Safeguarding & Protecting Children & Young People

Policy & Procedures

Version 3 Approved - 11/11/2026

HR & Remuneration Sub Committee

Reviewed Annually

Designated Safeguarding Lead
Nathan Moulds
07465 759911 (Office)
07877 647519 (Mobile)
E-Mail:
nmoulds@activelancashire.org.uk

Deputy Safeguarding Lead
Gwen Hughes
07465 759911 (Office)
07474 615073 (Mobile)
E-Mail:
ghughes@activelancashire.org.uk

Deputy Safeguarding Lead (Internal)
Donna Rilet
07465 759911 (Office)
07311 370441 (Mobile)
E-Mail:
drilet@activelancashire.org.uk

Safeguarding Officer
Michelle Grimes
07465 759911 (Office)
07869 812677 (Mobile)
E-Mail:
mgrimes@activelancashire.org.uk

Safeguarding Officer
Charlotte Wilkinson
07465 759911 (Office)
07865 959832 (Mobile)
E-Mail:
cwilkinson@activelancashire.org.uk



VERSION	**Version 3**	DOCUMENT TYPE	**Policy**	DOCUMENT NAME	**Safeguarding & Protecting Children Policy**
DATE	**22/09/2026**	REVIEW DATE	**22/09/2027**	DATA CLASSIFICATION	**Internal/External**

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1. SUPPORTING INFORMATION

1.1 KEY POINTS

We will:

- Put the child's welfare and best interests first
- Listen to and respect children and young people
- Treat all children fairly and without discrimination
- Take all safeguarding concerns seriously and act upon them promptly
- Work in partnership with children, parents/carers and relevant agencies
- Ensure safer recruitment, appropriate training and effective supervision of staff and volunteers
- Maintain clear reporting and responding procedures for safeguarding concerns

1.2 SAFEGUARDING CHILDREN LEGISLATION OVERVIEW

Safeguarding children in the UK is underpinned by the United Nations Convention on the Rights of the Child (UNCRC), which recognises the rights of all children to be protected from abuse, neglect, exploitation, and violence.

Safeguarding children is supported by:

- The Children Act 1989
- The Children Act 2004
- The Human Rights Act 1998
- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Protection of Freedoms Act 2012

The practices and procedures within this policy are based on relevant legislation and statutory guidance, including:

- Working Together to Safeguard Children (latest edition)
- Keeping Children Safe in Education (where applicable)
- The Children Act 1989 and 2004
- What to Do if You're Worried a Child is Being Abused
- Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers

Many other pieces of UK and home nation legislation also affect safeguarding children. These include legislation relating to different forms of abuse, exploitation, and information sharing. For example, legislation addressing:

- Murder and attempted murder
- Physical assault and assault occasioning bodily harm
- Sexual offences against children
- Child sexual abuse and exploitation (CSEA)
- Child criminal exploitation (CCE)
- Domestic abuse where children are affected
- Child neglect and emotional abuse
- Online abuse and exploitation
- Grooming offences
- Forced marriage
- Honour-based abuse
- Trafficking of children
- Modern slavery and human exploitation
- Radicalisation and extremism
- Hate crime
- Harassment, stalking, and bullying (including cyberbullying)
- Private fostering arrangements
- Missing children
- The disclosure, barring, and disqualification of individuals unsuitable to work with children

Each home nation has specific legislation and guidance relating to the protection and welfare of children. Organisations are expected to work in partnership with statutory agencies, including children's social care, the police, health services, and Local Safeguarding Children Partnerships (or equivalent arrangements within the home nations), when concerns arise about a child's welfare.

There are specific criminal offences relating to the abuse, neglect, exploitation, and sexual abuse of children. Any concerns that a child is suffering, or is at risk of suffering, significant harm must be taken seriously and referred to the appropriate statutory agencies in accordance with local safeguarding procedures.

This organisation is committed to ensuring that all children and young people have the right to participate in sport and physical activity in a safe, positive, and enjoyable environment, free from abuse and harm.

1.3 RELEVANT SAFEGUARDING CHILDREN LEGISLATION

This page documents some of the most relevant legislation that should be considered when safeguarding children.

Children Act 1989
The cornerstone of child protection legislation, establishing that the welfare of the child is paramount and setting out duties regarding children in need and children at risk of significant harm. [legislation.gov.uk], [assets.pub...ice.gov.uk]
Website: https://www.legislation.gov.uk/ukpga/1989/41/contents

Children Act 2004
Strengthened inter-agency working and introduced duties on organisations to safeguard and promote children's welfare. [legislation.gov.uk], [assets.pub...ice.gov.uk]
Website: https://www.legislation.gov.uk/ukpga/2004/31/contents

Children and Social Work Act 2017
Introduced new safeguarding partnership arrangements and strengthened support for children in care and care leavers. [assets.pub...ice.gov.uk], [uklawreference.com]
Website: https://www.legislation.gov.uk/ukpga/2017/16/contents

Safeguarding Vulnerable Groups Act 2006
Provides the framework for Disclosure and Barring Service (DBS) checks and barring individuals unsuitable to work with children. [gov.uk]
Website: https://www.legislation.gov.uk/ukpga/2006/47/contents

Protection of Freedoms Act 2012
Amended vetting and barring arrangements and the disclosure system. [gov.uk]
Website: https://www.legislation.gov.uk/ukpga/2012/9/contents

Human Rights Act 1998
Protects the fundamental rights and freedoms of all individuals, including children. [gov.uk]
Website: https://www.legislation.gov.uk/ukpga/1998/42/contents

Equality Act 2010
Protects children from discrimination and promotes equality of opportunity. [gov.uk]
Website: https://www.legislation.gov.uk/ukpga/2010/15/contents

Data Protection Act 2018 & UK GDPR
Provides the legal framework for handling, storing, and sharing personal information appropriately during safeguarding processes. [assets.pub...ice.gov.uk]
Website: https://www.legislation.gov.uk/ukpga/2018/12/contents

Key Statutory Guidance

Working Together to Safeguard Children
The primary statutory guidance for organisations working with children, outlining how agencies should work together to safeguard and promote welfare. It specifically applies to sports clubs and organisations. [gov.uk], [assets.pub...ice.gov.uk]
Website: https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

Keeping Children Safe in Education (KCSIE)
Essential guidance for schools, colleges, and education settings, but also useful as recognised safeguarding best practice. [gov.uk]
Website: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Other Relevant Legislation
Depending on the nature of safeguarding concerns, the following may also apply:

- Sexual Offences Act 2003
- Domestic Abuse Act 2021
- Modern Slavery Act 2015
- Serious Crime Act 2015 (including FGM and coercive control provisions)
- Female Genital Mutilation Act 2003
- Forced Marriage (Civil Protection) Act 2007
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Malicious Communications Act 1988 and Online Safety legislation relating to online harms
- Crime and Disorder Act 1998 (hate crime and anti-social behaviour

1.4 DEFINITIONS

To assist working through and understanding this and other relevant policies, a number of key definitions have been explained:

1.4.1 CHILD/CHILDREN

Child refers to a person aged under 18. This varies between each of the home nations but English safeguarding children legislation covers anyone who is yet to turn 18.

1.4.2 SAFEGUARDING

The actions taken to promote the welfare of children and protect them from harm. This includes:

- Protecting children from abuse and neglect.
- Preventing impairment of children's health or development.
- Ensuring children grow up in safe and effective care.
- Taking action to enable children to have the best outcomes.

1.4.3 CHILD PROTECTION

Part of safeguarding that focuses specifically on protecting individual children who are suffering, or are at risk of suffering, significant harm.

1.4.4 ABUSE

A form of maltreatment of a child. Abuse may be inflicted by an adult or another child and can occur in person, online, or through a combination of both. Types of abuse and neglect can be found in point 2.1

1.4.5 HARM/SIGNIFICANT HARM

Harm - Ill-treatment or impairment of a child's health or development, including impairment suffered from seeing or hearing the ill-treatment of another person.
Significant harm - The threshold that justifies statutory intervention in a family's life in the best interests of a child. It can result from a single traumatic event or a combination of events over time.

1.4.6 CHILD IN NEED

A child who requires additional services to achieve or maintain a reasonable standard of health or development, or to prevent significant impairment.

1.4.7 VULNERABLE CHILD

A child who may be at increased risk of harm due to personal circumstances, disability, additional needs, family circumstances, or social factors.

1.4.8 CONTEXTUAL SAFEGUARDING

An approach to safeguarding that recognises that risks and harm to children can arise outside the family home, including in peer groups, schools, communities, and online environments.

1.4.9 ONLINE SAFETY

The protection of children when using digital technologies, including the internet, social media, gaming platforms, mobile devices, and online communication tools.

1.4.10 CHILD-ON-CHILD ABUSE

Abuse that occurs between children. This can include physical abuse, bullying, emotional abuse, sexual violence, sexual harassment, coercive behaviour, initiation/hazing activities, and online abuse.

1.4.11 BULLYING

Behaviour that is repeated, intended to hurt another person physically or emotionally, and often involves an imbalance of power. (see point 2.3)

1.4.12 GROOMING

A process by which an individual builds a relationship, trust, and emotional connection with a child to manipulate, exploit, or abuse them.

1.4.13 EXPLOITATION

A form of abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate, or deceive a child for their own benefit.

1.4.14 RADICALISATION

The process by which a person comes to support terrorism or extremist ideologies associated with terrorism.

1.4.15 POSITION OF TRUST

A role in which an adult has authority, responsibility, care, supervision, guidance, or influence over a child. **(see point 2.4)**

1.4.16 SAFER RECRUITMENT

Recruitment practices designed to deter, identify, and reject people who may pose a risk to children.

1.4.17 DBS CHECK

A criminal record check carried out by the Disclosure and Barring Service to help organisations make safer recruitment decisions.

2. ABUSE & NEGLECT

2.1 OVERVIEW

In Safeguarding & Protecting Children, English law and legislation categorises abuse by four types, unlike Safeguarding Adults which categorises abuse by ten types.
It is important to recognise that the types of abuse outlined in Safeguarding Adults can also apply to children and young people and still need to be raised as concerns if suspected. Any form of abuse constitutes a violation of a child or young person's human and civil rights and must be dealt with.

2.2 TYPES OF ABUSE

To assist working through and understanding this and other relevant policies, a number of key definitions have been explained:

2.2.1 NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child'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 and clothing
- failing to provide shelter, including exclusion from the home or abandonment
- failing to protect a child from physical and emotional harm or danger
- failing to ensure adequate supervision including the use of inadequate caretakers
- failing to ensure access to appropriate medical care of treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Neglect in a physical activity environment could include a coach failing to ensure children are safe and comfortable, or exposing them to undue cold or unnecessary risk of injury.

The physical signs of neglect may include:

- complaining of being tired all the time
- not requesting medical assistance / failing to attend appointments
- having few friends or withdrawing from social interaction
- mentioning being left alone or unsupervised

2.2.2 PHYSICAL ABUSE

Physical abuse may involve:

- hitting
- shaking
- throwing
- poisoning
- burning / scalding
- drowning
- suffocating

or otherwise causing harm to a child or failing to protect a child from that harm.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness to a child (otherwise known as Munchausen syndrome by proxy).

Examples of physical abuse in sport may be when the nature or intensity of training and competition exceeds the capacity of the child's maturity and growing body or where drugs are used to enhance performance or delay puberty.

Physical symptoms include bruises, black eyes and broken bones. These can be obvious signs of physical abuse. Other signs might include injuries that the child cannot explain or explains unconvincingly, untreated or inadequately treated injuries, injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen, bruising which looks like hand or finger marks, cigarette burns, human bites, scalds and burns.

Changes in behaviour that can also indicate physical abuse include:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed
- wearing inappropriate clothing for the weather (e.g. a fleece in warm weather)
- signs of depression or anxiety
- withdrawn behaviour
- running away from home / reluctance to go home.

2.2.3 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 activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In sport, coaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over the young performer, if misused, may also lead to abusive situations developing. One of the issues in assessing whether sexual abuse has occurred is that of exploitation.

Symptoms and indicators of sexual abuse include increased illnesses, stomach pains or discomfort walking or sitting, bleeding or bruising in the genital or anal areas, genital discharge or sexually transmitted infections.

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 alone with a specific person or group of people
- having nightmares / bedwetting
- running away from home or reluctance to return home
- sexual knowledge which is beyond their age or developmental level
- more curiosity over sexual knowledge / seeking out sexual health advice
- sharing/using sexual drawings, language or social media content
- 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 adults.

2.2.4 EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.
It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child'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 causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Examples include:

- Threats or harm or abandonment
- Humiliation, shaming or ridicule
- Harassment, bullying, intimidation
- Control or coercion
- Deprivation of choice or privacy
- Deliberate social isolation

Changes in behaviour which can indicate emotional abuse include:

- neurotic behaviour e.g. sulking, hair twisting or rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders e.g. stutters
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delays in terms of emotional progress.

Emotional abuse in part may occur if children are subjected to constant criticism, name calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently, for example in a physical activity capacity.

2.3 BULLYING

2.3.1 OVERVIEW

In some cases of abuse, it may not be an adult that is the abuser. It could be that the abuser is another child or young person and this is typically seen in common cases of bullying.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

It could take the form of:

- Physical assaults
- Name-calling, sarcasm and racist taunts
- Threats and gestures
- Unwanted physical contact
- Graffiti
- Stealing or hiding personal items
- Being ostracised or ignored
- Cyberbullying

In the case of adults reported to be bullying anyone under 18 yrs old, the most relevant organisation should always be informed(National Governing Body Safeguarding Officer, Active Partnership Lead Safeguarding Officer, etc) and will advise on action to be taken where appropriate. This may include initiating an investigation and possible disciplinary action, and in more serious cases lead to the Police and/or Social Services being contacted.

The Police are able to deal with the escalation of bullying incidents under the 'Protection from Harassment Act 1997'. When two or more incidents amount to a course of conduct which causes someone alarm and distress, then the Police can either consider a formal warning or prosecution. On conviction for harassment, the court can impose a restraining order for future protection of victims.

2.3.2 BULLYING PREVENTION

All Clubs/Teams should have a written constitution, which includes what is acceptable and proper behaviour for all members, of which Anti-Bullying is one part. All Club/Team members will sign to accept the constitution upon joining the Club/Team. The Club/Team Welfare Officer will raise awareness about bullying and harassment and why it matters and, if the issues of bullying or harassment arise they will consider meeting with members to discuss the issue openly and constructively.

2.3.2 HELPLINES

KIDSCAPE ParentHelpline (Mon & Tue, 9:30am - 2.30pm) - 0300 102 4481
Parentline (Mon - Thu, 10am - 9pm / Fri, 10am - 7pm) - 01 873 3500
NSPCC Helpline (Mon - Fri, 10am - 4pm) - 0800 800 5000
ChildLine - 0800 1111

2.3.3 SIGNS & INDICATORS OF BULLYING

Signs that a child may be being bullied can be: coming home with cuts and bruises, torn clothes, asking for stolen possessions to be replaced, losing dinner money, falling out with previously good friends, being moody and bad tempered, wanting to avoid leaving their home, aggression with younger brothers and sisters, doing less well at school, sleep problems, anxiety, becoming quiet and withdrawn.

These definitions and indicators are not meant to be definitive, but only serve as a guide. It is important too, to remember that many children may exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring.

There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in the family or relationship problems between parents/carers.

In assessing whether indicators are related to abuse or not, the authorities will always want to understand them in relation to the child's development and context.

2.4 POSITIONS OF TRUST

2.4.1 DEFINITION & LEGAL CONTEXT

A position of trust refers to any role in which a person has authority over others or control of valuable assets, and is expected to exercise that authority responsibly and ethically. This includes situations where the individual has liability for "cash, keys, or kids", with "keys" encompassing security responsibilities including IT and physical secrurity. Legal systems often impose stricter penalties for crimes committed by someone in a position of trust, recognising the increased potential for harm.

2.4.2 EXAMPLES OF POSITION OF TRUST

Positions of trust commonly include roles in:

- Healthcare: doctors, nurses or other medical professionals responsible for patient safety
- Education: teachers, school staff, and tutors with authority over children or young people
- Sports and Coaching: coaches and trainers working with minor or vulnerable adults
- Finance: accountants, bankers and financial advisors managing others' money
- Law and Government: lawyers, judges, and public officials entrusted with legal or civic responsibilities
- Faith and Community Settings: clergy or volunteers in religious organisations who influence vulnerable individuals

2.4.2 RESPONSIBILITIES AND SAFEGUARDING

Individuals in positions of trust must maintain professional boundaries, avoid exploiting their authority, and act in the best interests of those they serve. Misuse of trust can include intimidation, coercion, sexual relationships with those under care, or financial exploitation. Organisations often implement codes of conduct, background checks, and safeguarding policies to prevent abuse and ensure accountability.

2.4.2 LEGAL PROTECTIONS

Laws specifically protect vulnerable groups from abuse by those in positions of trust. For example, in the UK, the Sexual Offences Act 2003 prohibits sexual activity between adults in positions of trust and minors or vulnerable individuals under their care. In a physical activity setting this would include a coach engaging in sexual activity with a 16/17 year old who they train. Even though the age of consent in the UK is 16, if the sexual activity is between a coach and participant, it is breaking the law.

2.5 LOW-LEVEL CONCERNS

Low-level concerns refer to behaviours or actions that do not meet the threshold for harm but still raise some level of concern.
They can include:

- Inconsistent behaviour with an organisation's code of conduct
- Minor concerns that may cause unease or a 'nagging doubt' about an individual's conduct
- Behaviours that conflict with the standards and values of an organisation
- Concerns that do no warrant a formal referral to authorities or external agencies but still need to be addressed.

These concerns are important to recognise and manage to maintain a safe, respectful environment. If left unchallenged low-level concerns or poor practice can escalate into more serious safeguarding concerns.

3. DEALING WITH A CONCERN

3.1 RESPONDING TO SIGNS OR SUSPICIONS OF ABUSE

Commitment to working with parents and carers is important when having concerns about a young person's wellbeing. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a person seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family such as parental separation or divorce or bereavement.

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 Safeguarding Team as soon as possible and recorded. Parents should not be contacted if the concern is about sexual abuse. This will be done by social care and/or the police at the appropriate time.

If there is a concern/report about the conduct or poor practice by the lead of a project/session then this will be recorded and shared with relevant bodies which will include governing body and/or police and social care.

The decision making process should include the views of the children and young people and should allow for the following:

Space – Children and young people should be given safe and inclusive opportunities to express their thoughts and feelings.

Voice – Children and young people must be facilitated and supported to express their views, thoughts and feelings

Audience – The views, thoughts and feelings must be listened to

Influence – The views, thoughts and feelings of the children and young people must be acted upon as appropriate.

3.2 SPEAKING TO THE CHILD

In speaking to children regarding suspected or alleged abuse, ensure you do the following:

DO:	DO NOT:
allow the child time to speak react calmly so as not to frighten the child reassure the child and ensure that the allegations will be taken seriously take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech impairment 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 but do not make promises of confidentiality which might not be feasible in the light of subsequent developments	show any feelings of anger, disgust, and disbelief to the child as they may stop talking for fear of upsetting the person further or feel that the negative feelings are being directed towards them interrupt or make suggestions to the child ask probing or leading questions speculate or make assumptions make negative comments about the alleged abuser approach the alleged abuser inspect of diagnose any injuries you may see on the child make promises to keep secrets

3.3 RECORDING AND REPORTING ALLEGATIONS

If a child or young person says or indicates that he or she is being abused, or information is obtained which gives concern that a child or a young person is being abused, you should respond immediately and take the allegation seriously.

The LO may be informed of situations where there is uncertainty about whether or not the allegation constitutes abuse or not and therefore are unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult the LO or gain advice from social care, the police or the NSPCC if there is any doubt.

Sometimes it may be one of a series of incidents which when added together cause concern. When the nature of the allegation or suspicion is clear, the following steps must be taken:

The social worker will consult with the Police regarding their involvement.

The social worker will gather and assess any information from key agencies about the child and family. This may involve a strategy meeting including the designated Safeguarding Officer, Health Visitor, Police and the individual who originally identified potential abuse.

All referrals should be followed up in 48hours and the next steps outlined. If you fail to hear anything within the 48 hours contact social care again. All referrals to social care can be made by telephone however they should be followed up in writing.

Make a full record of what had been said, heard and/or seen as soon as possible, information should include the following:

- Name of child/young person at risk.
- Age of child/young person at risk and date of birth.
- Home address and telephone number.
- Is the person making the report expressing their own concerns or those of someone else? In the latter case, also include the other person's details.
- What is the nature of the allegation? Include dates, times and special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Do not examine or diagnose any injuries.
- Witnesses to the incidents.
- The child/young person at risk account, if it can be given, of what has happened and how any bruising or injuries have occurred.
- Have the parents/carers been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the child/young person at risk making the report has the child/young person concerned been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.

Inform the Safeguarding Team

Once the Safeguarding Team has been informed, it is their responsibility to refer to the social care department by telephone and confirm it in writing within one day. The Safeguarding Officer is to report allegations and/or suspicions of abuse to social care; and if there are issues of poor practice this must be reported to the appropriate organisation or governing body.

Reporting the matter to the police or social care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social care department should be confirmed in writing within 24 hours by the Safeguarding Officer. A record should also be made of the name and designation of the social care member of staff or the police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. A copy of this information may be sent to the NGB and Local Authority Designated Officer (LADO) as appropriate.

Action by Social Care and the Police

If the concern is referred to social care it is likely a Senior Social Worker will be allocated to the case and an initial stage of investigation will be planned within one working day. The individual who originally identified potential abuse will be communicated with on a regular basis by the LO.

Social care will discuss the case and make a decision regarding the notification of parents/carers of children who have alleged or are suspected of being abused. In general, the parents of the child should be made aware of the circumstances although there are situations where this requires careful consideration before any action is taken, in particular, where a parent or carer is the suspected abuser or where a competent child is adamant that they do not want their parent/carer to be told.

The social worker will consult with the Police regarding their involvement.
The social worker will gather and assess any information from key agencies about the child and family. This may involve a strategy meeting including the designated Safeguarding Officer, Health Visitor, Police and the individual who originally identified potential abuse.
All referrals should be followed up in 48hours and the next steps outlined. If you fail to hear anything within the 48 hours contact social care again. All referrals to social care can be made by telephone however they should be followed up in writing.

3.4 CONFIDENTIALITY

Confidentiality is a key issue in safeguarding work. Whilst information should not be shared freely, it must be shared with appropriate agencies to ensure that a child is not left unprotected. Decisions on who needs to be informed should be taken by the LO after discussion with social care.

- Remember that the Data Protection Act is not a barrier to sharing information
- Be open and honest
- Seek advice
- Share with consent where appropriate
- Consider safety and wellbeing Necessary, proportionate, relevant, accurate, timely and secure
- Keep a record

3.5 WORKING WITH CLUBS & PARTNER ORGANISATIONS

All partner members of Active Lancashire at some stage work directly or indirectly with local clubs and other organisations. This is done either through specific development work or merely a promotion of the club or organisation to the general public.

When working to promote clubs or other organisations through any medium i.e. website, hand-out or publication, care should be taken by the appropriate officer to ensure that each club or organisation is aware of safeguarding issues and is safe and child friendly and have appropriately adopted or are working towards the respective NGB policy for safeguarding.

In the instance where officers work directly to increase participation within clubs or using club

coaches/volunteers to assist in activity i.e. school games, the club should have a firm stance on safeguarding issues and relevant documentation/accreditation levels in place or be working towards achieving accreditation or adopting policies. Examples of what clubs may need or already have in place are:

- Equity Policy
- Safeguarding policy (either adopted or club specific)
- Designated Lead Safeguarding Officer (LO)
- Safeguarding Leaflet for staff and parents (what to do etc)
- Relevant checking procedures for its staff/volunteers (DBS)
- Possible associated documentation on bullying, recording (Data Protection, privacy etc.), reporting (LO, contacts etc.), safeguarding training opportunities, Health and safety etc.

Where this documentation does not exist, every effort should be made to promote the benefits of it to the club and organisation representatives and support given to achieve either accreditation or written policies with a 1 year time frame of the commencement of work with the club or organisation.

- Support should be offered to the club or organisation through.
- National Governing Body Accreditation (NGB Officer)
- Advice and support from Local Sports Development Teams (where available)
- Active Lancashire, Coach Development Manager
- Relevant safeguarding websites (NSPCC, CPSU etc.)

3.6 USEFUL CONTACTS

Local Contacts

District Children's Services	Telephone Number	District Children's Services	Telephone Number
Blackburn with Darwen	01254 666400	Pendle	01282 661661
Blackpool	01253 477299	Preston	01772 906900
Burnley	01282 452714	Ribble Valley	01200 423672
Chorley	01257 542367	Rossendale	01706 217777
Fylde	01253 722278	South Ribble	07369 289826
Hyndburn	01254 388111	West Lancs	01695 577177
Lancaster	01524 582000	Wyre	01253 872644

Lancashire Safeguarding Partnership

Website: https://lancashiresafeguardingpartnership.org.uk/

Local Authority Designated Officer (LADO)

Authority	Website
Blackburn with Darwen	01254 585184
Blackpool	01253 477541
Lancashire	01772 536694

Lancashire's Multi-Agency Safeguarding Hub (MASH Team)

Blackburn with Darwen - 01254 666400 (8.45am - 5pm Mon-Fri) or 01254 587547 (EDT)

Blackpool - 01253 477299 (24 hours) or Duty.assessment@blackpool.gov.uk

Lancashire County Council (East, Central, North Lancs) - 0300 123 6720 (8am - 8pm Mon-Fri) or 0300 123 6722 (EDT)

Or contact Lancashire Police on 0845 125 3545.

If there is an emergency ALWAYS dial 999.

Active Lancashire Safeguarding Team
Email: safeguarding@activelancashire.org.uk
Office Tel: 07465 759911

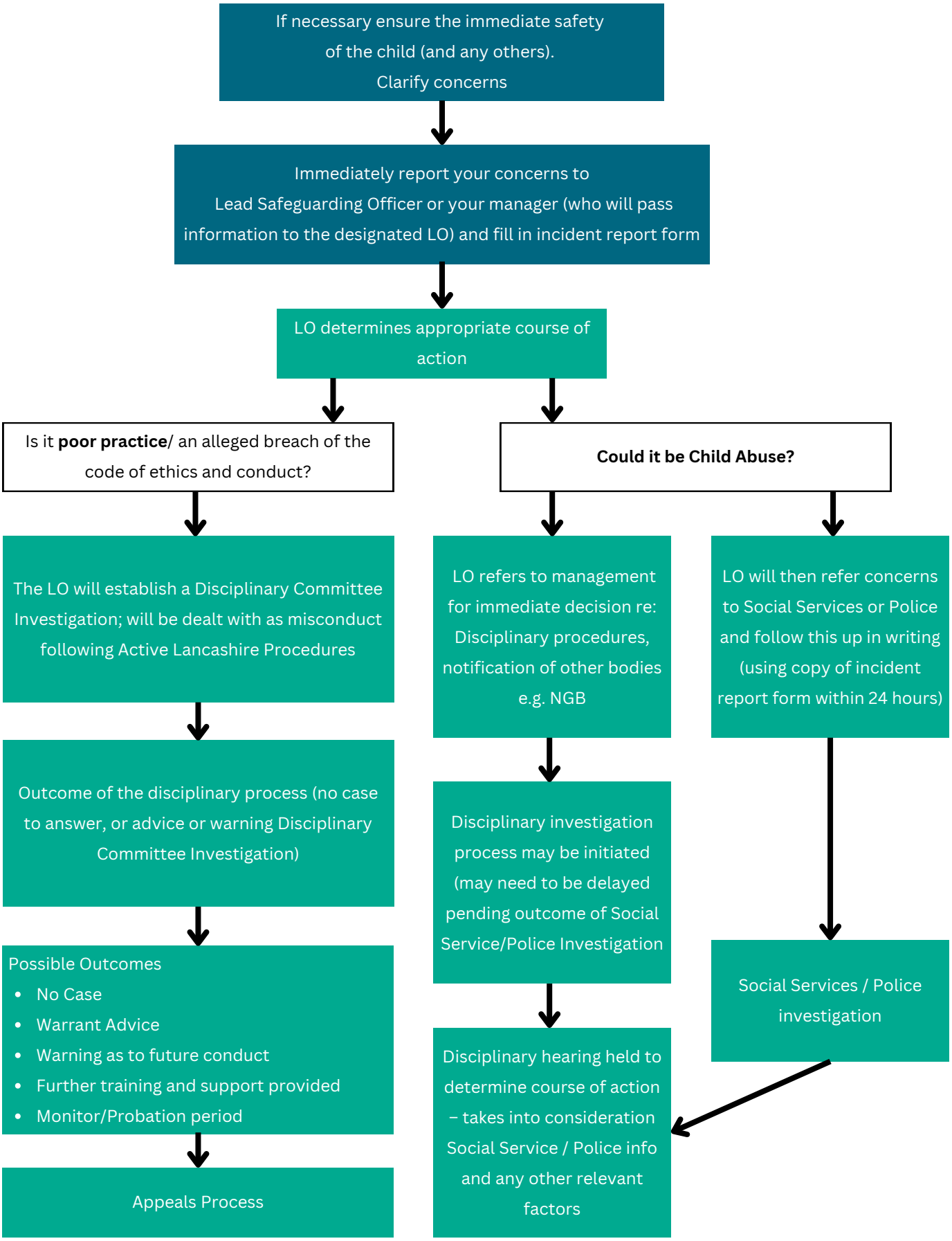
Active Lancashire, Safeguarding Officers
Nathan Moulds, Designated Safeguarding Lead: 07465 759911 (Office)/ 07877 647519 (Mobile)
Gwen Hughes, Deputy Safeguarding Lead: 07465 759911 (Office) / 07474 615073 (Mobile)
Donna Rilet, Deputy Safeguarding Lead (Internal): 07465 759911 (Office) / 07311 370441 (Mobile)
Michelle Grimes, Safeguarding Officer: 07465 759911 (Office) / 07869 812677 (Mobile)
Charlotte Wilkinson, Safeguarding Officer: 07465 759911 (Office)/ 07865 959832 (Mobile)

Useful Websites

www.activelancashire.org.uk
www.everychildmatters.org
www.nspcc.org.uk
NSPCC Sport

KIDSCAPE ParentHelpline (Mon & Tue, 9:30am - 2.30pm) - 0300 102 4481
Parentline (Mon - Thu, 10am - 9pm / Fri, 10am - 7pm) - 01 873 3500
NSPCC Helpline (Mon - Fri, 10am - 4pm) - 0800 800 5000
ChildLine - 0800 1111

3.7 REPORTING FLOW CHART



APPENDICES

APPENDIX 1: CASE MANAGEMENT GROUP

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

The Senior Management Team (SLT) and Active Lancashire Board should receive regular reports (usually via the HR & Renumeration Committee) from the Case Management Group summarising the case that have been addressed and their outcomes, as well as any issues that require action by Active Lancashire e.g. changes to policy or procedures.

Case Management Groups should have clear terms of reference. They may be 'standing committees' who meet regularly or can be brought together as the need arises.

Case Management Group roles include:

- to ratify any actions already taken by the Safeguarding Team,
- to initially assess and agree immediate response to a safeguarding case,
- to identify appropriate 'route' for case (e.g. internal/ disciplinary action alone or referral to statutory agencies plus internal/disciplinary action),
- to decide the level (from local to national) at which the organisation will deal with the concern,
- to consider the need for temporary/interim suspension order (some organisation's Case Management Groups issues suspensions directly, while others can only make recommendations to their disciplinary group),
- to review progress of case(s),
- to identify/communicate learning from cases.

Case Management Groups' membership should ideally include:

- A designated chair - *the Designated Safeguarding Lead/ Board Safeguarding Champion*
- A secretary - *the Designated Safeguarding Lead (if not chairing) or Safeguarding Officer*
- Deputy Safeguarding Officers and Safeguarding Officers
- Managers from relevant parts of the organisation where appropriate e.g. Human Resources
- Co-opted independent safeguarding expertise (e.g. from another Sport or relevant profession such as the Police or Social services).

APPENDIX 2: SOURCES OF INFORMATION AND SUPPORT

CEOP (Child Exploitation and Online Protection Command)
Report online child sexual exploitation and abuse concerns.
Website: www.ceop.police.uk/safety-centre

Childline
A free, confidential service for children and young people. Adults with concerns can also use their services to seek advice and support.
Tel: 0800 1111
Website: www.childline.org.uk

Disclosure & Barring Service (DBS)
For guidance regarding DBS checks and barring referrals.
Tel: 03000 200 190
Website: www.gov.uk/dbs

LADO (Local Authority Designated Officer)
The LADO should be contacted where there are concerns or allegations about a person who works with children.
Blackburn with Darwen Contact: 01254 585184
Blackpool Contact: 01253 477541
Lancashire Contact: 01772 536694

Lancashire Safeguarding Partnership
For advice and support around safeguarding adults and safeguarding and protecting children and advice for parents, teachers and other professionals.
Website: https://lancashiresafeguardingpartnership.org.uk/

MASH Team (Multi-Agency Safeguarding Hub)
The Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all professionals to report safeguarding concerns.
Blackburn with Darwen Contacts
Tel: 01254 666400 (8:45am - 5pm Mon-Fri)
Out of hours: 01254 587547
Blackpool Contacts
Tel: 01253 477299 (24 hours)
Email: Duty.assessment@blackpool.gov.uk
Lancashire Contacts
Tel: 0300 123 6720 (8am - 8pm Mon-Fri)
Out of hours: 0300 123 6722

National LGBT+ Anti-Abuse Helpline
Tel: 0800 999 5428
Website: https://www.galop.org.uk/

National 24Hour Freephone Domestic Abuse Helpline
Tel: 0808 2000 247
Website: https://www.nationaldahelpline.org.uk/

National Governing Bodies
If you are part of an affiliated club, you should report any safeguarding concerns through your NGB's reporting processes.
Website: https://www.sportengland.org/guidance-and-support/national-governing-bodies

NSPCC (Sport)
The NSPCC provides advice and support regarding child protection concerns and have a dedicated sport unit for clubs and National Governing Bodies.
NSPCC Helpline: 0808 800 5000
Email: help@nspcc.org.uk
Website: www.nspcc.org.uk
NSPCC Whistleblowing Advice Line: 0800 028 0285
NSPCC Sport Website: https://sport.nspcc.org.uk/

Rape Crisis Federation of England and Wales
Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout England and Wales.
Email: info@rapecrisis.co.uk
Website: www.rapecrisis.co.uk

Respond
Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.
Tel: 020 7383 0700
Helpline: 0808 808 0700
Email: services@respond.org.uk
Website: www.respond.org.uk

Samaritans
Samaritans is the charity that prevents suicide through the power of human connection. Connecting people in crisis with trained volunteers who will always listen. People calling for change with those who need to listen. People who've been there before with those struggling now.
Whatever you're going through, a Samaritan will face it with you. We're here 24 hours a day, 365 days a year.
Helpline: 116 123 (free)
Website: www.samaritans.org/how-we-can-help/contact-samaritan/

Stop Hate Crime
Works to challenge all forms of hate crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.
24 hours service:
Tel: 0800 138 1625
Web Chat: www.stophateuk.org/talk-to-us/
Email: talk@stophateuk.org
Text: 07717 989 025
Text relay: 18001 0800 138 1625

Suzy Lamplugh Trust
The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms - physical, verbal and psychological.
Tel: 020 839 21839
Email: info@suzylamplugh.org
Website: www.suzylamplugh.org

YoungMinds Parents Helpline
Website: www.youngminds.org.uk