



KENT SPORT

**SAFEGUARDING & PROTECTING
CHILDREN & YOUNG PEOPLE**

**Policy and Procedures
2014**

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Sport can and does have a very powerful and positive influence on people – especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. However, these positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all children and young people first and adopt practices that support, protect and empower them.

The reality is that abuse can and does take place in sport and in some cases coaches and other trusted adults in sport have been convicted. **Every adult has a legal and moral responsibility to protect children and young people in sport from abuse.**

It is essential that systems are in place to ensure that staff recruitment, induction and education takes safeguarding issues into consideration. Adopting best practice will help to safeguard young people from potential abuse as well as reducing the likelihood of allegations being made against coaches and other adults in positions of responsibility.

In addition, all those involved in sport are in a unique position to recognise and act on concerns about children's welfare that may arise away from the sport context. It is therefore important that coaches, volunteers and other staff are in a position to recognise and respond to signs of abuse outside of the sporting environment.

The Kent Sport & Physical Activity Service ('Kent Sport') recognises that we all have a duty of care towards young participants and performers, and can help to protect them from poor practice and abuse. The implementation of this policy and procedures forms part of Kent Sport's work within the Framework for Safeguarding Children in and through Sport (Child Protection in Sport Unit (CPSU), 2011). Kent Sport accepts the 'Call to Action' made by the CPSU, to contribute to the Safeguarding Children in Sport Initiative – a shared vision that children can "play sport, stay safe, enjoy and achieve", by working with the sports and statutory sectors to further embed and improve safeguarding practice.

Kent Sport has worked with the Kent Safeguarding Children Board to ensure that this policy meets national standards including Working Together 2013 and reflects the Kent & Medway Safeguarding Children Procedures September 2012. It has also been endorsed by the Kent & Medway Sports Board, which oversees the planning and implementation of the Strategic Framework for Sport in Kent.

The policy and procedures will take effect from January 2014, and will be formally reviewed in December 2016, or in light of significant organisational change or legislation, or in the event of a serious incident. This work will be led by the Workforce Development Officer who acts as the Designated Safeguarding Officer within Kent Sport.

Introduction & Scope

The Kent Sport & Physical Activity service (Kent Sport) is hosted by and primarily funded through Kent County Council, and is recognised as playing a lead, co-ordinating role for sport in Kent, in conjunction with a range of partners.

The policy and procedures outlined in this document are designed to cover all aspects of Kent Sport's work with young people, and relate to all staff and volunteers employed or deployed by Kent Sport for the programmes over which it has supervision and control.

Kent Sport also has a strategic responsibility to ensure that partners with whom it works, have adequate safeguarding measures in place.

It is recognised that the sphere of influence is limited to specific partners (see page 9), but efforts will be made to encourage other local sports organisations and agencies to use this and related documents as a model upon which to develop their own policies and procedures.

Relationship of Policy, Procedures & Guidance

This document is separated into two distinct elements:

- policy statement & principles
- implementation procedures

The **Policy** outlines a set of principles which are intended to guide decisions and actions, and which reflect agreed practice about *how* staff and volunteers should work with children and young people.

The reporting **Procedures** are the specific actions that need to be taken in the event of an allegation, disclosure or suspicion about the welfare of a child.

These are supported by **Information & Guidance** which address specific areas of work, which help to shape the safeguarding arrangements of projects and programmes led by Kent Sport, as well as guide the support and expectation of partners' work with children and young people. These can be found in a [separate document](#).

The contents of this document have been developed from, and are consistent with:

- relevant law, regulation and statutory and non-statutory government guidance
- information and advice supplied by the Kent and Medway Safeguarding Children Boards
- current best practice as identified by the NSPCC Child Protection in Sport Unit

Terminology

Abuse & Neglect

'Child abuse and neglect' are forms of maltreatment of a child. These terms include physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm.

Bullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical, verbal and emotional. Bullying is not defined as a form of abuse in Working Together but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse.

Child

Anyone who has not yet reached their 18th birthday, as per the Children Acts 1989 and 2004.

Child Protection

Process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.

Deputising Officer/Deputy DSO

Member of staff trained to deal with concerns about the protection of children. This role is undertaken by the Governing Body Support Manager and the Sport & Physical Activity Service Manager.

Designated Safeguarding Officer (DSO)

Member of staff with responsibility for overseeing Kent Sport's approach to safeguarding children, including dealing with concerns about the protection of children. This is undertaken by the Workforce Development Officer.

Parent

The term 'parents' also refers to carers or guardians, or people with parental responsibilities.

Poor Practice

Poor practice includes any behaviour that contravenes the Code of Conduct (see Information and Guidance) which is based around:

- **rights** of the player, the parent, the coach, the official
- **responsibilities** for the welfare of the players, the sport, the profession of coaching, and their own development
- **respect** for other players, officials and their decisions, coaches, the rules

Terminology

Safeguarding

The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

Vulnerable Adult

A person aged 18 or over who is or may be in need of community care services and is or may be unable to protect themselves from harm.

Kent Sport recognises that it is not appropriate to operate combined policies regarding the safeguarding of children and of vulnerable adults, due to the vast differences in legal and statutory requirements. Therefore, the information in this document cannot be assumed to apply to vulnerable adults.

For information regarding Kent Sport's policies and procedures regarding its work with vulnerable adults, please refer to the Kent Sport Safeguarding & Protecting Vulnerable Adults Policy and Procedures, or contact the Kent Sport Projects Officer (see Appendix D for Contacts).

Wellbeing

The five outcomes that are key to children's and young people's wellbeing, as first set out in *Every Child Matters* are to: be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic wellbeing. The Children Act 2004 requires local agencies to co-operate with a view to improving the wellbeing of children in relation to these outcomes.

Working Together to Safeguard Children 2013

Government guidance that sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children. The guidelines set out core legal requirements, making it easier for what individuals and organisations should do to keep children safe and promote their welfare.

Young Person

Reference to 'children' and 'young people' throughout this document apply interchangeably.

Further Information

For more detailed information on any of the following areas of good practice, please visit www.kentsport.org/safe.

- Codes of Ethics and Conduct
- Photography and Filming
- Safe Recruitment
- Staffing & Supervision Ratios
- Mixed Age Activity
- Electronic Communication
- Social Media
- Duty of Care
- Managing Challenging Behaviour
- Events
- Physical Contact
- Elite Young Athletes
- Information Sharing

For specific processes relating to the following areas of Kent Sport's work, please refer to the **Information and Guidance** document:

- Recruitment
- Events
- Programmes
- Funding
- Social Media

Policy

Policy Statement

Kent Sport is committed to working in partnership with organisations delivering sport within the County, to promote and deliver best practice when working with children and young people.

Principles

- the welfare and safety of children and young people is of primary concern
- all children have a right to be safe and to be treated with dignity and respect
- all children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- it is the responsibility of the child protection professionals to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns
- all incidents of suspected poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- confidentiality should be upheld in line with the Data Protection Act (1998), and the Freedom of Information Act (2000) and the Protection of Freedoms Act (2012)
- this policy will be promoted to all staff and volunteers, partners and customers, and will be available on the Kent Sport website and in additional formats as required

Operational Responsibilities

Kent Sport will:

- accept the moral and legal responsibility to provide a duty of care to protect and safeguard the wellbeing of children engaged in any activity over which it has supervision and control
- respect and promote the rights, wishes and feelings of children and young people
- undertake recruitment procedures that take account of the need to protect children and include arrangements for appropriate checks on new staff and volunteers, in accordance with KCC recruitment practice
- train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse, and reduce the likelihood of allegations of abuse against themselves
- embed safeguarding arrangements into all events and programmes
- require all staff and volunteers to adopt and abide by this Policy and Implementation Procedures, and the Kent Sport Safeguarding Responsibilities (see Appendix F)
- respond to any allegations and concerns appropriately and implement the appropriate disciplinary and appeals procedures, in accordance with KCC disciplinary procedures
- promote a culture that ensures that children and young people are listened to and respected as individuals
- ensure that parents, children, staff and volunteers are provided with information about this policy, what it does, and what they can expect from Kent Sport
- ensure that parents, children, staff and volunteers are provided with clear procedures to voice their concerns or lodge complaints if they feel unsure or unhappy about anything
- maintain confidentiality and ensure information is shared as appropriate with other agencies in all cases involving safeguarding, in line with current legislation
- lead on the production, monitoring and review of this policy and procedures

Strategic Responsibilities

In respect of its strategic responsibilities for safeguarding, *partners* of Kent Sport are defined as those organisations;

- which make partnership funding contributions
- which are awarded funding from Kent Sport
- with whom Kent Sport has a Service Level Agreement or other partnership agreement
- which Kent Sport commission to provide a service
- to which Kent Sport award Clubmark or other accreditation
- which oversee, lead or deliver activities and programmes with or on behalf of Kent Sport

Partners could include, but are not limited to: Local Authorities, sports clubs, Governing Bodies of Sport, leisure/activity providers, schools, School Sports Partnerships, colleges, universities, Community Sports Networks, media agencies, event management companies, training providers, youth service, sports facilities.

Kent Sport will:

- ensure partner organisations have adequate policies and procedures in respect of safeguarding
- expect partners to respond to any allegations appropriately and implement their own procedures
- ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
- encourage, support and assist organisations to develop and implement safeguarding policies and procedures

All Kent Sport staff and volunteers have a role to play in ensuring that the organisation's strategic responsibilities are upheld. For more information about the roles and responsibilities at each of the following levels within the organisation, see Appendix F.

- Kent & Medway Sports Board
- Senior Management
- Designated Officer
- Deputising Officers
- Staff & Volunteers

Introduction

All staff and volunteers should have an understanding of abuse and neglect and know how and when to take action. Kent Sport with its partners will put in place training and support programmes to ensure that all personnel are able to effectively deal with any suspicions of poor practice, abuse or neglect.

Working Together to Safeguard Children 2013 sets out definitions and examples of the four broad categories of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

These categories overlap and an abused child frequently suffers more than a single type of abuse. For more detailed information on each category of abuse, or any of the following specific areas, please visit www.kentsport.org/safe:

- Race and Racism
- Bullying
- Deaf and Disabled Children
- Abuse of Position of Trust

Recognising Abuse & Neglect

Factors described below are frequently found in cases of abuse and/or neglect. Their presence is not proof abuse has occurred, but must be regarded as indicators of possible significant harm. Such indications justify the need for careful assessment and discussion with the designated officer, and may require consultation with and/or referral to Local Social Services.

Indications that a child may be experiencing abuse include the following:

- the child appears frightened of the parent/s
- the child acts in a way that is inappropriate to her/his age
- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which the explanation seems inconsistent
- unexplained changes in behaviour
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly those with whom a close relationship would be expected
- has difficulty in making friends
- is prevented from socialising with other children
- displays variations in eating patterns including overeating or loss of appetite
- loses weight for no apparent reason
- becomes increasingly dirty or unkempt

It is not the responsibility of those working in sport to decide that child abuse is occurring but it is their responsibility to act on any concerns.

Reporting

There are a number of ways in which abuse can become apparent. In any of the following circumstances, an Incident Report Form should be immediately referred to the Designated Safeguarding Officer (see Appendix B) and the reporting procedures followed (see Appendix A).

- a **disclosure** by a child of poor practice/abuse
- a **suspicion or observation** that poor practice/abuse has taken place
- an **allegation** by a third party of poor practice/abuse

Disclosure by a Child

Children who are being abused will only tell people they trust and with whom they feel safe. By listening to and taking seriously what a child is telling you, you will already be helping to protect them.

If a child starts to disclose abuse, use the following guidelines:

- React calmly so as not to frighten or deter the child.
- Reassure the child that s/he is right to tell you and is not to blame.
- Do not make promises of confidentiality; explain that you have to make sure that s/he is safe, and that you may need to ask other adults to help you to do this.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child 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. Questions should only consist of Who...? What...? When...? Where...? Questions should be not be leading.
- Let the child tell you what s/he wants to tell you and no more. S/he may have to disclose to a specialist later, and too much detail now may interfere with later investigations.
- When the child has finished, make sure s/he feels secure. Explain what you will do next.
- Make a full written record of what has been said, heard and/or seen, including the date and time, and sign them. Record as much as you can remember, using the child's own words.
- Fill in the Incident Report Form (see Appendix B).
- Ensure the safety of the young person – if they need immediate medical attention, call an ambulance, inform doctors of concerns and ensure that they are aware it is a child protection issue.
- Immediately inform the Designated Officer/Deputy/Manager (see Appendix D).

Suspected Abuse

Any suspicion that a child has been abused should be reported to the designated person, who will take the necessary steps to ensure the safety of the child in question and any other child who may be at risk. The designated person will seek advice from Children's Services who may involve the police and invoke the Kent and Medway Safeguarding Children Procedures.

The parents or carers of the child will be contacted as soon as possible following advice from the Children's Services.

Sharing Concerns with Parents

Kent Sport is committed to working in partnership with parents where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. S/he may have experienced an upset in the family, such as a parental separation, divorce or bereavement. If you are unsure what to do, discuss this with the Designated Officer.

There are circumstances in which a young person might be placed at even greater risk if concerns are 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 in charge as soon as possible and recorded.

Allegations against Staff

Any concerns for the welfare of the child, arising from abuse or poor practice by a member of staff or volunteer, must be dealt with in the same way as allegations against other people, and reported immediately to the Designated Safeguarding Officer, who will inform the LADO (see Appendix D).

The LADO will decide whether a Referral is required, will invoke the Kent & Medway Safeguarding Children Procedures as appropriate, and will also decide who will deal with any media enquiries.

If the allegation is about the Designated Officer, the report should be made to a deputy Designated Safeguarding Officer, or a member of the Kent Sport Senior Management team. Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation:

- Criminal
- Child protection
- Disciplinary or misconduct

Civil proceedings could also be initiated by the person/family of the person who alleged the abuse.

Kent Sport's disciplinary investigations will take into account all relevant information, including the results of any police and social services investigations and those of other partners.

Internal Enquiries and Suspension

Kent Sport will follow KCC disciplinary procedures with regards to the suspension of any employed individual accused of abuse, pending further police and social services inquiries.

All relevant sports personnel will be notified of the suspension and the investigation procedures that Kent Sport may instigate in the event of an allegation. This will be included as part of their induction training and signing up to the Kent Sport Safeguarding Responsibilities (see Appendix F).

Irrespective of the findings of the social services or police inquiries, Kent Sport & Physical Activity will assess all individual cases under the appropriate misconduct/disciplinary procedures, to decide whether a member of staff or volunteer should be reinstated and how this can be sensitively handled with other staff or volunteers.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, Kent Sport will reach a decision based on the available information that could suggest - on a balance of probability - it is more likely than not that the allegation is true. The welfare of children will always remain paramount.

Poor Practice

If, following consideration, the incident is poor practice (rather than abusive), the Designated Officer for any relevant National Governing Body of Sport will also be informed (see Appendix D) and their complaints and appeals procedures will be followed.

If the allegation is about poor practice by the Designated Officer, or if the matter has been handled inadequately and concerns remain, it should be referred to Management, to decide how to deal with the allegation and whether or not disciplinary proceedings should be initiated.

Support for Staff

Kent Sport & Physical Activity and its partners will ensure adequate support is made available, that is appropriate to children, parents and members of staff.

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

Kent Sport assures all staff/volunteers that they will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a child may be being abused.

Staff are entitled to free, confidential counselling sessions with an independent, experienced professional counsellor by calling the Support Line on 01732 526910.

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 or by a member of staff who is still currently working with children). Where such an allegation is made, the procedures as detailed above should be used and the matter reported to the police, as other children, either within or outside sport, may be at risk from this person.

Referrals to the DBS

The Safeguarding Vulnerable Groups Act (2006) places a legal duty on employers to make a referral to the Disclosure and Barring Service (DBS) if a member of staff or a volunteer is considered to have harmed, or poses a risk of harm to a child.

The DBS uses this information to help employers make safer recruitment decisions and prevent unsuitable people from working with children and other vulnerable groups.

Action if Bullying is Suspected

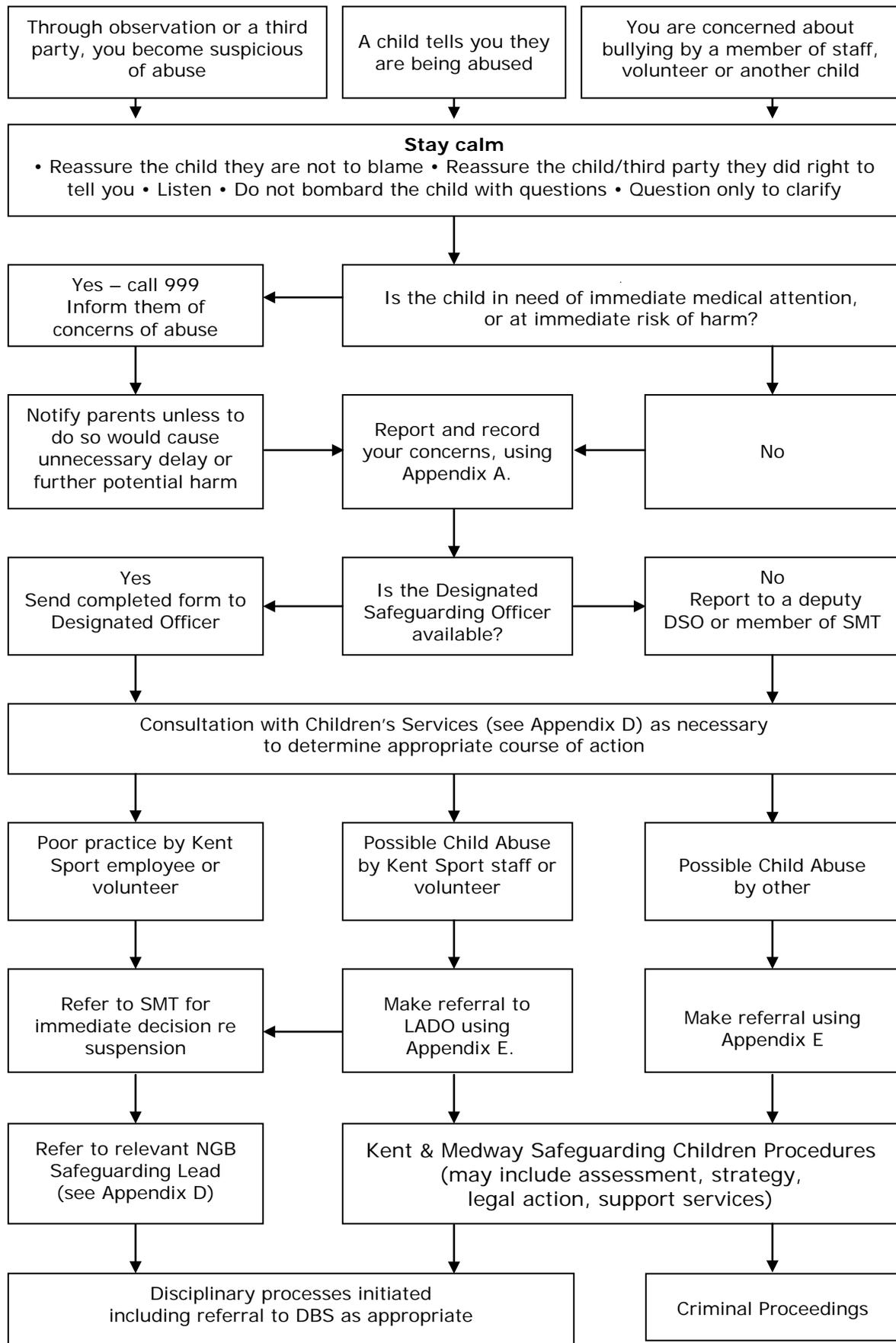
Kent Sport & Physical Activity will promote the KSCB anti-bullying policy, which can be found at www.kentsport.org/safe.

All personnel as well as all young people involved in Kent Sport events will be provided with training, support and information as appropriate.

A procedure for dealing with bullying should be developed as part of the Welfare Plan for any Kent Sport events, which should be made available to participants, and should include;

- Record the incident using the Incident Report Form (see Appendix E)
- Speak to the bully separately and agree a course of action
- Follow up to ensure the victim is safe
- Aim to integrate the victim into the group
- Praise the bully for any subsequent positive behaviour
- Track any further action, including speaking to other agencies or parents, or undertaking any mediation or other meetings
- Inform the Designated Officer/Deputy/Manager (see Appendix D)

Appendix A – Procedures Flowchart



Appendix B – Incident Report Form

Incident Report Form

Your name and contact number:

Your position:

Child's name:

Child's address:

Parents/carers names, address and contact number:

Child's date of birth:

Date and time of incident:

Your observations:

Exactly what the child said and what you said:

(Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)

Who?

What happened?

When?

Where?

Witness(es) name and details plus their observations (if any):

Action taken so far:

Appendix B – Incident Report Form

Incident Report Form

External agencies contacted (date & time)	
Police Contacted? Yes / No	Name and contact number: Details of advice received:
Social Services Contacted? Yes / No	Name and contact number: Details of advice received:
NGB Contacted? Yes / No	Name and contact number: Details of advice received:
Local Authority Contacted? Yes / No	Name and contact number: Details of advice received:
Other (e.g. NSPCC) Contacted? Yes / No	Name and contact number: Details of advice received:

Signature:	
Print Name:	Date:

A copy of this form should be sent to the Designated Officer who will refer it on to Social Services, as required.

Remember to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

ALLEGATION MADE AGAINST A STAFF MEMBER							
<p>Explanatory Statement</p> <p>It is imperative that an accurate record is maintained on all allegations against professionals for the protection of children and the individual involved. National Guidance requires that the LADO keep clear and comprehensive summary of allegations, how the allegation was followed up and resolved, and a note of any action taken and decision reached. This should be kept on an employee’s confidential personnel file, and a copy provided to the person concerned.</p> <p>The purpose of this record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will also provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. It will also help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.</p> <p>The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.</p>							
Name:		Date of allegation:					
Employer:							
Summary of allegation made:							
How allegation was followed up:							
Action taken and decisions reached:							
Outcome of Management investigation:							
Substantiated		Unsubstantiated		Unfounded		Malicious	False

Appendix C – Allegation Record and Outcome Form

Action taken:
(ie: words of advice, further training, disciplinary procedure. Please indicate here if you will be referring this member of staff to the DBS)

Date this matter resolved with Member of Staff:

Employee comments:

Signature.....

Signature and status of person completing this form.....

.....

please print name.....

Definitions:

Substantiated - A substantiated allegation is one which is Supported or established by evidence or proof

Unsubstantiated - An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

Unfounded - This indicates that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation.

Deliberately invented or malicious - This implies a deliberate act to deceive. A malicious allegation may be made by a pupil following an altercation with a teacher or a parent who is in dispute with a school. For an allegation to be classified as malicious, it will be necessary to have evidence, which proves this intention.

False - An allegation is deemed to be false if there is sufficient evidence to disprove the allegation.

Please return this form within two weeks of concluding your investigation to:

(insert Area Officer details)

or e.mail:

Date Form sent:

Appendix D – Essential Contacts

For general guidance and support with writing or implementing policies or good practice:		
Kent Sport & Physical Activity	Lead Safeguarding Officer	03000 412140 07920 585466
	Enquiries	03000 414001
If you are concerned a child is suffering, or is likely to be harmed :		
Kent Police	Non-Emergencies	101
	Child Abuse Investigation Unit	01622 690690
	<i>You can call the child abuse investigation unit for an informal chat if you have concerns and are unsure what action to take. The conversation will be in complete confidence.</i>	
If you believe that a child or young person is at immediate risk, you should treat it as an emergency:		
In an emergency dial 999		
To make a 'Child Protection' or 'Child in Need' referral , or to seek a professional consultation :		
Kent Specialist Children's Services	Central Duty Team	03000 411 111
Medway Children's Social Care	Medway Customer First	01634 334466
Out of Hours	Medway	0845 762 6777
To seek advice, guidance or support in making a referral or to disclose abuse:		
National Help Lines	NSPCC	0808 800 5000
	NSPCC Textphone	0800 056 0566
	Child Line	0800 1111
	Swim Line	0808 100 4001 0800 731 7466
	Football Association	0808 800 5000
To report an allegation against a professional working with children:		
Local Authority Designated Officers (LADO)	Dartford, Gravesham, Sevenoaks	01622 696366
	Ton & Malling, Tun Wells, Maidstone	01622 696124
	Swale, Canterbury, Thanet	01227 284556
	Ashford, Shepway, Dover	01233 652149
	Medway	01634 331229
	<i>In the most urgent and serious of cases, e.g. out of hours, an immediate child protection referral can be made and the LADO notified subsequently.</i>	
To report a concern or allegation about the behaviour of an adult within sport (e.g. coach/volunteer) towards children or young people, follow your club/organisation's or NGB's safeguarding policy.		

Appendix D – Essential Contacts

Find your NGB safeguarding contact at www.thecpsu.org.uk/help-advice/deal-with-a-concern

[Kent Specialist Children's Services Child in Need and Child Protection Referral Form](#)

[Medway Council Children's Social Care Referral Form](#)

Professional Consultation

Advice and guidance sought by telephone from Kent Specialist Children's Services (0300 333 5647) or Medway Children's Referral, Assessment and Support Teams (CRAST - via Medway Customer First - 01634 334466) as to the appropriate course of action and whether a referral needs to be made.

Child In Need Referral

A referral to Specialist Children's Services of children with high levels of need. A referral form should be completed and sent to the Central Duty Team.

Child Protection Referral

A referral of concerns that a child may be suffering from significant harm. The referral form must be completed and forwarded to the Central Duty Team within two working days.

Consent & Confidentiality

In most circumstances the agreement of the parent/legal guardian of the child must be sought before a referral is made, providing this will not place the child at an increased risk of harm. If there is any concern that informing a parent may place a child at risk or may compromise Police evidence, immediate advice must be sought from either the Social Services or Police.

Sufficient Information

Every effort must be made to complete the forms as fully as possible as this will make it easier to make decisions about the eligibility and urgency of the referral.

Local Authority Designated Officer (LADO)

The Role of the LADO is to manage allegations against staff and those working with children in a professional capacity (including voluntary coaches).

An allegation refers to a claim that a person who works with children has or may have: harmed a child; committed a criminal offence against a child; or behaved in a way that indicates they may pose a risk of harm to children.

An allegation could lead to a police investigation of a criminal offence; assessment by social services about whether a child is in need of protection; and disciplinary action by the individual's employer.

When an allegation is made against a professional (e.g. coach) by a child, the designated senior member of staff responsible for safeguarding within the employee's organisation (e.g. National or County Welfare Officer) should consult with the Local Authority Designated Officer (LADO).

This consultation will help to determine whether or not the allegation reaches the threshold for referral to children's social services, or to the police directly for investigation.

If, after consulting with the LADO, it is determined that the allegation does not meet this threshold, then advice can be sought on how best to proceed. An internal management investigation by the employer or NGB may be appropriate.

[Managing allegations against the wider children's workforce](#)

Appendix F – Kent Sport Safeguarding Responsibilities

Kent & Medway Sports Board	Senior Management Team	Designated & Deputising Officers	Staff & Volunteers working with Children	Staff & Volunteers not working with Children
identify requirements for safeguarding children	oversee arrangements to ensure the organisation fulfils its 'duty of care' towards children	lead the development and establishment of Kent Sport's approach to safeguarding children	be aware of what is meant by safeguarding, protecting and promoting the welfare of children and the different ways in which children and young people can be harmed	be aware of what is meant by safeguarding, protecting and promoting the welfare of children
evaluate and suggest improvements to policies and procedures	contribute to the development and implementation of policies for the safeguarding and protection of children in sport	take the lead role in Kent Sport achieving and maintaining the CPSU Standards for Safeguarding and Protecting Children in Sport	be alert to potential indicators of abuse or neglect	be alert to potential indicators of abuse or neglect
take accountability for the development of policies and promoting the welfare of children in sport	develop, maintain and review other organisational policies and procedures which contribute to safeguarding children, including those related to safe recruitment, complaints and disciplinary procedures	lead responsibility for dealing with any concerns about the protection of children	be alert to the risks which individual abusers, or potential abusers may pose to children	be alert to the risks which individual abusers, or potential abusers may pose to children
take accountability for effective implementation of organisational policies and procedures including those related to safe recruitment	work collaboratively with external agencies on cases of serious poor practice or abuse	work with KCC, KSCB, MSCB and other agencies to maintain, develop and review policies and procedures to safeguard children and young people in line with national guidance	communicate effectively and develop working relationships with other staff, volunteers, children and parents to safeguard, protect and promote the welfare of children	be able to report concerns in line with the organisation's procedures
represent the organisation's approach to safeguarding and protecting children and communicate this approach to other organisations	implement an organisational culture of listening to children as reflected in organisational plans and practices	advise staff and volunteers on implementation of organisational policies and procedures	be aware of the roles of other practitioners and agencies in supporting and advising families and safeguarding and promoting the welfare of children	ensure partner organisations have adequate policies and procedures in respect of safeguarding
ensure that the organisation works collaboratively with external agencies on strategic plans to safeguard and promote the welfare of children	ensure partner organisations have adequate safeguarding policies and procedures in respect of safeguarding	advise on Kent Sport's safeguarding training needs and development of its training strategy	demonstrate knowledge of national legislation and guidance relevant to role	ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
ensure that the organisation's strategic plans integrate a culture of listening to children	ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements	support those working with children to respond appropriately to concerns about children's welfare or safety	demonstrate knowledge of organisational policies and procedures and how to apply these in practice	represent the organisation's approach to safeguarding and protecting children and communicate this approach to other organisations

Appendix F – Kent Sport Safeguarding Responsibilities

Kent & Medway Sports Board	Senior Management Team	Designated & Deputising Officers	Staff & Volunteers working with Children	Staff & Volunteers not working with Children
	represent the organisation's approach to safeguarding and protecting children and communicate this approach to other organisations	implement reporting procedures to safeguard children and young people; create and/or maintain relevant records in line with organisational procedure; maintain confidentiality with regard to cases	understand and contribute to multi-agency processes to promote the welfare of children, assess their needs and to protect children from abuse	
		represent the organisation's approach to safeguarding and protecting children and communicate this approach to other organisations	adhere to the relevant Codes of Conduct appropriate to role (see Information & Guidance)	
		ensure partner organisations have adequate policies and procedures in respect of safeguarding; ensure that the inclusion of adequate safeguarding arrangements is a key element of all		
		effectively communicate internally and with other organisations regarding specific concerns about a child or children and regarding the organisation's approach to safeguarding children		
		co-ordinate dissemination of policy, procedures and resources throughout Kent Sport and wider partners, as appropriate		
		provide advice and support to lead CP officers within partner organisations in the county		
		direct individuals to sources of support during and following an incident, allegation of abuse, or complaint		