

# **Cornwall Sports Partnership**

## ***Child Protection Policy***

Updated January 2008

Cornwall Sports Partnership  
Child Protection Policy

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**Abbreviations**

LSCB's	Local Safeguarding Children Boards
CCC	Cornwall County Council
DP	Designated Person
SGU	The Safeguarding Unit
NGB	National Governing Body
CYPFS	Children, Young People and Families Service

## 1.0 Child Protection Policy Statement

First and foremost it should be recognised that as the Cornwall Sports Partnership is hosted by the Cornwall County Council; the Cornwall County Council *'Working Together to Safeguard Children Inter Agency Child Protection Procedures'* underpins this policy document. A copy of the above mentioned policy can be found in the Cornwall Sports Partnership (CSP) office or on the Cornwall County Council website at the following address: <http://mirror/education/childprot/intro.htm>

This policy forms part of the terms and conditions of service and applies to all working activities whether paid or unpaid as an employee, management representative, volunteer or otherwise. For the structure of the CSP and for those and whom this policy directly applies, please refer to **Appendix A**.

The CSP engages in a range of activities, projects and programmes and is committed to educating all staff, volunteers and those associated with the Partnership in good practice procedures in relation to Child Protection.

The CSP is committed to proactively seeking to promote the welfare and protection of children, young people and vulnerable adults.

It is widely accepted that all children and young people have a right to protection and it is the responsibility of every adult employed by or associated with the CSP to protect children, young people and vulnerable adults from abuse.

The CSP undertakes to ensure that every effort is made to safeguard all those who participate in any activities organised by or associated with the CSP.

The updated policy changes were officially adopted by the CSP Board on the 17 January 2007 and will be reviewed in January 2010 or whenever there is a major change in the organisation or relevant legislation.

## 2.0 Principles

- The welfare of those participating in any activities organised or in association with the CSP are paramount
- All children, young people and vulnerable adults whatever their age, culture disability, gender, language, racial origin, religious beliefs and or sexual identity have the right to protection.
- All suspicions and allegations will be taken seriously; and responded to swiftly and appropriately.
- Anyone under the age of 18 years should be considered as a child for the purpose of this policy & guidelines.
- Working in partnership with children, young people and their parents / guardians / carers is essential. The CSP recognises it has a statutory responsibility to the Children, Young People and Families Service & Police to ensure the welfare of children and vulnerable people; and is committed to working together with these agencies.

### **3.0 Responsibilities of the CSP**

- To accept the moral and legal responsibility to provide a duty of care to protect all children, young people and vulnerable adults and safeguard their welfare
- To respond & provide appropriate support and help
- To make sure that CSP is safe by being alert to what is happening around the organisation

#### 3.1 We aim to do this by:

- Recognising that a number of special scenarios exist within the Sports Partnership structure and that staff & coaches come into contact with children as part of their day to day work.
- Recognising that all children, young people and vulnerable adults have the right to a life free from abuse.
- Ensuring that all young people are listened to, given a sense of belonging and enjoyment whilst under the supervision of the CSP.
- Creating the best conditions possible for young people to develop skills in a safe and friendly environment.
- Ensuring that staff and volunteers are informed of their roles and responsibilities.
- To provide the highest possible quality coaching
- To ensure that the coaches qualifications and experience are verified
- To implement systems which ensure that child protection practices are systematically and consistently delivered to the desired standard.
- Ensure that the policies and procedures are systematically monitored and evaluated.
- Underpinning this policy are the following pieces of legislation and procedures: The Children's Act (1989); The Protection of Children Act (1999); The Human Rights Act; The Sexual Offences (Amendments) Act (2000); Disability Discrimination Act (2003); Cornwall County Council Child Protection Policy (2002); Carrick Leisure Limited Child Protection Policy (2004); The Children's Act (2004).

#### 3.2 Roles & Responsibilities

For the purpose of this policy 'All Staff' includes:

- CSP Executive Chair
- CSP Partnership Director
- CSP Strategic Director
- NGB Sports Development Officers
- County Community Sports Coaches
- Leadership Coordinators
- Administrative Staff

Please refer to Appendix A. Coaches and Volunteers will adopt the policy when directly employed or utilised by the CSP for the activities the partnership undertakes.

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3.2.1 Responsibilities & Codes of Conduct for All Staff & Coaches

Sports' coaching helps the development of individuals through improving their performance.

This is achieved by:

- identifying and meeting the needs of individuals.
- improving performance through a progressive programme of safe, guided practice, measured performance and/or competition.
- creating an environment in which individuals are motivated to maintain participation and improve performance.

All staff & coaches employed by the CSP should comply with ethical practice and adopt the following responsibilities & codes of conduct:

- Respect the rights, dignity and worth of every child / young person and treat everyone equally regardless of background or ability
- Place the welfare and safety of the child / young person above the development of performance
- Develop an appropriate working relationship with children / young people (especially under 18's) based on mutual trust and respect. They must not exert undue influence to obtain personal benefit or reward
- Encourage and guide young people to accept and take responsibility for their own behaviour and performance
- Be appropriately qualified and update their licence as and when required by the appropriate sports governing body
- Ensure that the activities they guide or advocate are appropriate for the age, maturity and ability of the child / young person
- At the outset, clarify with the child/young person (and where appropriate their parents or carers) exactly what is expected of them
- Must consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations, discriminatory, offensive, violent or general bad behaviour
- Must consistently display high standards of behaviour and appearance
- Endeavour to provide an enjoyable environment for children / young people to develop their sporting skills.
- Ensure that sessions are planned in advance and take place in designated public / open areas where all relevant health and safety checks have been undertaken
- Ensure that volunteers / helpers are not placed in sole responsibility of children & young people
- Always seek the parents / carers consent of the child involved if they are very young / disabled and require help to go to the toilet or require assistance in the changing rooms.

3.3 Responsibilities of the Volunteer

It is recognised that volunteers or helpers may assist staff or coaches of the Partnership or may help officiate / run events or activities organised by the Partnership. The Partnership expects volunteers & helpers to adopt this policy and

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the following responsibilities:

- Respect the rights, dignity and worth of every child / young person and treat everyone equally regardless of background or ability
- To support the Sports Partnership & its employees in placing welfare and safety of the child / young person above the development of performance.
- To co operate fully with Sports Partnership staff as to what is expected of them
- Ensure they are not in the position of sole responsibility of children & young people

#### **4.0 Good Practice for all Staff, Coaches & Volunteers**

Promoting Good Practice can help reduce situations occurring which could be seen or misconstrued as inappropriate, poor practice or abusive. Good practice guidelines help to protect everyone in the organisation.

This section will help you to identify what good practice means:

##### 4.1 Guidelines

- To create the best conditions possible for young people to develop skills in a safe and friendly environment.
- To provide the highest possible quality coaching.
- To ensure that the coaches qualifications and experience are verified.
- To take responsibility for ensuring there are sufficient adults available who have relevant training and qualifications in relation to coaching, child protection and first aid.
- That young people are listened to, given a sense of belonging and enjoyment whilst under the supervision of the CSP
- Information including Codes of Practice and Guidelines are made available to all parents/carers.
- To ensure the safety and well being of young people and those responsible for their care you should not unless in exceptional circumstances:-
  - a) Spend any period of time alone with a child/young person away from others.
  - b) Take children alone on a car journey however short.
  - c) Take children to their or your home.
  - d) Leave children/young persons unsupervised.
- Abusive or discriminatory language is unacceptable by any person involved with the organisation i.e. children/young people or adults (including parents).
- It is more important that each coach/helper knows their responsibilities as outlined in these guidelines and relevant documentation from the Sports Governing Body.
- Sessions are planned in advance and take place in designated public/open areas where all relevant health and safety checks have been undertaken.
- For specific advice regarding personal handling techniques used within a particular sport or activity please refer to your relevant Governing Bodies Guidance.
- In the event of an injury or accident a qualified First Aider should be

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immediately available.

- Always seek the parent/carers consent if the child is very young or disabled and needs help to go to the toilet.
- If children/young people are involved in any transport arrangements as part of the organisation's activities consent of the parent/carer must be obtained. (Please see Appendix B for consent form)
- The Sports Partnership will liaise appropriately with parents, carers, officials and coaches to ensure that best practice is followed in maintaining the child/young persons welfare.
- Ensure you get an emergency contact number from parents/carers.

## **5.0 The Nature of Child Abuse & Neglect**

The following section outlines the 5 main forms of abuse, what is meant by abuse and neglect and relates each form to a sport specific scenario. Please refer to Section 2 of the Cornwall County Council *'Working Together to Safeguard Children Inter Agency Child Protection Procedures'* for a more detailed explanation.

### 5.1 Physical Abuse

Physical abuse 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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Example:

This could occur where the nature and intensity of training disregards the capacity of the child's immature and growing body.

### 5.2 Emotional Abuse

Emotional abuse is the persistent emotional ill treatment 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 involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Example:

Where children are subject to unrealistic pressure by the parents or coach or bullied to perform to high expectations.

### 5.3 Bullying

Bullying may be seen as deliberate, hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms; three main types are; physical, verbal, and emotional. The effects may be invisible, but can leave lasting emotional scars. The bully is not always obvious to others and the victim often keeps quiet.

It is important to recognise that in some cases of bullying, it may not always be an

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adult abusing a young person. It can occur that the abuser may too be a young person.

Example:

Where advice / instruction from the coach ceases to be supportive and of benefit to the child instead becoming negative and unconstructive leading to feelings of low self esteem and undermines performance.

#### 5.4 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

Example:

When a child arrives to an event or activity with no packed lunch or money for lunch. At the end of the day no one arrives to collect the child.

#### 5.5 Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative acts (e.g. rape or buggery) or non-penetrative acts. It may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Example:

During coaching sessions this could involve an inappropriate level of physical contact with a child when demonstrating skills etc.

### **6.0 Vulnerability of Certain Groups**

It should be recognised that certain groups are particularly vulnerable to abuse. Please refer to Section 6 of the Cornwall County Council *'Working Together to Safeguard Children Inter Agency Child Protection Procedures'* for a more detailed explanation. <http://mirror/education/childprot/circumstances.htm>.

#### 6.1 Disabled Children

Available evidence on the extent of abuse among disabled children suggests that they are at an increased risk of abuse, and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect.

Disabled children may be especially vulnerable to abuse for a number of reasons, for example, they may have impaired capacity to resist abuse or have communication difficulties which may make it more difficult to tell others what is happening.

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Safeguards for disabled children are essentially the same as for non-disabled children. Staff working with disabled children should be aware of the risks, strive to maintain high standards of practice, and seek to strengthen the capacity of children and their families to help themselves.

### 6.2 Children from Minority, Ethnic, Racial, Cultural or Religious Groups

For work with children from the above groups please refer to Section 6 of the Cornwall County Council *'Working Together to Safeguard Children Inter Agency Child Protection Procedures'* for a more detailed explanation.

### **7.0 How would you recognise abuse?**

Recognising abuse is not clear cut, even for those who have vast experience of working with children, young people and vulnerable adults. No one is an expert in this, and although as an organisation it is our responsibility to ensure the welfare of those using or participating in activities run, organised or associated with the Partnership, it is the statutory responsibility of the Children, Young People and Families Service and the appropriate agencies to deal with any suspicions. It is however our responsibility to report suspicions or concerns.

#### 7.1 Indicators

There are a number of indications that can be observed that may arouse suspicions of abuse. These could include:

- Unexplained or suspicious bruising, cuts or burns situated on parts of the body that are not prone to such injuries.
- The same excuse being given for re-occurring injuries or inconsistent explanations.
- A child discloses an abusive act that has happened to them.
- Another child or adult expressing concerns about the welfare of another.
- A change in behaviour over a period of time: a child becoming withdrawn, quiet, or displays verbal abusive behaviour; inappropriate sexual awareness.
- Child has difficulty socialising and making friends.
- May show unusual eating patterns; overeating or loss of appetite, loses weight for no apparent reason.
- Become dirty or showing signs of being kept poorly.

These indications may not always mean a child is subject to abuse. Although it is not the responsibility of staff of the Partnership to investigate suspicions, it is staff responsibility to report any concerns.

### **8.0 Disclosure, indications, suspicions of abuse**

The following section aims to outline how all staff, coaches, volunteers or those associated with the CSP should respond to disclosure, indications or suspicions of abuse. For further details please refer to section 3 of Cornwall County Council *'Working Together to Safeguard Children Inter Agency Child Protection Procedures'* policy document.

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8.1 Disclosure, indications or suspicions may take on any of the following formats:

- A child / parent or other person who says either they or another child is / are being abused
- An allegation against a member of staff / volunteer or another young person
- A concern about a child's welfare where no specific allegation or disclosure has taken place

8.2 Action required in response to disclosure, indications or suspicions of abuse

In the event of a disclosure, indication or suspicion of abuse all staff, coaches or volunteers should complete the reporting form (Appendix C) as fully as possible. If sections of the form are not relevant they should be clearly marked N/A.

The following steps should also be taken:

- Listen to that person – give them time to talk
- Reassure them
- Refer immediately to the Designated Person or to the Children, Young People and Families Service for your area. Please refer to **Appendix D** for contact details.

8.3 In the event of a disclosure, indication or suspicion of abuse by a child or young person staff should NOT:

- Promise the child / young person you will keep it a secret
- Ask leading questions
- Talk to anyone but the Designated Person or the Children, Young People and Families Service or the Police
- Discuss with parents / carer
- Re-question the child / young person

8.4 Disclosure, indications or suspicions of abuse against a member of staff, coach, volunteer or other young person

In the event that a child / young person or other person alleges abuse by a member of staff, coach, volunteer or other young person Section 3 of the Cornwall County Council *'Working Together to Safeguard Children Inter Agency Child Protection Procedures'*; outlines the Cornwall County Council Whistle Blowing Policy (a copy of which can be found in the CSP office or at the following web address <http://personnel/Services/Personnel/Procedures/Policy%20whistleblow-.PDF>) and the following procedures should be followed:

- DO NOT discuss with the alleged perpetrator
- If the allegation is not against the Designated Child Protection Person pass the information onto them
- Ensure maximum confidentiality
- If the allegation is against the Designated Child Protection Person contact the local Children, Young People and Families Service Offices or Joint Consultancy Teams immediately (for contact details please refer to Appendix D).

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- If the information is passed to the designated Child Protection Person keep a record of your own conversation with the person / child to whom the disclosures were made
- If the allegation is against a member of staff within the organisation, Professional Abuse procedures will be instigated. Please refer to the Interagency and Joint Consultancy Team, for contact details please see Appendix D.
- Do not speak to parents before seeking advice from Children, Young People and Families Service or Joint Consultancy Team
- Should any other concern relating to Child Protection arise then seek advice, support and guidance in all situations from the relevant Children, Young People and Families Service teams or Joint Consultancy Team (Contact Details Appendix D)
- It is not the role of staff to investigate or make personal judgements about situations.
- The awareness of adults within the Partnership (including parents) of these procedures and this policy ensures they understand that all situations are treated in the same way and no discrimination takes place.

#### 8.5 The Designated Child Protection Person

The Designated Child Protection Person for the CSP is:

**Mike Thomas**  
**Strategic Director**  
**Cornwall Sports Partnership**

**Who can be contacted on:**

**Tel: 01872 323 344**

**Mob: 07966 892 285**

**Email: [mithomas@cornwall.gov.uk](mailto:mithomas@cornwall.gov.uk)**

**Penweathers Centre**  
**Tresawls Road**  
**Truro**  
**Cornwall**  
**TR1 3LD**

In the event that the Designated Person is unavailable refer directly to the respective Children, Young People and Families Service Team, for contact details please see Appendix D

#### 8.5.1 General Roles & Responsibilities of the Designated Person

- Ensure the NGB / Sports Partnership policy is adhered to
- Manage dissemination of policy, procedures & resources throughout the NGB / Partnership
- Central point of contact for internal / external individuals / agencies
- Ensure 2 way communication links with NGB's and the Partnership
- Management of cases of poor practice / abuse reported to the organisation
- Record own conversation with person / child to whom the disclosures were made, but never asking the child to repeat the information
- Contact the relevant Children, Young People and Families Service Office and

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pass on full details including any factual information you have on child / young person i.e. name, age, address, any known family details

- Ensure Children, Young People and Families Service confirm who will liaise with the parent / carer
- Increased awareness of child protection issues via appropriate training
- Ensure all written records / documents are kept secure and confidential
- The management of cases of poor practice / abuse reported to the organisation including recording systems

## **9.0 Poor Practice**

Poor practice is defined as any behaviour which contravenes the CSP Roles & Responsibilities / Codes of Conduct for Staff & Coaches, Roles & Responsibilities of the Volunteer & the Good Practice guidelines as detailed in Section 4 of this policy.

All incidents of poor practice should be reported to the CSP Designated Person for contact details please refer to section 8.5.

Once the incident has been identified as poor practice please refer to Appendix E for the respective course of action

## **10.0 The Behaviour of Children towards Other Children**

The Sports Partnership will adopt the relevant NGB 'Codes of Conduct for Players' which should be adopted for the expected and acceptable behaviour of children towards other children when playing sport. These policies will be adopted for any activities organised by the CSP.

Unacceptable behaviour will be dealt with in accordance to the NGB guidelines.

All disciplinary measures are in accordance with the relevant NGB

For codes of conduct for staff & coaches please refer to section 3.2.1. All staff should promote a culture where the best possible conditions are provided for children / young people to develop skills & where children are listened to & respected as individuals.

## **11.0 Prevention**

### 11.1 Recruitment of Staff

The recruitment of staff by the CSP is in accordance with the Cornwall County Council policy and follows their necessary recruitment procedures.

Necessary information prior to appointment includes:

- Receipt of satisfactory references
- Sight and copying of qualifications;
- Sight and copying of documents proving the candidate can work in the UK
- Disclosure check (where relevant)
- Medical clearance

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All staff, coaches & volunteers employed by the CSP who have significant contact with children are subject to a satisfactory CRB check in relation to Child Protection matters. The details of such checks are properly stored and recorded in accordance with Cornwall County Council policy.

All staff are required to carry with them a CSP identification card the details of which are updated & renewed annually.

### 11.2 Education & Training

Furthermore all staff, coaches & volunteers employed by the partnership must undergo the following courses which are facilitated and organised by the CSP, to ensure their practice is exemplary and to facilitate the development of a positive culture towards safeguarding children.

- Safeguarding & Protecting Children Workshop (Sports Coach UK)
- Equity in your Coaching (Sports Coach UK)

The above courses cover how to deal with complaints and disciplinary processes in relation to child abuse and inappropriate behaviour towards children and young people.

Upon induction all staff, coaches & volunteers receive a 'Working Together Sharing Good Practice' Guidelines document in their induction pack. This provides advisory information outlining good practice and how to raise concerns about unacceptable behaviour.

All staff and volunteers that have attended these courses are recorded on the database in the office.

It is compulsory for all staff to undergo a CSP induction which includes the familiarisation with the Partnerships Child Protection Policy and procedures in addition to providing advisory guidance documents.

### 11.3 Transportation of Children

Staff, coaches & volunteers should not take children alone on a car journey however short, unless in exceptional circumstances.

Staff, coaches & volunteers of the Partnership should adhere to the respective NGB policy in relation to the transportation of children for fixtures or activities.

Where private vehicles are used all staff, coaches & volunteers should ensure that parental consent has been obtained to transport children or young people. A form can be used as per Appendix B to record these details.

Parental Consent must be obtained if children / young people are involved in any transport arrangements as part of the Partnerships activities. Please see Appendix F for an example transportation consent form.

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Where the CSP organises events and activities only coach and taxi companies from the CSP approved list are used.

11.4 Operating Standards

Where the Partnership has direct responsibility for running / providing activities the following operating standards should be employed to ensure children are adequately supervised at all times:

Ratios of Staff to Children

1:3	0-2 years of age	1:8	3-4 years of age
1:4	2 -3 years of age	2:15	8 years of age and over

It is however good practice that the ratio of adults to children should be higher than those stated above where possible, this could include a responsible adult, for example a parent.

It is important to note that when staff are working on a school site that these ideal ratios of staff to children are often not suitable or appropriate. Class sizes continue to worry some colleagues but it is very difficult to give recommendations out of context. Wherever, in the judgment of CSP staff, effective and safe supervision of a particular activity is compromised because of large numbers then they need to inform senior management OR change the activity. Clearly this second option may diminish the curriculum but staff could not proceed knowing that their risk assessment was not being adhered to. One always hopes that, in the interests of a challenging curriculum, senior management listen to safety concerns and provide the necessary resources.

When working on school sites CSP staff should be aware and have a brief understanding of the respective schools CP Policy and procedures. Any differences in policies between the CSP and the school should be agreed by both parties prior to delivery, so that clear lines of communication are determined.

An adult should not be left alone with a child under any circumstances.

The recruitment and induction of all staff includes familiarisation with the Partnerships operating standards and CP policies.

11.5 Use of Videoing, Photographic Equipment & Mobile Phones

Use of today's modern digital cameras, often with videoing equipment, and now the new generation of mobile phones presents the opportunity for misuse. For any activities organised by the CSP staff should adhere to the following procedures:

- Videoing / Photography should only be allowed if written consents have been provided by the parents & those taking part in the activities.
- If the photographs are to be published a consent form should be obtained (Appendix B) detailing for what purpose the video footage / photographs are intended

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All prospective photographers must obtain permission prior to using their camera. The following details should be detailed for all prospective photographers:

- Name / address and phone number of the person using the camera
- Names of the subjects
- Relationship of the photographer to the subject
- The reason or use the images are being intended to be put to
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given
- A sequential number to enable a date and order log to be kept.

A general requirement of the person given approval is that if any other person complains or expresses concern they must respect the rights of other people and stop taking photographs.

Staff should also ensure that for any activities organised by the Partnership the respective changing facilities are clearly signed and state that photography is not permitted.

11.5.1 Good Practice for the Publication of Images (England Squash)

- If a photograph is used avoid naming the player. Never publish personal details of a child / young person
- Only use images of players in suitable dress (tracksuit, t shirt, shorts, skirt etc) to reduce the risk of inappropriate use
- Try to focus on the activity rather than a particular child and where possible use photographs that represent the broad range of children / young people taking part
- Ensure that images reflect positive aspects of children's involvement with the Sports Partnership (enjoyment / competition etc)
- Please see Appendix G for an example Imagery consent form.

## 12.0 Equity

*'Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society'*

(Sport England – 2003)

CSP is committed not only to the safeguard and protection of children, young people and vulnerable adults, but also for ensuring that equity is incorporated across all aspects of the Partnerships development.

CSP respects the right, dignity and worth of every person and will treat everyone equally within the context of them partaking in its activities, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social / economic status.

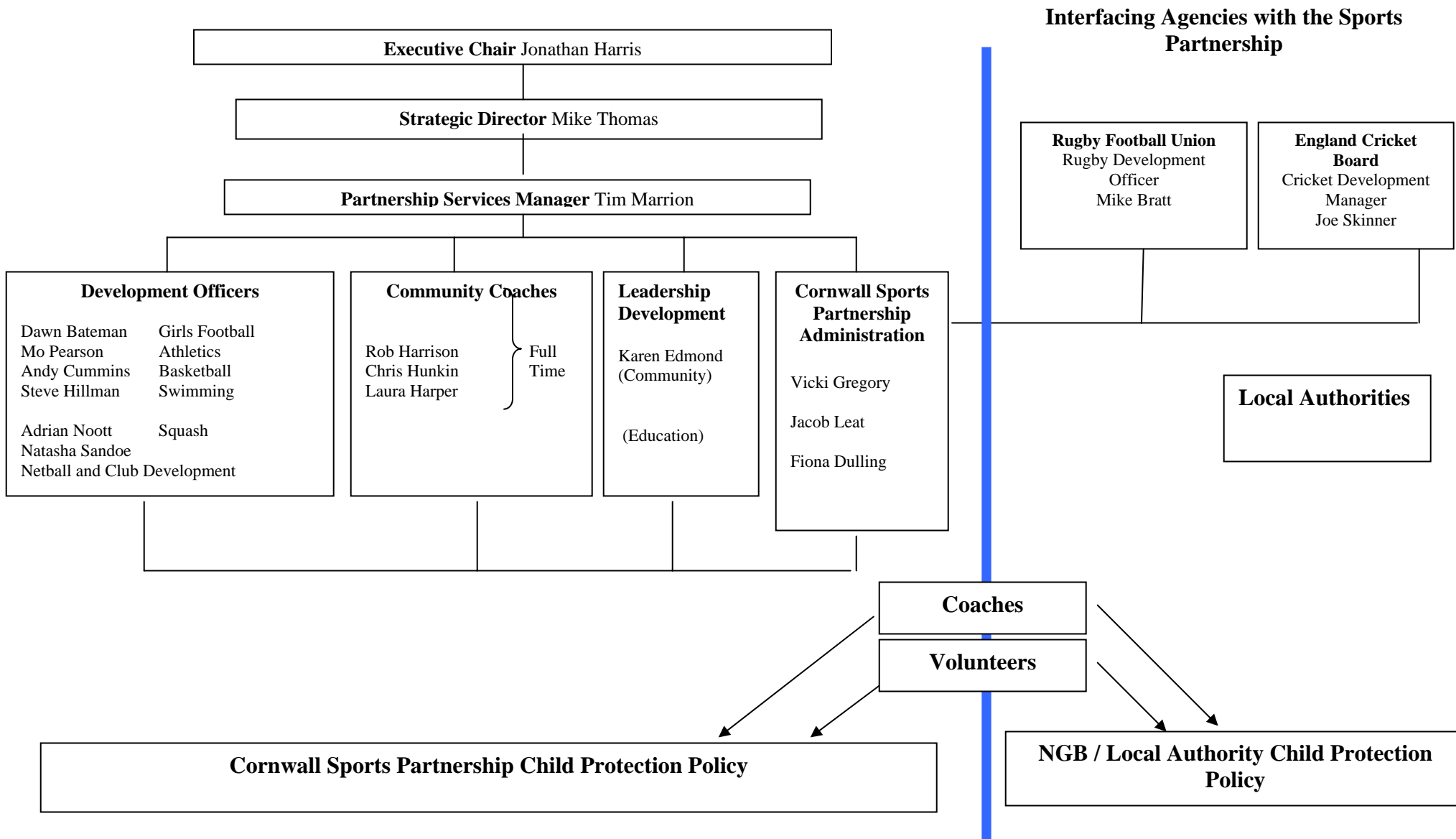
CSP is committed to everyone having the right to enjoy activities provided by the organisation, in an environment free from threat of intimidation, harassment and abuse.

CSP has the responsibility to oppose discriminatory behaviour and promote equality of opportunity.

CSP will deal with any incidence of discriminatory behaviour

# Appendices

# Appendix A



## Appendix B

**Example Consent Form** (adapted from form provided by Paul Cricket Club):

<b>Personal Details</b>		
Name		
Address		
Telephone	Mobile	
Date of Birth		
Parents / Guardians Names		
Additional person to contact in an emergency		
Relationship	Telephone	Mobile
<b>Medical Details</b>		
Any health problems or disabilities e.g. Asthma / Epilepsy / Diabetes etc.		
Do you use Ventolin or Salbutamol	YES / NO	
<p>I give permission for my child to be taken to hospital and treated in my absence if it is necessary and CSP have been unable to contact me immediately.</p> <p>Child's Name.....Parent / Guardian's Name.....</p> <p>Signature of Parent / Guardian.....</p> <p>Signature of Player.....Date.....</p>		
<b>Transportation</b>		
<p>I give permission for my child to be transported to and from ....., and other events organised by the CSP.</p> <p>Child's Name.....Parent / Guardian's Name.....</p> <p>Signature of Parent / Guardian.....</p> <p>Signature of Player.....Date.....</p>		
<p>Parent / Guardian I have read the attached copy of the code of conduct.</p> <p>Signature.....</p>		
<b>Videoing &amp; Photography</b>		
<p>I give / do not give permission to the photographing / videoing and publication of images of my son / daughter in line with the CSP Child Protection Procedures and Best Practice Guidelines.</p> <p>Images may be published in / on.....(e.g. Sports Partnership Magazine / Calendar / Website)</p> <p>Child's Name.....Parent / Guardian's Name.....</p> <p>Signature of Parent / Guardian.....</p> <p>Signature of Player.....Date.....</p>		

## Appendix C

Recording Form

**Disclosure, Indications, Suspicions of Abuse** (adapted from form provided by Carrick Leisure Limited)

Please complete this form as fully as possible.  
This form must be passed on to the Designated Child Protection Officer, within the CSP and **clearly marked Private & Confidential**.

This form **must** be kept in a secure place.

**Person reporting the concern:**

---

**Location:**

---

**Event:**

---

**Name of Child / Young Person:**

---

**Age:**

---

**Parent / Guardian / Carers Name:**

---

**Home Address:**

---

---

**Telephone Number:**

---

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Please complete all relevant sections. For any sections that do not apply, please mark clearly as 'not applicable'.

**1. Disclosure, Indication, Suspicions of Abuse**

**When was the disclosure, indication, suspicion made (date & time)?**

**What lead to the disclosure, indication, suspicion?  
Try to detail the circumstances leading up to the disclosure**

**Were there any other people present at the disclosure, indication, suspicion?  
Please circle**

**Yes**

**No**

**Unsure**

**If 'Yes' please state their name, position and the role they played:**

**What feelings did the child express before, during and after the disclosure, indication, suspicion?**

**Give details of the disclosure, indication, suspicion:**

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<b>2. Signs &amp; Symptoms</b>	
Describe any signs of physical injury evident on the child or young person:	
If you have known the child for a period of time, have you noticed any changes in behaviour?	
Has the child made the allegation about a particular individual? (If so please record details)	
Any additional comments	
<b>3. Signatures</b>	
<i>To be signed by the person reporting the concern or disclosure</i>	
Name:	
Signed:	Date:
<i>Referred to Designated Officer</i>	
Name:	
Signed:	Date:

**DATA PROTECTION ACT**

The information contained on this form will be held for the purpose of carrying out an investigation into child protection issues to meet Cornwall County Council statutory duties in this respect and to provide better services. The information may be disclosed to the Children, Young People and Families Service and Police.

## Appendix D

### Local Area Children, Young People and Families Service Offices Contact Details:

#### **Penzance Office (Penwith)**

Roscadghill Parc  
Heamoor  
Penzance  
TR18 3QQX  
(01736) 365714

#### **Camborne Office (Kerrier)**

The White House  
24 Basset Road  
Camborne  
TR14 8SL  
(01209) 714721

#### **Liskeard Office (Caradon)**

Westbourne House  
West Street  
Liskeard  
PL14 6BY  
(01579) 342919

#### **St Austell Office (Restormel)**

Penwinnick House  
Trehiddle Road  
St Austell  
PL25 5BZ  
(01726) 63582

#### **Bodmin Office (N.Cornwall)**

Priory House  
Priory Road  
Bodmin  
PL31 2AD  
(01208) 74491

#### **Truro Office (Carrick)**

Cathedral Close  
Truro  
TR1 2TE  
(01872) 278 533

#### **Launceston Office (N.Cornwall)**

Hendra House  
Dunheved Road  
Launceston  
PL15 7JG  
(01566) 773750

#### **Out of Hours Service**

(01208) 25130  
St. Lawrence's Hospital

### **Safeguarding Unit (Child Protection) Contact Details**

Pendragon House  
Gloweth  
Truro  
TR1 3LS  
(01872) 254549 / 254552

Multi Professional Team available to give advice, support and guidance on all Child Protection matters.

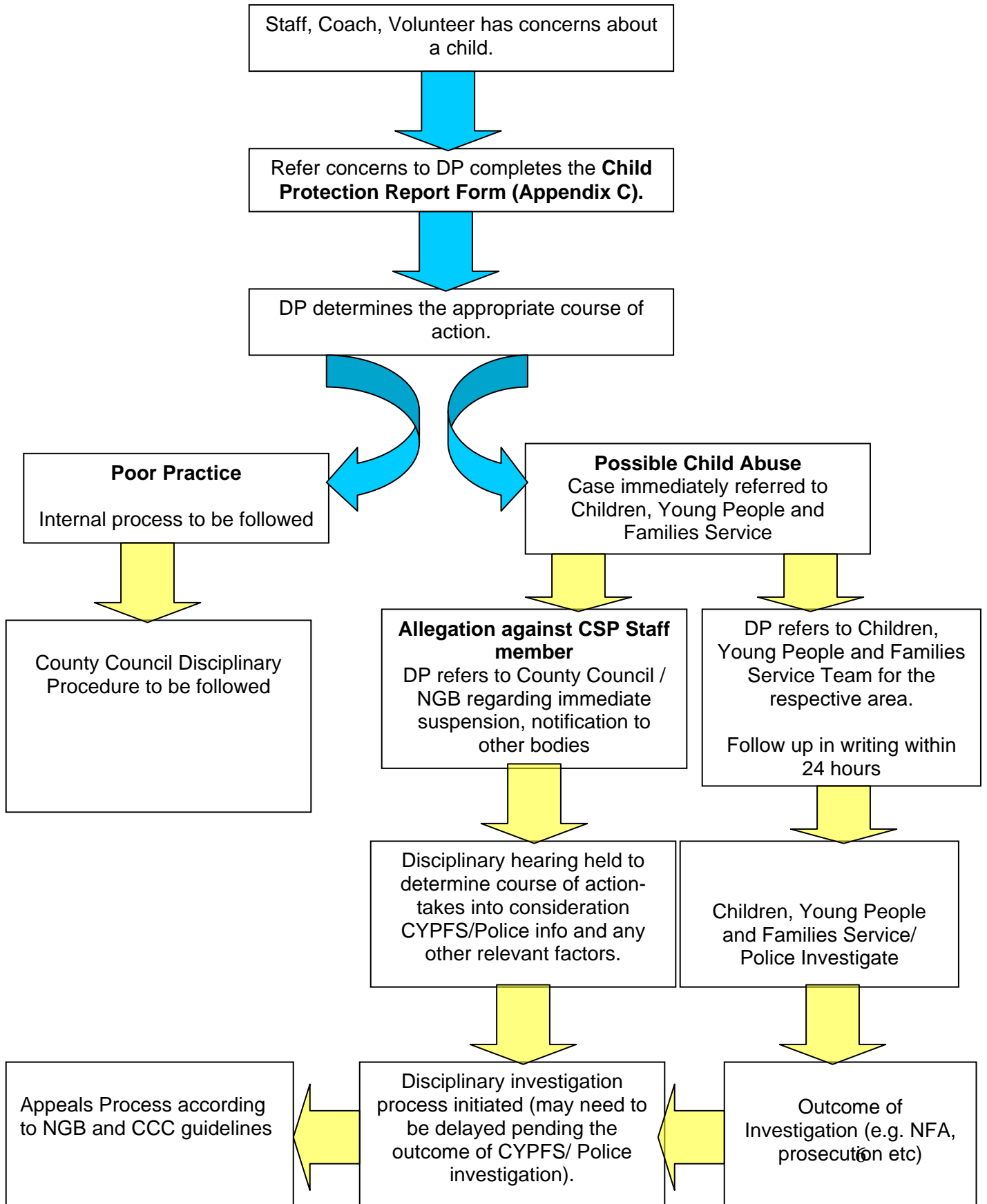
#### **Children, Young People and Families HQ**

New County Hall  
Truro  
TR1 3AY  
(01872) 322 000

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Appendix E

Flow Chart for Reporting Concerns of Poor Practice or Abuse



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**Appendix F**  
**SAMPLE PARENTAL CONSENT FORM**  
(based on Model form 7, HASPEV, pages 54-55)

Data Protection Act. The information being collected on this form will only be used for the purpose of school administration of visits and journeys under Department of Education and Skills guidelines. The data will not be disclosed to any external sources other than in an emergency, or to the Local Education Authority, without your written consent.

- 1 Details of visit to .....  
From: (date/time).....To (date/time).....
  
2. Name of participant.....
  
3. Address .....  
.....  
.....  
Tel No.....
  
5. Age ..... Date of Birth .....
  
6. Emergency Address and/or Telephone (if different from above).....  
.....  
.....
  
7. Personal Information: Please give details requested below or personal information which might be relevant.
  - A. Has your child, to your knowledge, been in contact with any infectious illness in the last three weeks? YES/NO If yes, give details .....  
.....
  
  - B. Does he/she suffer from allergies, diabetes, migraine, epilepsy, bad period pains, sleep-walking, bed-wetting or any other illness or disability?  
YES/NO If yes, give details .....  
.....
  
  - C. Is he/she allergic to anything (e.g. antibiotics, elaplast, aspirin or any such medicines, any particular food/drink)?  
YES NO If yes, give details .....  
.....
  
  - D. Is he/she actively sensitive to penicillin?  
YES/NO If yes, give details .....  
.....

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E. Is he/she receiving any medical treatment at present?  
YES/NO If yes, give details of illness/disability and treatment  
.....  
.....

F. Date of last anti-tetanus injection .....

G. Does he/she have any special dietary needs?.....

H. Can he/she swim 50 metres? YES/NO

I. Name & Address of own Doctor.....  
.....  
Tel No.....

7. Insurance: Please note that there is a limited amount of cover for personal accident and loss of personal belongings through School Journey Insurance. Participants are covered by Cornwall County Council insurance in the event of negligence by one of its employees or agents. Details are available on request.

8. PARENTAL CONSENT:

- (i) I have read the information provided and agree to my son/daughter taking part in the above activities.
- (ii) I acknowledge the need for him/her to behave responsibly at all times.
- (iii) I understand that the staff responsible for the activities will take all reasonable care of participants.
- (iv) I consent to any emergency treatment necessary. I therefore authorise the party leader(s) to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary, provided that the delay required to obtain my signature might be considered, in the opinion of the doctor or surgeon concerned, likely to endanger my child's health or safety.
- (v) I consent to my child travelling in a motor vehicle driven by a member of staff or other adult in the event of an emergency and in accordance with associated LEA guidance.

Signature.....Print.....  
(Please print your name alongside your signature)

9. Please return this form, together with any deposit or payment required, to:

.....by (date) .....

A copy of this form may be returned to parent/guardian by the school once received after signature, should it be requested.

**Appendix G Imagery Consent Form**

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**Further Useful Contact Details**

**Devon & Cornwall Constabulary Contact Details**

Police Central Telephone Number: 0845 2777444

**Family Protection Unit Contact Details**

**Family Protection Unit**

Area 1 – Kerrier / Penwith  
Chy Cosel  
33 Church Road  
Pool  
Redruth  
TR15 3PT  
(01209) 613083  
(01209) 613082 answer phone

**Family Protection Unit**

Area 1 – Carrick & Restormel  
1 Palace Road  
St Austell  
PL15 7DN  
(01726) 222484

**Family Protection Unit**

Area 1 – North Cornwall  
2/4 Moorland Road  
Launceston  
PL15 7HY  
(01566) 771329 (Main Office)  
(01566) 771326

**Further useful sources of Information:**

**NSPCC CPSU**

(Child Protection in Sport Unit)

Tel: 0116 234 7200

Web: [www.sportprotects.org.uk](http://www.sportprotects.org.uk)

**NSPCC 24hrs**

(National Society for Protection & Cruelty to Children)

Tel: 0808 800 5000

**Childline UK**

Tel: 0800 1111

[www.advocateweb.org](http://www.advocateweb.org)

**LSCBS Details**

<http://www.cornwallchildprotection.org.uk/>

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**References**

Active Sports Cornwall  
Area Child Protection Committee Child Protection procedures Act 1989  
Carrick Leisure Limited – Child Protection Policy & Guidelines (2004)  
NSPCC Child Protection in Sport Unit  
Cornwall County Council – Working Together to Safeguard Children Inter –Agency  
Child Protection Procedures (2004)  
England Squash Guidelines for the Use of Photographic material & Video Images  
ISRM (Institute Sport Recreation Management)  
Safeguarding Unit HT & RG  
National Society for the Prevention of Cruelty to Children  
NCF Child Protection Guidelines