

ESSEX CHESS ASSOCIATION Safeguarding Policy Statement

(Adopted July 2016)

Whilst the primary function of the Essex Chess Association is to promote chess, it recognises its responsibility for the welfare of children, young people and vulnerable adults attending the events it organises or participating in the teams it runs.

It is the policy of the ECA to safeguard the welfare of all people attending its events from abuse, which we define as any physical, sexual and/or emotional mistreatment and to ensuring its safeguarding practice reflects statutory responsibilities and government guidance.

The policy recognises that the welfare and interests of children and young people are paramount in all circumstances as enshrined in the Children Act 1989. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or identity, or socioeconomic background, all children, young people and vulnerable adults:

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

It also aims to provide ECA officers, members, tournament organisers, controllers and arbiters, team captains and volunteers with the overarching principles that guide our approach to safeguarding vulnerable individuals and child protection.

As part of our safeguarding policy the ECA will:

- promote and prioritise the safety and wellbeing of children, young people and vulnerable adults
- value, listen to and respect children, young people and vulnerable adults
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults
- make clear who the designated Safeguarding Officer is and role, which includes being the designated ECA Lead for Safeguarding
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual(s) who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation
- share concerns with agencies who need to know, involving parents, children, carers and vulnerable adults appropriately.

The ECA does not provide supervision of children or vulnerable adults during its events. This remains the responsibility of parents and carers.

Children under the age of 8 must be accompanied by a parent. Older children under the age of 14 must be supervised by a parent or designated responsible adult (notified to the event organiser in writing).

Parents who chose not to accompany their child must provide an emergency contact telephone number to the event organiser.

Officials

There are some posts, in particular the ECA Junior Organiser, which may involve a considerable degree of contact with children or vulnerable adults. In general the type of work may involve regularly caring for, supervising, training or being in sole charge of such people. It is the policy of the ECA that it will only appoint to these positions, should it involve more than a reporting role, a person for whom an independent suitable reference has been obtained and where required by law undertake a Disclosure and Barring Service check.

Affiliated Organisations

The ECA strongly recommends that Affiliated organisations have a suitable Safeguarding/Child Protection Policy.

Policy Procedures, Code of Conduct and Guidance

The accompanying policy procedures, code of conduct and guidance apply to any person acting in an official capacity on behalf of the ECA at an ECA organised event. In particular this includes Officers, team captains, organisers, controllers and arbiters.

Definitions

All references to “parent(s)” in this Policy Statement and in our accompanying procedures, code of conduct and guidance shall be deemed to include “guardian(s)”.

Monitoring

The policy will be reviewed annually.

ESSEX CHESS ASSOCIATION Safeguarding Policy Procedures

1. Safeguarding and Child Protection

Safeguarding in this document means the process of protecting children, young people up to the age of 18 and vulnerable adults from harm. Harm can include deliberate abuse, neglect (deliberate or not), bullying, exclusion and prejudiced attitudes. Child protection is part of safeguarding and is the process of protecting individual children who are identified as suffering or likely to suffer significant harm. This policy concentrates on the latter but acknowledges the principles of the former.

Safeguarding involves assessment of risk to a child, young person and vulnerable adult. One part of this is deciding whether a Disclosure and Barring (DBS) check is required or whether other safeguarding measures put in place are sufficient. Not all persons acting in an ECA official capacity or volunteers require a DBS check; indeed it is illegal to apply for a DBS check if the applicant's role is ineligible. ECA event organisers should have regard to the ECF Disclosure and Barring Service (DBS) Checks Guide attached (**Appendix 1**) and where a DBS check is not required organisers should consider other measures such as following the ECA code of conduct (**Appendix 2**). Where a DBS check is considered necessary this should be raised with the Safeguarding Officer, who will make the application on behalf of the ECA. A DBS check can be applied for via the ECF office including joining the DBS Update Service (this service is free for volunteers, and renders the DBS transferable between organisations and is automatically updated).

The ECA Executive includes a Safeguarding Officer who is also the designated lead for safeguarding with leadership responsibility for the ECA's safeguarding arrangements. A role description is included (**Appendix 3**).

The Safeguarding Officer for the ECA is:

Name: **Mark Murrell**
Contact: **safeguard@essexchess.org.uk**
077 1288 1232

2. Recognising the signs and symptoms of abuse

ECA officers, officials, event organisers, controllers and arbiters, team captains and volunteers are required to recognise signs and symptoms of abuse.

There are 4 main areas of abuse:

- **Physical Abuse**
- **Emotional Abuse**
- **Sexual Abuse**
- **Neglect (intentional and unintentional)**

These are explained in **Appendix 4**.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury does not seem right.
- You observe or an individual discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child or vulnerable adult.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

3. Becoming aware of a safeguarding issue

The ECA recognises that there are many ways that an organisation or individual may become aware about the safety of a child, young person or vulnerable adult.

For example:

- a third party or anonymous allegation is received;
- an individual's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- an individual reports an incident(s) of alleged abuse which occurred some time ago;
- a written report is made regarding the serious misconduct of a worker towards a child, young person or vulnerable adult;
- an incident is witnessed;
- a police charge is made.

No safeguarding issue will be ignored or dismissed by the ECA as "minor".

4. Acting on a safeguarding issue

It is important that allegations are treated extremely seriously and the ECA procedure includes recommendations to its Officers, members, organisers, team captains and volunteers.

Overview of actions if you have concerns about the welfare of a child or vulnerable adult:

a) Is the individual in immediate danger or are they injured?

1. If yes - Contact the emergency services 999.

b) Report the concern:

It is important that there should be no delay in contacting either the Social Services or the police if someone thinks a crime may have been committed. Any individual can do this, 24 hours/day; it does not have to be the Safeguarding Officer.

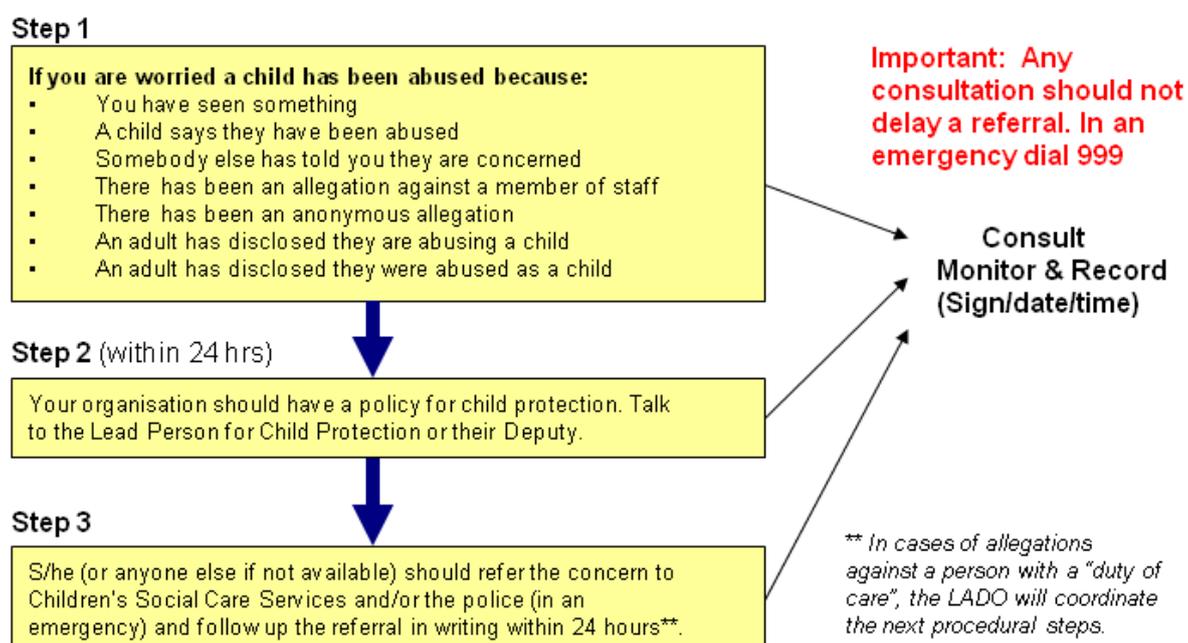
If it is not thought that a crime has been committed but there is concern for a child's or vulnerable adult's welfare then the issue should be reported to the Safeguarding Officer within 24 hours as per below.

1. If the issue arises during an ECA event report the concerns to the ECA designated Safeguarding Officer who will contact the relevant local Children's Social Care Services or

adult Social Services for advice or to make a referral in the first instance and follow up with a written report within 24 hours. If the Safeguarding Officer is not available the organiser or the individual raising the concern must do this.

2. If the issue arises at any other time or event report the concerns to your organisation's safeguarding officer who will contact the relevant local Children's Social Care Services or adult Social Services for advice or to make a referral in the first instance and follow up with a written report within 24 hours. If the Safeguarding Officer is not available the organiser or the individual raising the concern must do this. The ECA's Safeguarding Officer may in addition contact the ECF's safeguarding officer for advice; however, this must not delay contacting Social Services.
3. If there is no one else available to help, contact the police 101.

The following flow chart illustrates these three steps where a child is involved:



c) Ensure you keep a record of your concern and how you reported it (see Appendix 5 for a form to record it on).

This form is completed by the person raising the concern. All information recorded is confidential. Please note that parents/carers should not be spoken to if the discussions may put the child at risk of harm.

Stages in acting on the concern

There is further advice on acting on the concern in **Appendix 6**. This includes advice on talking to the child and this should be used in conjunction with the "Form for recording concerns/allegations of abuse, harm or neglect" (**Appendix 5**). **All information recorded is confidential.**

5. Safe recruitment

The ECA recognises that sometimes there are people who work, or seek to work with children and young people who may pose a risk to children and who may harm them. Ensuring that there is a clear process for recruiting organisers and volunteers should help reduce this risk. The following guide will be used by the ECA in the recruitment of those working with children:

- A clear job description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have) will be used where possible.
- If it is an elected (or similar) post then the post will be conditional on successful completion of all other safeguarding recruitment processes and provision of a personal/professional history.
- The ECA will make it clear that it has a commitment to safeguarding and protecting children.
- Where practical and appropriate, there will be a face-to-face interview with pre-planned and clear questions.
- The applicant will be required to declare whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children as per the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This declaration will preferably be part of an application form.
- The candidate's identity will be checked by asking them to bring photographic ID, preferably a passport.
- It will be checked that the candidate actually holds any relevant qualifications they say they have.
- A DBS check will be applied for if the role requires it. This will be considered for all those who have contact with children or have access to records and this might include any volunteers and Officers (See the guide in **Appendix 1**).
- References will be sought from reliable sources which can be checked for authenticity. References will always be checked and referees specifically asked about an individual's suitability to work with children.
- All candidates will be provided with a copy of the safeguarding policy (which incorporates the child protection policy).

On occasions where the ECA wish to appoint a worker from abroad the ECA recognises that it may not be possible to undertake DBS checks. However a "certificate of good conduct" may be applied for from the country the person is moving from. For UK Nationals returning from abroad an International Child Protection Certificate (ICPC) may be requested from www.acro.police.uk. Additional references may need to be undertaken on any worker from abroad.

6. Management and supervision of staff and/or volunteers

All Officers, organisers and volunteers will know who their Safeguarding Officer is and how to make contact if they have a concern (see section 1).

Organisers, members and volunteers should be advised that they must follow the Safeguarding Code of Conduct (See **Appendix 2**). Officers, organisers and volunteers will be advised that they are expected to make themselves aware of the ECA's safeguarding policy, which will be available on the ECA website. They will be provided with a copy of the policy or given electronic access to it. A record should be kept that the copy/advice has been given.

7. Allegations against ECA officers, officials, organisers and volunteers

If an allegation of abuse (please see the definitions in **Appendix 4**) is made against any person acting in an official capacity on behalf of the ECA or any of its volunteers should be reported immediately to the Safeguarding Officer. If the allegation is about a member of the Executive then the incident may be passed to an alternative official, for the ECA this will be the President.

In all cases the Local Authority Designated Officer (LADO) should be involved in the immediate discussion with the Safeguarding Officer or the President to confirm next steps. The LADO should be made aware of the incident within one working day. Extra considerations following contact with the LADO are included in **Appendix 7**.

The police and/or relevant local Children's Social Care Services or adult Social Services investigation takes precedence and no internal investigation may take place until the ECA has been advised they may do so by the LADO or police. When an internal investigation is undertaken, consideration should be given to the operation of disciplinary procedures. In most circumstances the options available to the Executive are:

- no further action
- immediate suspension

The severity of the allegation, information and evidence available can often determine the next stages taken.

8. Recording and managing confidential information

A form for recording concerns/allegations of abuse, harm and neglect which is completed by the person raising the concern is included (See **Appendix 5**).

Records relating to safeguarding/child protection may include:

- Safe recruitment documentation such as employment and engagement applications, references, identity verification, records of DBS or similar statutory disclosure checks.
- The safeguarding/child protection policy and any revisions, records of distribution to or receipt of the policy, records of any protection policy training offered or received.
- Accident records, incident records, records of concerns/allegations of abuse, harm and neglect (including actions taken such as referrals, assessments, plans and support), correspondence related to child protection/safeguarding.

Storage of records

Some best practice advice for when considering the storage of records:

- Information about concerns, allegations, and referrals should not be kept in one 'concern log' rather information or items relating to individuals need to be kept in separate files.
- Records of referrals to the Social Services and Police will be kept by those organisations.
- Files containing sensitive or confidential data should be locked away and access to the keys strictly controlled.
- Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.
- If records are stored electronically then password-protect those records, which only limited staff should have access to.

- Records are kept for an appropriate period from adoption of the policy with regard to any applicable policies of insurance.

Confidentiality

Children, young people and vulnerable adults have a right to confidentiality unless the ECA considers they could be at risk of abuse and/or harm. The legal principle is that the “welfare of the child or vulnerable adult is paramount”. Privacy and confidentiality should be respected where possible but if doing this leaves a child or vulnerable adult at risk of harm then the individual’s safety has to come first. Legally, it is perfectly acceptable to share information if someone is worried about the safety of an individual but only people who **need** to know should be told.

9. Distributing and reviewing the policy

The policy will be freely available to all members and all persons attending an event organised by the ECA. It will be displayed on the Essex Chess Association website. Team Captains and the secretaries of Affiliated Clubs, Leagues and other Organisations will be made aware of it, its location and how to access it so that they can disseminate the information. The ECA will keep a record of the distribution of the information to them. A photocopy of the policy will be available from the ECA General Secretary on request. The policy will be available electronically during all ECA events involving children or vulnerable persons on the internet or as a downloadable file.

The policy will be reviewed annually by the ECA designated Safeguarding Officer reporting to the Executive.

10. Responsibilities of the Executive

The ECA Executive is responsible for approving the ECA policy and its implementation within the ECA. It is also responsible for approving a review of the policy or delegating this to an appropriate official.

The ECA Executive is responsible for adding new procedures as required and informing its organisers, officials, members and volunteers of changes, which includes advertising it on the ECA website.

The ECA has a responsibility to monitor which organisers and volunteers (not members) in their organisation have enhanced DBS checks and safeguarding training and advise those who may need either due to their work.

The ECA Executive has a responsibility to ensure the Safeguarding Officer undertakes periodic monitoring and review to ensure that safeguards are being implemented and are effective in the organisation and that risk is being managed.

11. Other Policies that relate to this Policy

a) Whistleblowing (**Appendix 8**)

b) E Safety – photography and videos (**Appendix 9**)

Useful Contacts: POLICE: 101 (non-emergency) NSPCC: 0808 800 500 CHILDLINE: 0800 1111

In an emergency Dial 999 for the Police –REMEMBER DO NOT DELAY

Appendix 1

ECF Disclosure and Barring Service (DBS) Checks Guide

DBS checks provide information about a person's criminal history. It is only one part of the safeguarding process and only certain activities and posts are eligible for checks. Organisations should assess the risk carefully and determine whether other safeguarding measures are sufficient protection before requesting a DBS check.

An enhanced DBS check discloses information about spent and unspent convictions, cautions, reprimands and warnings from the Police National Computer as well as local police forces. If the role involves "Regulated Activity" (see later), it can also involve a check against lists of people barred with working with children and vulnerable adults. The DBS "[A guide to eligibility for DBS checks](#)" gives an overview of determining eligibility. However you will find a simpler breakdown of this guide below to help to decide if the role of the individual includes regulated activity and requires a DBS check.

Assessing whether a DBS check is required

The person being considered for a DBS check should be **16yrs or older**.

Will the role involve any of the following?

Teaching, training, supervising, advising, treating/transporting or caring for children or vulnerable adults?

AND

Will this occur once a week or more **OR** 4 or more days in a 30 day period **OR** Overnight between 2am and 6am?

OR

If the answer is NO

You **MUST NOT** request an Enhanced DBS check **unless** the role qualifies for a DBS Barred List check because it is regulated activity. (See below for regulated activity). *It is illegal to apply for a check unless the role is eligible for one.*

If the answer is YES

Will the role occur in any of the following places?

Schools/Pupil Referral Units/Childcare Premises/Residential Children's Care Homes/Children's Hospitals/Children's

Detention Centres/Children's Centres in England/Adult Care Homes?

AND

Will this occur once a week or more **OR** 4 or more days in a 30 day period **OR** Overnight between 2am and 6am?

AND

Will there be opportunity to have contact with children/vulnerable adults in the course of his/her duties at the specified establishment?

This role is 'work with children/vulnerable adults'. You **MAY** request an Enhanced DBS check. You should also consider whether the role includes undertaking "Regulated Activity" (see below)

Regulated Activity

"Regulated Activity" is work a person who appears on the DBS barred list is prohibited from doing and includes unsupervised contact with children. For regulated activity "supervised" means regular supervision by someone who themselves is in Regulated Activity.

See the Department for Education's guidance on supervision, available via:

<http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring>

If you need more specific advice please click [on this link](#).

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government have produced a factual note on Regulated Activity in relation to Children:

It is a criminal offence for organisations to employ a person or recruit a volunteer who appears on the child DBS barred list, to undertake "Regulated Activity" with children if they are barred from working with them. It is also a criminal offence for a person to seek or engage in activities from which they are barred.

Applying for a DBS

A DBS check can be applied for via the ECF office if the applicant is eligible. Volunteers are not charged by the DBS but the umbrella group that runs the service makes a modest charge. Those who undertake their role in a paid capacity, such as some coaches, have to pay the DBS for a check to be carried out.

DBS certificates have very limited transferability between organisations and different checks may be required for different roles. Therefore the ECF recommends that those applying for a DBS join the DBS Update Service (this is service is free for volunteers) as this will mean that the DBS is transferable between organisations and is automatically updated. This means that future applications for a DBS certificate will not be required.

Appendix 2

Essex Chess Association Safeguarding Code of Conduct for Organisers and Volunteers

The ECA recognises that its officials, organisers and volunteers, and those of its affiliated member organisations, involved in chess for children, young people and vulnerable adults have a great opportunity to be a positive role model and help build an individual's confidence. They are expected to:

- Ensure the safety of all children and vulnerable adults by providing effective supervision and proper planning of organised chess activities.
- Consider the wellbeing and safety of participants before engaging in activities such as coaching or organising playing of chess.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people and vulnerable adults fairly and ensure they feel valued and respected. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social class or lack of ability.
- Not allow any bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and vulnerable adults and encourage sensible participation in chess activities. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the ECA event at all times.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Ensure incidents and accidents are recorded in the line with the procedures of the ECA. Parents or carers will be informed.
- Never use sanctions that humiliate or harm young people or vulnerable adults.
- Report accidents or incidents of alleged abuse or poor practice to the designated Safeguarding Officer or organiser.
- Administer minor first aid (if appropriate) in the presence of others and where required refer more serious incidents to the designated "first aider" or send for/to medical assistance. Avoid administering First Aid involving the removing of a child's or vulnerable adult's clothing unless in the presence of others.
- Have access to telephone for immediate contact to emergency services if required.
- Ensure the rights and responsibilities of children, young people and vulnerable adults are enforced.
- Establish and address in advance of the event the additional needs of disabled participants or other vulnerable groups.

- Not abuse children, young people or vulnerable adults physically, emotionally or sexually.
- Not engage in a sexual relationship with a child, young person or vulnerable adult for whom they are responsible.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people and vulnerable adults.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during direct coaching.
- Avoid taking photos without permission, especially of individuals.
- Not accept or give individual gifts to children, young people or vulnerable adults without permission from parents/guardians/carers.
- Not add minors to their social media accounts or have telephone numbers unless parents have given permission.
- Not spending excessive amounts of time alone with children unless there are exceptional circumstances.
- Never taking children or vulnerable adults to their home, hotel bedroom or similar (e.g. for coaching) without the additional presence of a person who is, or is authorised by their parent/guardian, or without explicit parental/guardian consent.
- Plan activities which involve more than one other person being present or at least are within sight or hearing of others where possible. This applies to such activities as one-to-one training and travelling to or from chess events.
- Not have any inappropriate verbal or physical contact (Including suggestive gestures) with/in front of children, young people or vulnerable adults.
- For activities such as coaching chess: Hold appropriate valid qualifications/accreditation and/or have appropriate experience in playing chess or engaging in chess activities with children, young people and vulnerable adults.

Emergency action and first aid

Chess Organisers should be prepared with an action plan in the event of an emergency. This will include as a minimum:

- Access to First Aid equipment and a first aid book and/or other similar resource.
- Plan for actions if no qualified first aider is available.
- Emergency evacuation plan.
- Telephone contact if the participant is a minor for consent and information purposes (although prior consent for minor first aid may also be gained in addition to this).
- Telephone contact to the Emergency Services.

Appendix 3

Safeguarding Officer - Role Description

Reports to: the Executive of the ECA

Appointment: by the Annual General Meeting of the Association on the recommendation of the Executive.

Experience: safeguarding experience or a legal or other professional background is desirable;
it is not envisaged that the exercise of the duties of the Safeguarding Officer will involve regulated activity for the purpose of Disclosure and Barring Service checks or involve the supervision, training or instruction of children or vulnerable adults.

Purpose: to ensure that the ECA has appropriate arrangements for keeping children, young people and vulnerable adults safe;
to promote the safety and welfare of children, young people and vulnerable adults.

Responsibilities:

- Be the designated lead on safeguarding on the Executive with leadership responsibility for the ECA's safeguarding arrangements.
- Ensure that all issues concerning safety and welfare of children, young people and vulnerable adults who attend ECA events or participate in teams run by the ECA are properly dealt with through policies, procedures and administrative systems.
- Ensure that everyone involved with the ECA has access to its Safeguarding Policy and procedures and is aware of what they should do if they have safeguarding concerns about a child or vulnerable adult.
- Receive, record and report information from anyone who has safeguarding concerns about a child or vulnerable adult engaged in ECA activities.
- Advise and support Officers, Tournament Organisers, Controllers and Arbiters, ECA Team Captains and volunteers on safeguarding/child protection.
- Take the lead on dealing with information that may constitute a safeguarding or child protection concern or an allegation about an ECA Officer, organiser, member, or volunteer. This includes assessing and clarifying the information, and taking decisions in consultation with, the Executive and statutory child protection agencies as required.
- Handle all information sensitively and confidentially.
- Consult with, pass on information to and receive information from statutory child and adult protection agencies such as the relevant local social care department and police. This includes making formal referrals to those agencies if required.
- Be familiar with how the local safeguarding board works and how to contact them.
- Be familiar with issues relating to the protection of children and vulnerable adults and keep up to date with developments.
- Attend training in issues relevant to child protection from time to time and share knowledge from that with other members of the Executive.
- Undertake annual monitoring and review of the policy.
- Assist with updating the policy in consultation with the Executive.
- Report to each Executive meeting as required but at least once per year, including the level of risk management being achieved.

Appendix 4

Recognising Abuse

PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child or vulnerable adult.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children or vulnerable adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child or vulnerable adult 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 or vulnerable adults. These may include interactions that are beyond the child’s or vulnerable adult’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or vulnerable adult 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 or vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment of a child or vulnerable adult, though it may occur alone.

SEXUAL ABUSE: Involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the person 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 include non-contact activities, such as involving children or vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways, or grooming a child or vulnerable adult 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 children.

NEGLECT: Is the persistent failure to meet a child’s or vulnerable adult’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s or vulnerable adult’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child’s or vulnerable adult’s basic emotional needs.

Appendix 6

Advice- Stages of Acting on a Concern

Stage 1

- Initially talk to a child/young person/vulnerable adult about what you are observing. It is okay to ask questions, *for example: "I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions
- Listen carefully to what the young person or vulnerable adult has to say and take it seriously. Act at all times towards the child or vulnerable adult as if you believe what they are saying.
- It is not the responsibility of groups to investigate incidences of suspected child or vulnerable adult abuse but to gather information and refer only. Since you are not investigating, do not take photographs of injuries or video the child or vulnerable adult.
- Always explain to children, young people and vulnerable adults that any information they have given will have to be shared with others, if this indicates they and or other children or other vulnerable adults are at risk of harm;
- Notify the ECA's Safeguarding Officer
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern should complete a pro-forma and ensure it is signed and dated.
- Respect confidentiality and file documents securely.

Stage 2

- The Safeguarding Officer or Event Organiser should take immediate action if there is a suspicion that a child or vulnerable adult has been abused or likely to be abused. In this situation they should contact the Children and Young Peoples Service, adult social services or police.
- Once you have made contact with Children and Young Peoples Service or adult social services they should within 24 hours of receiving your referral:
 - discuss reasons for the concern with the referrer
 - involve and discuss with appropriate professionals/agencies
 - establish if a criminal offence has been committed and involve the police
 - take into consideration, based on available information, whether there are concerns about the child's health or developments.
 - look at a further enquiry, assessment or take immediate action if necessary
 - consider timescales and how best to undertake it.

NB Parents / carers will need to be informed about any referral to social services unless to do so would place the child or vulnerable adult at an increased risk of harm.

Sometimes concerns about a child may not be about abuse. You may be concerned that a child or family need some help in making sure all the child's needs are met to address a particular problem. Examples of this might be where a child is suffering because of poverty or has a disability and needs extra help. In these instances you can get them help from the Children and Young Persons Services who can use Common Assessment Framework (CAF) as a means of support.

Appendix 7

Considerations in allegations against officials, volunteers and organisers

Following an allegation:

The LADO (Local Authority Designated Officer) will pursue the allegation firstly with the ECA to obtain further details of the incident and circumstances. The liaison with the ECA should determine whether the allegation is unsubstantiated.

If the allegation is a definite possibility and there is cause for concern that a child or vulnerable adult is suffering, at risk or likely to suffer significant harm, then the LADO should initiate a strategy discussion with Social Services. The LADO and organisation should be involved in the loop of activity and outcomes.

If a criminal offence has occurred then the LADO should immediately involve the police and decide whether an investigation is needed. The ECA should be involved in any discussion. If relevant, the LADO or police will advise the ECA that they have a “duty to refer” an individual to the DBS.

Appendix 8

‘WHISTLEBLOWING’ AND HANDLING ALLEGATIONS WITHIN THE ECA

It is the duty of everyone in the organisation to pass on any concerns or allegations of abuse of a child or vulnerable adult without delay:

- There should be a Safeguarding Officer to whom all concerns are referred. That person would then refer to the relevant Social Care Services.
- It is important to share **any** child or vulnerable adult protection concerns with the relevant Social Care Services and to make a joint and open decision as to how to proceed.
- In the rare situations that the concerns are about the Safeguarding Officer, it is important to refer to the President or other senior member of the Executive. This may not be appropriate, in which case any individual may personally refer direct to the relevant Social Care Services.

In extremely exceptional circumstances it is the duty of the person with the concern to refer under “Whistle Blowing” and contact the LADO (Local Authority Designated Officer), or the police if a crime may have been committed.

In an emergency, dialling 999 may be the only sensible course of action.

- The LADO, the relevant Social Care Services and/or the police will advise, assist and support you in any future actions you would need to take e.g. informing parents.
- Ensure that all everyone understands that:

Any whistleblower disclosing information in good faith will be protected if he/she has a reasonable suspicion of abuse of a child or vulnerable adult.

Appendix 9

Photography and Videos of Children

Recording the event with photos or videos can be really important to celebrate children's achievements. Unfortunately, photos and videos, including the use of camera phones, can be misused by child abusers, especially via the Internet.

It is therefore important to be clear about:

- ✓ explaining to parents and carers why caution is necessary
- ✓ the purpose of photos e.g. parent's own record, media & publicity etc
- ✓ the content required when using a professional photographer
- ✓ informing parents and seeking their consent for any publication or media use
- ✓ publishing only limited children/young people's details alongside their photos in newspapers etc
- ✓ any club/group photos being taken only during the activity or on the premises
- ✓ all those taking photos signing a registration form

Guidance:

Make sure parents understand that you will be taking photos or video footage and be clear how you will use them.

If the images will be reproduced in the media it is vital to seek parental permission and give a general description to the press instead of names or other identifying information of children are used.

If the public wish to photograph or video the activity ensure they register their name and address with you beforehand, put up a sign near the area, suggested wording "Anyone wishing to use photographic/film/video equipment should register their intent with the promoter of the event".

Be wary of adults who take photos who do not appear to be with any children as parents or carers. Exercise extra caution if you post any images on a website, it is safer to use large group shots or blurred images for this.

If you have concerns about the welfare of a child contact your local Children's Social Care Services Office or out of hours / emergency duty officer.