

## Safeguarding Policy

### Purpose

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UKAD acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and UKAD requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children:

- have a positive and enjoyable experience of sport in a safe and child centred environment
- are protected from abuse whilst participating in sport or outside of the activity

### Scope

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This Policy applies to all employees of UK Anti-Doping, and associated persons including Board members, Doping Control Personnel, National Trainers, temporary workers, consultants, contractors and all third parties who engage with UK Anti-Doping and have this policy and its terms drawn to their attention.

### Principles

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#### **We will seek to keep children and young people safe by:**

- valuing, listening to and respecting them
- appointing a Designated Person (DP) for safeguarding children, a deputy and a lead Board member for safeguarding
- adopting child protection and safeguarding practices through procedure and a [Code of Conduct](#) for staff and volunteers (Staff Handbook Section Six – Personal Conduct and Standards)
- developing and implementing an effective policy and related procedures
- providing effective management for staff through supervision, support, training and quality assurance measures
- recruiting staff, workers and volunteers safely, ensuring all necessary checks are made
- recording and storing information and documentation in accordance with the Control of Documents and Records requirements of ISO standards and in line with the

WADA International Standard for the Protection of Privacy and Personal Information. For more information please refer to UK Anti-Doping [Control of Documents and Records Policy](#) and the [Information Security Staff Manual](#).

- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff, workers, Board or volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and reporting of wrongdoing measures in place (Staff Handbook Section Six – Personal Conduct and Standards [Reporting of Wrongdoing Policy](#))
- ensuring that we provide a safe physical environment for children, young people, staff, workers, visitors and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

## Objectives

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### Translating policy into action:

Although abuse often takes place in the home environment, the abuse of children occurs in a wide range of settings. Children are most commonly abused by an adult who is well known to them, and who holds a position of trust (see Appendix 1 for definition and further information), though rarely abuse may be carried out by individuals with no prior relationship with the child.

The consequences for a child who is subjected to abuse can be devastating and life-long, especially if the individual has felt unable to disclose the abuse, their disclosure was ignored, or they were unable to access support.

There are four main types of abuse, namely physical, sexual, emotional and neglect (see Appendix 2 for definitions.) A recent study of the experiences of children participating in organised sport in the UK highlighted that peers were the most common perpetrators of all forms of harm reported. Coaches were identified as the second most common perpetrators of harm. This increased as young athletes advanced through the competitive ranks and in the case of physical abuse, at elite level, coaches overtook peers as the main perpetrators.<sup>1</sup>

Anyone in regular contact with young people has the potential to play an important role in identifying cases where a child may be at risk. Although, not always easy to

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<sup>1</sup> The experience of children participating in organised sport in the UK (Kate Alexander, Anne Stafford, Ruth Lewis 2011).

recognise, in some cases there may be signs and symptoms that children or young person has or is being abused (see Appendix 3 for information on indicators of abuse).

There are some behaviours or practices beyond these definitions of abuse that can significantly harm children. These include bullying, including cyber bullying and poor practice. There is also considerable evidence to suggest that some children may be additionally vulnerable to abuse and face extra barriers to getting help, because of their disability, race, gender, age, religion, sexual orientation, social background or culture (see Appendix 4 for additional information).

By promoting and adopting good practice always, it is possible to reduce situations where abuse of children and poor practice may occur. All UKAD staff, workers and volunteers are required to apply the following guidance when working with children:

- Treat everyone fairly and with respect and dignity;
- Do not discriminate against or show favouritism towards a specific child;
- Be open and transparent in working practices;
- Maintain high standards of conduct, providing a positive example for children;
- Establish and maintain clear and appropriate professional boundaries – i.e. abuse of position of trust;
- Accurately represent professional status and do not abuse your position;
- Avoid physical contact unless it is as part of accepted professional practice or is necessary and reasonable to ensure the safety and/or wellbeing of a child;
- Comply with the UKAD safeguarding children and young people policy and the appropriate National Governing Body (NGB) policy and codes of conduct relevant to the activity;
- Ensure safeguarding concerns are reported in line with the UKAD policy;

UKAD will work in partnership with sports' NGBs and other external agencies such as Law Enforcement Agencies and Local Authorities to ensure appropriate information is shared in the interests of safeguarding children and young people.

## **Responding to Concerns**

Safeguarding children and young people is everyone's responsibility. Anyone worried about a child must report their concerns - no action is not an option. (See Appendix 5 for Child Protection Procedure for Reporting Concerns.)

It is not the role of anyone within UKAD to investigate possible child abuse concerns or to determine whether abuse has or has not occurred – this is the responsibility of other agencies. However, it is essential that all employees, members and volunteers clearly understand their responsibility to act in the event of:

- A disclosure of abuse from a child (see Appendix 6 for guidance on responding to a disclosure);

- A disclosure of abuse from an adult sometime after the event (non-recent or historical abuse);
- Observing abuse, neglect or poor practice;
- Observing concerning changes in a child's behaviour, appearance or relationships, or other possible indicators of abuse;
- A report from a third party or via an external organisation that raises concerns about the behaviour of an adult or young person towards children;
- A report from a third party or via an external organisation that raises concerns about the behaviour of an

Anyone undertaking roles on behalf of UKAD has a duty of care to respond to inappropriate behaviour, abuse or bullying. All information will be treated in confidence and only shared with those individuals who will be able to manage and resolve the situation. Anyone undertaking a UKAD role is expected to:

- **recognise** issues,
- **respond** to them,
- **report** what they have seen and
- **record** what they have seen and done.

### **Reporting concerns**

- The UKAD Designated Person (DP) should be notified of any safeguarding matter. If they are unavailable or the concern relates to the DP, an alternative Director, the CEO or the Chair should be informed;
- Where concerns are urgent and/or the DP is not available and concerns may constitute abuse, refer the matter immediately to the NSPCC, Children's Social Care (CSC) and/or the Police;
- The UKAD DP will establish if the concern is currently being managed, for example by an NGB and/or by the statutory agencies (CSC/Social Services (SS) or Police);
- The DP may, with advice from CSC/SS and/or Police, refer to other external bodies (e.g. Sport's NGB) that may need to know about the matter;
- Where there is a suspicion that a child has been abused by someone working in a position of trust (see Appendix 1 for definition), the DP will refer the matter to the Local Authority Designated Officer (LADO)
- In the case of non-recent (historical) abuse, where an allegation is made some time after the event, disclosures must still be reported to CSC/SS and Police, as above, as the alleged or suspected perpetrator may continue to present a risk to other children and young people;

Anyone undertaking roles on behalf of the UKAD is encouraged to consult with the DP if they are unsure about the level of their concern about a child, or about inappropriate behaviour towards a child.

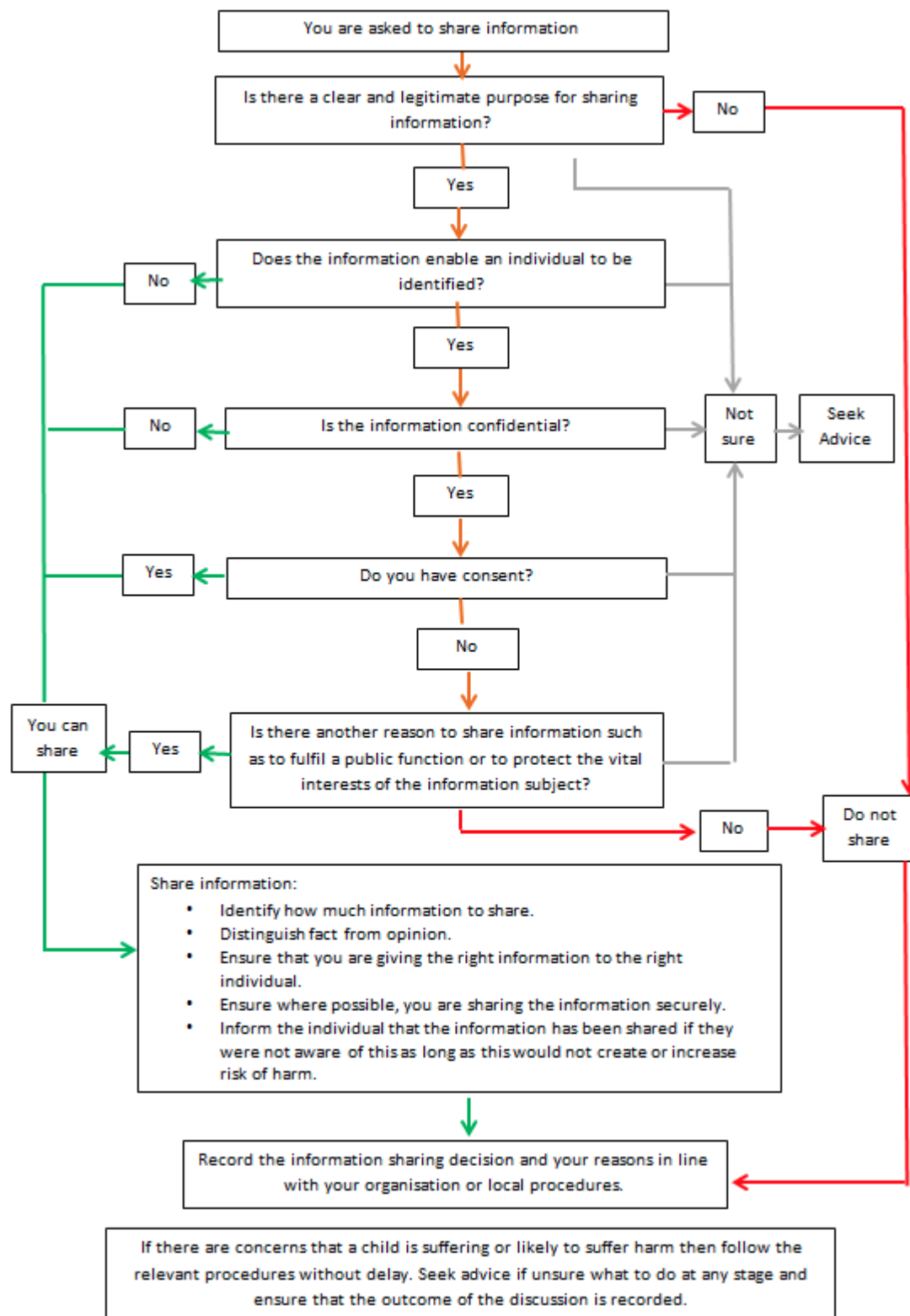
If there is any uncertainty as to whether a referral is appropriate, or it is not possible to contact the DP or other responsible staff, the NSPCC 24-hour helpline: 0808 800 5000 or the local CSC/SS will be able to offer advice on what action should be taken.

### **Confidentiality and information sharing**

UKAD will seek prior consent to share confidential information with other external agencies and will only share confidential information without consent where there is a reasonable belief that failure to disclose would place a child or others at risk of significant harm and/or would impede the safeguarding role of the statutory agencies.

The decision to share information will be taken by the DP in consultation with relevant other staff (for example the HR Manager or the Head of Intelligence and Investigations), providing that this will not delay the referral. Confidential information will only be passed to agencies that require access for safeguarding purposes on a 'need to know' basis. A record will be maintained of the reason for the disclosure, to whom it was shared and the details that were provided.

Although urgent referrals should not be delayed, CSC/SS or the Police should be provided with an incident report (See Appendix 8 and 9 for details of the information to include/reporting form). The contact details of the CSC Manager or police officer to whom the concerns were passed, together with the time and date of the call, and any agreed action to be taken should be recorded. The records will be kept on UKAD's case management system and the case will be given a "Safeguarding" flag to ensure that all such cases can be readily identified.



## **Next steps**

Where a concern is reported there may be three types of investigation:

- A criminal investigation - conducted by the police;
- Child protection investigation - carried out by CSC and Police;
- Internal disciplinary investigation- conducted by UKAD and /or another relevant sport organisation or NGB

On conclusion of the above investigations, UKAD will review available information and may undertake an appropriate course of action. This could include:

- Internal disciplinary action or;
- A referral to the DBS

## **Support Services**

Any UKAD staff member who has made a disclosure of abuse, has been the subject of an allegation, or has been indirectly affected by an incident will be offered information on support services available to them and, where appropriate, specialist staff support may be also be provided by UKAD.

Consideration should be given to the kind of support that children, parents and staff may need in the aftermath of an abuse case. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator. Whilst the investigation is on-going the alleged perpetrator should be given the detail of the process to be followed and should have a point of contact within the relevant organisation.

## **Reporting of Wrongdoing**

UKAD provides an environment where people are encouraged and supported to raise safeguarding concerns. All concerns raised will be taken seriously and action will be taken against anyone who has harassed or victimised a whistle blower. The identity of individuals who wish to remain anonymous will not be disclosed without first taking time to explain the circumstances in which disclosure may be appropriate.

## **Media Interest**

Child abuse and athlete welfare concerns can generate significant media interest, particularly in situations involving high profile individuals. Anyone who is approached by the media should refrain from providing any information about a case. The journalist's contact details should be taken and passed to the Director of Communications who will formulate an official response in consultation with the DP.

## **Safe Recruitment and Selection**

UKAD recognises the key preventative role played by robust recruitment and selection processes in safeguarding children. The following practices will be applied in respect of any paid or voluntary position within UKAD that involves working with children and young people. They will also be applied to roles where by virtue of the position the incumbent would be seen by children and young people as a responsible and trustworthy individual.

### **Pre-Recruitment:**

- All positions will have a job/role description that describes the range of duties and responsibilities the role will involve, and a person specification that describes the required skills and experience;
- The requirements of the position will be assessed to determine whether it meets the DBS eligibility criteria for an enhanced disclosure, and self-declaration;
- Any advertising and information sent to potential applicants will make specific reference to safeguarding and promoting the welfare of children and young people and highlight that the post involves working with children and, where relevant will refer to the requirement to complete an enhanced DBS disclosure;
- All applicants in appropriate roles will be required to complete an application form and self-declaration of any criminal convictions, cautions, warnings or relevant disciplinary action by other organisations;
- All applicants will be asked to provide evidence of any relevant qualifications
- All applicants will be asked to provide proof of identity and in respect of paid positions, provide their proof of right to work in the UK;
- A minimum of two written references, one from their most recent employer unless the applicant has a justifiable reason for not seeking references in advance;
- All potential staff or volunteers will be interviewed or be asked to attend a meeting with a minimum of two representatives of the organisation prior to any conditional offer of employment;
- The successful candidate will, in positions that meet the DBS eligibility criteria be asked to complete an online enhanced disclosure which must be assessed prior to commencing any aspect of their role that involves contact with children

### **Post Recruitment**

All new staff and volunteers will:

- Complete an induction process that will include an introduction to the UKAD Safeguarding Policy;
- If appropriate to their role, complete a basic safeguarding awareness course within six months of taking up the position (if they have not done so in the last three years) – this will be the NSPCC Child Protection in Sport Unit's online course (3 hours duration);
- Complete a probationary period (usually 6 months);



- Receive regular feedback and an annual appraisal which specifically covers safeguarding practice where relevant

## **Monitoring**

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This policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils or other interested parties
- as a result of any other significant change or event.

## Legal Framework

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This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

**Children Act 1989** allocates duties to local authorities, courts, parents, and other agencies in the United Kingdom, to ensure children are safeguarded and their welfare is promoted. It centres on the idea that children are best cared for within their own families; however, it also makes provisions for instances when parents and families do not co-operate with statutory bodies.

**United Nations Convention of the Rights of the Child 1989** (commonly abbreviated as the CRC or UNCRC) is a human rights treaty which sets out the civil, political, economic, social, health and cultural rights of children. The Convention defines a child as any human being under the age of eighteen, unless the age of majority is attained earlier under national legislation.

**Data Protection Act 1998 (DPA)** is a United Kingdom Act of Parliament which defines the law on the processing of data on identifiable living people and is the main piece of legislation that governs the data protection.

**Human Rights Act 1998** allows individuals to defend their rights in UK courts and compels public organisations (including the Government, police and local councils) to treat everyone equally, with fairness, dignity and respect.

### **Sexual Offences Act 2003**

**Children Act 2004** The Children Act 2004. The Children Act 2004 makes provision about services provided to and for children and young people by local authorities and other bodies and requires that they work together in improving the well-being of children in the local area.

**Safeguarding Vulnerable Groups Act 2006** legislation protecting vulnerable people from abuse, it places a general duty on local authorities to promote the wellbeing of individuals when carrying out care and support functions.

**Protection of Freedoms Act 2012** to provide for the destruction, retention, use and other regulation of certain evidential material

**Children and Families Act 2014** to make provision about children, families, and people with special educational needs or disabilities; to make provision about the right to request flexible working; and for connected purposes.

**Special educational needs and disability (SEND) code of practice: 0 to 25 years –** Statutory Guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014

**Information sharing:** Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015

**Working together to safeguarding children:** a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

## Responsibilities

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### Chief Executive

To adhere to the policy and stand in if Designated Person is unavailable

### Board Members

Nominated Lead Board Member for Safeguarding – Claire-Marie Roberts

All members to adhere to the policy

### Directors

Director of Operations – Designated Person

Other Directors – To adhere to the policy and stand in if Designated Person is unavailable

### All staff and workers

Head of Intelligence and Investigations – Deputy Designated Person

To adhere to the policy as stated above

## Related Documents

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- Recruitment, induction and training - [Disclosure and Barring Service \(previously CRB\) Checks Policy](#)
- Dealing with disclosures and concerns about a child or young person –
- Managing allegations against staff and volunteers –
- Recording and sharing information
- Code of conduct for staff and volunteers - [Staff Handbook Section Six – Personal Conduct and Standards](#)
- Safer recruitment
- E-safety and data protection– [Information Security Staff Manual](#)
- [Bullying and Harassment Policy and Procedure Policy](#)
- Complaints - [Staff Handbook Section Six – Personal Conduct and Standards](#)
- Reporting of Wrongdoing - [Staff Handbook Section Six – Personal Conduct and Standards](#)
- Health and Safety - [Staff Handbook Section Six – Personal Conduct and Standards](#)
- Training, supervision and support - [Staff Handbook Section Four – Learning and Development](#)
- Lone working policy and procedure – [Staff Handbook Section Five – Health and Safety](#)
- Quality assurance - International Quality Standard ISO 9001:2008; [Quality Manual](#)
- [UKAD Doping Control Officer Handbook](#)
- Preventing Abuse of Positions of Trust in Sport ([NSPCC](#))

- Decision Log (& rationale) – Form on Case Management System under case note/type

### **Approval and Review**

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|-----------------------|---|
| <b>Author:</b>        | Pat Myhill (Director of Operations)       |
| <b>Approver:</b>      | Nicole Sapstead (Chief Executive Officer) |
| <b>Approval Date:</b> | November 2017                             |
| <b>Review date:</b>   | November 2018                             |

## **APPENDIX 1: POSITION OF TRUST**

### **(Extracts from NSPCC CPSU Briefing Paper on Abuse of Positions of Trust within Sport)**

Sexual offences legislation already provides that any sexual activity involving children under 16 is unlawful. The primary motivation for legislation which addresses the abuse of positions of trust is the need to protect young people aged 16 and 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to sexual abuse and exploitation, in defined circumstances. This includes sexual activity and relationships with adults who hold a position of trust, responsibility or authority in relation to them and, as a result, have a considerable amount of power and influence in their lives. The law defines specific roles and settings where sexual activity between 16 and 17-year olds and those in positions of trust, responsibility or authority constitutes a criminal offence.

#### **Examples of specific roles:**

- Teachers
- Connexions Personal Advisors
- Foster carers.

#### **Examples of specific settings:**

- Educational institutions
- Residential care homes
- Hospitals
- Youth offender institutions

People in these roles or working in such settings may well be in positions of trust, will normally have power and authority in a young person's life, and may have a key influence on their future. They will have regular contact with the young person, and may be acting in loco parentis.

#### **The sports context**

This legislation does not include sports roles (e.g. coaches, instructors or helpers) or sports organisations and settings (e.g. clubs, leisure facilities or events) within these definitions. Thus, at present, an abuse of a position of trust within most sport contexts will not be illegal, although there may be circumstances in which the law does apply to sports coaches - for example if they are employed by and operating within a school.

The NSPCC's view is that because of the vulnerability of young people and the particular circumstances of sport that the legislation should be extended to roles and settings within sports. Irrespective of this, NSPCC recommends that sports bodies work to the principles behind the legislation. They should put in place codes of ethics and conduct to which individuals are tied, which define acceptable and unacceptable behaviour, and which clearly include any abuse of positions of trust as described above. Breaches of these codes should be addressed through complaints and disciplinary procedures.

It is important also to recognise that under the Safeguarding Vulnerable Groups Act/Order there are already relevant provisions to consider. Sports settings deemed to provide regulated activity for the purposes of the legislation must refer an individual to the Disclosure and Barring Service (DBS) if they consider the individual has harmed, or to be a risk to, a young person while working in a regulated position. That individual may ultimately be barred by the DBS from working with children. Governing bodies and other sports organisations should take disciplinary action in situations where an adult in a position of authority has abused their position of trust by having sexual contact with a 16 or 17 year old.

### **Further information**

Child Protection in Sport Unit: [www.thecpsu.org.uk](http://www.thecpsu.org.uk); [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk); 0116 2347278.

## **APPENDIX 2: ABUSE AND NEGLECT DEFINITIONS**

These definitions have been taken from “Working together to safeguard children.” (DCSF (now DfE): April 2015).

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

### **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 fabricates the symptoms of, or deliberately induces, illness in a child.

In sport, an example of physical abuse could include:

- Provision of performance enhancing drugs;
- Forcing a child into a physically exhausting and painful training regime;
- Knowingly requiring a child with a significant injury to train or compete
- Hitting or slapping a child as a form of punishment.

### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may 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 the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children 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.

Within sport examples of emotional abuse may include:

- Continually diminishing a child’s efforts;
- Placing intolerable pressure on a child to train and/or win;
- Imposing developmentally inappropriate expectations on a child.
- A parent or carer providing affection and positive attention only when their child is successful.

## **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

There have been a significant number of sexual abuse cases in sport, many of which have involved coaches, both male and female, who have manipulated the child and abused their position of trust.

An example in sport could involve disguising a sexual activity as a legitimate coaching technique or using a close athlete-coach relationship to “groom” the child.

## **Neglect**

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve 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);
- Ensure access to appropriate medical care or treatment;
- It may also include neglect of unresponsiveness to, a child’s basic emotional needs.

Neglect in a sport may occur if the responsible adult failed to adequately look after children in their care, leading them to be placed at risk of harm



### APPENDIX 3: INDICATORS OF ABUSE

Even for professional working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but a child who is being abused may display one or more of the following signs:

- Disclosure of a concern or description of what may be an abusive act;
- Unexplained or concerning injuries such as burns, cuts, and bruises situated in areas of the child's body which are not normally prone to injury through for example play activity;
- Physical injury where the explanation seems inconsistent;
- Unexplained changes in behaviour such as a child becoming withdrawn, quiet or aggressive/verbally violent;
- Inappropriate sexual awareness and/or behaving in a sexualised manner;
- Eating disorder e.g. a child is overeating or showing a loss of appetite;
- Excessive weight loss or weight gain;
- Unkempt physical appearance;
- The child becomes withdrawn and isolates themselves from the group or has difficulty making friends;
- The child is prevented from socialising with other children;
- Distrust of adults, particularly those whom a close relationship would normally be expected;
- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club;
- A drop in performance at school or in sport;
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing, for example, on food, cigarettes or alcohol;
- A shortage of money or frequent loss of possessions;

The above list is not exhaustive and the presence of one or more of the indications should not be accepted as proof that abuse is taking place. It is NOT the responsibility of those involved in UKAD to decide that child abuse is occurring. It is everyone's responsibility to be vigilant and act on any concerns.

## **APPENDIX 4: – ADDITIONAL VULNERABILITY**

There is a growing body of evidence that suggests that some children may be at more risk of abuse and face extra barriers to getting help, because of their disability, race, gender, age, religion, sexual orientation, social background or culture. Elite athletes may also be more at risk.

### **Various factors may contribute to an increased risk of abuse:**

For example, if their disability means that they:

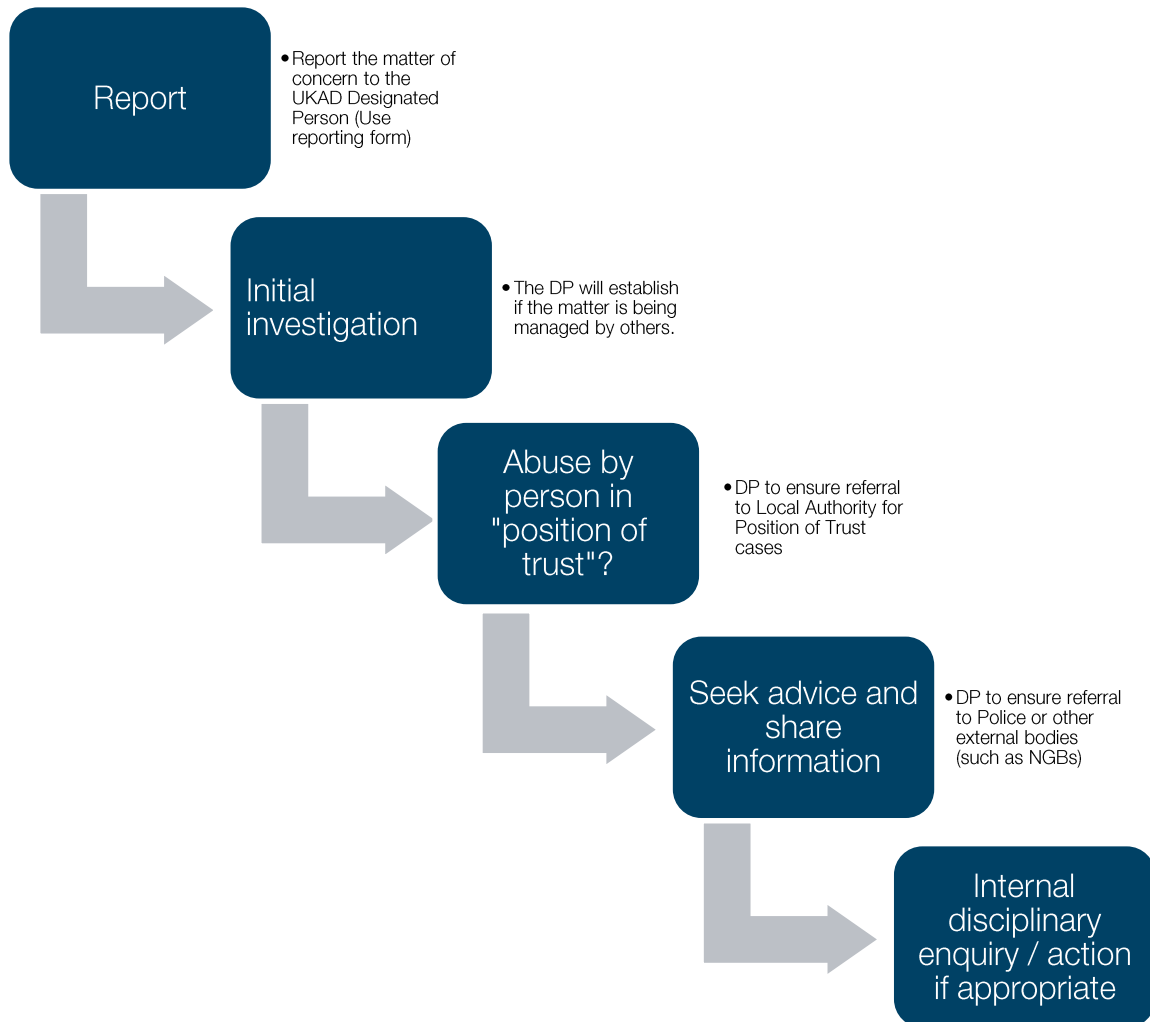
- Have had limited “life experiences” and so have not developed the social skills needed to work out what the behaviour and attitudes of others mean. This could make them less able to understand what is appropriate and inappropriate behaviour;
- Have been encouraged to comply with other people’s wishes and not to question authority figures;
- Are afraid to challenge potentially abusive situations because of the fear of the consequences. It is often easier to be compliant and pleasing rather than risk angering an authority figure and getting into trouble;
- May not be able to report abuse either because there is no-one they can report it to or because they do not have the ability to use the appropriate language;
- May not be able to recognise that abuse has taken place;
- Feel powerless because they have to depend on others for personal support;
- May not be able to physically remove themselves from abusive situations;
- Are not believed because their authority figures cannot accept that anyone would abuse a child with a disability;
- May not have anybody they can trust and confide in;
- May feel guilt or shame about the abuse which prevents them from reporting it;
- May not have a sense of ownership of their own bodies because they are so used to being examined physically by others as part of their medical and physical care;
- Have low self-esteem and a poor self-image.

### **Children from minority ethnic groups**

Children from a minority ethnic group (and their parents) are (more) likely to experience harassment, racial discrimination and institutional racism at some time throughout their lives. Although racism causes significant harm, it is not itself identified as a category of abuse.

However, this may be categorised as emotional abuse under this Policy. All organisations working with children (including those operating where black and minority ethnic communities are numerically small) should address institutional racism, as defined in the Macpherson Inquiry report on Stephen Lawrence as ‘the collective failure by an organisation to provide appropriate and professional service on account of their race, culture and/or religion’.

## APPENDIX 5: FLOW CHART FOR RESPONDING TO CONCERNS



## **APPENDIX 6: RESPONDING TO A DISCLOSURE OF ABUSE**

Regardless of how the concerns may have arisen, the person who received the disclosure or information must ensure they report and record the information. They must not allow personal opinions regarding the credibility of any individual or the information they have received prevent them from making the referral. Record in writing what was said using the individual's own words as soon as possible. The following information should be included:

- Dates and times;
- Any names mentioned;
- To whom the information was given;
- Information that includes facts only, hearsay or opinion should be noted as such;
- Ensure the record is signed and dated.

If an individual discloses that they or another young person is being or has been abused, or is at risk of abuse, the person receiving the information should:

- Stay calm and listen carefully, recognising any difficulties that the individual may have in explaining the incidents, especially if they are a young child and/or have communication difficulties;
- Ensure that there is not any immediate risk to a child or children;
- Explain that it is likely the information will have to be shared with others;
- Keep questioning to a minimum, except where clarification is required to provide a clear and accurate understanding of what has been disclosed;
- Reassure the individual that they have done the right thing in revealing the information;
- Demonstrate and explain that the disclosure is being taken seriously and explain what will happen next, and with whom the information will be shared.

If a child makes a disclosure but indicates that he/she does not wish others to be informed about the allegations, it is important to sensitively explain why you need to share the information.

### **Actions to avoid:**

- Dismissing the concern
- Panicking
- Allowing shock or distaste to show
- Probing for more information than is offered;
- Promising to keep the disclosure secret;
- Speculating or make assumptions;
- Approaching the accused person(s) (this may put a child at further risk and/or jeopardise a criminal investigation);
- Investigation of the disclosure;
- Making negative comments about the accused person(s).



## **APPENDIX 7: INFORMATION TO BE SUPPLIED FOR A STATUTORY AGENCY REFERRAL**

Personal details of the child concerned including age or date of birth, full name, gender, race, ethnic origin and address;

- Details of Parent/carer and an indication of what, if any, information has been shared;
- Nature of the allegation;
- Details of the person about whom the concern/allegation is made including full name, date of birth, address, relationship the child concerned and/or position held in the club, if any;
- Description of any visible injuries including bruising;
- Any observed changes in child's behaviour, relationships etc.
- Detailed description of the child's account of how the injuries occurred;
- Any times and dates or other relevant information;
- A clear distinction between what is fact, hearsay or opinion.

## **APPENDIX 8 - The UKAD Reporting Procedures and Reporting of Wrongdoing Policy for Safeguarding Children and Young People**

UKAD is committed to the highest standards of openness and accountability. An important aspect of accountability and transparency is a mechanism to enable all staff to voice concerns in a responsible and effective manner.

Where an individual discovers information which they believe shows serious malpractice, improper conduct or unethical behaviour or attempts to conceal these towards an athlete / member within the organisation or towards an athlete within another organisation then this information should be disclosed without fear of reprisal.

UKAD will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

UKAD will encourage individuals to put their name to any disclosure they make however factors such as the seriousness of the issue raised, the credibility of the concern and the ability to confirm the allegation from another source will be taken into account if a disclosure is made anonymously.

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against the individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if he/she persists with making them, disciplinary action may be taken against that individual.

### **Reporting Procedure**

The first point of contact in UKAD for reporting child welfare concerns is the DP. In the event it is not appropriate to discuss details with the DP or they are not available, another Director, the CEO or Chair must be informed.

The following information will be taken initially

- Name, address and telephone number;
- Names of individuals and organisations involved;
- The manner of the alleged issue and any details of evidence;
- Whether they will submit the evidence;
- How they became aware of the issue.

On receipt of a complaint or concern the DP will follow up as soon as is reasonably possible.

If there is evidence of criminal activity then the police should be informed. UKAD will ensure that any internal investigation does not hinder a formal police investigation.

If the complaint or concern involves another organisation or the person involved is affiliated to a National Governing Body then the DP in the relevant body will be informed and their procedures followed.

UKAD will ensure that the relevant organisations are informed and/or the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.



## APPENDIX 9 – UKAD Safeguarding Reporting Form

|   |   |
|---|---|
| Your name:  | Name of organisation:                                       |
| Your role:  |   |
| Contact information (you):  |   |
| <i>Address:</i>   |   |
| <i>Postcode:</i>  |   |
| <i>Telephone numbers:</i>   | <i>Email address:</i>                                       |
| Child's name and address:   |   |
| Date of birth:  |   |
| Child's ethnic origin:  | Does child have a disability?                               |
|   | <i>Details -</i>  |
| Child's gender:   |   |
| <input type="checkbox"/> Male <input type="checkbox"/> Female                         |   |
| Parent's / carer's name(s):   |   |
| Contact information of parents/carers:  |   |
| <i>Address:</i>   | <i>Postcode:</i>  |
| <i>Telephone numbers:</i>   | <i>Email address:</i>                                       |
| Have parents / carers been notified of this incident?                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| If YES please provide details of what was said/action agreed:                         |   |
| Are you reporting your own concerns or responding to concerns raised by someone else? |   |



|   |                       |
|---|-----------------------|
| <i>Address:</i>   |                       |
| <i>Postcode:</i>  |                       |
| <i>Telephone number:</i>                                    | <i>Email address:</i> |
| Details of action taken to date:                            |                       |
| Has the incident been reported to any external agencies?    |                       |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                       |
| If YES please provide further details:                      |                       |
| <i>Name of organisation / agency:</i>                       |                       |
| <i>Contact person:</i>                                      |                       |
| <i>Telephone numbers:</i>                                   |                       |
| <i>Email address:</i>                                       |                       |
| <i>Agreed action or advice given:</i>                       |                       |
| Your signature  | Print name            |
| Date  |                       |

## **RESOURCES LIST**

### **ANN CRAFT TRUST**

The Ann Craft Trust works with staff in the statutory, independent and voluntary sectors to protect people with learning disabilities who may be at risk from abuse. They also provide advice and information to parents and carers who may have concerns about someone that they are supporting [www.anncrafttrust.org](http://www.anncrafttrust.org)  
0115 951 5400

### **ASSIST**

ASSIST is a registered charity dedicated to offering confidential, emotional and practical support to individuals and families affected by trauma.  
[www.traumatic-stress.freereserve.co.uk](http://www.traumatic-stress.freereserve.co.uk)  
01788 560 800 (Helpline)

### **BRITISH ASSOCIATION FOR COUNSELLING**

<http://www.bacp.co.uk>  
Tel: 01788 550899

### **BREAKING FREE**

An organisation that provides support to female adults who have experienced childhood sexual abuse.  
[www.breakingfreecharity.org.uk](http://www.breakingfreecharity.org.uk)  
0845 1080055 (Helpline)

### **BULLY ONLINE**

Bully Online is a website that contains lots of resources on all aspects of bullying and related issues.  
[www.bullyonline.org](http://www.bullyonline.org)

### **CHILDLINE**

Childline is a free 24-hour helpline for children [www.childline.org.uk](http://www.childline.org.uk)  
0800 1111

### **CITIZENS ADVICE BUREAU**

The Citizens Advice service helps people resolve their legal, money and other problems by providing free information and advice from over 3,000 locations across England, Wales and Northern Ireland. See the website for details of local offices.  
[www.citizensadvice.co.uk](http://www.citizensadvice.co.uk)

## **DFES BULLYING**

The Department for Education and Skills has provided this web site to show pupils, their families and teachers how to tackle bullying.  
[www.dfes.gov.uk/bullying](http://www.dfes.gov.uk/bullying)

## **FAMILY RIGHTS GROUP**

Provides advice and support to families whose children are involved with social services and develops and promotes services that help secure the best possible future for children and families. [www.frg.org.uk](http://www.frg.org.uk)  
0800 731 1696 (Helpline)

## **KIDSCAPE**

Kidscape provides individuals and organisations with practical skills and resources necessary to keep children safe from harm. Kidscape was established to prevent bullying and child sexual abuse. [www.kidscape.org.uk](http://www.kidscape.org.uk)  
08451 205 204 (Helpline for use by adults concerned about a child being bullied)

## **LANTERN PROJECT**

This charity provides information and support services for adult victims of child sexual abuse [www.victimsnolonger.org.uk](http://www.victimsnolonger.org.uk)

## **NAPAC (NATIONAL ASSOCIATION FOR PEOPLE ABUSED IN CHILDHOOD)**

NAPAC is a registered charity, which provides support and information for people abused in childhood. [www.napac.org.uk](http://www.napac.org.uk)  
0800 085 3330

## **NSPCC HELPLINE**

The NSPCC Child Protection Helpline is a free, national, 24-hour service, which provides counselling, information and advice to anyone, including children, concerned about a child at risk.  
[www.nspcc.org.uk](http://www.nspcc.org.uk)  
0800 800 500

## **RAPE CRISIS ENGLAND AND WALES**

The website provides information for survivors of sexual violence and their friends and family to access the services they need and details of local rape crisis centres.  
[www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)

## **SAMARITANS**

Provides confidential emotional support, 24 hours a day, for people who are experiencing feelings of distress or despair, including those that may lead to suicide.  
[www.samaritans.org.uk](http://www.samaritans.org.uk)

08457 90 90 90

### **STOP IT NOW**

Stop it Now! UK & Ireland is developing a public health approach to the prevention of child sexual abuse through a network of local projects and national initiatives. It provides adults with the information they need to recognise worrying behaviour in themselves or others, and with the confidence to take responsible action when they suspect that something is wrong.

[www.stopitnow.org.uk](http://www.stopitnow.org.uk)

0808 1000 900

### **SURVIVORS**

Provides information, support and counselling for men who have been raped or sexually abused.

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

0845 122 1201