



Safeguarding Policy

**Keeping children and vulnerable people and vulnerable people safe
in sport and education**

Policy, Procedures and Guidelines

(Updated) 27th July, 2021

CHILD and Vulnerable Persons PROTECTION

Policy, procedures and guidelines

Acknowledgement

Worcester Warriors and the Warriors Community Foundation Safeguarding Policy has been influenced by existing policies by:

- England Rugby
- Sports Coach UK
- NSPCC
- Sport England
- Get Safe guidelines – West Mercia Police and Worcestershire County Council.
- Charity Governance Code

PROTECTION AND WELFARE

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1. Introduction

The issue of children and vulnerable people suffering personal abuse is of major importance to everyone who is in regular contact with children and vulnerable people. Anyone who has, or will build, close relationships with children and vulnerable people may be in a position to recognise signs of abuse and should know how to respond. Sport provides a significant pool of eyes and ears, which given the right understanding and confidence could provide significant support for the protection of children and vulnerable people in their care. Coaches, Officials and Volunteers may also be recognised as accessible by children and vulnerable people and be the person in whom a child or vulnerable person chooses to confide. Incidents of abuse and poor practice do take place. It is vital that we offer people the support and training to deal with these situations effectively and proactively prevent situations arising.

This represents a heavy responsibility and may result in people being put in situations in which they feel vulnerable and unsure how to proceed. Those in regular contact with children and vulnerable people must understand their responsibilities in terms of both protecting children and vulnerable people in their care and themselves. The following information is designed to help people working with children and vulnerable people, recognise and respond to such situations. It is also intended to help people think about how they work with children and vulnerable people and to ensure that protection of the child is built into any activity in which they are involved.

1.1 Legislative Framework

There is a considerable body of legislation designed to ensure that children and vulnerable people are protected and it is important to understand that everyone is responsible for the safety of children and vulnerable people. The main Acts include:-

Children and Vulnerable People Act 1989

The intention of the Children and Vulnerable People Act is to protect children and vulnerable people and ensure that their welfare and development is paramount and promoted. The Act gives local authorities a responsibility for ensuring that this happens by working together with all relevant agencies. The act says that only the Police, Social Services and the NSPCC have the legal right and responsibility to investigate concerns about child abuse.

The Children and Vulnerable People (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997

These regulations came into force in October 1997. They are mainly concerned with preventing the approval of people as foster carers or adoptive parents where either they or any other member of their household over the age of 18 is known to have been convicted of, or cautioned for, relevant offences. These regulations also apply to childminding, private fostering and residential care.

The United Nations Convention on The Rights Of The Child

The United Nations Convention sets out the rights of all children and vulnerable people, including their right to be protected from harm.

Rehabilitation of Offenders Act 1974

This act allows people not to declare convictions to employers. People who are involved in situations where they have sustained or prolonged access to children and vulnerable people and vulnerable people are exempt from the Rehabilitation of Offenders legislation. This means that prospective employees, self-employed workers and volunteers must declare all criminal convictions relating to children and vulnerable people, however long ago; and that these will be taken into account when deciding on their suitability for working with children and vulnerable people and/or vulnerable people.

Health and Safety at Work Act 1974

The Health and Safety at Work Act gives all organisations a legal responsibility to prevent injuries and ill health to employees and others, including members of the public. Much of this responsibility is delegated to managers who have control of work activities but the legislation also provides all employees with an obligation to take reasonable care of themselves and others.

The welfare of the child or vulnerable person is paramount and all reasonable steps must be taken to protect them from harm.

1.2 Purpose of this document

The aim of this document is to ensure that anyone employed or deployed by Worcester Warriors and The Warriors Community Foundation

- To support the aims and objectives as stated in the constitution
- To safeguard the wellbeing of young people and vulnerable people in the care of Worcester Warriors and Worcester Warriors Community Foundation
- Understand the needs of the participants involved in all Worcester Warriors and Worcester Warriors Community Foundation run activities

- Understands their personal responsibility for protecting the people with whom they work.
- Is able to take appropriate action if there are suggestions that anyone is being abused.
- Takes steps to minimise opportunities for misunderstandings.

This document is not intended to override Local Authority, National Governing Body or even Club policies but provides guidance and protocol for individuals operating on behalf of Worcester Warriors and Worcester Warriors Community Foundation. This includes the relationships with such policies and how to proceed should an incident occur.

This document is mandatory for all staff, coaches, officials and volunteers employed and deployed by Worcester Warriors and Worcester Warriors Community Foundation. It will be reviewed on an annual basis, led by the designated person. Changes and amendments will be included into annual work programmes and taken to the relevant groups for approval.

1.3 Policy Statement

It is the policy of Worcester Warriors and Worcester Warriors Community Foundation to create and maintain the safest possible environment for all people to take part in sport, education and physical activity. Worcester Warriors and Worcester Warriors Community Foundation has a commitment to ensure that young people and vulnerable people receive the highest standard of care and protection from neglect, physical, sexual and emotional harm and any form of exploitation to ensure an effective and consistent response to situations where people may require protection from harm.

This policy document will be supported by an appropriate programme of training for all staff and volunteers and an effective system of referral.

Worcester Warriors and Worcester Warriors Community Foundation has a responsibility to ensure the welfare of all young and vulnerable people taking part in any programme of activity and to work to comply with the ACPC and Governing Body guidelines and procedures.

All staff, coaches, officials and volunteers will go through:

1. a recruitment process following the Safer Recruitment guidelines, which confirms their ability to meet the positions needs and the individual's compliance with Worcester Warriors and Worcester Warriors Community Foundation policy.
2. A Disclosure and Barring Service check.
3. A formal induction process, which formally gains their commitment to Worcester Warriors and Worcester Warriors Community Foundation policy.

All staff, coaches, officials and volunteers will undergo basic awareness training via Premiership Rugby's Minimum standards Level 2 and 3 courses. Additional courses will be required for staff working with specific groups of people by Worcester Warriors and Worcester Warriors Community Foundation.

Adopt best practice to safeguard and protect young people and vulnerable people from harm and reduce the likelihood of false allegations being made.

Be provided with a summary of Worcester Warriors and Worcester Warriors Community Foundation policy detailing how to respond in relation to a child welfare incident.

Worcester Warriors and Worcester Warriors Community Foundation will ensure that:

- The welfare of all young people and vulnerable people is the primary concern

All young people and vulnerable people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from harm.

Guidance for Worcester Warriors and Worcester Warriors Community Foundation staff on dealing with DBS disclosures.

If you are inducting a new member of staff and they have already had a DBS disclosure check done in the past year for another organisation, they should be asked to bring this with them to the induction. Should this check reveal any offence, the individual will be informed of policy on responding to information received on DBS disclosures. The individual should be asked if they are happy for Worcester Warriors or Worcester Warriors Community Foundation to make a note of the date and nature of the charges on the induction checklist for the purposes of follow-up.

All staff, coaches and volunteers working with young people and/or vulnerable people will be required to undergo a DBS by Worcester Warriors or The Warriors Community Foundation upon appointment but within 48 hours of their start date. The employment probationary period will remain probationary until receipt of a satisfactory DBS certificate is obtained.

2. RECOGNISING ABUSE

It is not always easy, even for those with specialised training, to recognise child abuse. Not all people working with children and vulnerable people are expected to be experts at such recognition. However, they do have a responsibility to act if they have any concerns about someone's behaviour (an adult or another

child) towards a young person or vulnerable adult. Any concerns about the welfare of a child or vulnerable adult should be discussed with the designated person within the partnership.

2.1 What is Child Abuse?

Child abuse is the term used to describe how children and vulnerable people are harmed, often by adults but also by other children and vulnerable people and young people. Children and vulnerable people and adults with special needs are particularly vulnerable and in need of special care. Children and vulnerable people are mainly abused by the people they know and trust. Abuse may happen at home within the family or within a public environment such as school or a sports centre.

Child abuse can take a number of forms but can be identified under four general categories:

Physical abuse

Neglect

Emotional abuse

Sexual abuse

There are four main forms of abuse:

- **Neglect** – where adults fail to meet a child’s or vulnerable adults basic needs like food or warm clothing, fail or refuse to give children and vulnerable people love, affection and attention. Children and vulnerable people might also be constantly left alone or unsupervised. Neglect in sport could include a teacher or coach not ensuring children and vulnerable people or vulnerable adult were safe, exposing them to undue cold or to unnecessary risk of injury etc.
- **Physical abuse** – where adults or other young people physically hurt or injure children and vulnerable people by hitting, shaking, squeezing, burning and biting, or by giving them alcohol, inappropriate drugs or poison. Attempted suffocation or drowning also comes within this category. Examples of physical abuse in sport maybe when the nature and intensity of training and competition exceeds the capacity of the child’s immature and growing body; where drugs are used to enhance performance or delay puberty etc.
- **Sexual abuse** – where girls and boys are abused by adults and sometimes other young people (both male and female) who use children and vulnerable people to meet their own sexual needs. This could include

full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children and vulnerable people pornographic materials (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques, which involve physical contact with children and vulnerable people, could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

- **Emotional abuse** – where a child or vulnerable person may be constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. It may also involve a persistent lack of love and affection or constant over-protection that prevents a child from developing socially, as well as within cases of neglect, physical or sexual abuse. Emotional abuse in sport may occur if children and vulnerable people are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

Abuse

Abuse can happen wherever there are young people and vulnerable adults of any age. The effects of abuse can be so damaging and if untreated, they may follow a young person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

People with Disabilities

There have been a number of studies¹, which suggest children and vulnerable people (or adults) with disabilities, are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.² Children and vulnerable people from ethnic minorities, who may also be experiencing racial discrimination, may be doubly powerless.

Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person or vulnerable adult. It can occur that the abuser may be a young person, for example in the case of bullying. This is defined as:

- Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

¹ Wescott H, 1993, The abuse of children and adults with disabilities, London, NSPCC

² Kerr A, 1999, Protecting Disabled Children and Adults in Sport and Recreation, The Guide Contact, Disability Sport England (Tel: 0171 490 4919)

- Although bullying often takes place in schools it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms.
- Bullies come from all walks of life. Typically they have low self-esteem, are excitable, aggressive, jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest this can lead to crime.
- The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:
 - A parent who pushes too hard
 - A coach who adopts a win-at-all costs philosophy
 - A player who intimidates inappropriately
 - An official who places unfair pressure on a person.
- Bullying can include:
 - Physical: pushing, hitting, kicking and punching, etc
 - Verbal: name-calling, spreading rumours, constant teasing and sarcasm
 - Emotional: tormenting, ridiculing, humiliating and ignoring.
 - Racist: taunts, graffiti and gestures.
 - Sexual: unwanted physical contact or abusive comments.

Indicators – There are a number of signs that may indicate that a young person is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club.
- A drop off in performance at school or standard of play.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent *loss* of possessions.

2.2 Signs of Abuse

Signs of physical abuse

Hitting, squeezing, biting or twisting a child's arms or legs can cause injuries like bruises, grazes, cuts or broken bones. Sometimes, someone burns a child, perhaps by holding a part of the body against something very hot or by scalding.

Poisoning a child, perhaps by giving them alcohol or drugs, is also physical abuse.

Older children and vulnerable people may seek to conceal such injuries by keeping their arms and legs covered or being reluctant to change for sport.

Be especially concerned about:-

- Any injuries at all – even small bruises – to young babies who are not yet able to move independently.
- Injuries that do not match the explanation given for them, or for which several different explanations are given.
- Bruises in places where you would not normally expect to find them, in soft tissue, for example, rather than on the bony prominence.
- Bruises, which have a distinctive shape or pattern, like handprints, grasp or finger marks or belt marks.
- Burns or scalds with clear outlines.
- Bite marks – bruises like ‘love’ bites.
- Bruising in or around the mouth, especially in babies.

Signs of neglect

Neglect can result when adults are unable to, or fail to, meet the physical or emotional needs of the children and vulnerable people or vulnerable adult they are responsible for.

All children and vulnerable people need adequate food, clothing, warmth, love and attention to grow and develop properly. If they do not receive enough of any of these, their growth and development may suffer and they may even become harmed.

Children and vulnerable people or vulnerable adults may also be neglected when carers do not ensure that they receive proper medical care.

Be especially concerned about a child who:-

- Is constantly hungry, greedy or stealing food.
- Has lingering illnesses, which have not been treated.
- Is continually smelly, scruffy and dirty.

- Is often dressed in inadequate or unsuitable clothing for the weather conditions or has inadequate sports/safety equipment for the activity.
- Suffers repeated accidents, suggesting a lack of proper supervision.
- Is constantly tired.
- Does not respond when given attention or, on the other hand, one who craves attention and affection from any adult.

Signs of emotional abuse

This form of abuse may result in a child becoming withdrawn, nervous, unhappy or lacking in confidence. It may result in a child being unable to make friends, perhaps because they behave aggressively or inappropriately towards other children and vulnerable people.

Emotional abuse may happen when a carer behaves in a persistently indifferent or hostile way towards a child, perhaps through bullying, rejecting, frightening, criticising or scapegoating the child. It may happen when a carer's behaviour is inconsistent so that the child never knows what reaction to expect. It may happen when carers are very possessive or over-protective. In severe cases, children and vulnerable people may be subject to cruel treatment and punishment, like being locked in cold, dark surroundings or being made to do endless, inappropriate household tasks.

A child living with domestic violence may also suffer emotional harm.

Be especially concerned about a child who:-

- Is continually depressed and withdrawn.
- Runs away or who is frightened to go home.
- Is persistently blamed for things that go wrong.
- Is made to carry out tasks inappropriate to their age.
- Is not allowed to do normal childhood activities.
- Displays excessive fear of their parents or carers.
- Is excessively clingy and tearful.

Signs of sexual abuse

Sexual abuse occurs when someone engages a child in sexual activity, to fulfil his or her own sexual desires, which the child does not really understand and to which the child is not able to give informed consent.

The abuser may use different ways to persuade the child or vulnerable person to co-operate such as trickery, bribery, threats or physical force.

Sexual abuse can take different forms from non-contact activities or touching, to intercourse and often does not cause any outward signs of physical injury.

It can happen to boys as well as girls and to children and vulnerable people of any age.

Sexual abuse can have long-lasting effects. Some children and vulnerable people who have been abused go on to abuse other children and vulnerable people. Some find as they grow up that they are unable to have close relationships with other people. Others deliberately injure themselves because they feel so awful about themselves.

Be especially concerned about a child who:-

- Exhibits sexually explicit behaviour and language.
- Has inappropriate sexual knowledge for his or her age.
- Attempts suicide or self-inflicts injuries.
- Repeatedly runs away from home.

Remember: for many children and vulnerable people abuse is a normal part of their lives and they may not show any outward signs of ill treatment.

Children and vulnerable people who are being abused may also be over achievers and eager to please.

For some, outside activities at school or in sport may be their principal source of escape from an abusive environment.

These signs may indicate the possibility of abuse or neglect. It is, however, important to remember that none of them are conclusive proof of abuse and all may have an innocent explanation.

3. GOOD PRACTICE GUIDELINES

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

coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All cases of poor practice or suspected abuse should be reported to the designated Person who will respond according to Worcester Warriors' and Worcester Warriors Community Foundation's procedures including contacting other agencies such as NGBs and Local Authorities.

3.1 Good Practice Guidelines for those working or involved in sport

All personnel working in sport and education should be encouraged to demonstrate exemplary behaviour in order to promote children and vulnerable people's welfare and to reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate within sport:

Good practice means

- Always working in an open environment – avoid private or unobserved situations. Encourage an open environment (e.g. no secrets)
- Treating all young people and vulnerable adults equally, and with respect and dignity
- Always putting the welfare of each young person or vulnerable adult first – before winning or achieving goals
- Maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or vulnerable adult or to share a room with them)

- Building balanced relationships based on mutual trust which empowers children and vulnerable people or vulnerable adult to share in the decision making process
- Making sport fun, enjoyable and promote fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving
- Young people and parents should always be informed and consulted and their agreement gained with the coach about how coaching sessions will be conducted and what can be expected
- Keeping up to date with the technical skills, qualifications and insurance in sport
- Involving parents/carers wherever possible, e.g. for the responsibility of their children and vulnerable people in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- Ensuring that if mixed teams are taken away, a male and female member of staff should always accompany them. Remember, however, same gender abuse can also occur
- Ensuring that at tournaments or residential, adults should not enter children and vulnerable people's rooms or invite children and vulnerable people into their rooms
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people and disabled adults – avoid excessive training or competition and not pushing them against their will

Bad Practice

The following should never be undertaken. However if cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the organisation or the child's/vulnerable persons parents or Carer. For example a child or vulnerable adult sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

You should never:

- Spend excessive amounts of time alone with children or vulnerable adults away from others
- Take children or vulnerable adults alone on car journeys, however short
- Use your own vehicle to transport a child or vulnerable adult home or to hospital
- Take children or vulnerable adult to your home

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child or vulnerable adult if alone
- Allow or engage in any form of inappropriate touching
- Allow children and vulnerable people to use inappropriate language unchallenged
- Make sexually suggestive comments to a child or vulnerable adult, even in fun
- Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children and vulnerable people they can do themselves
- Constantly shout at and or taunt a young person to 'keep control'

Be aware

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children or vulnerable people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and written consent of parents/carers and the person involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If you accidentally hurt a person, he/she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a written note of it. Parents or carers should be informed of the incident.

Code of Ethics and Conduct

The Government produced *Caring for the Young and Vulnerable - Guidance for preventing abuse of trust, 1999*.
[Caring for the Young and Vulnerable](#)

The guidance is based on the principle that all organisations involved with caring for young people or vulnerable adults should have codes of conduct to protect against sexual activity within relationships of trust.

3.2 Good Practice – Advice for Parents/Carers

- Worcester Warriors and Warriors Community Foundation has a policy, which ensures that all reasonable steps are taken to ensure that young people and vulnerable people are protected and kept safe from abuse; this is displayed on the web page.
- Check that staff and volunteers are carefully recruited, trained and supervised. Always use the Safe Recruitment method to appoint staff.

- Know how to voice your concerns or complain if there is anything that you are not happy about
- Encourage your child to talk to you about any worries

Worcester Warriors and Worcester Warriors Community Foundation will provide good practice guidance for parents.

Guidance for staff and coaches

For all major events organised by Worcester Warriors and Worcester Warriors Community Foundation a safety policy (risk assessment) is produced specific to that event. This incorporates the process that we will follow to ensure that all children and vulnerable people are accounted for until they leave the site under the care of their team manager or parent. This process should also be used for any sessions organised by ourselves to ensure that coaches know what to do if a child is not collected from a session.

Under no circumstances should a coach be left alone with a child or vulnerable adult.

Good practice is:

- Registers are used to note arrival and departure of children and vulnerable people
- It is made clear to parents that they must make arrangements to collect their child at the session end time and that coaches are not allowed to transport children and vulnerable people home
- If the parent fails to turn up, contact the parent/guardian and ask them to collect the child as soon as possible. If they are unavailable, try the emergency contact number
- Two members of staff to remain with the child in an open environment until they are collected

4. RESPONDING TO DISCLOSURE, ALLEGATIONS OR ABUSE

It is not the responsibility of anyone working under the direction of Worcester Warriors or Worcester Warriors Community Foundation in a paid or voluntary capacity, or those working in affiliated organisations to take responsibility or to decide whether or not child abuse is taking place.

However, there is a responsibility to report concerns in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person or vulnerable adult.

If a young person says or indicates that he or she is being abused, or information is obtained which gives concern that a young person is being abused, you should react immediately.

4.1 Listening to the Disclosure

The person receiving information concerning disclosure should:

- React calmly so as not to frighten the child/vulnerable person
- Tell them they are not to blame and that it was right to tell
- Take what the child/vulnerable person says seriously, recognising the difficulties inherent in interpreting what is said by who has a speech disability and/or differences in language
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Reassure the child/vulnerable person but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Make a full record of what had been said, heard and/or seen as soon as possible on a Worcester Warriors incident form.
- Discuss with the child/vulnerable person who needs to be told about the situation.
- Let the person know you understand what they have said and that you will act upon it.

Do not:

- Panic
- Allow your shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments
- Approach the alleged abuser
- Make promises or agree to keep secrets
- Interrogate the child

4.2 Records and Information

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

The designated person should maintain a confidential record of logged Incident Report forms, detailing any incidents and circumstances that have caused them concern. It is important that all concerns should be recorded whether Social Services are to be involved or not.

The following information should be recorded:-

- Name and address of child/vulnerable person
- Age, date of birth
- Name and address of alleged/suspected abuser if known
- Date and time of the alleged incident.
- Nature of injury or behaviour
- If the child/vulnerable person arrived with an injury
- Explanation from child/vulnerable person of what happened in their own words
- Adult's explanation of what happened
- Date and time of the record
- Any questions that were asked
- Signature of person recording the incident.

**Information should be based on facts.
It should not include assumptions and should not refer
to child abuse.**

**Be aware that you may be required to give this information to a Social Worker,
the Police or the Court at some future date.**

4.3 Who to Involve

Social Services

Social Services have a statutory duty under The Children and vulnerable people Act 1989, to ensure the welfare of children and vulnerable people and work with the local area child protection committee (ACPC) to comply

with its procedures. When a child protection referral is made, social services staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police.

Shared Concerns with Parents

There is always a commitment to work in partnership with parents or carers where there are concerns about their children and vulnerable people. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation or divorce or bereavement.

When it is not Appropriate to Share with Parents

However, there are circumstances in which a young person might be placed at even greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the designated person as soon as possible and recorded.

Designated Person/s

Carol Hart is Worcester Warriors Designated Person (Safeguarding Lead). Christopher Stephenson is the assistant Designated Person. They are responsible for ensuring that the policy and procedures are in place and then followed when required to do so. Each organisation providing activity on our behalf (club, leisure centre etc) should identify a designated person to handle child protection issues. This person should complete a DBS disclosure carried out by Worcester Warriors and the club will sign an agreement to follow Worcester Warriors and Worcester Warriors Community Foundation guidelines should they indicate they have concerns with the individual. The designated person will require support from the organisation and appropriate training and information. This support should be provided as part of the Child Protection Policy and Implementation Procedures being adopted by the organisation. Each National Governing Body of Sport or Local Authority has a Lead Officer in Child Protection or a Child protection Officer (CPO).

It is the responsibility of the designated person to inform the social services without delay. If the designated person is not available or the concern is about the designated person, the person with concerns or being informed of them should immediately contact the social services or the police. The social services, together with the designated person where appropriate, will decide how and when parents and carers will be informed.

The designated Persons will decide whether incidents should also be referred to the National Governing Body and Local Authority Child Protection Officer. (See reporting procedures)

Expert Advice

If you are not sure what to do, you can also obtain advice
by telephoning the
NSPCC 24-hour freephone Helpline;
0808 800 5000

Dealing with an allegation/incident mid-session

If a head coach/development officer is at a session and an incident occurs during that time, there will need to be some immediate reaction to ensure the safety and continuation of the rest of the session. There is no set

procedure for dealing with this situation as it will depend on what the incident was and the information provided. There are however priorities that should be considered and these are as follows:

- Protection of the child for the duration of the session
- Protection of the coach for the duration of the session
- Completion of an incident form detailing as much information as possible
- Reporting of incident to DP as soon as possible

5. Responding to allegations of abuse against a member of staff, or the worker or volunteer.

See flow chart for full details of how to respond to this type of situation.

It is crucial that all workers understand that abuse does occur within public places and that all allegations must be taken seriously and cannot be ignored.

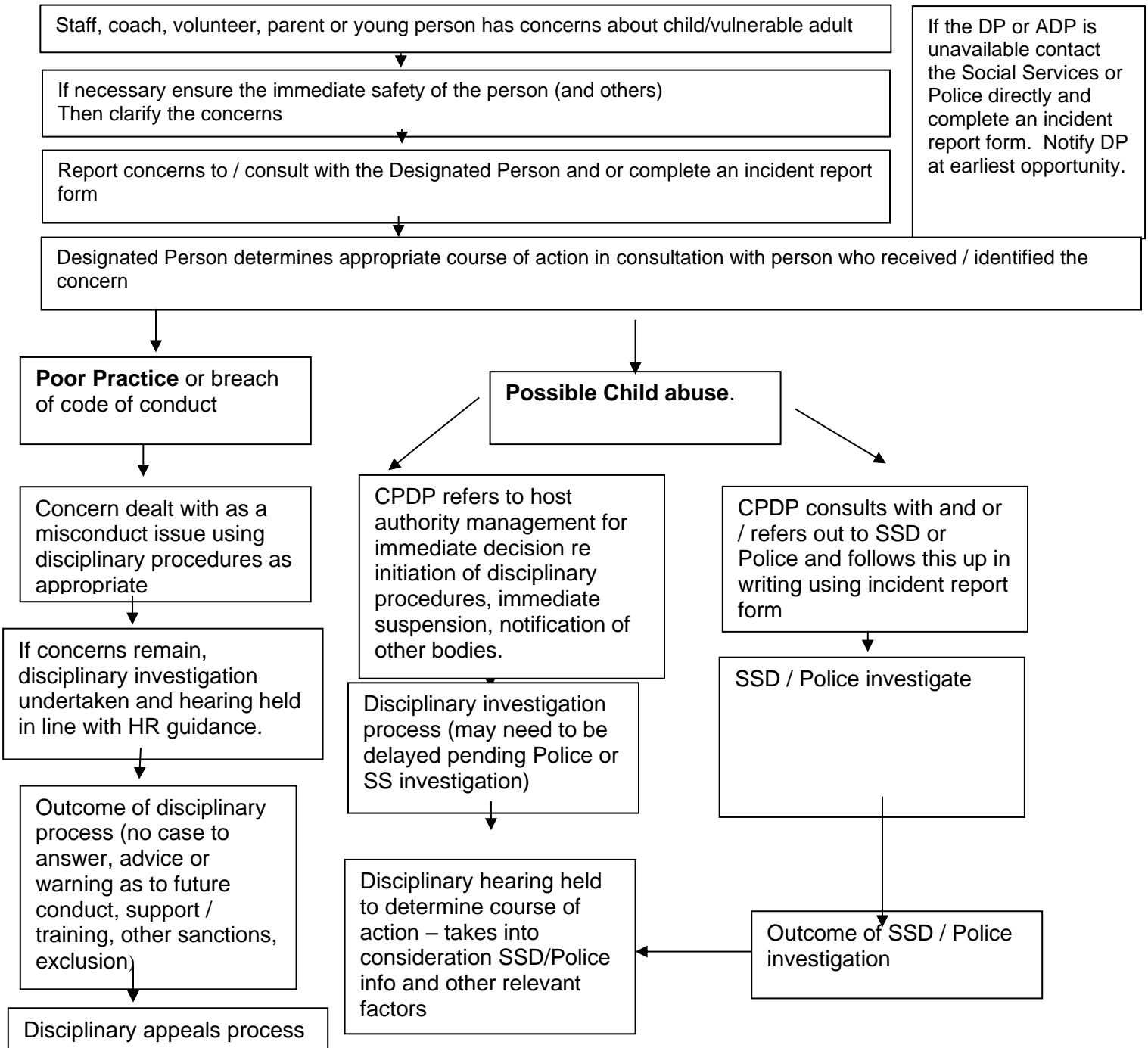
All complaints and allegations should be brought to the attention of the designated person. There are circumstances when allegations are about bad practice rather than abuse. It is important that all allegations are investigated and bad practice eliminated. If an allegation, or a suggestion of inappropriate behaviour, is made, the worker in receipt of the allegation should:-

- Inform the designated person immediately unless it relates to them in which case the deputy-designated person should be contacted.
- The designated person must immediately take whatever steps are necessary to secure the safety of any child who may be at risk, by for example removing the person who is the subject of the allegation from any situation involving children and vulnerable people/vulnerable people.

- The designated person will take appropriate disciplinary steps including suspension without prejudice and contact Social Services.
- Parents and carers should be contacted following advice from Social Services or NSPCC.
- Irrespective of action by Social Services or the police, the designated person must follow the appropriate internal disciplinary procedures and decide whether the member of staff should be suspended or removed from work with children and vulnerable people/vulnerable people, pending investigation.
- All incidents should be investigated internally including Worcester Warriors and Worcester Warriors Community Foundation complaints and disciplinary procedures, regardless of any external action – such as police or Social Service investigation. This will be done in a way which does not hinder and Police or Social Services investigation and may have to be delayed in order that this does not occur. The purpose of such an investigation will not only be to investigate the incident but to review organisational practice and possible implementation of measures designed to prevent any future incidents.
- Management will ask the designated person to carry out the internal investigation or if appropriate designate another manager to do so.
- Every effort should be made to ensure confidentiality for everyone involved.
- All concerns regarding child abuse should be treated as a priority and acted upon immediately.
- Where the allegation concerns the designated person it should be referred immediately either to the assistant designated person or the DPs line manager or directly to Social Services.
- All allegations will remain in confidence between the person making the allegation and the designated person. Where relevant internal complaints and disciplinary procedures will be followed.

Internal Case Management

This guide is designed to inform the most appropriate action in relation to concerns about the behaviour of members of staff, coaches or volunteers employed or deployed by Worcester Warriors and/or The Warriors Community Foundation.



5.3 Responding to Allegations of Abuse against someone Not Working In The Organisation

This may be a parent, service user, another child or anybody else. See flow for full details of how to respond.

In the event of concerns or an allegation of abuse being made against a service user or client (anyone using the facility or service) the person in receipt of the allegation must inform the designated person about the allegation immediately and complete an incident report form.

The designated person must:

Make every effort to ensure confidentiality for everyone involved.

- Assess the situation and decide whether to involve Social Services and/or the police.
- While waiting for the appropriate agency, take whatever steps are necessary to secure the safety of any child who may be at risk.
- Keep a detailed record of the events on the incident form.
- In the event of the designated person's absence, the worker who received the allegations must contact Social Services or the police directly. At the earliest opportunity informing the designated person.

The person in charge or worker must **NEVER**

- Attempt to detain any service users who insist on leaving before the appropriate officials arrive.

Responding to Poor Practice

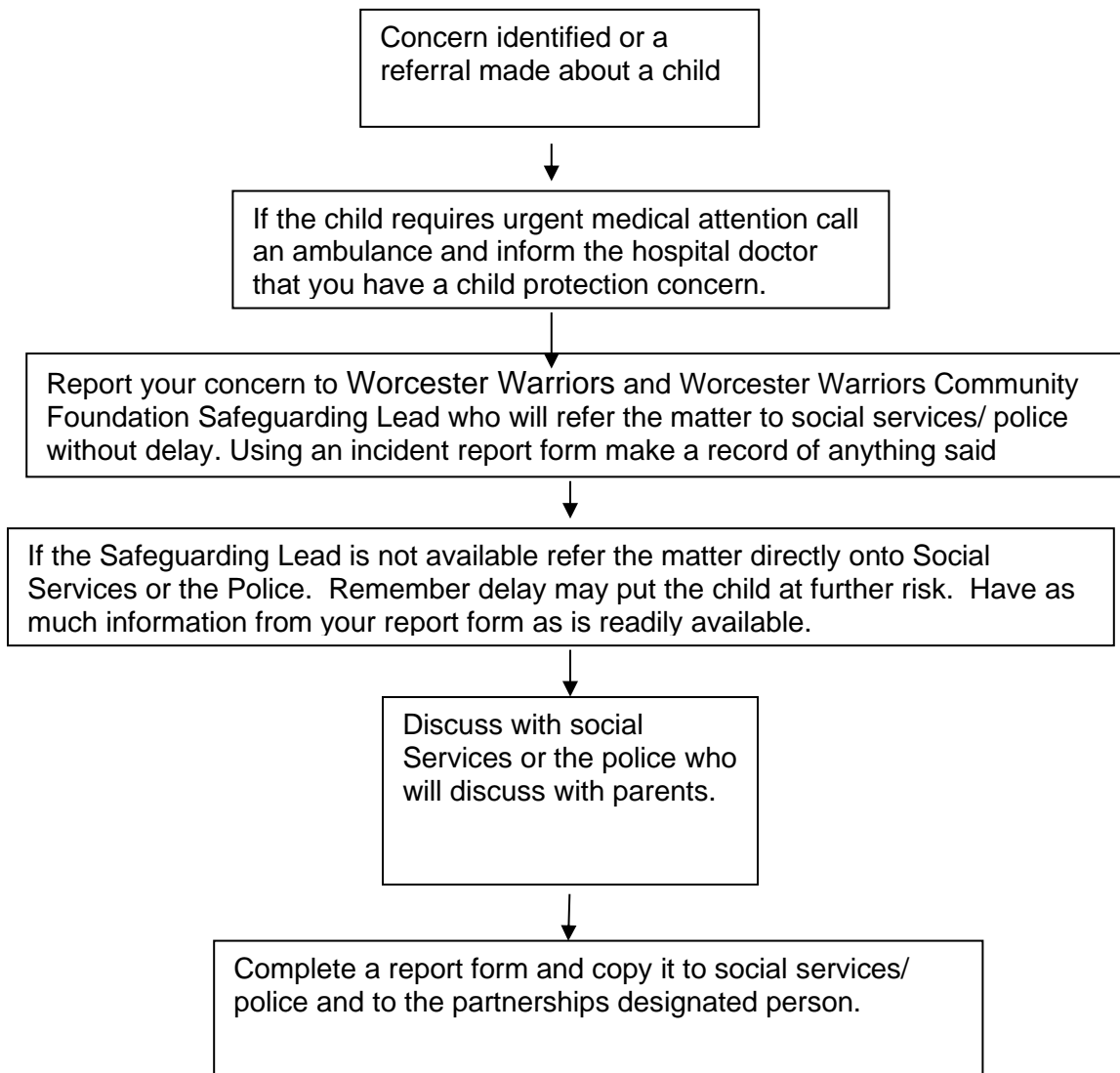
Where there are circumstances that indicate that allegations are about bad practice rather than child abuse, the following action should be taken:-

- If, following consideration by the DP or ADP, the allegation is clearly about poor practice, the designated person will deal with it as a misconduct issue.
- If the allegation is about poor practice by the designated person, or if the matter has been handled inadequately and concerns remain, it should be referred to the National Governing Body of Sport and Local Authority Child Protection Officer (CPO). The Local Authority Child Protection Officer will decide how to deal with the allegation. The designated person's line manager should be contacted by the deputy-designated

- person who will decide whether or not to initiate disciplinary proceedings.

If the incident of poor practice provides issues of concern for child welfare, all details should be recorded and reported by the designated person.

What to do if you are worried that a child is being abused outside the partnerships remit but the concern is identified through the child's involvement in sport.



5.4 Action if Bullying is suspected

If bullying is severe and persists despite efforts to manage it, the same procedure should be followed as set out in Section 5.3 if bullying is suspected.

Action to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
- ³Encourage all children and vulnerable people/vulnerable people to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- The designated person is to report any concerns to the person in charge at the club or school (wherever the bullying is occurring).

Action towards the bully:

- Talk with the bully, explain the situation, try to get the bully to understand the consequences of their behaviour. Seek an apology to the victim.
- Inform the bully's parents.
- Provide support for the coach and significant others of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Inform all organisation members of action taken.
- Keep a written record of action taken.
- Refer to code of conduct and remove from session if an agreement cannot be reached.

5.6 Support to Deal with the 'Aftermath'

- Consideration should be given about what support may be appropriate to children and vulnerable people, parents and members of staff. Use of Helplines and support groups, open meetings etc to maintain an open culture and to help the healing process. The British Association of Counselling Directory may be a useful resource.

³ It is believed that up to 12 children per year commit suicide as a result of bullying so if anyone talks about or threatens suicide, seek professional help immediately.

- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

5.7 Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child by a member of staff who is still currently working with children and vulnerable people). Where such an allegation is made, the organisation should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children and vulnerable people, either within or outside sport, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children and vulnerable people. This is reinforced by the details of the Protection of Children and vulnerable people Act 1989.

6 Extremism and Radicalisation of young people

Please refer to the UK Government's advice and guidance on dealing with extremism and suspected radicalisation.

<http://www.Protecting Children and vulnerable people from Radicalisation>

7. Worcester Warriors -

Roles & Responsibilities

The Safeguarding Lead is Carol Hart, who will:

- Receive information about the disclosure, suspicion or allegation
- Act upon the information accordingly, consulting with and referring to Social Services and the NGB. Child Protection Officer
- Ensure that all policies, procedures and actions are in place and implemented
- Offer advice and ensure training in place to support staff and volunteers
- Lead the review of the policy
- Maintain appropriate records

The Deputy Safeguarding Lead Christopher Stephenson will:

- Deputise for the designated person and perform all their actions in the case of their absence or involvement

Part time staff will:

- Be familiar with and comply with procedures in line with Worcester Warriors and Worcester Warriors Community Foundation's Safeguarding Policy and implementation procedures

Coaches, officials and volunteers employed or deployed by Worcester Warriors will:

- Be familiar with and comply with procedures in line with the Worcester Warriors and Worcester Warriors Community Foundation's Safeguarding Policy and implementation procedures

Partners Agencies will:

(Local Authorities, NGBs)

Ensure that they are aware of their roles and the expectations placed upon them and that they understand where their responsibilities lie in relation to the operation of the Worcester Warriors and Worcester Warriors Community Foundation's policy.

Worcester Warriors and Worcester Warriors Community Foundation will endeavour to work with ACPCs, LEAs, LAs and other key partners to ensure that roles and responsibilities are understood and good practice can be shared.



8. Contacts

Safeguarding Lead

Carol Hart
01905 454183
07920 428114

Safeguarding Officer

Christopher Stephenson
01904 454183
07972 435102



National Contacts

If you want to contact someone about the children and vulnerable people's social care service you are receiving, or make a referral please contact:

Family Front Door (FFD) Service on 01905 822666

Police Public Protection Unit:

24hrs non-emergency	101
Emergency	999
NSPCC Helpline	0808 800 5000
Local Authority Designated Officer (LADO) 24hrs	01905 768020

Useful guidance

Guidance on how to support children and vulnerable people, young people and families

[http://www.Guidance to help support children and vulnerable people, young people and families in Worcestershire, May 2019 \(Updated\)](http://www.Guidance to help support children and vulnerable people, young people and families in Worcestershire, May 2019 (Updated))

How to keep children and vulnerable people and young people safe from criminal exploitation

<http://www.worcestershire.gov.uk/getsafe>

Safer Recruitment Policy and Procedures

[https://thecpsu.org.uk/help-advice/topics/safer-recruitment/#:~:text=Anyone%20undertaking%20a%20role%20that,within%20sport%20are%20well%20motivated.](https://thecpsu.org.uk/help-advice/topics/safer-recruitment/#:~:text=Anyone%20undertaking%20a%20role%20that,within%20sport%20are%20well%20motivated)

Making Safe and Fair Decisions

<file:///C:/Users/carol.hart/Downloads/NACRO-NGBs-Making-safe-and-fair-membership-decisions.pdf>



Worcester Warriors

and

Worcester Warriors Community Foundation

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