated by the Lead Safeguarding Officer or the person appointed to manage the response to the concerns. Where Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

3. Establishing the Basic Facts

Once the concerns have been reported, the Lead Safeguarding Officer will:

- a. Establish the basic facts;
- b. Conduct an initial assessment of the facts in order to determine the appropriate course of action; and
- c. Consult club officers and/or external agencies such as the Police and Social Work Services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns, builds a significant picture of concern.

4. Conducting the Initial Assessment

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



The Lead Safeguarding Officer will conduct the initial assessment and may approach the relevant authorities (e.g. Child Protection in Sport Unit, Social Work Services or the Police) at this point for advice and support.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a Child/Adult at Risk has been abused/harmed or is at risk of abuse/harm. Every situation is unique so guidance cannot be prescriptive.

- a. Where the established facts support a concern about possible breaches of the club code of conduct/abuse, the initial assessment will not form part of the disciplinary investigation.
- b. Subject to the nature and seriousness of the situation, and if it is not clear at this stage whether a criminal offence may have been committed, the member of Staff/Volunteer may be approached as part of the information gathering process.
- c. Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the Police before the member of Staff/ Volunteer is approached.
- d. An initial assessment of the basic facts may require the need to ask a Child/Adult at Risk some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other Children/Adults at Risk, or other appropriate individuals.
- e. Interviewing Children/Adults at Risk about possible abuse and criminal offences is the sole remit of specially trained Police Officers and Social Workers. Questioning of Children/Adults at Risk by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the Child/Adult at Risk in order to clarify the basic facts, best practice suggests that consent from the Parent/Guardian/Carer be obtained (if appropriate).

5. Possible outcomes of initial assessment:

- (i) No further action (facts do not substantiate complaint);
- (ii) Situation is dealt with under the ETA Disciplinary Procedures;
- (iii) Child/Adult at Risk Protection Investigation (jointly by Police and Social Work Services);
- (iv) Criminal investigation (by the Police). The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases;
- (v) Civil proceedings (by the Child/Adult at Risk or their families) who alleged abuse).

6. Where the initial assessment supports concerns about poor practice and/or misconduct (but not possible Child/Adult at Risk abuse)

The Board and Lead Safeguarding Officer will deal with the situation in line with ETA Complaints, Disciplinary & Grievance Procedures & Process (see Schedule 2 for more details). Pending the outcome

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



of any investigation conducted under these procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of Staff/Volunteer towards Children/Adults at Risk. The wellbeing of Children/Adults at Risk will be the paramount concern in such circumstances.

7. Where initial assessment supports concerns about possible Abuse

Where the initial assessment of information gives reasonable cause to suspect or believe possible Child/Adult at Risk abuse the Lead Safeguarding Officer will refer the concerns to the Police and/or Social Work Services as soon as possible on the day the information is received.

The Lead Safeguarding Officer will make a written record of the name and designation of the Social Worker or the Police Officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.

Referrals to the Police/Social Work Services will be confirmed in writing by the Lead Safeguarding Officer within 24 hours. A copy of the Incident Forms will be provided to the Police and/or Social Work Services on request.

Appropriate steps will be taken to ensure the safety of the Child/Adult at Risk or who may be at risk. The Parents/Guardians/Carers of the Child/Adult at Risk involved will be informed as soon as possible following advice from the Police/Social Work Services.

Advice will firstly be obtained from the Police/Social Work Services about informing the Staff member or Volunteer involved in the concerns. If the advice is to inform the Staff member or Volunteer, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be sub-judice (i.e. under judicial consideration), no details will be given unless advised by the Police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the member of Staff or Volunteer.

The ETA will take all reasonable steps to support a member of Staff/Volunteer against whom an allegation of abuse has been made.

8. Precautionary Suspension

Suspension is not a form of disciplinary action. The member of Staff/Volunteer involved may be suspended whilst an investigation is carried out.

Suspension will be carried out in accordance with the ETA's Disciplinary Procedures. At the Suspension Interview the member of Staff or Volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the Staff member or Volunteer in accordance with the ETA's Disciplinary Procedures.

9. Disciplinary Investigation

An on-going criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the Police on

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



this. Sufficient information should be available to enable the Lead Safeguarding Officer and Board to make a decision whether to go ahead with disciplinary action.

10. False or Malicious Allegations

In exceptional circumstances where an investigation establishes an allegation is false, unfounded or malicious:

- a. the Staff member or Volunteer involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice;
- b. all records pertaining to the circumstances and investigation should be kept in accordance with the ETA Data Protection Policy on the secure storage of information (See Schedule 2 for more details);
- c. the ETA will take all reasonable steps to support the individual in this situation;
- d. in these circumstances, the Board will review the Child's/Adult at Risk's participation in touch rugby activity. It may be appropriate to have a discussion with the Child/Adult at Risk (with Parent/Guardian/Carer's permission); and/or
- e. data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 2018.

11. Historical Allegations of Abuse

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a Child by someone who is still currently working with Children. These procedures will be followed in the event of an allegation of historical abuse.

12. Safeguarding and Vulnerable Groups Act (2006) and Protection of Freedoms Act 2012

The ETA, will refer to the Disclosure and Barring Service the case of any member of Staff/Volunteer who (whether or not in the course of their role within the organisation) has:

- a. harmed a Child/Adult at Risk;
- b. placed a Child/Adult at Risk at risk of harm;
- c. engaged in inappropriate conduct involving pornography;
- d. engaged in inappropriate conduct of a sexual nature involving a Child/Adult at Risk; or
- e. given inappropriate medical treatment to a Child/Adult at Risk.

AND as a result:

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



- a. the ETA has dismissed the member of Staff or Volunteer;
- b. the member of Staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant;
- c. the ETA has transferred the member of Staff/Volunteer to a position in the ETA which is not regulated work with Children/Adults at Risk;
- d. the member of Staff or Volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract;
or
- e. the member of Staff or Volunteer would have been dismissed or considered for dismissal had the contract not expired.

The ETA will also refer the case of a Staff member or Volunteer where information becomes available after the member of Staff or Volunteer has:

- a. been dismissed by the club;
- b. resigned, retired or been made redundant;
- c. been transferred to another position in the club which is not regulated work with Children/Adults at Risk; and/or
- d. where the club receives information that a member of Staff or Volunteer who holds a position of regulated work has been listed on the DBS Barred List, the member of Staff or Volunteer will be removed from the regulated work with Children/Adults at Risk post.

If the Disclosure and Barring Service notify the ETA that a member of Staff/Volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the wellbeing of Children/Adult at Risk will be the paramount concern.

If the Disclosure and Barring Service informs the ETA that an individual is barred, that member of Staff/Volunteer will be removed from regulated work with Children/Adults at Risk immediately in line with the Safeguarding and Vulnerable Groups Act (2006) and Protection of Freedoms Act 2012.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



SCHEDULE 10

INCIDENT REFERRAL FORMS

Details of the ETA's Confidential Record of Incident or Complaint Form is also set out in Schedule 2.

In the event that there are concerns or complaints regarding abuse, the additional form needs to be completed and sent to the ETA Safeguarding Officer.

DETAILS OF PERSON FOR WHOM THERE IS A CONCERN:

Name, Address & Telephone Number of Child/Adult at Risk:	
Date of Birth of Child/Adult at Risk:	
Specific Needs of Child/Adult at Risk:	Interpreter required (Yes/No)
Name & Address of Parent, Guardian and/or Carer of Child/Adult at Risk	

DETAILS OF INCIDENT GIVING RISE TO CONCERNS

(Date and time of any concern/incident, location, nature of concern, who, where, what and why)

DETAILS OF ANY ACTION TAKEN

(By whom, what action, when and how)

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



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DETAILS OF EXTERNAL AGENCIES CONTACTED

(date & time, name of person spoken to and advice received)

Example: Police, Social Services, Local Authority, Other (e.g. NSPCC, CPSU)

--

HAVE THE CHILD'S PARENTS/GUARDIANS/CARERS BEEN INFORMED? YES/NO

(Delete as appropriate) If yes, record details. If no, say why not.

--

CHILD'S VIEWS ON THE SITUATION

(in their own words and if expressed to you)

--

Signed:	Position:
Print Name:	Date:

Ensure the Lead Safeguarding Officer is informed and this form is passed to them ASAP.

Remember to maintain confidentiality on a need-to-know basis – only if it will protect the Child.

Do not discuss this incident with anyone other than those who need to know.

If a Child is in immediate danger or needs urgent medical treatment phone 999.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



SCHEDULE 11

CASE MANAGEMENT GROUPS

Case Management Groups should comprise a select number of individuals with identified and relevant skills, knowledge experience and/or status within the organisation and include at least one member with safeguarding expertise. The group's role and decision-making powers need to be embedded within the organisation's governance structure and be linked to related organisational functions such as codes of conduct, and the disciplinary policy and procedures.

The senior management team and ETA Board should receive regular reports from the Case Management Group summarising the cases that have been addressed and their outcomes, as well as any issues that require action by the ETA (e.g. changes this Policy or procedures).

Case Management Groups should have clear terms of reference. They may be 'standing committees' who meet regularly or can be brought together as the need arises. In the ETA's Complaints, Disciplinary & Grievance Policy such groups are referred to as Disciplinary Groups and Complaints Panels.

Case Management Group roles include:

- to ratify any actions already taken by the ETA Lead Safeguarding Officer;
- to initially assess and agree immediate response to a safeguarding case (does there appear to be a case to answer?);
- to identify appropriate 'route' for case (e.g. internal/ disciplinary action alone or referral to statutory agencies plus internal/ disciplinary action);
- to decide the level (from local to national) at which the organisation will deal with the concern;
- to consider the need for temporary/ interim suspension order);
- to review progress of case(s); and
- to identify/ communicate learning from cases.

Case Management Groups' membership should include:

- A designated Chair;
- A secretary (often the designated Safeguarding Lead);
- Managers from relevant parts of the organisation where appropriate e.g. Human Resources Officer, Membership Officer, Legal Officer, etc; and
- Co-opted independent safeguarding expertise (e.g. from another Sport or relevant profession such as the Police or Social Services).

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



SCHEDULE 12

GUIDANCE ON DISCIPLINARY PROCEDURES FOR SAFEGUARDING CONCERNS & COMPLAINTS

1. PRINCIPLES

- a) This procedure is designed to establish the facts quickly and to deal with disciplinary issues consistently;
- b) No disciplinary action will be taken until a matter has been fully investigated;
- c) The member of Staff/Volunteer involved may be suspended from their role while an investigation is carried out. Suspension is not a form of disciplinary action. A decision to suspend will be made by the Disciplinary Group and/or the Complaints Panel. Notification of the suspension and the reasons will be conveyed in writing to the member of Staff/Volunteer;
- d) At every stage of the formal disciplinary procedure the member of Staff/Volunteer will have the opportunity to state his/her case at a disciplinary hearing. If so wished he/she will have the opportunity to be represented or accompanied at the hearings by a third party e.g. a friend or colleague, (where applicable);
- e) The member of Staff/Volunteer has the right to appeal against any disciplinary action; and/or
- f) The disciplinary procedure may be implemented at Stage 1, 2 or 3 if the member of Staff/Volunteer's alleged misconduct warrants such action.

2. THE PROCEDURE

2.1 Initial Assessment/Stage

The purpose of the initial assessment is to clarify the nature and context of the concern. It should determine whether there is reasonable cause to suspect or believe that a Child or Adult at Risk has been abused or harmed, or is at risk of abuse or harm. It will involve asking some basic questions of appropriate individuals with the sole purpose of clarifying the basic facts.

If the nature of the concern suggests a criminal offence has occurred, or that a Child or Adult at Risk may have been abused, then advice must be sought from the Police before speaking to Child or Adult at Risk witnesses or to the member of Staff/Volunteer at the centre of the allegation.

The possible outcomes of the initial assessment are:

1. No further action (facts do not substantiate complaint);
2. Situation is dealt with under the ETA's Disciplinary Procedures;
3. Child Protection Investigation (jointly by the Police or Social Work Services); or
4. Criminal investigation (by the Police).

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



Where a member of staff/volunteer fails to meet the required standard of behaviour and the shortfall is of a minor nature, the Disciplinary Group, Complaints Panel or Lead Safeguarding Officer may decide to speak to the member of Staff/Volunteer on an informal basis to avoid the need for formal disciplinary action. The Lead Safeguarding Officer will also advise the member of Staff/Volunteer of the need to achieve and maintain the standards required and additional training and development in that area may be required. The Lead Safeguarding Officer may inform the member of Staff/Volunteer that failure to achieve the required standards in future will result in a formal disciplinary hearing, which may result in disciplinary action.

Facts of the conversation should be noted and confirmed in writing to the member of Staff/Volunteer so there is clarity about what has to be achieved.

Following the initial assessment a period of precautionary suspension may be helpful or necessary while a concern is being further investigated.

2.2 Precautionary Suspension

Precautionary suspension may be considered in the following circumstances:

1. if the Police or Social Work Services advise suspension;
2. if the allegation made against the member of Staff/Volunteer was ultimately to be proved, then there would be a significant concern about the conduct of that member of Staff/Volunteer towards other Children or Adults at Risk;
3. if the member of Staff/Volunteer's attendance or involvement in the ETA could compromise the investigation; or
4. *[if the Disclosure and Barring Service notify **the ETA** that an individual is being considered for the Children's List].*

Suspension is not a form of disciplinary action and does not involve pre-judgment. It should only be considered in the above circumstances.

In all cases of suspension the wellbeing of Children will be the paramount concern.

2.3 Formal Disciplinary Procedure

Stage 1 – First warning

If conduct is unsatisfactory, the member of Staff/Volunteer will be given a written warning. Such warnings will be recorded. The warning will expire after a given period of time (i.e. 6 months) of satisfactory conduct. A final written warning may be considered if there is no sustained satisfactory improvement or change.

Stage 2 – Final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given. The written warning will expire after a given period of time (i.e. 12 months). Action at Stage 3 will be taken if there is no sustained satisfactory improvement or change.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



Stage 3 – Dismissal or Action Short of Dismissal

If the conduct has failed to improve, the member of Staff/Volunteer may suffer demotion, disciplinary transfer or dismissal.

Gross misconduct

If, after investigation, it is confirmed that a Member of Staff/Volunteer has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice: - theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying, abuse of a Child and/or Adults at Risk and gross insubordination.

Following advice from the Police, cases that also involve a criminal investigation will not preclude disciplinary action being taken. This is provided sufficient information is available to enable the ETA to make a decision and that to do so does not jeopardize the criminal investigation. Any decision to dismiss will be taken by the ETA only after full investigation.

3. APPEALS

A member of Staff/Volunteer who wishes to appeal against any disciplinary decision must do so to the ETA's Appeals Panel within a given number of days (i.e. 7 days) of the disciplinary decision being made known to them. The member of Staff/Volunteer should provide a written statement of the appeal, indicating the grounds for the appeal together with such accompanying documents as they feel appropriate.

The appeal will be heard by the Appeals Panel and a decision on the case made as impartial as possible. The Appeals Panel will notify the member of Staff/Volunteer of the decision in writing as expeditiously as possible. The decision of the Appeals Panel is final and there is no further right of appeal.

4. REFERRALS TO THE DBS

Where the ETA takes disciplinary action to remove a member of Staff/Volunteer from regulated work as a result of harmful behaviour towards a Child or Adults at Risk, then they have a duty to refer the member of Staff/Volunteer to the DBS so that consideration can be given to whether that individual should be barred from any kind of regulated work with Children and/or Adults at Risk. Without this duty there would be no way of preventing individuals moving undetected to other organisations where they may continue to pose a risk.

The Safeguarding and Vulnerable Groups Act (2006) and Protection of Freedoms Act 2012 stipulates that organisations must refer to the DBS the case of any member of Staff/Volunteer who (whether or not in the course of their role within the organisation) has:

1. harmed a Child or Adult at Risk;
2. placed a Child or Adult at Risk in danger or at the risk of harm;
3. engaged in inappropriate conduct involving pornography;
4. engaged in inappropriate conduct of a sexual nature involving a Child or Adult at Risk; or

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



5. given inappropriate medical treatment to a Child or Adult at Risk.

AND as a result:

1. the ETA has dismissed the member of Staff/Volunteer;
2. the member of Staff/Volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant;
3. the ETA has transferred the member of staff/volunteer to a position which is not regulated work with Children and/or Adults at Risk;
4. the member of Staff/Volunteer would have been dismissed or considered for dismissal where employment or Volunteer role was not due to end at the expiry of a fixed term contract; or
5. the member of Staff/Volunteer would have been dismissed or considered for dismissal had the contract not expired.

The ETA will also refer the case of a member of Staff/Volunteer where information becomes available after the member of Staff/Volunteer has: been dismissed resigned, retired or been made redundant or been transferred to another position in which is not regulated work with Children and/or Adults at Risk; and, where the ETA receives information that a member of Staff/Volunteer who holds a position of regulated work has been listed on the Barred List, the member of Staff/Volunteer will be removed from the regulated work with Children and/or Adults at Risk post.

SPECIAL CONSIDERATIONS - SPEAKING TO CHILDREN OR ADULTS AT RISK DURING THE INVESTIGATIVE PROCESS OR AS PART OF A DISCIPLINARY HEARING

In establishing the facts of any concern or complaint, it may be necessary to speak to a Child or Adult at Risk who were involved in the alleged incident.

In some circumstances, it would not be appropriate for the person conducting the investigation to speak to a Child or Adult at Risk involved in the incident. In particular, if the nature of the concerns suggests a criminal offence has occurred or that a Child or Adult at Risk may have been abused, then it is the job of specially trained and competent Police Officers and Social Workers to interview the Child or Adult at Risk. If there is any doubt as to whether it is okay to speak to a Child, advice will be sought from the Police or Social Work Services.

In cases where the nature of the complaint or concern is such that the Police or Social Work Services are not involved, careful consideration should still be given before approaching Children or Adults at Risk to give information as part of the initial investigation process or as part of a disciplinary hearing.

To minimise distress or anxiety for the Child or Adults at Risk, the following will be considered:

1. The age, gender and background of the Child or Adult at Risk (i.e. will they require an interpreter);
2. Whether the Child or Adult at Risk has any learning or physical disability which might affect their ability to communicate with others;
3. The Child's or Adult at Risk's emotional state;
4. Timing and location of interview, bearing in mind the Child's or Adult at Risk's daily routines;
5. What you will do if the Child or Adult at Risk becomes upset;

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



6. Obtaining consent from the Child's or Adult at Risk's Parents/Guardian/Carer; and/or
7. Any other information which may be relevant.

Parties should decide whether it is absolutely necessary for the Child or Adult at Risk to be involved in a disciplinary hearing. If the Child or Adult at Risk is to be involved, consideration should be given to the following:

1. Allowing the Child or Adult at Risk to be accompanied by a relative or other responsible adult (preferably someone who is not involved in the case);
2. The environment or room layout - how intimidating it could appear to a Child or Adult at Risk;
3. The number of people present - try to ensure only those who need to be there are present whilst the Child or Adult at Risk gives evidence;
4. The age of the Child or Adult at Risk;
5. The nature of the evidence the Child or Adult at Risk may be giving;
6. The nature of the relationship between the Child or Adult at Risk and the subject of the hearing; and/or
7. The tone and style of questioning i.e. clear, non-threatening with sufficient opportunity for the Child or Adult at Risk to consider the questions and answer them.

These considerations should be balanced against the need to ensure a fair hearing.

See below for sample templates to assist with disciplinary and grievance procedures.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



TEMPLATE 1: NOTICE OF PRECAUTIONARY SUSPENSION

Date ____

Dear ____

I am writing to tell you that you that following the suspension interview/notification of your consideration for listing to the Children's List*, you will now be suspended for ____ duration of time/until outcome is determined if you are barred from regulated work with children*.

This is in response to ____.

You will next be informed of any disciplinary action that will follow the investigation period.

Yours

Signed ____

[Role title]

TEMPLATE 2: NOTICE OF DISCIPLINARY HEARING

Date ____

Dear ____

I am writing to tell you that you are required to attend a disciplinary hearing on ____ at ____ am/pm which is to be held in ____.

At this meeting the question of disciplinary action against you, in accordance with the [organisation's name] Disciplinary Procedure, will be considered with regard to:

Description of incident e.g. "An incident which took place on [date] between yourself on the one hand and x on the other when it was alleged that you..."

Please find enclosed the following available evidence: *e.g. written witness statements where available.*

You will have the opportunity at the hearing to respond to the incidents as described and to the enclosed evidence.

You are entitled, if you wish to be accompanied by a colleague or representative.

If you are unable to attend this meeting, please contact [insert name] on [insert number], as a matter of urgency to arrange an alternative date.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



You are required to take all reasonable steps to attend the meeting. Failure to attend without good reason could result in the meeting being held, and a decision being taken, in your absence.

Yours

Signed _____

[Role Title]

Enclosed:

Disciplinary Procedure

TEMPLATE 3: NOTICE OF WRITTEN WARNING OR FINAL WRITTEN WARNING

Date _____

Dear _____

You attended a disciplinary hearing on _____ I am writing to confirm the decision taken that you be given a *[written warning/final written warning]* under the *[first/second]* stage of the **[ETA]** Disciplinary Procedure.

This warning will be recorded but will be disregarded for disciplinary purposes after a period of *[6 months/12 months]*, provided your conduct improves.

a) The nature of the unsatisfactory conduct or performance was: *[insert]*

b) The conduct or performance improvement expected is: *[insert]*

c) The timescale within which the improvement is required is: *[insert]*

d) The likely consequence of further misconduct or insufficient improvement is: *[insert]*

You have the right of appeal against this decision. Please submit your appeal in writing to _____ within *[x working]* days of receiving this disciplinary decision.

Yours

Signed _____

[Role Title]

TEMPLATE 4: NOTICE OF DISMISSAL OR ACTION SHORT OF DISMISSAL

Date _____

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



Dear _____

You attended a disciplinary hearing on ____ I am writing to confirm the decision taken that you be [*dismissed/demoted/transferred*] under the final stage of the **[ETA]** Disciplinary Procedure.

The reasons for your [*dismissal/demotion/transfer*] are:

This will take effect from [*insert date*].

You have the right of appeal against this decision. Please submit your appeal in writing to [*role title*] within [*x working*] days of receiving this disciplinary decision.

Yours

Signed _____

[*Role Title*]

TEMPLATE 5: NOTICE OF APPEAL HEARING AGAINST DISCIPLINARY ACTION

Date _____

Dear _____

You have appealed against the [*written warning/final written warning*] confirmed to you in writing on ____.

Your appeal will be heard by ____ in ____ on ____ at ____.

You are entitled to be accompanied by a colleague or representative.

The decision of this appeal hearing is final and there is no further right of review.

Yours

Signed _____

[*Role Title*]

TEMPLATE 6: NOTICE OF RESULT OF APPEAL HEARING AGAINST DISCIPLINARY ACTION

Date _____

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



You appealed against the decision of the disciplinary hearing that you be [*dismissed/subject to disciplinary action*].

The appeal hearing was held on _____.

I am now writing to confirm the decision taken by [*name of manager who conducted the appeal hearing*], namely that the decision to _____ [*stands/is revoked*].

Specify if no disciplinary action is being taken or what the new disciplinary action is.

You have now exercised your right of appeal under the **ETA** Disciplinary Procedure and this decision is final.

Yours sincerely,

Signed _____

[*Role Title*]

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



GUIDELINES: MANAGING COMMON REACTIONS IN A DISCIPLINARY HEARING

A disciplinary hearing involves having a difficult conversation and this can generate a mixture of feelings for both the person leading the hearing and the member of staff/volunteer at the centre of it.

For the person leading the hearing these concerns often centre on managing the response from the member of staff/volunteer and the impact it will have on your relationship with them, or their peer group.

It is important to acknowledge these feelings and to use any available support. This might involve speaking with someone who you know has led a disciplinary process before or seeking guidance from your governing body.

As part of the preparation for managing a disciplinary procedure it can be helpful to consider the member of Staff/Volunteer at the centre and their possible reactions.

Below is a model that describes the stages that an individual is likely to go through when faced with a change in their lives. Indeed, the organisation's staff/volunteers can go through the same cycle.

It can be applied when considering the stages a member of staff/volunteer may go through when an allegation has been made against them. Though just a model it can be a useful prompt to consider where a member of staff/volunteer might be in the change process. This can help you consider what type of reactions you may be faced with during the course of the disciplinary hearing.

Here are some of the more typical reactions and some suggestions of how to manage them.

Person who argues

- Always expect some disagreement.
- Listen carefully and paraphrase to demonstrate you understand their point of view. Reiterate the why and what of the decisions that have been made.
- Don't make false promises.
- If you don't know the answer – say that you don't and that you will go and investigate.
- Remember that this person is probably in the denial stage of the change curve.

Person who loses their temper

- Stay calm, listen and hear the person out.
- Acknowledge their emotion and try to understand what is making them angry.
- Calmly restate your points and involve him/her in reaching a shared understanding.
- Focus on those things that are in the person's control.
- "I can see you have strong feelings about this news. If you continue to feel that the decision is unfair there is an appeals procedure that you can follow."
- Any use of shouting or personal insults should lead you to end the discussion.

Non-responder:

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



- Use the silence. Give the person plenty of time to formulate a response.
- Listen.
- Ask open questions to encourage them to talk.
- Ask what they are feeling/thinking.
- Check their understanding of what has been said.

Person who cries:

- Allow some time for the emotion.
- Make sure you have tissues.
- Offer them time to visit the bathroom.
- Demonstrate empathy.
- Focus on the immediate next steps.
- I can see that you are upset. What is your main concern at the moment?

Persecuted person

- Focus on the objectivity and transparency of the process.
- Avoid offering your personal opinions.
- Avoid engaging in discussion on performance of other colleagues.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



SCHEDULE 13

FURTHER DEFINITIONS

Defined Term/Definition	Description/Explanation of Meaning
Categories of Adult at Risk Abuse & Harm	<ul style="list-style-type: none"> ● Physical ● Sexual ● Emotional/Psychological/Mental ● Neglect and Acts of Omission ● Financial or Material Abuse ● Discriminatory ● Organisational / Institutional ● Self-neglect ● Domestic Abuse (including coercive control) ● Modern Slavery ● <i>Source: Care Act 2014</i>
Signs and Indicators of Adult at Risk Abuse & Neglect	<ul style="list-style-type: none"> ● Unexplained bruises or injuries – or lack of medical attention when an injury is present. ● Person has belongings or money going missing. ● Person is not attending / no longer enjoying their sessions. You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches. ● Someone losing or gaining weight / an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and there is a deterioration in hygiene. ● A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions in contrast to their personal assistant whom they greet with a smile. ● Self-harm. ● A fear of a particular group of people or individual. ● A parent/carer always speaks for the person and doesn't allow them to make their own choices. ● They may tell you / another person they are being abused – i.e. a disclosure.
“Wellbeing Principle”	<p>The concept of ‘well-being’ is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society. Being able to</p>

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



	<p>live free from abuse and neglect is a key element of well-being.</p>
<p>Person Centred Safeguarding/ Making Safeguarding Personal for Adults at Risk</p>	<p>The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disoriented and anxious.</p> <p>None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand ‘What matters’ to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.</p> <p>The concept of ‘Person Centred Safeguarding’/‘Making Safeguarding Personal’ means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult’s views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people’s sense of self-worth and supports recovery from abuse.</p> <p>If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).</p>
<p>Principle of Safeguarding Adults at Risk</p>	<p>The Act’s principles are:</p> <ul style="list-style-type: none"> • Empowerment - People being supported and encouraged to make their own decisions and informed consent. • Prevention – It is better to take action before harm occurs. • Proportionality – The least intrusive response appropriate to the risk presented. • Protection – Support and representation for those in greatest need.

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



	<ul style="list-style-type: none">• Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse• Accountability – Accountability and transparency in delivering safeguarding. <p><i>Source: Care Act 2014</i></p>
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SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



SCHEDULE 14

USEFUL CONTACTS, SOURCES OF INFORMATION & SUPPORT GROUPS

Organisation & Remit	Contact Information
ETA Lead Safeguarding Officer	Cari Thorpe Tel: 07734 819 394 Email: safeguarding@englandtouch.org.uk www.englandtouch.org.uk
Action on Elder Abuse A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.	Tel: 020 8765 7000 Email: enquiries@elderabuse.org.uk www.elderabuse.org.uk
Ann Craft Trust (ACT) A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector	Tel: 0115 951 5400 Email: Ann-Craft-Trust@nottingham.ac.uk www.anncrafttrust.org
Anti-Bullying Alliance	www.antibullyingalliance.org.uk
Child Exploitation and Online Protection Centre (CEOP)	Tel: 0870 000 3344 www.ceop.gov.uk
ChildLine UK	Tel: 0800 1111 www.childline.org.uk
Kidscape	www.kidscape.org.uk
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 Tel: 08457 90 90 90
Men's Advice Line For male domestic abuse survivors	Tel: 0808 801 0327
National LGBT+ Domestic Abuse Helpline	Tel: 0800 999 5428
National 24Hour Freephone Domestic Abuse Helplines	Tel: 0808 2000 247 www.nationaldahelpline.org.uk
NSPCC free phone 24-hour helpline	Tel: 0808 800 5000 www.nspcc.org.uk
NSPCC Child Protection in Sport Unit (CPSU)	Tel: 0116 234 7278 www.thecpsu.org.uk
NSPCC Asian Child Protection Helpline	Tel: 0800 096 7719
Police Child Abuse Investigation Team (CAIT)	Tel: 020 8227 3811
Rape Crisis Federation of England and Wales Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of	Email: info@rapecrisis.co.uk www.rapecrisis.co.uk

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY



Rape Crisis Groups throughout Wales and England.	
Respond Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.	Tel: 020 7383 0700 or 0808 808 0700 (Helpline) Email: services@respond.org.uk www.respond.org.uk
Stop Hate Crime Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.	24 hours service: Telephone: 0800 138 1625 Web Chat: www.stophateuk.org/talk-to-us/ E mail: talk@stophateuk.org Text: 07717 989 025 Text relay: 18001 0800 138 1625 By post: PO Box 851, Leeds LS1 9QS
Susy Lamplugh Trust The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.	Tel: 020 83921839 Fax: 020 8392 1830 Email: info@suzylamplugh.org www.suzylamplugh.org
Victim Support Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.	Tel: 0808 168 9111 www.victimsupport.com
Women's Aid Federation of England and Wales Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.	www.womensaid.org.uk/information-support