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Foreword

Cerebral Palsy Sport has the responsibility for creating a safe, fun and inclusive environment for everyone to participate in Cerebral Palsy Sport events. I am therefore pleased to present our Safeguarding Children’s Policy. The organisation also has a separate Safeguarding Adults at Risk policy.

As a national disability sports organisation, Cerebral Palsy Sport has a moral and legal obligation to ensure that the highest possible standard of care is provided for everyone involved in the sport. Therefore, through the development, communication and implementation of the policy we aim to maintain and increase the professionalism and safeguards of good practice that have been set as standard throughout our sporting landscape.

In accordance with national legislation and guidance, we have created a policy that promotes welfare, equal opportunities and safeguarding regardless of whether you are a participant, coach, volunteer or spectator. In addition, we have actively highlighted throughout the policy, that it is the responsibility of everyone within Cerebral Palsy Sport to highlight areas of abuse and/or poor practice and to act in response to any concerns.

This policy has been developed by drawing on recognised good practice in safeguarding in sport. Reference has been made to relevant legislation, key guidance and government policy.

By developing policies and procedures such as this policy, Cerebral Palsy Sport is demonstrating its commitment to establishing an environment where all participants in our sport can be supported to achieve these outcomes.

Peter Savage – Interim Chair
Purpose:
Cerebral Palsy Sport believes that sound policies in the following areas will significantly safeguard everyone that access the services of the charity and to promote the best interests of its employees, service users, members, volunteers and voluntary officers. Cerebral Palsy Sport is seeking to promote a culture of openness and transparency where complaints and concerns can be raised by team members, volunteers and members.

The policy aims to:

- ensure good practise
- Allow all staff and volunteers to make informed and confident responses to specific safeguarding issues.
- Adhere to the statement and procedures.
- To ensure that all staff/team members are appropriately trained.
- Ensure that there are clearly defined protocols and procedures for safeguarding and reporting.
- The welfare of the child and young person is paramount.
- To recognise that The Children Acts of 1989 and 2004 recognises a child/young person as being under the age of 18 years.
- To recognise that the Safeguarding Group Act 2006.
1. Safeguarding Statement & Aims

Cerebral Palsy Sport acknowledges the duty of care to safeguard and promote the welfare of children and young people. The organisation is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the Disclosure and Barring Service requirements.

The policy recognises that the welfare and interests of children and young people are paramount in all circumstances. It aims to ensure that regardless of age, disability, gender reassignment, race, religion or belief and sexual orientation that children and young people:

- have a positive and enjoyable experience of physical activity and sport at Cerebral Palsy Sport in a safe and person centered environment.

- are protected from abuse whilst participating in Cerebral Palsy Sport activities and events.

Cerebral Palsy Sport acknowledges that some children and young people including people with a disability can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Cerebral Palsy Sport will:

- promote and prioritise the safety and wellbeing of children and young people

- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.

- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.

- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.

- prevent the employment/deployment of unsuitable individuals.
• ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Cerebral Palsy Sport. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation. At each event there will be simple safeguarding information available so children, young people and their parents/carers will know how to raise a concern and who to.

Monitoring
The policy will be reviewed annually and then every three years, or in the following circumstances:
• changes in legislation and/or government guidance
• As required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and the Disclosure and Barring Service.
• As a result of any other significant change or event and the organization will ensure that it learns from any incident or near miss with developmental training for team members.

Policy Aim and Objectives
The aim of Cerebral Palsy Sport Safeguarding Policy is to:
• ensure good practise
• Allow all team members and volunteers to make informed and confident responses to specific safeguarding issues.
• Adhere to the statement and procedures.
• To ensure that all team members, Trustees and volunteers are appropriately trained.
• Ensure that there are clearly defined protocols and procedures for safeguarding and reporting.
• The welfare of the child and young person is paramount;
• To recognise that The Children Acts of 1989 and 2004 recognises a child/young person as being under the age of 18 years;
• To recognise that the Safeguarding Group Act 2006.
Cerebral Palsy Sport will take seriously, all suspicions and allegations of abuse and respond swiftly and appropriately and Cerebral Palsy Sport is committed to ensuring that the activities it provides are conducted safely and that the welfare of participants, team members and volunteers is foremost at all times. It has a responsibility to ensure that participants and volunteers are protected from possible abuse and the Board has therefore adopted the procedures detailed in this policy and is committed to their implementation.

Cerebral Palsy Sport recognises that working together with children and young people; individuals, parents/guardians and the relevant safeguarding organisations is essential for the protection of children and young people.

All persons, regardless of age, gender, ability, disability, ethnicity, religious belief and sexual identity, have a right to take part in Cerebral Palsy Sport activities in an enjoyable and safe environment and to be protected from abuse. Children and young people have a right to expect appropriate support in accordance with their personal and social development with regard to their involvement in physical activity and sport.

It is the responsibility of the child safeguarding experts and statutory agencies to determine whether or not abuse has taken place but it is everyone’s responsibility to report any concerns.

Cerebral Palsy Sport will provide guidance and resources (including signposting) and provision of training to support members to implement the Policy. Personal information will be treated in strict confidence, within the limits of the law (principally the Data Protection Act 1998 and the Human Rights Act 2000) which requires that the Police, Children’s Services (social care) and/or any other statutory agencies including the NSPCC CPSU be informed where there are concerns that a child is at serious risk of harm or it is believed that a crime has been committed.
Cerebral Palsy Sport will ensure that the Policy will be appropriately communicated throughout the organisation and Cerebral Palsy Sport will ensure it keeps this policy up to date. The policy should be read in conjunction with the associated policies as listed in Appendix 4.

All those involved in the planning, development, management and delivery of Cerebral Palsy Sport activities for children and young people have a duty to ensure that participants are:

- Actively encouraged to participate in Cerebral Palsy Sport activities at an appropriate level for their age and ability;
- Provided with opportunities to participate in games and training sessions as appropriate to the age and ability of the individual;
- Not subjected to abuse and/or poor practice from any source;
- Not subjected to bullying or undue pressure;
- Supported to play an active role in the community, both in and out of the sport environment.

2. Cerebral Palsy Sport Responsibilities

2.1. Cerebral Palsy Sport Board responsibilities

Cerebral Palsy Sport is committed to seeking the views of its members regardless of age or ability and where appropriate incorporating these views into how the organisation is run. The organisation has appointed a lead board member which is Ms Safia Iman. Cerebral Palsy Sport will undertake that all amendments and changes to the policy will be approved by Cerebral Palsy Sport’s Governance, Compliance and Human Resources Sub Committee. All team and Board members will receive appropriate safeguarding training.

2.2 Chief Executive responsibilities

It is the responsibility of the Chief Executive to:

- Safeguard and promote the interests and wellbeing of everyone involved in the delivery of Cerebral Palsy Sports, (athletes, participants, coaches, volunteers and spectators of the sport).
• Respect and promote the rights and welfare of the all involved in Cerebral Palsy Sport.
• Recruit, train and supervise the team members and volunteers so as to promote best practice to safeguard and protect children and young people at risk from abuse.
• Ensure that the Cerebral Palsy Sport Safeguarding Policy is communicated, understood and implemented throughout the organisation, its affiliates and membership.
• Record all disclosures and ensuring recording within the organisational risk register whilst maintain confidentiality
• Respond to any complaints about poor practice or allegations of abuse.

2.3 Lead Safeguarding Officer responsibilities
It is the responsibility of the Lead Safeguarding Officer to:
• Keep the written policy and procedures up to date.
• Be accountable to the CEO for safeguarding matters.
• To work with the organisation’s lead board member for Safeguarding on safeguarding matters when appropriate.
• Safeguard and promote the interests and wellbeing of everyone involved in the delivery of Cerebral Palsy Sport’s development programme and fundraising programme.
• Respect and promote the rights and welfare of all involved in Cerebral Palsy Sport
• Support the suitable recruitment, training and supervision of its employees and volunteers relating to safeguarding so as to promote best practice to safeguard and protect children and young people from abuse.
• Ensure that the Cerebral Palsy Sport Safeguarding Policy and procedures is communicated, understood and implemented throughout the organisation, associate members and full members.
• To liaise with appropriate safeguarding organisations and partners to ensure the effective sharing of appropriate information and good practise.
• Respond to any complaints about poor practice or allegations of abuse
• Support the development of the organisation’s safeguarding policy
• Develop and maintain job descriptions for team members and role profiles for volunteers (Copies retained in Cerebral Palsy Sport Personnel Files)

3. Cerebral Palsy Sport Safeguarding of Children and Young People Policy
   Overview

3a. Overview
This policy has been established with due reference to the NSPCC’s Child Protection in Sport Unit (CPSU) and the NSPCC’s child protection guidance. Cerebral Palsy Sport understands that the same standards should be met in order to prevent abuse regardless of the needs and background of an individual. However, some children and young people are disadvantaged by their additional vulnerabilities or experiences.

3b. People with disabilities
People with disabilities may be additionally vulnerable because they may:

• Have an increased possibility of isolation.
• Be subject to greater negative experiences in society.
• Have additional needs of support.
• Need to use alternative methods of communication (both sending and receiving).
• Not be believed.
• Have medical needs that are used to explain abuse.
• Not want to raise issues at the risk exclusion or lack/withdrawal of activity.

3c. People from Black, Asian and Minority Ethnic (BAME) Groups
People from BAME groups are additionally vulnerable because they may be:

• Experiencing racism and racist attitudes.
• Have difficulty communicating using the English language.
• Victims of prejudices and assumptions i.e. have an advantage in a particular sport due to their ethnicity etc.
• Wanting to fit into society and therefore, may not want to make a fuss.
• Experiencing racism through being ignored by people in authority.
• In order to ensure that information, communication and resources can be accessible, Cerebral Palsy Sport will work to ensure that promotional and informational resources can be made available in other languages and formats, such as large print and Braille on request. For concerns of how to access this resource please contact info@cpsport.org

3d. Children and Young People who Undertake Leadership Roles

Children and young people are actively encouraged to undertake leadership roles at Cerebral Palsy Sport’s events. Cerebral Palsy Sport believes that supporting the development of young leaders will benefit the growth not only of the child but also of the sport and our coach, volunteer and match official capacity. However, although a young leader may undertake a role such as sports leader, volunteer or as an official, it is important to remember that anyone under the age of 18 is still legally a child.

Cerebral Palsy Sport will promote this policy with relevant partner organisations and also identify the support that they can offer to young people undertaking such roles within a club environment.

Cerebral Palsy Sport acknowledges the increased risks of physical, emotional and verbal abuse children and young people in these roles can be subject to and in order to manage this, it is recommended that young leaders should never have sole responsibility for other young people and be fully supported and supervised by an appropriately qualified adult.

3f. Reducing the Potential for Vulnerability

In order for Cerebral Palsy Sport to establish an environment that is safe, enjoyable, educational and enable people to positively contribute to the sport; delivery partners must be extra vigilant in creating a safe culture. This includes:

• Monitoring and evaluating projects and communicating with participants, members and partners;
• Setting high standards and ensuring that these are consistently adhered to;
• Engaging, understanding and promoting the Cerebral Palsy Sport services and sports;
• Respecting cultural difference;
• Establishing an environment that encourages feedback and where issues can be discussed;
• Acknowledging the increased vulnerability of specific individuals;
• Recognises that children and young leaders have an increased vulnerability of poor practice and abuse;
• The implementation of a procedure for the use of photography and filming equipment.
• Encourage a partner-wide approach to safeguarding, in order to create better communication, advice and support mechanisms.
• Ensure that coaching ratios are appropriate for the number of individuals in attendance. Lone working and one-to one environments are not advised.

4. Statutory Requirements on Safeguarding

4a. Disclosures & Barring Service (DBS) and background.

What DBS do
The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). DBS are responsible for:
• Processing requests for criminal records checks.
• Deciding whether it is appropriate for a person to be placed on or removed from a barred list.
• Placing or removing people from the DBS children’s barred list for England, Wales and Northern Ireland.

4b. Definition of regulated activity
The new definition of ‘Regulated Activity’ with children combines the old definition which was focused on the type of activity and the frequency or intensity of the contact, with a further requirement that the individual conducting the activity must be unsupervised. An individual is defined as being in Regulated Activity if the following requirements are met:

See more at: http://www.sportandrecreation.org.uk/smart-sport/regulated-activity-children-defining-supervision#sthash.9Nffuzsb.dpuf

The new definition of Regulated Activity has the largest impact on sport and recreational organisations. It is imperative that an organisation understands the new definition so they can apply it appropriately in the different ways outlined in the table above and explained below. Firstly, an organisation is required by law to refer an individual to ISA if they have removed them from regulated activity because they have caused harm or because they may cause harm to a child or young person. An organisation must understand what regulated activity is in order to know if they have removed an individual from it. Secondly, an organisation can request CRB disclosures on individuals in and out of regulated activity. However barred information will only be provided for individuals who are in regulated activity. An organisation must understand what regulated activity is in order to know if they can request barred information on an individual. – See more at: http://www.sportandrecreation.org.uk/smart-sport/regulated-activity-children-defining-supervision#sthash.9Nffuzsb.dpuf

4c. Test for regulated activity
A new test for regulated activity has been introduced which means the DBS can only bar a person from working within regulated activity with children and young people if we believe the person is or has been, or might in the future be, engaged in regulated activity. The only exception to this is where a person is cautioned or convicted for a relevant (automatic barring) offence and is not eligible to submit representations against their inclusion in a barred list.

Additionally, where a person is cautioned or convicted of a relevant (automatic barring) offence with the right to make representations, the DBS will ask the
person to submit their representations and consider them before making a final barring decision.

The Flow chart of defining regulated activity is shown in Appendix 2

5. Definitions of Abuse

5a. How does abuse occur?
It is important to understand exactly what is meant by abuse. There is sometimes a fine line between acceptable and unacceptable behaviour, and it is important that anyone connected with Cerebral Palsy Sport and particularly the beneficiaries understand this boundary. It is also important that the signs of abuse are understood as the victims of abuse often feel unable to tell anyone.
Whilst these procedures are designed to ensure that incidents are brought to light, and dealt with properly, it is equally important to try to ensure that such incidents do not occur in the first place.

5b. Definitions of Abuse (Sourced from NSPCC 2010)

5b.i What is abuse and neglect?
  i) Physical abuse
Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child or young person.

ii) Sexual abuse
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activates, such as involving children and young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children and vulnerable adults to behave in inappropriate ways, or grooming a child or young person in preparation for abuse (including via the internet). Sexual abuse can be perpetrated by adults of both genders.

iii) Emotional abuse
Emotional abuse is the persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to people 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 person 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 people. These may include interactions that are beyond the child or young person’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying (including cyber bullying), causing people frequently to feel frightened or in danger, or the exploitation or corruption of children and young people. Some level of emotional abuse is involved in all types of maltreatment of a person, though it may occur alone.
iv) **Neglect**

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

- Provide adequate food, clothing and Shelter (including exclusion from home or abandonment)
- Protect a children and young person from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to a person’s basic emotional need.

v) **Cyber Bullying**

This is a form of bullying which uses technology to deliberately harm or upset others. This type of bullying can happen in many ways, using mobile phones or the internet and could include:

- Sending hurtful messages or using images
- Leaving malicious voicemails
- A series of silent calls
- Creating a website about other people to humiliate them
- Exclude them from chat/messaging rooms/areas
- ‘Happy slapping’- sending video/images of people being bullied, so others can see

Bullies might be using this form of bullying because it’s very difficult to trace the sender

vi) **Use of Social media and online technology**

In the context of the modern world of technology, it is important to set the parameters for how social media and online technology is being used and accessed. Cerebral Palsy Sport has referenced the NSPCC’s Child Protection in Sport Unit guidance on the social media and developed a separate ICT Policy (CPS046) and a Social Media policy (CPS051) that should be read in conjunction to this Safeguarding Policy. The procedures support and underpin the use of social networking and other online services within the organisation. It is important that all team members, Trustees, volunteers,
coaches, officials/referees or anyone working on behalf of the organisation are aware of this policy and agree to the terms laid out in the policy.

vii) Recognising signs of abuse
The physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body
- Multiple bruises - in clusters, often on the upper arm, outside of the thigh
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds, with upward splash marks,
- Multiple burns with a clearly demarcated edge.

Changes in behaviour that can also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example in hot weather
- Depression
- Withdrawn behaviour
- Running away from home.

Changes in behaviour which can indicate emotional abuse include:

- Neurotic behaviour e.g. sulking, hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Sudden speech disorders
- Self-harm
- Fear of parent being approached regarding their behaviour
- Developmental delay in terms of emotional progress

The physical signs of sexual abuse may include:

- Pain or itching in the genital area
- Bruising or bleeding near genital area
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
• Discomfort when walking or sitting down
• Pregnancy

Changes in behaviour which can also indicate sexual abuse include:
• Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
• Fear of being left with a specific person or group of people
• Having nightmares
• Running away from home
• Sexual knowledge which is beyond their age, or developmental level
• Sexual drawings or language
• Bedwetting
• Eating problems such as overeating or anorexia
• Self-harm or mutilation, sometimes
• Leading to suicide attempts
• Saying they have secrets they cannot tell anyone about
• Substance or drug abuse
• Suddenly having unexplained sources of money
• Not allowed to have friends (particularly in adolescence)
• Acting in a sexually explicit way towards other persons

The physical signs of neglect may include:
• Constant hunger, sometimes stealing food from other people
• Constantly dirty or ‘smelly’
• Loss of weight, or being constantly underweight
• Inappropriate clothing for the conditions.
• Changes in behaviour which can also indicate neglect may include:
• Complaining of being tired all the time
• Not requesting medical assistance and/or failing to attend appointments
• Having few friends
• Mentioning being left alone or unsupervised.

A person may be a victim of cyber bullying if he or she......
• Unexpectedly stops using the computer
• Appears nervous or jumpy when an Instant Message, text message or email appears.
• Appears uneasy about going to school or outside in general
• Appears to be angry, depressed, or frustrated after using the computer
• Avoids discussions about what they are doing on the computer
• Becomes abnormally withdrawn from usual friends and family members

6. Responding to Disclosure, Suspicions and Allegations for Vulnerable Children
6a. Reporting concerns or suspicions

DO’s:

| Stay calm – do not rush so you don’t frighten the individual, as this may lead to the with-holding of information |
| Always reassure – the individual that he/she is not to blame that they were right to raise awareness of this issue |
| Follow confidentiality procedures – this includes telling the individual that you may have to inform others to help |
| Stop the abuse. Confidentiality must be maintained but any concerns or information relating to possible abuse must be shared on a need to know basis. |
| Ensure the safety of the individual – if urgent medical attention is required, then call an ambulance, inform the paramedics/doctor of concerns and ensure they are aware of the safeguarding/protection issue |
| Take notes – Completion of the incident report form. All concerns will be treated with a ‘non-judgemental’ and ‘open mind’ and be handled in a fair and equitable manner |
| You – in order to ensure that your wellbeing is not hindered during a safeguarding issue please be aware that there are support mechanisms for you to access. Speak to your line manager, Head Coach, designated development officer or Cerebral Palsy Sport Safeguarding Lead Officer for advice |
Don’ts

| No Rushing – into actions that may be inappropriate. Do not approach the alleged accuser and do not take actions that may compromise/destroy evidence e.g. washing clothes, showering etc. |
| Express your emotions and or make promises – the individual will need reassurance not an emotional response, blame or denial. Don’t guarantee promises you cannot keep |
| Take sole responsibility – consult, refer and hand on appropriately |
| Speculate or make assumptions – outcomes will be focused on evidence and fact. In addition do not assume that someone else is aware of the abuse and that they are taking action to stop the abuse |
| Interview the child or probe them for detailed information as this could compromise future police enquiries. Ascertain basic information in order to pass the concern on |

6b. Responding to a concern - What to do if you have a concern or someone raises concerns with you.
   a. You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to Cerebral Palsy Sport’s Lead Safeguarding or Welfare Officer, or, if the Lead Safeguarding or Welfare Officer is implicated then report to Cerebral Palsy Sport’s CEO.
   b. If you are at an international event and have a concern then speak to the Chef de Mission, coach or a team official.
   c. If you are concerned someone is in immediate danger, contact the police straight away.
   d. It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert, more information on this is given in Appendix 1 ‘The Legislative Framework’.

6c. How to Record a Disclosure
   a. Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and
submit to the Cerebral Palsy Sport Lead Safeguarding or Welfare Officer.

b. As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Lead Safeguarding or Welfare Officer.

c. Describe the circumstances in which the disclosure came about.

d. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

e. Be mindful of the need to be confidential at all times, this information must only be shared with our Lead Safeguarding or Welfare Officer and others on a need to know basis.

f. If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

6d. Categories of Abuse

a. “No Secrets” recognises six categories of abuse:

i. physical abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

ii. sexual abuse, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.

iii. psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

iv. financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

v. neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating, and

vi. Discriminatory abuse, including racist, sexist, that based on a person’s disability, and other forms of harassment, slurs or similar treatment.

6e. Responsibilities of Team members, Volunteers, Coaches and Coordinators
a. Paid staff and volunteers have a responsibility to be aware and alert to signs that all is not well with a person. However, they are not responsible for diagnosing, investigating or providing a therapeutic response to abuse. In addition, not all concerns relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what is known about the person and his or her circumstances. No action should be taken without discussion with a member of the management team.

6f. Disclosure of Abuse

a. If a person discloses that they are being abused or any service user discloses that they are involved in abuse of a person, action should continue as in Section 14. All action must proceed urgently and without delay.

6g. Suspicion of Abuse

a. There may be circumstances when a volunteer or member of staff suspects that a child is being abused or neglected. It is vital that anyone who suspects a child is being neglected or abused discusses the situation immediately with his or her line manager, event co-ordinator or another member of the management team. This section details the actions to be taken.

6h. Action on Disclosure of Abuse

a. There should always be the opportunity to discuss welfare concerns with and seek advice from colleagues, managers and other agencies, but:
   vii. Never delay emergency action to protect a child.
   viii. Always record in writing concerns about a child’s welfare, whether or not further action is taken.
   ix. Always record in writing discussions about a child’s welfare.
   x. At the close of discussion, always reach clear and explicit recorded agreement about who will be taking what action, or that no further action will be taken.
   xi. At all times action must proceed urgently.
   xii. A team member or volunteer informed of abuse should remind the service user that the charity cannot guarantee confidentiality where a child is at risk of abuse or further abuse.
   xiii. Volunteers should consult with the team member co-ordinating their service before taking any action.
xiv. Additionally, all action taken following a disclosure of abuse should be discussed in advance with a member of the Cerebral Palsy Sport Senior Management team.

xv. In circumstances where a service user/member declines to disclose, despite some work having been done towards disclosing, it may be necessary to report the alleged abuse without the service user/member’s agreement. In these circumstances, a service user/member must be notified in advance of the decision to report to social services.

xvi. Any team member may report a disclosure of abuse to social services irrespective of the opinion of other staff.

xvii. It is important for team members and volunteers to make written records of any incidents or concerns that they have as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the adult at risk and using the same language the adult at risk used especially names used for body parts of sexual acts.

xviii. Full written records must be maintained of all disclosures and actions following disclosure.

6i. Action on Suspiicion of Abuse

a. There should always be the opportunity to discuss welfare concerns with and seek advice from colleagues, manager and other agencies but:

I. Never delay emergency action to protect a child
II. Always record in writing concerns about a child’s welfare, whether or not further action is taken.
III. Always record in writing discussions about a child’s welfare.
IV. At the close of discussion, always reach clear and explicit recorded agreement about who will be taking what action, or that no further action will be taken.
V. At all times action must proceed urgently.
VI. Volunteers should consult with the staff member coordinating their service before taking any action.
VII. Additionally, all action taken following suspicion of abuse should be discussed in advance with a member of the Senior Management team.
VIII. In all cases of suspected abuse the manager and staff member should discuss whether issues relevant to
different cultures and lifestyles have any bearing on the matter.

IX. As an organisation, Cerebral Palsy Sport welcomes the fact that people and lifestyles are diverse and does not make judgements about the acceptability or otherwise of lifestyles. However it is important that this philosophy does not stand in the way of the organisation’s responsibility to protect children and young people from harm.

X. Any team member may report a suspicion of abuse to social services irrespective of opinion of other staff.

b. It is important for team members and volunteers to make written records of any incidents or concerns that they have as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with child using the same language that the child used especially names used for body part or sexual acts.

c. Full written records must be maintained of all disclosures and actions following a disclosure.

6j. Making a Referral

a. Social Services departments have been designated as the lead agencies with responsibility for co-ordinating a response to allegations or concerns of abuse.

b. The Safeguarding Lead officer or any of the Cerebral Palsy Sport’s National Service Officers has the responsibility of informing the relevant social services department of concerns over the abuse or neglect of vulnerable adults. Detailed referral arrangements may differ between localities and, therefore, managers should ensure that they have up-to-date referral information for their locality.

c. Managers should work within the following timescales for reporting allegations or suspicions of abuse:
   a. Immediate if the adult at risk is at risk of serious physical harm, or a serious criminal act has taken place, and evidence will need to be kept safe.
   b. Within 24 hours if it relates to a specific incident which is, or may be still going on, or may happen again.
   c. Within 7 days if it is a more general concern, which does not indicate immediate harm.
6k. Support to Team members, Volunteer, Coach, Co-ordinator
   a. Cerebral Palsy Sport will support staff and volunteers in these circumstances. If the social services department need further involvement from staff or volunteers following a report of abuse, a member of the management team will discuss with the social services department the nature of their needs and how they might be met.

6l. Allegation of Abuse Made Against a Team Member or Volunteer
   a. Team members and volunteers may be subject to abuse allegations. Cerebral Palsy Sport will offer support in these circumstances, but the social services department will be assisted in their investigation and the disciplinary procedure may be implemented.

6m. Confidentiality
   a. Confidentiality is central to the work of Cerebral Palsy Sport, and the attention of all staff and volunteers is drawn to the Confidentiality and Privacy Policy (CPS052) and will be operate with the General Data Protection Regulations 2018.

7. Preventing Abuse by Team members, Volunteer, Coach, Co-ordinator
   a. It is important that any team members or volunteers who are likely to be working along with children and young people are thoroughly vetted before being employed. At Cerebral Palsy Sport this means as well as references being checked there will also be a requirement for offences to be declared and a Criminal Records Bureau check undertaken. It should be noted that having a criminal record does not prevent someone from being recruited as a staff member or volunteer in all circumstances. Team members should seek the advice of their manager/safeguarding officer in cases of doubt. It may be very hard for a team member to report a concern about a colleague to a line manager, but, as with all the other difficulties people will come across, the safety and protection of a child or young person must be the priority in any decision that is made.

8. Record, Act and Never Assume
   e. Reporting flow chart and reporting chain
      i. Flow chart of action to take if you are concerned for the welfare of a child or young person inside the setting of a Cerebral Palsy Sport event or activity is shown on page 27.
ii. The recording of any incidents or near misses will also be logged in the organisation’s risk register and a summary report of any key disclosures will be reported to the governance, Compliance & Human Resources Sub Committee taking into account appropriate confidentiality.

Do you have a concern about the behaviour of person to a vulnerable child?

YES

Do you have immediate concerns for the safety or welfare of a child? Do you suspect abuse or is the person at risk of imminent danger?

YES

Is the child in need of medical attention?

YES

Contact Cerebral Palsy Sport Safeguarding office/Cerebral Palsy Sport CEO immediate advice/action

NO

Contact venue & Cerebral Palsy Sport Safeguarding officer for immediate advice

Call an ambulance or a doctor or take child to hospital. State the concern is Child protection – the will refer matter to children’s services/social care team

But

If Cerebral Palsy Sport Safeguarding Officer is not available or Cerebral Palsy Sport CEO

Contact either Police child protection Investigation Team/Children’s services/Social care team/local authority designated officer or NSPCC helpline for action/Welfare officer.
9. **Guidelines for the use of Photography & Recorded Images.**

Cerebral Palsy Sport recognises that film and photography can be used positively in sport to celebrate success and as a useful coaching aid. However we also know that abuse can extend beyond acts of a physical or mental nature.

For any Cerebral Palsy Sport activity or event, the following people must register their intentions by completing the ‘Use of Photography Equipment Form, with the event organiser. It is the responsibility of the organisers to ensure that forms are readily available.

a. **Professional photographers/ filming / video operators** – Where possible, professional photographers etc. should register at least 3 working days before the event, providing some form of professional identification. The Cerebral Palsy Sport and venue paperwork will be filled on the day.

b. **Students or amateur photographers / film / video operators** – should fill in the relevant paperwork together with their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event.

c. **Spectators (including parents or relatives)** – spectators wishing to use photographic / tablet/ phone /film/ video equipment with a telescopic or zoom lens should register their intent with the promoter of the event by completing the relevant paperwork.

d. Where a photographer fails to register, or where there is sufficient reason for the organiser to doubt the motive of a photographer, Cerebral Palsy Sport reserves the right to prevent access to the event by that person.

e. Should this fail, Cerebral Palsy Sport maintains the right to contact the venue management and where necessary, inform the Police.

f. Responsibility for implementing and monitoring the procedures will be undertaken by the event organiser. Event organisers should issue accreditation badges to eligible photographers, to avoid confusion or
possible embarrassment. Regular photographers need only register once.

g. **Videoing as a coaching aid** - There is no intention to prevent coaches using videoing as a legitimate coaching aid. However, where this is intended, the athletes and their parents should be aware that this is part of the coaching programme and informed consent should be sought and gained in writing and care should be taken in the storing of such images in compliance with Data Protection Act 1998 and the General Data Protection Regulations 2017.

h. **Use of Images – Easy Rules to Remember**
   a. When the use of images is to be used, the following procedures should be followed:

<table>
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<th>Permission (written) should be granted by the participant and parent/carer/s in order to take and use images. This ensures that the person and their responsible adult are aware of how the image will be used to represent the sport. Completion of the consent form is a good practice example.</th>
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<tr>
<td>Holding back the use of personal information such as: email addresses, telephone numbers, home address etc. This is paramount to not putting children or young people. Images where an individual is named (i.e. on clothing) should not be used.</td>
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<tr>
<td>Only use images of participants that are suitably dressed (appropriate sportswear i.e. tracksuit, athletics wear, swimming costume, court clothing)</td>
</tr>
<tr>
<td>Try to focus on the activity and field of play rather than on an individual or background where other people may feature. As a good practice example, images that represent the broad range of people in the chosen activity are more beneficial.(i.e. male and female, different age ranges,)</td>
</tr>
<tr>
<td>Only use images that promote positive aspects of children or young people’s involvement in Cerebral Palsy Sport sports/fundraising (safe, enjoyable, competitive, structured etc.)</td>
</tr>
</tbody>
</table>
b. Use of Photographic and Recorded Images when teams are abroad
   i. When teams are involved in games and activities abroad, it is important to note that not all countries have the same high standards as the UK for the protection and safeguarding of children and young people. The use of camera/video cameras inside facilities is very likely. In these circumstance parents/carers must be made aware that images and content of their child/vulnerable adult are possibly going to be captured and it is for the parent/carer to decide whether consent to travel be given to play in these circumstances.

10. World Games, Away Trips & Overnight Stays Policy
   a. Travelling to a World Games, away events and participating in competitions away from home should be both safe and fun for children and young people. Away trips and overnight stays provide an opportunity for young people involved in Cerebral Palsy Sport to grow self-esteem, independence and confidence. Trips may vary from short journeys across county or they may involve more complicated arrangements sometimes including overnight stays.
   b. Extensive planning will be undertaken by the operational team to take into consideration the specific and complex needs of our beneficiaries with the drawing up of specific risk assessments and care plans. When taking a team or individuals away from their home
setting to compete, consideration and planning needs to be paramount to ensure the duty of care for children and young people is fulfilled. Considerations that need to be taken into account when planning and taking a team to an event or games include:

a. Staff appointments (e.g.-Head Coach supported by Assistant Coach(es) a Team Manager and designated Welfare Officer).

b. A parent/ adult carer must accompany a children under the age of 18.

c. All individuals will be asked to complete an independence questionnaire to establish the level of support / care required.

d. Ensure that the group agree to act within the Cerebral Palsy Sport Codes of Conduct.

e. Ensure that all staff that have responsibility for children and young people have been recruited and undertaken the appropriate risk assessments and the appropriate DBS checks in accordance with Cerebral Palsy Sport policies and procedures for recruiting team members and volunteers.

f. Ensure that risk assessments are completed.

g. Ensure that as part of the risk assessment an emergency ‘home contact’ i.e. a parent or carer who is not travelling away, can act as the emergency point of contact if required.

c. Communicating with Parents/Carers

a. The following information needs to be confirmed and communicated to Parents/Carers when travelling to away events or games:

i. Competition detailThe destination and venue details and hotel details

ii. Time of departure / arrivals back with airport departures and arrivals with Flight numbers if applicable.

iii. Time of return

iv. Name of the Team Manager/Coach who is responsible for the team

v. Contact details for the Team Manager/Coaches and Home Emergency contact
vi. Contact details and any medical information for the member of the team
vii. Pick up point / Method of transport
viii. Kit requirements
ix. Any costs that may be incurred i.e. cost of transport, competition fee/ capitation fee/ insurance cover requirements and money for refreshments.

d. Supervision
   a. All team members or volunteers must have complied with and been checked through the recruitment procedure. All team members should be familiar with the Cerebral Palsy Sport safeguarding policy procedures and the designated person for safeguarding must have attended the Safeguarding and Protecting Children (SPC1)
   b. For single sex groups, there must be at least one same gender member of staff

e. Roles and Responsibilities for Team Members
   a. All team members need to have a clear knowledge and understanding of their role and responsibility for the team.
   b. A clear definition in regards to the role of Coaching staff – responsible for safe training and competition elements, and Team Manager (and any other staff) - taking responsibility for any other necessary support.
   c. There needs to be a register so that head counts can be taken at any point.
   d. All team members must go through an induction programme ensuring they understand:
      i. The Cerebral Palsy Sport Safeguarding policy and procedures
      ii. Codes of ethics and conduct
   e. All team members must be in receipt of a full itinerary, which includes; travel arrangements, medical information and emergency contact details.
f. Parents and carers travelling with the team are to sign a Parent/Carer Code of Conduct.

g. Parents and carers need to understand their role as parents/carers is as spectators and the role of the designated Team Manager and Coaching staff is to be responsible for the team and therefore they should not compromise the situation.

h. All team members and travelling athletes, coaches and parents must be aware of the No Alcohol policy which is detailed in the Cerebral Palsy Sport Code of Conduct.

f. Transport

a. Collection: In order to set a high standard of understanding and to reduce the risks for children and young people, it is advised that Cerebral Palsy Sport should provide a timetable of activities at the beginning of the event. Parents/carers should be notified about any changes to the timetable as soon as possible.

b. In reference to the transportation of individual team members and members, parental/carer consent in writing (where possible) should be sought prior to any transportation taking place.

c. Safeguarding Checklist:

i. Communication - Destination and venue details are established and communicated to parents/carers/participants; provide details of event(s), kit required; drop off/collection times including airport drop off times/flight information, meeting points and return arrival times.

ii. Transport - When a person associated with an event and is providing transport for other people within the event, it is essential to follow the guidelines below: Qualified driver; Insurance cover, Suitable, accessible and appropriate vehicle (i.e. MOT, Road Taxation License), supervision en route and journey times and stopping points.
iii. **Late Collection** - Issues around late collection can create many problems for our team members. It is therefore advised that team members actively communicate guidelines for dealing with such issues. It is important to note that it is **not** the responsibility of the staff to transport individuals in the event of late collection. Examples of good practice include:

1. Parent/Carer contact details available
2. Minimum of two Cerebral Palsy Sport team members present when waiting with individuals
3. Additional contacts (emergency) available for staff to contact in the event of failure to contact parent/carer
4. Remind parents of the guidelines.

iv. What Cerebral Palsy Sport team members should not do:

1. Take the individual home or to any other location
2. Wait alone with the individual
3. Send the young person home with another person without the consent of the parent
4. Leave the child or young person unattended.

11. **Important Contacts**

**Cerebral Palsy Sport National Office**

Cerebral Palsy Sport, Unit 5, Heathcoat Building, Nottingham Science and Technology Park, University Boulevard, Nottingham. NG7 2QJ

Tel: 0115 925 6442 Email: info@cpsport.org Web: www.cpsport.org

**The NSPCC**

National Centre, 42 Curtain Road, London, EC2A 3NH

Tel: 020 7825 2500, free phone 24 hour helpline: 0808 800 5000 – Text Phone: 0800 056 0566

Gujarati: 0800 096 7714
Hindi: 0800 096 7716
Bengali/Sylehti 0800 096 7715
Punjabi 0800 096 7717
Urdu 0800 096 7718

Website: [http://www.nspcc.org.uk](http://www.nspcc.org.uk)

**ChildLine**

Freepost1111, London, N1 0BR Tel: 0800 1111 Website: [www.childline.org.uk](http://www.childline.org.uk)

**Child Protection in Sport Unit (CPSU)**

NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, Leicester, LE4 1EZ Tel: 0116 234 7278

Website: [http://www.thecpsu.org.uk](http://www.thecpsu.org.uk) Email: cpsu@nspcc.org.uk

**UK Coaching**

114 Cardigan Road, Headingley, Leeds, LS6 3BJ Tel: 0113 274 4802

**Activity Alliance**

SportPark; Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire LE11 3QF Tel: 01509 227750

Website: [http://www.activityalliance.org.uk/](http://www.activityalliance.org.uk/)

**Sport and Recreation Alliance**

Burwood House, 14-16 Caxton St, London, Greater London SW1H 0QT Tel: 020 7976 3900

**Criminal Records Bureau**

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.
Disclosure helpline: Contact the disclosure customer services department if you have any questions. If you send an email, include your full name, address, telephone number and any DBS reference numbers.

Disclosure customer services - customerservices@dbs.gsi.gov.uk

Telephone: 0870 909 0811 Minicom: 0870 909 0344

DBS barring helpline - Telephone: 01325 953795

Local Citizens Advice Bureau - Website: www.nacab.org.uk

Local Authorities (Social Services) - Website: www.direct.gov.uk/en/Hl1/Help/Socialservices/index.htm

Sport England

Victoria House, Bloomsbury Place, London, WC1B - Website: www.sportengland.org  Tel: 0845 850 8508
Appendices

Appendix 1: Cerebral Palsy Sport Codes of Conduct – CPS008

1.1. Cerebral Palsy Sport CPS008- Code of Conduct for Team members & Volunteers

Roles and responsibilities

1.1.1 Team member and volunteers responsibilities

- Cerebral Palsy Sport team members/ coaches and volunteers involved in sport for people with a disability have a great opportunity to be a positive role model and help build an individual’s confidence.

1.1.2 Team members and volunteers are expected to:

- Ensure the safety of all people by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behavior.
- Treat all people equally and ensure they feel valued. Have no favorites.
- Encourage all people not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behavior.
- Appreciate the efforts of all people and not over-train anyone people. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of Cerebral Palsy Sport at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded on the organisation’s incident/accident report forms. Parents / carers will be informed.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
• Administer minor first aid in the presence of others and where required refer more serious incidents to the organisation’s designated “first aider”.

• Have access to telephone for immediate contact to emergency services if required.

• Foster team work to ensure the safety of the people in their care.

• Ensure the rights and responsibilities of all people with a disability are enforced.

• Not abuse members physically, emotionally or sexually.

• Not engage in a sexual relationship with a young person for whom they are responsible

• Maintain confidentiality about sensitive information.

• Respect and listen to the opinions of all persons.

• Take time to explain coaching techniques to ensure they are clearly understood.

• Develop an appropriate working relationship with participants, based on mutual trust and respect.

• Refrain from smoking and consumption of alcohol during the organisation’s activities or events.

• Never condone rule violations, rough play or the use of prohibited substances.

• Do not spending excessive amounts of time alone with children excluded in exceptional circumstances

• Never take a child, young person or vulnerable adult to their home

• Do not administer First Aid involving the removing of any person’s clothing unless in the presence of others.

• Hold appropriate valid qualifications and insurance cover.

• Make the sport/activity fun.

1.2  Cerebral Palsy Sport Code of Conduct for Parents and Carers

Parents / carers responsibilities

• Positively support the person and show an interest in their chosen activity.

• Do not place people under pressure or push them into activities they do not want to do.
• Complete and return the Registration, Medical and Consent Form pertaining to the person’s participation with “Name of Event” (see parental consent).
• Deliver and collect your child or person you are responsible for punctually before and after sessions/matches/the event.
• Ensure people have clothing appropriate to the weather conditions
• Ensure that proper sportswear and protective equipment are worn. Any person not in possession of the fundamental requirements will not be permitted to participate.
• Detail any relevant medical concerns or conditions pertaining to their child on the registration/consent form. Any changes in the state of the child’s health should be reported to the coach/school/event staff prior to the activity.
• To inform the organiser prior to the activity starting if your child/ person you are caring for is to be collected early.
• Encourage people to play by the rules, and to support them in understanding that they can only do their best.
• Show appreciation and support the coach/school/event staff.
• Ensure your child/ person you are caring for is punctual.
• Be realistic and supportive.
• Ensure your child has appropriate change of clothes, plus adequate food and drink.
• Accept the official’s judgment and do not enter the field of play
• Promote participation and playing sport for fun.

1.3 Cerebral Palsy Sport Code of Conduct for Participants

Participant responsibilities
• Be friendly and particularly welcoming to new members.
• Keep yourself safe.
• Be supportive and committed to other team members.
• Report inappropriate behaviour or risky situations.
• Play fairly and be trustworthy
• Respect officials and accept decisions
• Respect opponents
• Not cheat or be violent and aggressive
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions
- Please respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or regions beliefs or sexual identity.
- Refrain from the use of bad language or racial references, this includes bullying using new technologies like chat-rooms or texting
- Keep to agreed timings for training and competitions or inform the coach or team manager if they are going to be late.
- Please wear suitable kit
- Please pay any fees for events promptly
- Do not smoke whilst representing Cerebral Palsy Sport at events
- Do not consume alcohol or drugs of any kind whilst representing Cerebral Palsy Sport at events.
- Please take care of equipment owned by Cerebral Palsy Sport
Appendix 2

Flow chart of defining regulated activity

Flow chart to determine if an individual is in ‘Regulated Activity’:

Is the individual carrying out any of the following activities?
1. Teaching, training, instructing, caring for or supervising children?
2. Providing guidance and advice on well-being for children?
3. Driving a vehicle only for children?

YES

Is the activity happening in any of the following places?
- Schools?
- Academies?
- Children’s Centres?

YES

NO

NOT ‘REGULATED ACTIVITY’

Does the activity happen as often as any of the following:
- once a week or more often?
- 4 or more days in a 30 day period?
- overnight between 2am and 6am?

YES

NO

NO eligibility for barred list check
NO eligibility for DBS check under old definition of Regulated Activity

NOTE: There may still be eligibility for DBS check under ROA eligibility code 96*

YES

Is the individual in a paid role in a specified place i.e. a school?

YES

REGULATED ACTIVITY

Eligibility for DBS check
A barred list check SHOULD be requested to meet legal duty

NO

Is the individual carrying out the activity unsupervised?**

YES

NOT ‘REGULATED ACTIVITY’

(Needs to be supervised by someone in Regulated Activity with DBS and barred list check)

NO

Eligibility for DBS check
NO eligibility for barred list check

* Rehabilitation of Offenders Act eligibility code 96 ‘Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children’ is still available for sport to use. The word ‘regularly’ in this eligibility code is not linked to the requirements in the definition of ‘Regulated Activity’ – it is open to define by the organisation. It is suggested annually is not enough but an argument could be made for eligibility if an individual does an activity 8 times over the summer period or once a month for example. Appendix B lists all eligibility codes.

** To answer ‘No’ to this question the individual carrying out the activity must be supervised by an individual who is in ‘Regulated Activity’ themselves.
Appendix 3: Management of Personal Data and Data Protection

The Data Protection Act

The Data Protection Act controls how your personal information is used by organisations, businesses or the government. Everyone who is responsible for using data has to follow strict rules called ‘data protection principles’. They must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people’s data protection rights
- kept safe and secure
- not transferred outside the UK without adequate protection

There is stronger legal protection for more sensitive information, such as:

- ethnic background
- political opinions
- religious beliefs
- health
- sexual health
- criminal records

Storing of master DBS checks databank

- Kept for no longer than is absolutely necessary
- Handled according to people’s data protection rights
- Kept safe and secure
- Not transferred outside the UK without adequate protection

Defining Cerebral Palsy Sport safeguarding checks through role profile management and checklist

- Role profile checked on annually basis
- Cross matching to DBS flowchart.
- Determine if individual is in regulated activity.
- Determine how often the activity happens
- Is the individual in a paid role in a specified place.
- Is the individual carrying out the activity unsupervised?

Risk assessment of safeguarding of new activities

- It is the duty of every member of staff to ensure there is a risk assessment form filled in prior to any of Cerebral Palsy Sport events.
• The risk assessment form is to be sent to the venue and copy to be held in the Cerebral Palsy Sport National office.

Appendix 4 – Associated Policies

• CPS005 - Sports Development Operations Manual
• CPS006 - Objectives and Values
• CPS008 - Code of Conduct Staff and Volunteers
• CPS033 - Health and Safety Policy
• CPS042 - Harassment and Bullying Policy
• CPS042 – Whistleblowing Policy
• CPS046 – ICT Policy
• CPS051 - Social Media Policy

Document Control:

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<th>Policy Details</th>
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