



Safeguarding Policy

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Policy Review and Distribution

This policy will be reviewed annually and amended as appropriate to take account of any local or legislative changes.

The policy will be published on the Wymondham AC website and a copy will be available on request by members. The policy is specifically mentioned on the Wymondham AC website so that members/parents can read it. The policy will be sent to all group coaches and all new WAC members. They will be required to sign a declaration that they have understood it and will abide by it. They will also be required to sign a declaration they have read, understood, and will abide by the WAC Code of Conduct.

1. Definition of terms used in this policy

Child Protection refers to the systems, procedures and cultures that are put in place to ensure WAC can act to protect children from harm and abuse, in order that they may feel safe, enjoy themselves, and fully receive the benefits of an involvement in our athletic club activities. This is also referred to as **safeguarding**.

In this policy the terms **child, children, young person and young people** are used interchangeably to represent anyone **under the age of 18**. With regard to the Children Act 1989, a child is anyone who has not yet reached their 18th birthday. In this document, the terms child/children refer to young people not yet 18.

The term **parent** is used throughout this document to represent parents, carers and guardians.

In this document **Wymondham AC** or **WAC** refers to any person acting in a specific capacity for **Wymondham Athletic Club** (e.g. coach, committee member). It does not include staff of any partner organisations.

This Policy specifically covers **children aged 16 – 18**, WAC does not allow children under 16 to participate in club activities.

The Designated Safeguarding Officer (DSO) will lead on child protection matters.

DSO: Mark Banfield (Tel: 07866 055268), between the hours of 09:00 and 21:00.

Deputy DSO: Kathryn Heaney (Tel: 07860 331549), between the hours of 09:00 and 21:00.

If the Designated Officer or Deputy are unavailable anyone with a safeguarding concern can contact The Children's Advice and Duty Service (CADS):

- A staff member or volunteer can call (0344 800 8021)

- A parent, a member of the club or a member of the public can call (0344 800 8020).

The role and responsibilities of the DSO include:

- Being the named person that safeguarding concerns are reported to
- With the WAC Lead Welfare Officer, liaise with Children's Services and other agencies and make referrals to The Children's Advice and Duty Service or Local Authority Designated Officer when required
- Be responsible for making sure the policy is reviewed yearly
- Ensure all those at the club are aware of this policy and the procedures to follow
- Ensure that safer recruitment and safer working practices are followed

Disabled children may be more vulnerable and at great risk of all forms of abuse. The presence of multiple disabilities increases the risk of both abuse and neglect. Some common factors that can lead to increased vulnerability include social isolation, communication and learning difficulties or disability, lack of understanding of boundaries, need for assistance with personal care and more likely target for bullying and abuse. Children with disabilities have the same right to protection as any other child and those working with these children need to be especially alert to the signs and symptoms of abuse and have strategies in place to ensure all children are able to raise concerns.

LADO = Local Authority Designated Officer
DSO = Designated Safeguarding Officer
NSCP = Norfolk Safeguarding Children Partnership
DBS = Disclosure and barring service

2. Introduction

Everyone who takes part in athletics is entitled to participate in an enjoyable and safe environment. Wymondham AC is committed to devising, implementing and updating policies and procedures to promote best practice when working with children, and to ensure that everyone in the club understands and accepts their responsibilities to safeguard children from harm and abuse. This means acting to report any concerns about their welfare.

This policy will give clear direction to coaches, members, volunteers and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of children at our club.

This policy has been adapted from the UKA Safeguarding advice and guidance from The Safer Programme part of the NSCP. Readers are also referred here for additional information: <https://www.uka.org.uk/governance/safeguarding>

Safeguarding and promoting the welfare of children

Defined in Working Together to Safeguard Children 2023 as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

Child protection

Defined in Working Together to Safeguard Children 2023 as: part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

3. Policy Statement

Wymondham AC fully accepts its legal and moral obligations to provide a duty of care, to protect all children and safeguard their welfare, irrespective of age, disability, ethnicity, gender identity, religion or belief, sex or gender and sexual orientation.

- The welfare of the child is paramount
- All children have the right to protection from abuse
- All suspicions and allegations of abuse or poor practice will be taken seriously and responded to swiftly and appropriately
- All individuals involved in the club understand and accept their responsibility to report concerns to the appropriate officer

In order to meet these obligations, Wymondham AC will:

- Provide and enforce procedures to safeguard the wellbeing of all participants and protect them from abuse
- Ensure all children and young people who take part in athletics are able to participate in a safe and fun environment
- Establish and maintain an ethos where children and young people feel secure, are encouraged to talk, are listened to and are safe
- Respect and uphold the rights, wishes and feelings of children and young people
- Recruit, train and supervise their coaches/members/volunteers to adopt best practice, to safeguard and protect young people from abuse, and themselves from false allegations
- Require coaches/members/volunteers to adopt and abide by their Safeguarding Policy and Procedures, Codes of Conduct, and the relevant grievance, investigatory and disciplinary procedures
- Respond to any allegations appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures
- Review policies regularly
- Appoint a Club Designated Safeguarding Officer (Mark Banfield, 07866 055268) and a Deputy Club Designated Safeguarding Officer (Kathryn Heaney, 07860 331549), to cover for absences and where an alternative safeguarding contact is required. The Club Safeguarding Officer sits on the Management Committee of the club.

4. Best Practice and Poor Practice

To provide everybody with the best possible experience and opportunities in athletics, it is important that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour.

There is no endorsed training or coaching of juniors (under 16's) or other young people outside the club. Any coach that does this will be excluded immediately from the club.

Wymondham AC will establish and maintain an ethos where children and young people feel safe and secure, are encouraged to talk, and are listened to. Children and young people will be able to talk freely to any adult within the club if they are worried or concerned about something.

Best Practice includes:

- Being open and conducting all interactions with children and young people in a public place and with appropriate consent
- Avoiding situations where you are alone with one child or young person
- Never sharing a room on your own with a child or young person
- Challenging bullying, harassment, foul or provocative language, or controlling behaviour that could upset individuals
- Never ignore bullying by parents, coaches or children. Listening to and supporting the person being bullied
- Maintaining an appropriate relationship with children and young people; this means treating people fairly, with respect, and avoiding favouritism
- Being friendly and open, and ensuring that relationships are appropriate for someone in a position of power and trust
- Respecting all athletes and helping them to take responsibility for their own development and decision making
- Avoiding unnecessary physical contact. In certain circumstances, physical contact is perfectly acceptable and appropriate, as long as it is not intrusive or disturbing to the athlete and that consent for contact has been given by the individual and appropriate parental consent
- Being qualified and insured for the activities you are coaching, and ensuring that your license remains valid and in date. Ensure that your practice is appropriate for the age and development stage of each athlete

Adopting best practice not only ensures the individual's welfare, but it also protects others from possible wrongful allegations.

Poor Practice includes:

The following are examples of poor practice and should be avoided:

- Engaging in rough, physical or sexually provocative games
- A coach shouting comments at athletes when they are not perceived 'to be working hard enough'
- A coach using harassing and/or discriminatory language, such as 'you run like a girl'
- A coach engaging in an intimate relationship with one of his/her athletes
- A group of athletes ganging up on a any athlete and refusing to talk to him/her
- A coach taking a group of children away to a weekend event on his/her own

The list above is not exhaustive and many other examples exist.

If any of the following incidents below occur you should report them immediately to another colleague, make a written note of the event and inform parents and/or appropriate adults of the incident, and inform the Club Designated Safeguarding Officer, who will respond to the matter and make a referral if required.

- If you accidentally hurt a child athlete
- If a child appears distressed in any manner
- If a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done

5. Safer Working Practices

All reasonable steps will be taken, at all levels, to ensure that unsuitable people are prevented from working in athletics, especially with children and young people. When recruiting, Wymondham AC will be clear about:

- The responsibility of the roles
- The level of experience or coaching qualification(s) required
- Obtaining and checking personal details of applicants
- Taking a positive stance on all aspects of welfare and safeguarding children
- There is a Code of Conduct in place which sets the standards of expected behaviour which should be followed
- Refer to the section 8 under the Managing Allegations against people working or volunteering with children heading for more information.

5.1 Commitments of Coaches and Volunteers

Any coaches/volunteers needing to work with children will have a discussion with the DSO, prior to coaching/volunteer activity.

All coaches/volunteers needing to work with children will complete a form that includes:

- Name and address
- Relevant experience, qualifications and training undertaken
- A self-declaration form to establish whether they are known to any Children's Social Care (social services) as being an actual or potential risk to children or whether they have ever had action taken against them (criminal/civil/disciplinary) that might indicate that they are unsuitable to work with or have responsibility for children. This should be considered **the first step in safeguarding**
- Wymondham AC has a policy that only over 16s can join the club. We do not operate a "Juniors section" or group. Any children (16-18 years old) will join an appropriate training group suited to their ability. These groups always have multiple adults attending, but the lead coach for each group will have ultimate safeguarding responsibilities for children training with them during organised activities

The DSO will maintain records of each coach/volunteer that works with children. The DSO will liaise with Children's Services and other agencies where necessary and make referrals to

Children's Services using the procedure outlined below.

Any concern for a child's safety or welfare will be recorded in writing and given to the DSO who will be responsible for ensuring that all club members and volunteers are aware of our policy and the procedure they need to follow.

The DSO will ensure that all coaches, volunteers and regular/repeat visitors have received appropriate Safeguarding information during induction.

The DSO will ensure that our safeguarding policy is in place and is reviewed annually. The content of our policy has been written following consultation with the Safer Programme.

At all times the DSO will ensure that safer recruitment practices are followed.

We undertake to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to our attention.

6. Training

The DSO and Deputy DSO will undertake relevant training, on a three-yearly basis, in child safeguarding procedures. This training will include attendance at a recognised direct delivery safeguarding workshop (e.g. SportsCoach UK Safeguarding and Protecting Children workshop, NSCP Basic Awareness workshops). The DSO and Membership Secretary will keep a record of those attending training sessions.

When new coaches or volunteers join Wymondham AC, they will be informed of the safeguarding arrangements in place. They will be given a copy of this policy and asked to read and sign that they will adhere to it.

The private coaching of children or young people is not allowed under any circumstances.

6.1 UKA Coaching Qualifications

As an affiliated club with UK Athletics (registration number 2658376), the club follows the coaching framework set out by UK Athletics. All information below is accurate as of 30th November 2018. Please consult UK Athletics' website (<https://www.athleticshub.co.uk/>) for the latest information.

The club follows the UKA Coaching framework because:

- It is a requirement of our affiliation with UK Athletics, and ensures that all activities are completed within the requirements of UK Athletics
- It provides a standard level of training, which all our coaches will have completed
- It provides insurance cover to the club, the coach/leader, and the session participants
- It provides our coaches with a wealth of sessions, advice and techniques they can apply to their sessions
- It meets our legal and statutory safeguarding requirements (through DBS checks of coaches and leaders)

Wymondham AC follows 'the off-track pathway' for its coaching team, due to the type of activities undertaken within the club. There are two entry points: Coach and Leader.

The difference between the two is that a coach can plan sessions and provide tailored athletic development advice to individual runners. A leader can only deliver a set programme of exercise, approved by a coach, in a large group, and not provide tailored athletic development advice.

All coaches, as a minimum, must have attained a 'Leader in Running Fitness - LIRF' qualification. This allows them to deliver coaching sessions to a group of participants. This

session must be created and agreed with a coach (who holds a 'Coach in Running Fitness' - CiRF qualification)

For leaders, it is the responsibility of the Head Coach(es) to ensure a minimum qualification of the LiRF. The membership secretary will keep a record of coaches and their qualification, as this is held on the UKA Membership Secretary Portal. Any coaches or leaders who do not have a valid, in date license, must not be allowed to coach during Wymondham AC sessions.

6.2 Monitoring and Appraisal

All coaches should be given the opportunity to receive regular feedback through observed practice, formal appraisal, or informal feedback, to identify training needs. Concerns about misconduct, poor practice or abuse will be acted upon as they arise. Appropriate support will be offered to those who report concerns, incidents or complaints.

6.3 Grievances, Complaints, Appeals and Disciplinary Procedure

Wymondham AC has a Grievance and Disciplinary Procedure, available at the club and on the website. This compliments, but does not supersede, UK Athletics own disciplinary and appeals procedure. Athletes, coaches and parents/guardians are advised to make themselves aware of the procedures put in place by Wymondham AC and UK Athletics.

UK Athletics also license coaches and officials under a specific licensing scheme, with their own Terms and Conditions. The documents relevant to license application, disciplinary and appeals procedures, are available as separate documents on the UK Athletics website.

7. Types and Definitions of Abuse

What is abuse and neglect?

Abuse -A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Child abuse can take many forms, but there are four main definitions, provided in Working Together to Safeguarding Children 2023

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyber bullying), causing children frequently to 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.

Other examples of emotional abuse include:

- Making their positive self-image entirely dependent on sporting achievement and success
- Not giving the child opportunities to express his/her views, deliberately silencing him/her or making fun of what he/she says or how he/she communicate
- Shouting at, threatening or taunting them

Emotional abuse may occur in sport if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to consistently perform to high expectations. This may come from parents and coaches. The inappropriate use or availability of personal information or images can be distressing for a performer.

Bullying is deliberate, serious and hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can be verbal, written or physical and can include actions such as:

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

Bullying can also occur via the internet, through blogging and social medial sites, and by phone, through text messaging.

The competitive nature of sport makes it an ideal environment for a bully, who could be:

- A parent who pushes his/her child too far
- A coach who shouts at or humiliates a child
- A child who actively seeks to make sport a difficult or unhappy experience for others

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 Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

There are situations where the potential for this form of abuse exists:

- Some individuals deliberately target sports activities to gain access to and abuse children
- Some individuals have ignored codes of practice and used physical contact within a coaching situation to mask inappropriate touching of children
- Some coaches consider it an acceptable part of the sport's culture to have a sexual relationship with the children they teach
- Some people have used sporting events to take inappropriate photos or videos of children in vulnerable positions
- Some people have used involvement in sports clubs as a method of 'grooming' children

The term 'grooming' refers to the way in which sexual abusers (or potential abusers) manipulate targeted victims, professional carers, colleagues and their environment. Grooming behaviors may appear to be positive, providing a particular child or group with extra attention or the individual making him/herself highly thought of and indispensable within a club. The plausibility of the individuals concerned often makes it difficult for others to identify their real motivation. However, they will also ignore, undermine or resist the application of best practice and other safeguarding guidelines. Concerns about an adult's behavior should be reported to the Club Safeguarding Officer.

Neglect

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, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

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

Neglect in a sports situation could include a coach failing to ensure a pitch is suitable to train on, or exposing children to extreme temperature during a training session.

Disabled children are vulnerable to abuse and are at least three times more likely to be abused than non-disabled children. Those working with them must be aware of this and willing to acknowledge their concerns. There can be a tendency to make allowances for families with sick or disabled children. Practitioners may over-identify with the child's parents/carers and be reluctant to accept that abuse or neglect is taking or has taken place, or seeing it as being

attributable to the stress and difficulties of caring for a disabled child. When suspecting abuse, practitioners should always ask: "Would this be acceptable if the child were not disabled?"

There are also additional safeguarding concerns to be aware of are:

- Child Sexual Exploitation
- FGM – Female Genital Mutilation
- Forced Marriage
- Honour Abuse
- County Lines
- Child Criminal Exploitation
- Online Abuse
- Radicalisation
- The Prevent Duty in Norfolk

For more information on these see Policy Appendix 2

8. Procedures for Disclosures and Reports of Abuse

A child or young person may decide to disclose information that may indicate they are suffering from abuse or neglect. A child chooses to speak to an adult because they feel that they will listen and that they can trust them. The adult needs to listen to what the child has to say, and be very careful not to 'lead' the child or influence in any way what they say. Concerns may arise in a number of ways and while it is not the responsibility of club members to decide whether a concern constitutes abuse, it is their responsibility to report the concerns.

These concerns may arise due to:

- A direct disclosure of abuse to you
- A conversation with an adult or another child
- Direct observation of a worrying incident
- Observation of signs or behaviour that suggest possible abuse
- Receipt of an anonymous allegation (by phone, text, email or letter)

It is important that the adult remembers to:

- Stay calm
- Listen and be supportive
- Not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions
- Not stop or interrupt a child who is recalling significant events
- Never promise the child confidentiality – it must be explained that information will need to be passed on to help keep them safe
- Avoid criticising the alleged perpetrator
- Tell the child what must be done next (the safeguarding process must be followed)
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed. Be sure to sign and date the record in ink.
- Contact the designated safeguarding officer immediately
- Seek support

The DSO will decide what action should be taken next.

If the DSO feels a child or young person is a risk of immediate harm, they will call the Police on 999.

Contacting the Children's Advice and Duty Service (CADS)

- If the DSO is concerned that a child or children is experiencing or likely to suffer significant harm, they will telephone (CADS) immediately on 0344 800 8021

- When considering whether to contact CADS we will consult the CADS Flowchart in Appendix 1) and the Norfolk Continuum of Needs Guidance 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP)
- We will gain consent from the parent to contact CADS, unless to do so would place the child at further risk of harm or undermine a criminal investigation.
- CADS will advise us of the action required to resolve the concerns either directly or with the support of partner agencies, not necessarily Children's Services. Or a formal referral, recording the level of need. Depending on the level, the referral will be processed into either a Family Support Team or Social Work Team.
- A consultation feedback letter will be provided as a record of all conversations and provide a clear audit trail of the outcome agreed.
- We will not investigate and will be led by the Local Authority and/or the Police.
- We will keep written dated records of all conversations with CADS.
- We understand if we are unhappy about a decision made by CADS we can use the Resolving Professional Disagreements policy on <https://norfolklscp.org.uk/>
- Parents or members of the public can contact CADS on 0344 800 8020

If the concerns relate to a coach/volunteer within the club, it will be necessary to take account of the Grievance and Disciplinary Procedure. The first priority must be to ensure the immediate safety of the child and any other children affected and consider what supervision / risk assessments arrangements are required to safeguard the child.

Managing Allegations against people working or volunteering with children

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children attending WAC. We recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in *'Working Together to Safeguard Children'* (2023).

An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4th bullet point above recognises circumstances where a member of our club or volunteer is involved in an incident outside of our club setting that did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At **WAC** we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation to the LADO service directly at lado@norfolk.gov.uk

We will take all possible steps to safeguard our children and to ensure that the adults at [WAC](#) are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#) are adhered to and will seek appropriate advice.

If an allegation is made or information is received about *any* adult in our club setting which indicates that they may be unsuitable to work / volunteer with children, club member receiving the information will inform the DSO immediately.

Should an allegation be made against the DSO, this will be reported to the Deputy DSO. In the event that the deputy DSO is not contactable on that day, the information must be passed to and dealt with by the club Welfare Lead or ultimately the club Chairperson.

The Designated Safeguarding lead should, within 1 working day, report the allegation to the LADO in accordance with this procedure, by completing a LADO referral form.

The LADO referral form can be downloaded here under the LADO tab, along with more information:

<https://norfolkscp.org.uk/people-working-with-children/how-to-raise-a-concern>

For further information on the role/remit of Norfolk LADO Service, please see [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#)

Making a Barring Referral to the Disclosure and Barring Service

If an allegation has been made about a club member or volunteer, then our organisation has a legal duty to make a barring referral if the following conditions are met:

Condition 1

- you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired.

Condition 2

You think the person has carried out one of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

More information on Barring Referrals can be found [online](#)

If we need guidance on making a Barring Referral, we will contact the [East of England DBS Outreach Advisor](#) for support.

A Barring Referral can be completed online via the DBS [website](#)

The DSO will have responsibility for making any barring referral. If the allegation is against the DSO then the deputy DSO will have this responsibility. Ultimately, the club Welfare Lead and/or Chairperson can also make barring referrals.

There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.

Whistle Blowing

It is the responsibility of everyone in the organisation to pass on any allegations or concerns about a child's welfare without delay. Any whistle blower disclosing information in good faith will be protected if s/he has a reasonable concern about a child. In the rare situations that anyone considers it inappropriate to report a concern to the DSO they should first refer to the Deputy DSO, or if they consider this is inappropriate, they can contact The Children's Advice and Duty Service (CADS) directly for support.

9. Confidentiality and Information Sharing

Our organisation cannot guarantee confidentiality if there is a child safeguarding concern, as we will need to share these concerns with the Children's Advice and Duty Service. It is an expectation that our organisation will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.

If we are concerned about the welfare or safety of any child in our organisation, we will record our concerns immediately on the agreed report form and give this to the Designated Safeguarding Officer.

Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's file. These files will be the responsibility of the DSO and information will only be shared within the organisation on a need-to-know basis for the protection of the child.

Any safeguarding information will be kept in the file and will be added to. Copies of referrals will be stored in the file.

Reports of a concern to the DSO must be made in writing and signed and dated by the person with the concern.

It should be noted that it is the Police and Children's Services that lead any investigation.

Working with parents and carers

Before a child (U18) can join WAC, parents or legally responsible guardians, or carers are required to sign a consent form that includes a confirmation that they have read and understood this policy. As this policy will be shared:

- Parents will be aware of our legal duty to assist other agencies with Safeguarding enquiries and what happens should we contact The Children's Advice and Duty Service (CADS).
- Parents will be aware that we will need to share information with the relevant authorities if we have concerns about the welfare of their child, and that we do not have to seek consent from them if there are serious concerns about harm or likely harm to their child.

Online Safety

Online Safety includes the use of photography and video, the internet and social media sites, mobile phones and smart watches.

We have a Member Code of Conduct which has strict rules for the use of social media by club members. Anyone found in breach of these rules in the Code may be banned from using these (club) channels and may have disciplinary action taken against them.

On very rare occasions, training sessions may be recorded. For example, as part of applying for coaching qualifications. When this occurs, we will ensure children (U18) are not included in these videos.

Other Relevant Policies

Our safeguarding policy should be read in conjunction with the other following policies which also fall under our safeguarding umbrella:

- WAC Code of Conduct.

Useful Contacts:

- DSO: Mark Banfield (Tel: 07866 055268)
- Deputy DSO: Kathryn Heaney (Tel: 07860 331549)
- Norfolk Children's Advice and Duty Service (CADS) 0344 800 8021
- Norfolk Children's Services 24 hours 0344 800 8020
- Norfolk Police 101 / In an emergency 999
- Norfolk Local Authority Designated Officers (LADO) Team lado@norfolk.gov.uk
- Norfolk Safeguarding Children Partnership (NSCP) norfolklscp.org.uk
- Safer Programme 01603 228966 safer@norfolk.gov.uk
- The Disclosure and Barring Service Regional Outreach Service
[The DBS Regional Outreach service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

10. Guidance on Responding to a Child

Think about where you are – you might have to check on other children and make sure they are safe before you can respond. Although you will need a degree of privacy, do not listen to a child's disclosure in a completely private place – try to ensure other adults are present or at least nearby. Ensure that you protect yourself against misinterpretation or potential allegations.

- Do not panic – react calmly so as not to frighten the child
- Acknowledge that what the child is doing is difficult but they are right to confide in you
- Reassure the child that they are not to blame
- Make sure that, from the outset, you can understand what the child is saying
- Be honest straight away and tell the child that you cannot make promises that you will not be able to keep
- Do not promise that you will keep the conversation a secret. Explain that in order to help them, you will have to involve other people and that you will need to write things down
- Listen carefully to the child – take them seriously
- Do not allow your shock or distaste to show
- Keep any questions to a minimum required for you to clarify the facts or words that you do not understand – do not speculate or make assumptions
- Do not probe for any more information than is offered as this may affect any future investigations by statutory agencies
- Encourage the child to use their own words
- Do not make negative comments about the alleged abuser
- At the end of the conversation, ensure that the child is either being collected or is capable of going home on their own
- Do not approach the alleged abuser

Policy agreed by Wymondham AC Committee 17 October 2024

Policy Review

We will make changes to our policy and procedures in line with Norfolk Safeguarding Children Partnership's guidance on norfolklscp.org.uk

Name: Mark Banfield

Signed: *M. Banfield*

Date: 17 Oct 2025

This policy will be reviewed on 30 September 2025

This policy will be reviewed by Mark Banfield

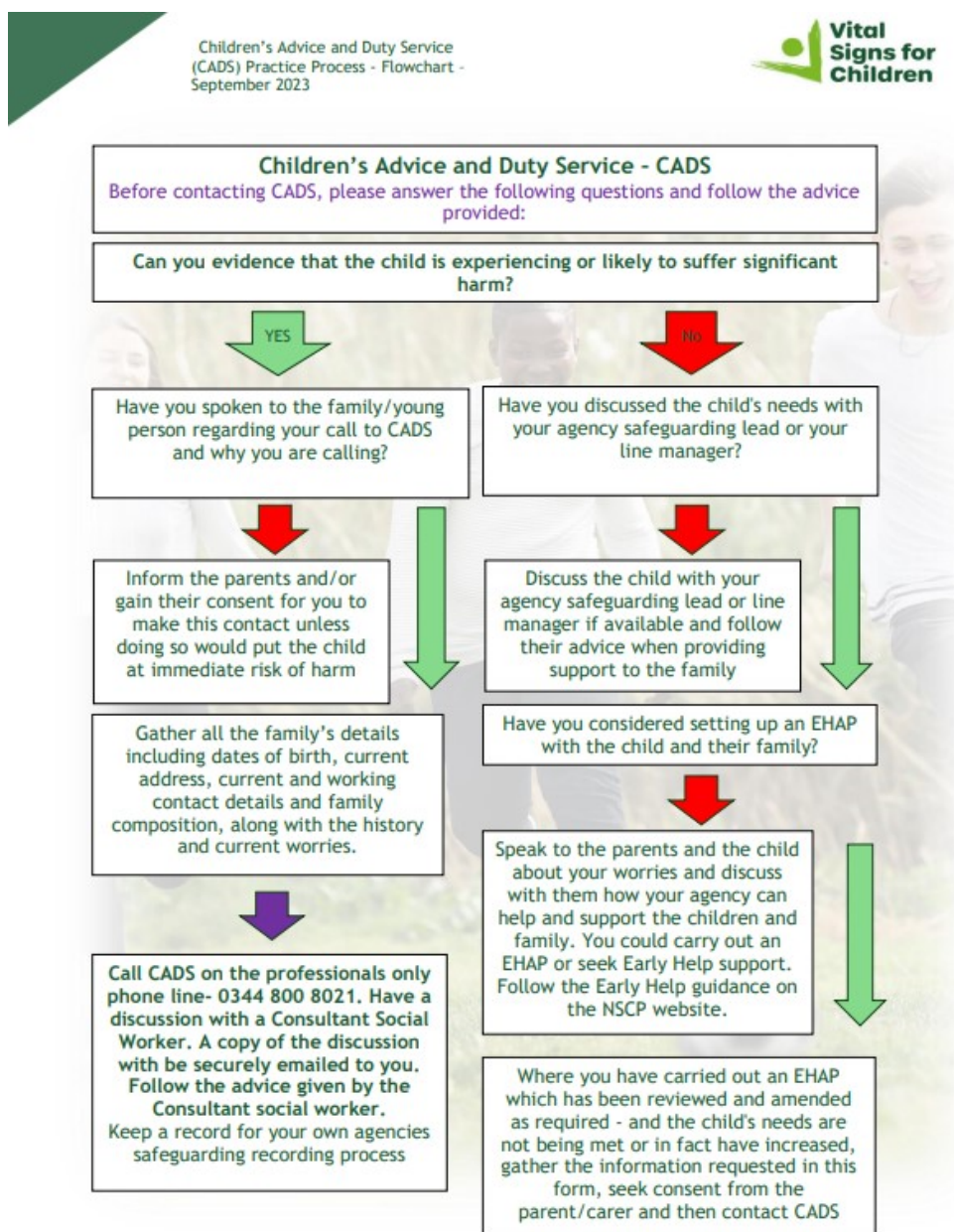
References

- UKA Safeguarding and protecting children in athletics, Policy and Procedures (2013)
- Safeguarding and Protecting Children: A Guide for Sportspeople (2016)
- The Children Act (1989)
- The Children Act (2004)
- What to do if you're worried a child is being abused (2015)
- Working Together to Safeguard Children 2023
- The Online Safety Act 2023
- Data Protection Act 2018
- The Prevent Duty Guidance 2023
- Norfolk Continuum of Needs Guidance 2023
- Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC
(norfolklscp.org.uk)
- Norfolk Safeguarding Children Partnership Policies and Procedures
- Polices & Procedures | Norfolk Safeguarding Children Partnership (norfolklscp.org.uk)

Changelog

Date	Change Made	Author	New version no.
25-3-2019	1 st version	Mark Banfield	1.0
04-1-2020	Change to Deputy DSO	Mark Banfield	1.1
01-06-2024	UKA Safeguarding web address updated UKA web address updated re: Coaching Change to Deputy DSO	Mark Banfield	1.2
17-10-2024	Made "Safer" compliant	Mark Banfield	2.0

Appendix 1-The Children's Advice and Duty Service Flowchart



Appendix 2-Additional Safeguarding Issues

Child Sexual Exploitation-CSE is a form of child sexual abuse. It occurs when an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a children or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through use of technology.

FGM – Female Genital Mutilation- (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. It's also known as "*female circumcision*" or "cutting". FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

FGM is often motivated by beliefs about what is considered acceptable sexual behaviour. It aims to ensure premarital virginity and marital fidelity. FGM is in many communities believed to reduce a woman's libido and therefore believed to help her resist extramarital sexual acts. **It is illegal to carry out FGM in the UK.** It is also a criminal offence for UK nationals or permanent UK residents to perform FGM overseas or take their child abroad to have FGM carried out. The maximum penalty for FGM is 14 years' imprisonment.

Forced Marriage-People have the right to choose who they marry, when they marry or if they marry at all. Forced marriage is when some face physical pressure to marry (for example, threats, physical violence or sexual violence) or emotional and psychological pressure (eg if they're made to feel like they're bringing shame on their family).

Forced marriage is illegal in England and Wales. This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

Honour Abuse-Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.

It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

Women and girls are the most common victims of honour based violence however it can also affect men and boys. Crimes of 'honour' do not always include violence. Crimes committed in the name of 'honour' might include:

- domestic abuse
- threats of violence
- sexual or psychological abuse
- forced marriage
- being held against your will or taken somewhere the victim doesn't want to go
- assault/killing

County Lines-A term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child Criminal Exploitation-A term to describe where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

- (a) in exchange for something the victim needs or wants; and/or
- (b) for the financial or other advantage or the perpetrator or facilitator; and/or
- (c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Radicalisation -When we talk about radicalisation it means someone is being encouraged to develop extreme views or beliefs in support of terrorist groups and activities. radicalisation and the potential path towards terrorism and extremism can occur through face to face or online interactions. It is sadly the case that it is becoming easier than ever to be groomed by terrorist recruiters on the internet and to find extremist materials.

Encouraging susceptible individuals to commit acts of terrorism on their own initiative is a deliberate tactic seen in emerging ideologies and seen in their propaganda. This is exacerbated by online environments which bring together and facilitate individuals sharing and validating thoughts and ideas.

Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. The importance of noticing the hallmarks of concern within these online communities, in friends or wider social spaces as well as work

and educational settings has probably never been as important as it is now. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

It's often the case that professional curiosity and belief in your own ability to determine if something just doesn't sit right is sometimes a good check point to flag up where something may be going wrong, especially in the early stages of radicalisation.

Online Abuse-any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets, and mobile phones. It can happen anywhere online, including: social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online. Children may experience several types of abuse online: Cyberbullying, Emotional abuse-which can include emotional blackmail, Sexting-pressure or coercion to create sexual images, Sexual abuse, Sexual exploitation and Grooming-perpetrators may use online platforms to build a trusting relationship with the child to abuse them.

A child experiencing abuse online might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet

Be mindful that some of the signs of online abuse are similar to other types of abuse.

The Prevent Duty in Norfolk

PREVENT - Prevent is part of the UK's Counter-terrorism strategy CONTEST. The aim of Prevent is to stop people from becoming terrorists or supporting terrorism.

The key terms to be aware of are as follows:

Extremism - the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

Radicalisation - refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism - action that endangers / causes serious violence to a person/people; causes serious damage to property; or seriously interferes with / disrupts an electronic system.

Responding to a Concern-Notice – Check – Share

Notice-A staff member or volunteer working with a child or young person could be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

Check-The next step is for the staff member or volunteer to speak to the manager or safeguarding lead to better understand the concerns raised by the behaviours observed to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

Share-Where the staff member or volunteer still has concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures will be followed, and this safeguarding concern will be reported to the Children's Advice and Duty Service (CADS).

Following this the Prevent referral form should be completed, which can be downloaded from here [referral form](#) and sent to: preventreferrals-NC@Norfolk.police.uk

An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

For urgent radicalisation concerns contact Norfolk police on 101 or, in an emergency, 999.

Additional [information and guidance on Prevent](#) is available on the Norfolk County Council website.