

## **Safeguarding and Protecting Children & Young People Policy and Procedures**

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### **SECTION ONE**

#### **Safeguarding and Protecting Children & Young People Policy**

This Policy and the procedures within it are mandatory for all Clixby Active Pro Sports (CAPS) staff, and will underpin all services which we provide for children and young people.

#### **Safeguarding Commitment Statement**

CAPS is committed to creating and maintaining a safe and positive environment for all to participate. It accepts its responsibility to safeguard the welfare of all children and young people and protect them from poor practice, abuse and bullying.

CAPS will comply with relevant legislation for safeguarding and protecting children and young people in general.

CAPS is committed to delivering the highest possible quality and level of service to our partners, participants and volunteers.

#### **Everyone has a responsibility.**

#### **Principles**

- All young people and young people, regardless of age, ability or disability, gender, race, religion, ethnic origin, social status or sexual orientation have the right to be protected from abuse<sup>1</sup>
- The safety and welfare of children and young people is paramount
- The rights, dignity and worth of all children and young people should always be respected
- CAPS Safeguarding Children and Young People Policy is mandatory to all CAPS staff, including volunteers
- All allegations will be taken seriously and responded to quickly in line with CAPS Policy and Procedures
- It is the responsibility of safeguarding and child protection experts to determine whether or not abuse has taken place and it is everyone's responsibility to act appropriately and report concerns
- CAPS recognises the role and responsibilities of the statutory agencies in safeguarding children and young people and is committed to working with them
- Working in partnership with parents and carers is essential for the safeguarding and protection of children and young people

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<sup>1</sup> Anyone under the age of 18 will be considered a child or young person in relation to Safeguarding and Protecting Young People

## **Guidance and Legislation**

The practices and procedures within this policy and documentation are based on the principles contained within UK and International legislation and Government Guidance and have been designed to complement Local Safeguarding Children Boards procedures and take the following into consideration.

- The UN Convention on the Rights of the Child
- The Children Act 1989 and 2004
- The Data Protection Act 1994 and 1998
- The Police Act 1997
- Human Rights Act 1998
- “Caring for the Young and Vulnerable” - Home Office guidance for preventing the Abuse of Trust 1999
- The Protection of Children Act 1999
- Criminal Justices and Court Services Act 2000
- Every Child Matters 2003
- ‘What to do if you are worried a child is being abused’ - DOH 2006
- Working Together to Safeguard Children - 2006
- The Safeguarding Vulnerable Adults Act 2006

## **Roles and Responsibilities**

CAPS will:

- Appoint a Designated Child Protection Officer
- Produce safeguarding and protecting children and young people in CAPS policies, procedures and guidelines
- Manage and respond to concerns and disclosures following national guidance
- Work in partnership with the statutory agencies where applicable
- Form a disciplinary panel as required, and act upon and communicate the outcome of any disciplinary hearing, in line with its Disciplinary Procedures
- Support staff, volunteers and partners to adopt and implement CAPS Safeguarding and Protecting Children and Young People Policies, Procedures and Guidelines through training and ongoing development
- Provide access to the CRB service for staff and volunteers to be checked
- Monitor policy and procedures on a regular basis and review fully on a three year cycle, unless:
  - There is a major change in legislation and government guidance
  - There is a procedural review as a result of a major case

## Clixby Active Pro Sport Ltd Anti- Bullying Policy

### Principles

- Bullying of any kind is not acceptable within CAPS programmes providing sporting/playing opportunities for children and young people
- CAPS has a *TELLING* culture and anyone who knows that bullying is happening is expected to tell the Designated Child Protection Officer
- Any incident of bullying which occurs will be taken seriously, responded to promptly, and procedures followed to resolve the situation
- All concerns will be taken seriously and managed accordingly within the Safeguarding and Protecting Children and Young People Policies and Procedures
- CAPS have a moral and legal obligation to ensure that, when given responsibility for children, young people, coaches, athletes and volunteers provide them with the highest possible standard of care.
- All staff and volunteers working for or on behalf of CAPS have a responsibility to respond to incidents of bullying in line with this Policy, and failure to comply will lead to disciplinary action
- It is the responsibility of every adult working within CAPS programmes whether professional or volunteer, to ensure that all children and young people can enjoy the sport in a safe enjoyable environment
- It is recognised that any procedure is only as effective as the ability and skill of those who operate it. CAPS are committed therefore to the effective recruitment, and appropriate training for all professional staff, athletes, coaches, and volunteers. This will enable them to work together with parents/carers and other organisations to ensure that the needs and the welfare of young people remain paramount.

### What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding kit, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focussing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing

### Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Children and Young People have described bullying as:

- being called names
- being teased
- being hit, pushed, pulled, pinched, or kicked
- having their bag, mobile or other possessions taken
- receiving abusive text messages
- being forced to hand over money
- being forced to do things they do not want to do
- being ignored or left out
- being attacked because of religion, gender, sexuality, disability, appearance or ethnic or racial origin

Other signs and symptoms:

- doesn't want to attend the programme/ usual activities
- changes to their usual routine

- begins being disruptive during sessions
- becomes withdrawn anxious, or lacking in confidence
- comes home with clothes torn or kit damaged
- has possessions go "missing"
- becomes aggressive, disruptive or unreasonable
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong

These signs and behaviour may not constitute bullying and be symptoms of other problems. Staff, coaches and volunteers need to be aware of these possible signs and report any concerns to the Designated Child Protection Officer/Event Welfare Officer

### **Objectives of the Policy**

- Bullying will not be tolerated
- All staff and volunteers and parents should have an awareness of what bullying is.
- All staff and volunteers should know what Living Sport policy is on bullying, and follow it when bullying is reported.
- All players and parents should know what Living Sport policy is on bullying, and what they should do if bullying arises.
- Players and parents should be assured that they will be supported when bullying is reported.

### **Procedures and Management of Bullying**

1. Report bullying incidents to the Designated Child Protection Officer / Event Welfare Officer who will...

Record (using the CAPS incident form)

2. A decision is made, if necessary in consultation with CAPS Managing Director or appropriate others on the method and process for managing the incident
3. Parents may be informed and will be asked to come into a meeting to discuss the problem
4. If necessary and appropriate, Police will be consulted
5. The bullying behaviour or threats of bullying will be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour
7. If the situation is not or cannot be resolved through mediation, training or mentoring, refer back to CAP's Designated Child Protection Officer who will:

Manage the incident in line with CAPS Disciplinary Regulations

## **Implementing CAPS Anti – Bullying Policy**

### **Phase 1**

#### **Raise Awareness**

1. Raise awareness with all individuals involved within the programmes
  - a. Put/provide posters on the notice board (if available) and distribute leaflets
  - b. Ensure all young players know they can talk to someone if they are worried
  - c. Ensure that parents have access to a copy of the policy
  - d. Ensure that the Code of Conduct/Behaviour clearly states that behaviour which constitutes bullying will not be accepted
  - e. Ensure all relevant staff and volunteers have signed up the code of conduct/behaviour
  - f. Ensure the policy is accessible to young people
  - g. Distribute information about Codes of Conduct / Behaviour, and Safeguarding generally
2. Ensure responsibility is clearly assigned to support the review, development and implementation of the policy
3. Identify any training needs within CAPS and provide opportunities for support

### **Phase 2**

#### **CAPS will Review, Monitor and Evaluate**

1. Ensure that there is a review of how the communication of the policy has been managed, has it made a difference
2. Take lessons learnt from incidents and re- evaluate the policy as required
3. Maintain an ongoing campaign
4. Ensure staff and volunteers and parents are kept up to date with any changes
5. Invite feedback from players, parents, athletes', coaches, and volunteers about the policy and it's impact

## **SECTION TWO**

### **Good Practice in Safeguarding and Protecting Children & Young People**

#### **Principles of Good Practice**

- Promote a culture in which all children and young people are listened to and respected as individuals
- Put the welfare of the child/young person first
- Ensure that CAPS programmes are fun and that fair play is promoted
- Challenge unacceptable behaviour
- Report all concerns regarding unacceptable behaviour
- Report all allegations/suspensions of abuse
- Avoid one to one situations with players/young people unsupervised

#### **Implementing Good Practice**

To minimise the risk to children and young people the programmes will:

- Ensure there is a child/young person approach
- Consult and listen to children and young people
- Actively circulate and promote information for children and young people, staff and parents
- Follow the CAPS policy and guidelines on recruitment and ensure that all individuals working with children and young people are screened and are suitable and fit for purpose
- Ensure there is an appropriate induction process in place for new staff and volunteers
- Ensure all staff and volunteers have access to appropriate and relevant education and training
- Appoint and publicise the name of the Designated Child Protection Officer, and for larger events a Welfare Officer, who will be able to support and guide coaches, parents and young people on the issues and implementation of safeguarding, welfare and good practice
- Follow the CAPS Anti Bullying Policy, ensuring that this is publicised and all staff, volunteers, young people and parents are clear on the policy
- Ensure that all staff and volunteers comply with the CAPS Codes of Conduct/Behaviour
- Adopt good practice policies and processes

#### **Positions of Trust**

All adults who work with children/young people are in a position of trust that has been invested in them by the parents, CAPS and the child/ young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

Sexual intercourse or touching by an adult with a child under the age of 16 years is unlawful, even where there is apparent consent from the child. A consensual sexual relationship between an adult in a position of trust within CAPS setting and a child over 16 years of age is contrary to the CAPS Policy and Procedures for Safeguarding and Protecting Young People.

In CAPS programmes most adults in a position of trust must recognise that there are certain boundaries between the staff and volunteers and the player/young person which must not be crossed in terms of the relationship with the young person. The relationship, in essence, is no different to that between a teacher and the young people in their care, in relation to the abuse of trust.

Adults must not encourage a physical or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care.

All those within CAPS have a duty to raise concerns about the behaviour of staff, volunteers, coaches which may be harmful to the child/children, young people in their care, without prejudice to their own position.

## Other good practice

The following guidance and templates will support the implementation of good practice

- |  |                     |
|--|---------------------|
| 1. Dropping off and collecting young people    |                     |
| 2. Supervision of Young People                 |                     |
| 3. Codes of Conduct/Behaviour                  |                     |
| 4. Photography and use of images               |                     |
| 5. Transporting young people                   | CPSU Briefing paper |
| 6. Managing Challenging Behaviour              | CPSU Briefing sheet |
| 7. Information Sharing                         | CPSU Briefing sheet |
| 8. Guidelines on texting and emailing          | CPSU Briefing sheet |
| 9. Social media guidelines                     | CPSU Briefing sheet |
| 10. Physical Contact and young people in sport | CPSU Briefing Sheet |

### 1. Living Sport Dropping off and collecting young players at a programme/event

- It is the responsibility of parent/carer to transport their child/children to and from the sports programme/event. It is not the coach's or volunteer's responsibility
- CAPS will provide a timetable of activities at the beginning of a programme/an event and notify parents/carers of any changes to this timetable in writing where practically possible
- CAPS will require emergency contact numbers for parents/carers
- CAPS adopts and publicises a late collection policy (see below)
- CAPS will provide the parents/carers with a contact number which may be used if the parent/carer will be late to collect their child/children
- CAPS will ask parents/carer to complete a form providing contact details, information about their child/children i.e. medical details etc

### Late Collection

If a parent /carer is late the programme/event will:

- Attempt to contact the parent/carer
- Check the programme/event contact number for any information regarding the young person
- Wait with the young person at the programme venue with wherever possible other staff/Volunteers or parents
- Remind parents/carers of the policy relating to late collection
- If parents/carers remain uncontactable staff will need to report the situation to Children's Social Care or the Police
- Staff/Volunteers should avoid
  - Taking the child home or to any other location;
  - Asking the child to wait in a vehicle or the programme venue with you alone
  - Sending the child home with another person without permission.

### 2. CAPS Supervision of Young People

All staff/volunteers are responsible for ensuring supervision and coaching ratios are implemented. Whatever the guidelines for supervision there must be a minimum of two adults to a group of young people. This will ensure there is minimum cover if an adult's attention is required by an incident

The following guidelines provide a minimum requirement of supervision. The completion of a risk assessment on any event, may show the requirements are above the guidelines

### Supervision

- For young people over the age of 8 – the ratio of adults to children is a minimum 1:10 (minimum of two adults)
- For young people under the age of 8 - the ration of adult to children is 1:8 (minimum of two adults)

Based on the government guidance for the provision of out of school care for under eights – *out of school care – guidance to the national standards OFSTED 2001*

- A risk assessment must be complete prior to any activity or event to assess the individual requirements of participants and therefore the ratio of adult to participants
- All programmes/events/clubs should have First Aid provision by ensuring
  - There is a qualified First Aider on site
  - First Aid boxes are up to date and accessible
  - There is access to a phone to be able to contact the emergency services if required

### **3. CAPS Codes of Behaviour/Conduct<sup>2</sup>**

The CAPS Safeguarding and Protecting Children & Young People Policy and Procedures, including Codes of behaviour/Conduct are mandatory for all members of staff and volunteers. All staff and volunteers must note that there are clear prohibited practices, which must not be breached. If there is a breach of the prohibited practice or codes of conduct, this should be reported.

All incidents reported will be taken seriously and managed within the Complaints and Disciplinary Procedures

#### ***Prohibited Practice***

1. Spend time alone with young people away from others.
2. Take young people to your home where they will be alone with you.
3. Invite or allow young people to stay with you at your home.
4. Engage in rough, physical or sexually provocative games with young people.
5. Share a room with a young person unless the individual is the parent/guardian.
6. Allow or engage in any form of inappropriate physical touching or sexual contact or behaviour.
7. Use or allow young people to use inappropriate language unchallenged.
8. Make sexually suggestive comments to a young person, even in fun.
9. Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon.
10. Do things of a personal nature for young people that they can do for themselves, unless you have been requested to do so by the parents/carers. *(It is recognised that some young people will always need help with things such as lace tying and it is also recognised that this does not preclude anyone attending to an injured/ill young person or rendering first aid)*
11. Depart the programme or agreed rendezvous point until the safe dispersal of all young people is complete.
12. Cause an individual to lose self-esteem by embarrassing, humiliating or undermining the individual.
13. Treat some young people more favourably than others.
14. Agree to meet a young person on their own on a one to one basis.
15. Allow unregulated photographs to be taken of children

<b>Staff and Volunteer Code of Behaviour</b>
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#### **Who does this apply to?**

The Staff and Volunteer Code of Behaviour applies to all individuals who work for CAPS as Staff or Volunteer at every level.

If the code is breached and reported, all complaints and allegations will be acted upon according to CAPS Safeguarding and Protecting Children & Young People Policy and Procedures

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<sup>2</sup> Adapted using the County Durham Sport Codes of Conduct Guidelines



### **Staff and Volunteers will:**

- Treat everyone equally regardless of age, ability or disability, gender, race, religion, ethnic origin, social status or sexual orientation has the right to be protected from abuse
- Respect the rights, dignity and worth of every person within the context of my sport
- Be aware of and abide by CAPS Safeguarding Young People Policy, Procedures and Guidelines
- Be a positive role model
- Give all young people equal opportunities to participate
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action
- Involve young people in planning, leadership, evaluation and decision making related to activity
- Avoid violence and rough play
- Help injured players
- Take personal responsibility to ensure that they are suitably insured for their activities
- Report any concerns you may have in relation to a young person or an adult involved in the programme, follow reporting procedures laid down by CAPS
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all young players
- Ensure there is appropriate and correct supervision of young people during the programme
- Provide positive feedback to all young people during the programme
- If you see any form of discrimination do not condone it or allow it to go unchallenged
- Create pathways for young people to participate in sport, as a player, coach administrator, referee
- Support Instructors/Coaches/Officials to highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating
- Promote Codes of Behaviour to coaches, officials, parents and players where appropriate

### **Staff and Volunteers will NOT**

- Ridicule or shout at a young athlete for making a mistake or not winning.
- Expose players to extreme heat or cold or unacceptable risk of injury
- Smoke while working/participating in the programme
- Possess or consume alcohol or illegal or performance enhancing substances while working/participating the programme
- Use foul, sexist or racist language or gestures at any time
- Condone behaviour that contravenes the codes of conduct/prohibited practice
- Use illegal or dangerous tactics
- Engage in any form of sexually related contact with a young player<sup>3</sup>. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- Give young people alcohol or cigarettes or illegal or performance enhancing drugs

<b>Young Person Code of Behaviour</b>
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### **Who does this apply to?**

The Young Person Code of Conduct applies to all individuals who participate in CAPS programmes

If the code is breached and reported, all complaints and allegations will be acted upon according to CAPS Safeguarding and Protecting Children & Young People Procedures

<sup>3</sup> In accordance with the Positions of Trust within the Sexual Offences Act and Living Sport Safeguarding and Protecting Young People

### **Young People/ Athletes will:**

- Treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation has the right to be protected from abuse
- Respect the rights, dignity and worth of every person within the context of Living Sport programmes
- Know and abide by the rules of the game
- Avoid violence and rough play
- Help injured players and opponents
- Remain at the training venue
- Take responsibility to be on time and prepared to participate in activities
- Accept the coaches/officials decision without question or complaint (let your captain or coach ask the necessary questions)
- Applaud good performance and efforts and from all individuals and teams.
- Congratulate participants on their performance regardless of the game's outcome
- Abide by health and safety guidelines

### **Young Athletes will NOT whilst attending a CAPS activity**

- Smoke
- Consume alcohol or illegal substances
- Use foul, sexist or racist language or gestures at any time
- Condone behaviour that contravenes the codes of conduct or prohibited practice
- Use illegal or dangerous tactics

<b>Parents Code of Conduct</b>
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### **Who does this apply to?**

The Parents Code of Conduct applies to all parents at any young athlete participating in CAPS programmes. If the code is breached and reported, all complaints and allegations will be acted upon according to CAPS Safeguarding and Protecting Children & Young People Policy and Procedures

### **Parents will:**

- Focus on the young athlete's efforts and enjoyment rather than winning or losing;
- Encourage young people to play but not force them to
- When providing feedback to young people ensure that it is positive and constructive
- Encourage players to participate within the rules and regulations of the game/programme
- Applaud good performance and efforts and from all individuals and teams.
- Congratulate all participants on their performance regardless outcome.
- Inform the young athletes coach or CAPS staff of any injury, health or welfare issue that you feel it is appropriate for them to know
- Remember that children participate in sport for their enjoyment, not yours
- Treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation; all have the right to be protected from abuse
- Leave the coach to communicate with individual players on court
- Respect the decisions of officials and teach children to do the same
- Respect umpires, officials, coaches, players and spectators;
- Respect the rights, dignity and worth of every person involved in CAPS programme
- Report any concerns you may have in relation to a young person, follow reporting procedures laid down by CAPS
- If you see any form of discrimination do not condone it or allow it to go unchallenged

### **Parents will NOT**

- Force their child/children to participate
- Ridicule or shout at your child/children or other players for making a mistake or losing a game
- Question publicly the referee, coach or official's decisions within a game, match or training situation
- Enter the area of play unless requested by the coach/official
- Use foul, sexist or racist language or gestures at any time
- Condone behaviour that contravenes the codes of conduct/prohibited practice
- Give young people alcohol or cigarettes when they are under the care of CAPS

## **4. Guidelines for the Use of Photographic & Video Images of Children/Young People under the age of 18**

### **Definition**

Photographic Images and Video Images includes the use of cameras, digital cameras, video recorders, mobile phones and PDAs

### **Introduction**

CAPS is committed to providing a safe environment for children/young people under the age of 18.

Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the internet, and elsewhere.

Photographs can be used as a means of identifying children and young people when they are accompanied with personal information, for example, - *this is X who is a member of Hometown Sports Club who likes Westlife and supports Manchester United*. This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse.

Secondly, the content of the photo can be used or adapted for inappropriate use. While this is rare, there is evidence of adapted material finding its way onto websites containing images of child abuse. CAPS Programmes will therefore work to implement a clear policy in relation to the use of images of children/young people on their websites and in other publications.

### **Adopting Best Practice**

By adopting the points highlighted in these guidelines, CAPS will be putting into place the best possible practice to protect children/young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines focus on the following **key areas**:

- The publishing of photographic and/or recorded images of children/young people
- The use of photographic filming equipment on CAPS programmes
- The use of video equipment as a promotional material/coaching aid

And adopt the following **key principles**:

- The interests and welfare of children taking part on programmes are paramount
- Parents/carers and children have a right to decide whether their child's images are to be taken, and how those images may be used
- Parents/carers and children must provide written consent for child's images to be taken and used
- Images should convey the best principles and aspects of the programme, such as fairness and fun
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event/ programme

- All images, and especially those of children should be securely stored
- In the case of images used on web-sites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser

#### **Publishing Images - Easy Rules to Remember:**

- Ask for written permission from the player and parent/carer/s to take and use their image. This ensures that they are aware of the way the image is intended to be used to represent the sport/programme. The Consent Form is one way of achieving this.
- If the player is named, avoid using their photograph
- If a photograph is used, avoid naming the player. And NEVER publish personal details (e.g. email addresses, telephone numbers, addresses etc) of a child/young person
- Only use images of players in suitable dress 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 in the programme.
- Ensure that images reflect positive aspects of children's involvement in the programme (enjoyment/competition etc)

#### **Use of Photographic Filming Equipment at CAPS programmes**

CAPS does not want to prevent parents, carers or other spectators being able to take legitimate photographs or video footage of players/participants. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people. All staff and volunteers should be vigilant about this possibility. Any concerns during a programme should be reported to the Welfare Officer.

When planning a programme the following steps should be taken:

- All those wishing to use photographic / film / video equipment especially with a telescopic or zoom lens should register their intent with the organiser of the programme, with a system to record individuals name and address
- Professional photographers/ filming / video operators wishing to record the programme should seek accreditation with the programme organiser by producing their professional identification for the details to be recorded. Identification details should be checked with the issuing authority prior to the programme.
- Ideally they should request this at least 5 working days before the programme
- On registering, organisers of programmes should issue an identification label on the day, which can serve to highlight those who have accreditation.
- Where regular programmes occur, the identifying label should be changed to prevent unofficial replication
- Students or amateur photographers / film / video operators wishing to record the programme should seek accreditation with the programme organiser by producing their student or club registration card and a letter from their organisation / educational establishment outlining their motive for attending the programme

#### **Use of Video as a Promotional/Coaching Aid**

- Players and their parents should be aware that this is part of the coaching programme and clear of the purpose of filming as a coaching aid
- Care should be taken in the storing of coaching films to avoid inappropriate use
- Seek written permission from the player and parent for the use of photography and video analysis
- When filming, ensure that there is an appropriate approved adult from CAPS present

**Clixby Active Pro Sports Ltd**  
**Programme Registration Form**

THIS FORM SHOULD BE COMPLETED BY ANYONE WISHING TO TAKE PHOTOGRAPHS OR RECORDING IMAGES AT A Clixby Active Pro Sports Ltd PROGRAMME

Name:

Address:

Post Code:

Telephone number:

Name of person supporting:

Programme Venue :

Programme Dates :

I wish to take photographs or record images during the course of the above programme. I agree to abide by the guidelines laid down by Clixby Active Pro Sports Ltd and confirm that the photographs or recorded images will only be used in an appropriate manner. *Please describe below how photographs or recorded images will be used*

I acknowledge that if it is deemed that any photographs or recorded images are used inappropriately, this may result in me being unable to use photographic equipment at Clixby Active Pro Sports Ltd programmes in the future and maybe reported to Clixby Active Pro Sport Ltd and managed within the Safeguarding Policies and Procedures, which may include onward reporting to statutory agencies (eg Police)

Signed:

Print Name:

Date:

Official Use only

ID checked

Badge issued (date / time)

Badge number

Issuer signature and name

### **Parental and Young Person Consent Form for the use of Photographs and Recorded Images**

This form is to be signed by the legal guardian of a young person under the age of 18, together with the young person.

Please note that if you have more than one young person under the age of 18 registered with the programme you will need to complete separate forms for each young person

Clixby Active Pro Sports Ltd recognises the need to ensure the welfare and safety of all young people. As part of our commitment to ensure the safety of young people we will not permit official photographs, recorded images or other images of young people to be taken or used without the consent of the parents and the young person.

Clixby Active Pro Sports Ltd will follow the guidance for the use of images of young people as detailed in the Clixby Active Pro Sports Ltd guidelines take steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of

If you become aware that these images are being used inappropriately you should inform the Welfare Officer or the Designated Child Protection Officer immediately, details available at [www.clixbyactiveprosport.com](http://www.clixbyactiveprosport.com) (where this information is reproduced in event programmes they should include contact details for the Welfare Officer)

### **Parental and Young Person Consent Form for the use of Photographs and Recorded Images**

*To be completed by parent*

I {*insert parent/carer full name*} consent to Clixby Active Pro Sports Ltd photographing or videoing {*name of young person*} under the stated rules and conditions and I confirm I have legal parental responsibility for this young person and am entitled to give this consent. I also confirm that there are no restrictions<sup>4</sup> related to taking photos

Signature:

Date:

*To be completed by Young Person*

I {*name of young person*} consent to Clixby Active Pro Sports Ltd photographing or videoing my involvement in the programme under the stated rules and conditions

Signature:

Date:

<sup>4</sup> E.g. your child is on any register or is in care

## **SECTION THREE**

### **Recognising Poor Practice and Abuse**

All staff and volunteers working within Living Sport programmes have a duty of care to respond to suspicions of poor practice or abuse or bullying. Adopting and publicising the *'Taking Action Guidelines'* will ensure that anyone with a concern can share it with a designated person.

CAPS has appointed a Designated Child Protection Officer, and then for larger events has also assigned safeguarding responsibilities to additional people, known as Welfare Officer/s. They are there to support you and will enable concerns to be expressed and acted upon in confidence.

#### **Poor Practice**

Poor practice is behaviour, which contravenes CAP's Safeguarding and Protection Policy and Procedures. This includes behaviour, which contravenes

- Clixby Active Pro Sport Ltd Safeguarding and Protecting Children & Young People Policy
- Clixby Active Pro Sport Ltd Anti Bullying Policy
- Clixby Active Pro Sport Ltd Equity Policy
- Clixby Active Pro Sport Ltd Codes of Behaviour
- Clixby Active Pro Sport Ltd Safeguarding and Protecting Young People Procedures and Guidelines

#### **Abuse and Bullying**

*See CAP's Anti Bullying Policy*

Abuse can and does occur in a wide range of settings, including sport. Abuse is a description of ways in which individuals harm children and young people, often by those who they know and trust.

It is generally acknowledged that there are four types of abuse - see next page for definitions of abuse and bullying

Abuse can occur within or outside of CAPS setting. It is important that any feelings about abuse are recognised and that we all take responsibility to act if we have a concern about a child or young person.

It is therefore crucial that all allegations and suspicions are treated seriously and appropriate actions taken. An environment that explicitly attempts to identify and report possible abuse or poor practice helps create a safer culture for children and young people.

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying  
BUT IT IS YOUR RESPONSIBILITY TO REPORT YOUR CONCERNS TO  
THE DESIGNATED CHILD PROTECTION OFFICER / WELFARE OFFICER

## **THE FOUR MAIN TYPES OF ABUSE AND BULLYING**

### **1 Emotional abuse**

This occurs when individuals persistently fail to show children and young people due care with regard to their emotional welfare, when a young person may be constantly shouted at, threatened or taunted, or be subjected to sarcasm and unrealistic pressures. There may also be over protection, preventing children and young people from socialising, or bullying to perform to high expectations. The child/young person may lose self-confidence and may become withdrawn and nervous.

### **2 Neglect**

This occurs when a child/young person's essential needs for food, warmth and care, both physical and emotional are not met.

### **3 Physical Abuse**

This occurs when individuals including other children/young people, deliberately inflict injuries on a child or young person, or knowingly do not prevent such injuries. It includes injuries caused by hitting, shaking, squeezing, biting or using excessive force. It also occurs when children/young people are given alcohol, or inappropriate drugs, or there is a failure to supervise their access to these substances.

### **4 Sexual Abuse**

Girls or boys can be abused by adults, (both male and female), or other young people. This may include encouraging or forcing a child or young person to take part in sexual activity, inappropriate touching of a young person or the taking of inappropriate photographs.

### **BULLYING (See CAPS Anti Bullying Policy)**

Bullying is not always easy to define and will not always be an adult bullying a young person. It is often the case that the bully is a young person. Bullying can be defined as the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding kit, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focussing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing



## **SECTION FOUR**

### **Taking Action**

#### **NO ACTION IS NOT AN OPTION**

If you find yourself in the following situations YOU MUST FOLLOW THE CAPS PROCEDURES:

- concerned about poor practice
- concerned about possible abuse
- a child or young person (or another party) tells you that they are concerned about the behaviour of another towards them/child or young person
- you are aware of or concerned about the possible abuse of a child/young person outside Living Sport programme situation

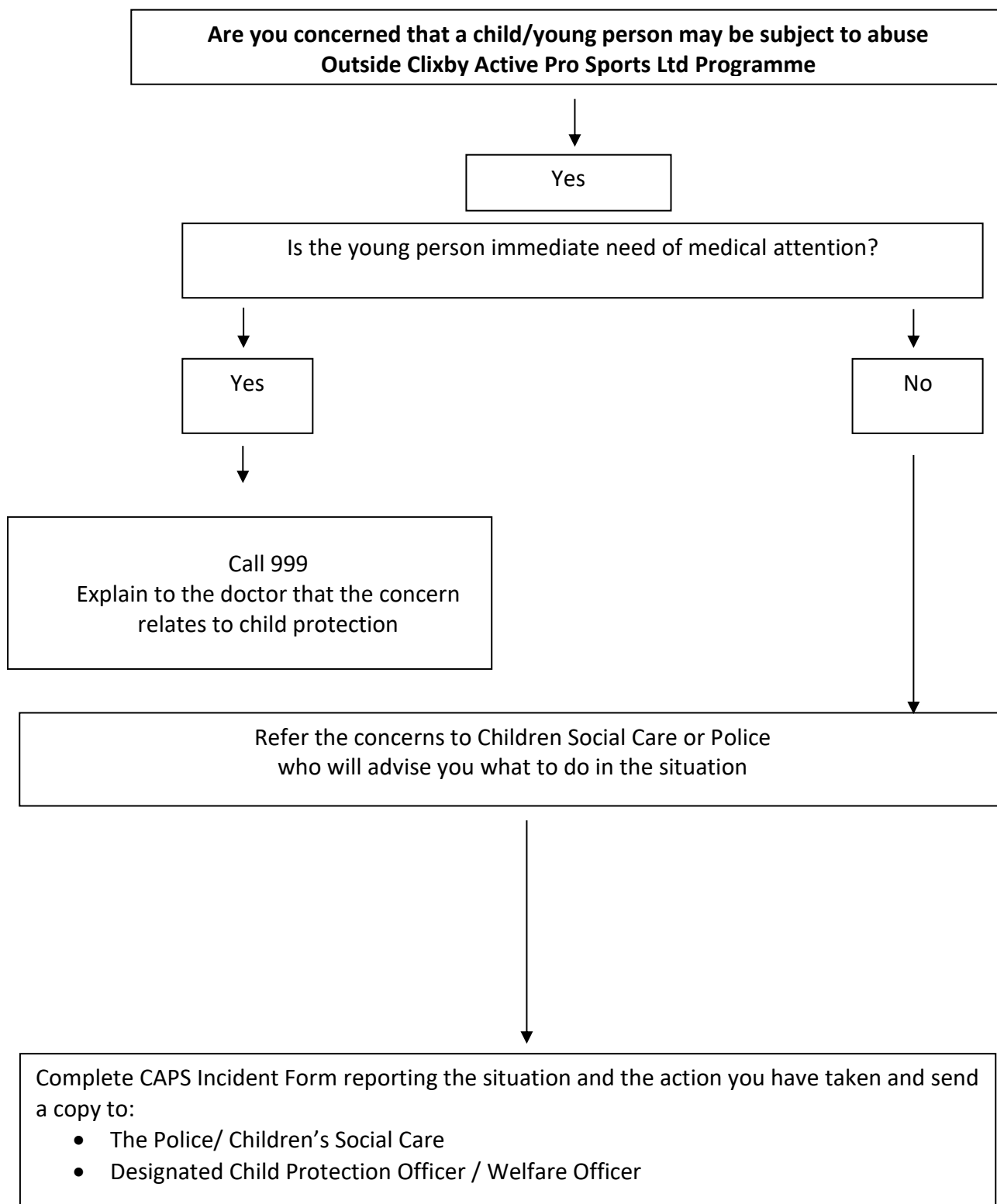
#### **Reporting Procedures**

Where there is a concern relating to the welfare of a child or young person.

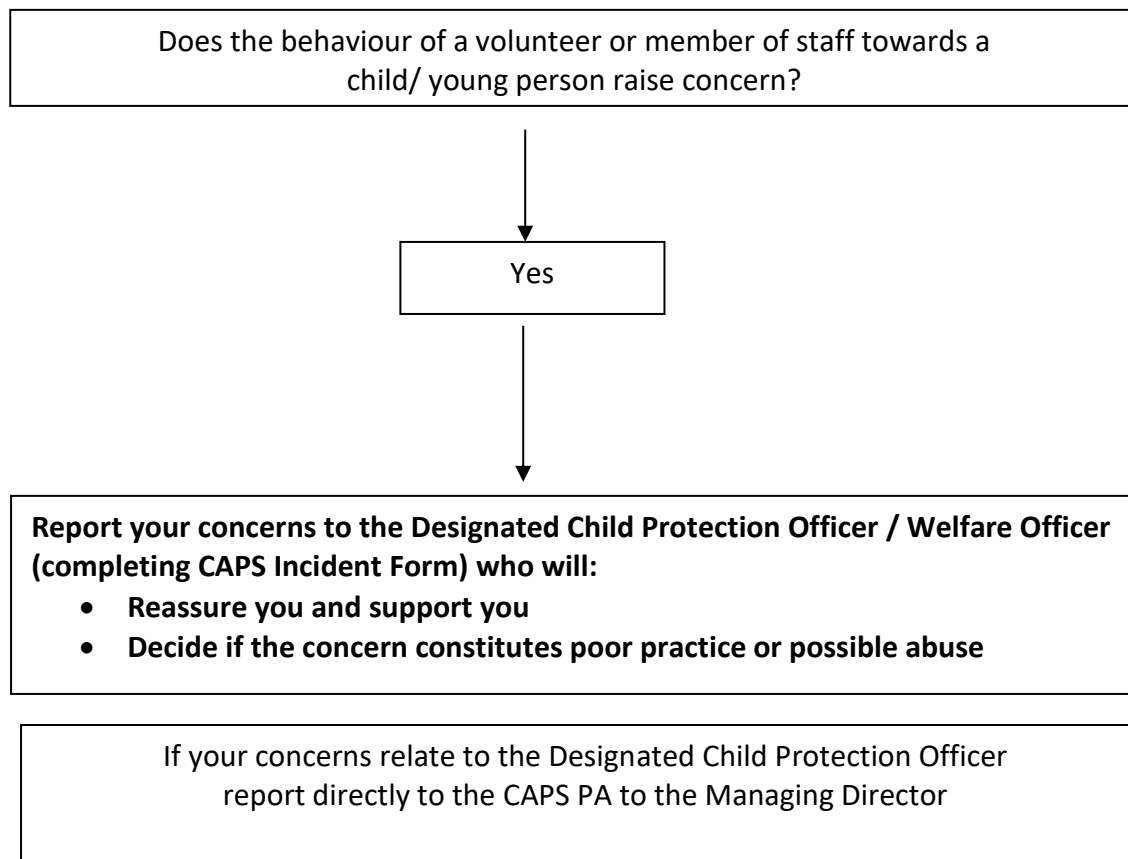
- If the child/young person is in immediate danger or has been physically injured ensure they are safe and contact Police or children's social care (social services)
- If the child/young person is not in immediate danger but you have concerns contact the CAPS Designated Child Protection Officer
- Make a note of what you have seen or heard but do not delay in passing on the information. Complete a CAPS Incident Record Form as soon as possible.

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying BUT IT IS YOUR RESPONSIBILITY TO REPORT YOUR CONCERNS TO THE WELFARE OFFICER / DESIGNATED CHILD PROTECTION OFFICER

**Reporting and Managing Possible Abuse Outside of Clixby Active Pro Sports Ltd**

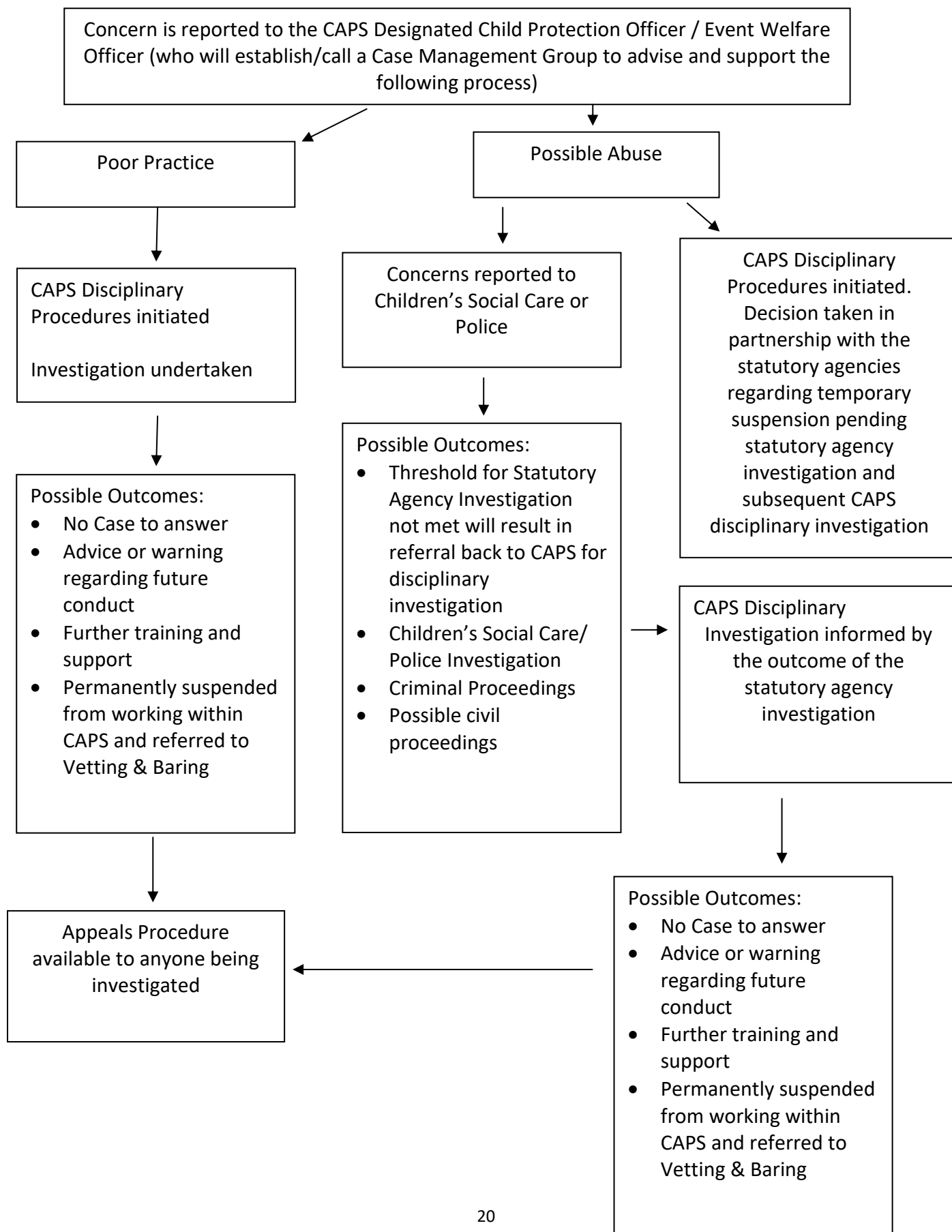


## Reporting and Managing Poor Practice or Possible Abuse Clixby Active Pro Sports Ltd Programmes



## What Happens Next?

CAPS Procedures are followed to ensure the referral is managed appropriately and professionally



### **Confidentiality**

- Every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated
- Only tell individuals who need to know and can help to manage the concern
- Confidentiality is essential and if maintained will ensure:
  - the safety of the child involved
  - that action is taken to protect the child
  - that individuals involved in any complaint are protected from gossip and assumptions
  - individuals who have a complaint against them receive fair treatment, without prejudice or pre judgment
  - all policies, procedures and systems can work to manage any situation quickly, professionally and effectively

### **Impact if confidentiality is breached**

If confidentiality is breached the following can happen:

- the child is put in danger either by
  - further inappropriate action of any adult involved
  - other individuals who hear about any concern through rumours
  - through lack of action
- any investigation by either CAPS or the statutory agencies may be invalidated by misinformation or rumours
- individuals with a complaint against them may be victim to inappropriate behaviour from colleagues
- the policies, procedures and systems in place will not support or uphold any complaint or concern

### **Whistle blowing**

If there is a concern with regard to the behaviour of an adult towards a young person, it is important that you share your concerns with CAPS designated Child Protection Officer / Welfare Officer.

All information received and discussed will be treated in confidence and only shared with those individuals within CAPS who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g. Children's Social Care (Social Services) or the Police. All concerns will be taken seriously and managed accordingly within the CAPS Safeguarding and Protecting Children & Young People Policies and Procedures.

### **If you have an allegation made against you:**

- Any concerns involving the inappropriate behaviour of an adult towards a child or young person will be taken seriously and investigated
- If you are the person who is the centre of an allegation the situation will be explained to you and you may be asked to stop working with children or young people in CAPS programmes
- This may result in suspension from activity within CAPS whilst a full investigation is carried out. This is to protect all parties involved.
- On completion of the investigation, depending on the outcome CAPS will assess the appropriateness of you returning to work with children and young people in the CAPS programmes and how, if applicable, this will be managed
- CAPS will assess on a case-by-case basis any support needed for the person who has allegations made against them
- They may choose to appoint an independent officer to provide support to the accused

## **Clixby Active Pro Sports Ltd Policies & Procedures**

### **1. Whistle Blowing Policy**

We encourage an open culture in all our dealings with employees, managers and all the people with whom we come into contact. Effective and honest communication is essential if malpractice is to be effectively dealt with. The procedure below provides guidelines to all our employees, casual, temporary agency staff, freelancers, trainees, home workers and contractors, who feel they need to raise certain issues relating to, in confidence.

The Public Interest Disclosure Act 1998 (commonly known as the 'Whistle Blowing Act') came into effect on 1st July 1999. This Act sets out a framework to promote the responsible and protected disclosure of concerns on the following matters:

- that a criminal offence has been committed, is being committed, or is likely to be committed.
- that a person has failed, is failing, or is likely to fail to comply with a legal obligation which they are subject to.
- that a miscarriage of justice has occurred, is occurring, or is likely to occur.
- that the health and safety of an individual has been, is being, or is likely to be endangered.
- that the environment has been, is being, or is likely to be damaged.
- that information tending to show any matter falling within the matters above has been, is being, or is likely to be concealed.

The procedure is not a substitute for the Disciplinary and Grievance policy and is not a channel for employees to raise matters in relation to their terms and conditions of employment. The procedure allows individuals to have their concerns treated in confidence. All concerns must be raised in good faith. Anyone who abuses the procedure (for example by maliciously raising a concern they know to be untrue) will be subject to disciplinary action, as will anyone who victimises a colleague by raising a concern through this procedure.

#### **Your protection:**

If you raise a genuine concern, you will not be at risk of damaging your position as a result. Provided you are acting in good faith, it does not matter whether or not your concern proves to be well founded. CAPS does not of course extend this assurance to someone who acts from an improper motive and raises a matter they know to be untrue.

#### **Your confidence:**

CAPS will not tolerate the victimisation of anyone raising a genuine concern and anyone responsible for such conduct will be subject to disciplinary action. You may decide that you want to raise a concern in confidence. Therefore, if you ask for your identity to be protected, it will not be disclosed without your consent. If a situation arises where it is not possible to deal with the concern without revealing your identity (for instance because your evidence is needed in court or a disciplinary hearing), there will be a discussion as to whether and how we can proceed. This policy does not cover the situation where information about malpractice is received anonymously; however discretion will be used in the investigation of such information.

#### **How to raise your concern**

##### **Stage 1: Internal Line Management**

If you have a concern about malpractice, we hope you will feel able to raise it first with your line manager or a more senior manager. This may be done orally or in writing. It will help if you state the facts of the matter clearly. You can outline how you would like it to be investigated. If you have a direct or personal interest in the matter, you should also tell us at this stage. If you are writing, remember to give details of how you can be contacted.

##### **Stage 2: Alternative Contacts**

If you feel unable to raise the matter with someone in your line management, for whatever reason, please speak to the Managing Director.

If you want to raise the matter in confidence we will ensure that practical measures are put in place to protect your identity. We will contact you by the most secure means. We will not disclose your identity without your consent, unless we are required to do so by law.

Once you have reported your concern, CAPS will look into it to assess initially what action should be taken. You may be asked how you think the matter might best be resolved. If your concern falls more appropriately within other policies we will tell you.

We will institute the appropriate enquiries and/or investigations. We will:

- tell you who is handling the matter and how you can contact him or her;
- say whether your further assistance may be requested;
- and, if you request, you will be written to, with a summary of your concern and an outline of how the company proposes to handle it.

While the purpose of this policy is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. If requested, we will confirm our response to you in writing. Please note, however, that we may not be able to tell you the precise action we take where this would infringe a duty of confidentiality owed by us to someone else.

### **If you are dissatisfied**

If you are unhappy with CAP's response, remember you can go to the other level detailed in this policy. While we cannot guarantee that we will respond to all matters in the way that you might wish, the matter will be handled fairly and properly. By using this policy, you will help us to achieve this.

## **2. Recruitment, Training and Development**

### **Introduction**

CAPS aims to operate clear and fair recruitment procedures in order to maintain a high quality team best able to serve the needs of its partners and the wider constituency of sport. These procedures should be read, where appropriate, alongside CAPS's Safeguarding and Equality Policies.

CAPS operates in a labour market of relatively high turnover and short-term contracts where budgets are often immovable or resources scarce. Recruitment and advertising practise may from time to time be influenced by these factors. In all cases we will endeavour to operate the best recognised practice within the resources available and the processes will be conducted fairly, objectively and without unlawful bias.

### **Job Descriptions / Person Specifications**

Before any post is advertised or offered there should be an agreed Job Description and Person Specification. The Job Description will follow a standard format and should clearly and concisely profile the job on offer. All job profiles and person specifications will be drawn up in line with the requirements necessary for the effective performance of the individual post concerned. Standard requirements (eg requiring a degree / specific qualifications), which may exclude those from disadvantaged / minority backgrounds will not be used, unless their inclusion is a statutory requirement, or if the job could not be done without them.

### **Advertising / Communication**

Where a Job Description and Person Specification have been agreed CAPS will aim to communicate the availability of this post throughout the networks available to it bearing in mind any timeframes, which may be imposed (for example by funders / partners). These networks may include newspaper advertising, internet advertising, Sport England, partners' networks, CAPS employees.

All advertisements should briefly describe the job in clear simple English and make it clear that they welcome all suitably qualified applicants. Where specific checks may be required (eg CRB) this should be mentioned in the advertisement if at all possible. It should be clear to candidates where they should go for further information or to apply and when the closing date is. Interview dates should be included on the advert if possible.

Internal applicants should inform their Manager of their intention to apply.

### **Application forms**

Application forms should be sent out together with appropriate background material to give candidates the best chance of making a good application. It should be made clear that CV's should not be submitted in place of filling in a CAPS application form, although these may be appended for further information. Anyone who simply submits a CV

will not be considered although this may be returned with a request that the candidate fills in the CAPS application form.

### **Short listing**

Unless timescales do not permit and accepting ongoing recruitment opportunities for roles such as coaches / instructors short-listing of candidates and invitation to interview should not take place until the final closing date with all applications considered together. Unless otherwise agreed all those who will sit on the interview panel should be involved in the short listing, and the interview panel should agree the final list. Non-short listed candidates will be thanked for applying and notified through the issue of a standard letter unless an alternative procedure has been outlined to them.

### **Interview panel**

All interviews should be conducted by at least two (preferably more) suitably experienced and qualified people, one of who should be the person who will line manage the successful candidate. Interviewers should be senior to or at the same level of seniority to the candidate. External interviewers may be used where appropriate and approved.

For management posts it will be normal practice to involve a member of the Board in the recruitment process and on the interview panel.

### **Interview procedures**

Procedures may vary according to the nature of the post and the funders/external bodies involved. In general, however, CAPS would expect to judge candidates suitability through:

1. Initial application form / covering letter
2. An interview test and / or presentation for which advance notice will be given
3. A formal interview
4. Feedback from team members (where they have been involved in meeting / greeting candidates)
5. Where appropriate / needed a second interview

At the formal interview candidates will have the process of selection explained to them by the person leading the panel. Panel members should agree in advance the areas of questioning they will lead on. Although each candidate does not have to be asked an absolutely rigid set of questions, by the end of each interview the same main areas should have been explored in a manner, which gives each person an equal opportunity to present himself or herself.

Follow-up or supplementary questions will naturally vary depending on the candidates and their answers.

The interview will provide an opportunity for candidates to highlight their experience and seek to test the demonstrable qualities against the Job Description and Person Specification.

Candidates should always be given a clear opportunity to ask questions themselves.

### **Feedback**

Unsuccessful candidates may request feedback at any stage of the process. The feedback should only be given by the person leading the interview panel who may refer to notes taken and records of decisions made during the process. Feedback should be a one step; one-off process and panel members should not enter into protracted dialogue with unsuccessful candidates.

If a candidate feels they have been treated unequally or discriminated against during the process they should raise this through CAP's Complaints Procedure.

### **Confidentiality**

All applications forms and other information provided will be regarded as confidential to the process and documents relating to the unsuccessful candidates will be dealt with in accordance with data protection/legal guidance.

### **Notification**

Successful candidates will be notified as soon as possible after the interview process, either by phone, e-mail or letter. In all cases hard copy letter will be issued. The letter will outline the basic terms and conditions on which the job is offered and will indicate that a formal offer of employment with Terms & Conditions will be issued either before or when the post is taken up.



A formal contract will be subject to receipt of satisfactory references together with any other checks that may be deemed necessary i.e. Criminal Records Bureau Checks and medical clearance. In the event of these not being received / satisfactory the offer may be withdrawn, or employment terminated

### **Acceptance**

Candidates will be asked to indicate as soon as possible whether they are going to accept the employment offer. They will be asked to follow up any initial acceptance with written acceptance.

### **Induction**

All staff should have a clear programme of induction during their first week of employment. This should include:

- A meeting with the Managing Director to confirm information re pay, bank accounts etc. At this meeting, the employee should also receive their contract (if they have not already done so) and a copy of the Staff Handbook. This meeting will also introduce the employee to the routines and procedures.
- A meeting with their Manager to outline how their first few days will be spent and explain the induction period. At this meeting there may be an initial discussion about the first pieces of work to be undertaken

### **Promotion**

Promotion may arise from the recognition that an individual has reached a point of being able to take on additional responsibilities or from vacancies resulting from the departure of another employee. The assessment of an individual's potential for promotion involves consideration of many aspects of both current performance and future capabilities. Length of service, on its own does not lead to promotion; the only consideration is the person's ability to fulfil the role in question.

### **Disability**

The requirements of candidates and employees who have a disability (as defined under the relevant legislation) will be reviewed to ensure that wherever possible reasonable adjustments are made to enable them to enter, or remain in, the Company's employment.

The interview and selection process will be undertaken in a fair and consistent manner and the candidate who meets the specification in terms of knowledge skills and attitude will be offered the position. For internal candidates the normal notice period will apply.

### **Personnel records**

You have a personnel file which contains all the relevant information about your employment including records from appraisals, individual meetings and training and development undertaken.

You have the right to know what data is held by the Company about you and can request to be supplied with a copy of your file. Requests for a copy should be made in writing to the Managing Director.

Data relating to staff is not to be revealed, verbally or in writing to anyone who does not have rights to such data.

### **Employee Training and Development Procedure and Plan**

The CAPS Employee Training and Development Procedure will apply to all members of staff to ensure training and development needs are met. These needs relate in the first instance to the employee undertaking their role with CAPS most/more efficiently and effectively but should also be used to support the employee's career development.

This procedure aims to ensure that:

- relevant training needs and training available to maintain and enhance professional competence is identified and accessed;
- staff identify their own development needs
- Managers can contribute by training needs being regularly discussed and reviewed in Supervisions and Appraisals
- essential skills and knowledge needs are addressed (eg for the CAPS Management Team this includes being up-to-date with current legal issues and tactical approaches)

CAPS are committed to ensuring that all staff receive appropriate training and that the skills and knowledge gain is disseminated throughout the organisation.

Training needs will be identified by the following means:

- Training needs of new employees will be assessed at and as part of the Induction and a plan of action for that training will be agreed and implemented.
- Completion of Post-Induction questionnaire and a plan of action agreed and implemented
- Training needs (and specifically gaps in knowledge and skills which affect performance, identified either by the employee or Manager in the course of daily work) will be discussed at Supervision meetings
- Discussion of longer-term training needs will be included in Appraisals.
- The CAPS Management Team will be responsible for identifying relevant changes in legislation, good practice and for updating staff, particularly in relation to strategic direction and organisational development.

Specialist assistance will also be engaged (such as from sports coach UK) A variety of training methods may be used, including in-house sessions, undertaking research, distance learning packages and shadowing sessions as well as external courses.

Managers will draw up a Training and Development Plan for each individual employee initially after the Induction period and thereafter following the annual Appraisal. This should include:

- Training need identified
- Reason for proposed training, and person recommending it
- Training identified and booked

And at the completion of the training it is essential that there is an evaluation completed within an agreed time after the training – how did it meet training need, how will it support your work

Training plans will include plans to address any gaps / weaknesses in the skills and knowledge required from the job description and person specification.

The plan will also record training undertaken in previous roles. After attending any training, staff must update the training record with an assessment of the course. It is expected that this knowledge will be passed on to other members of staff.

### **3. Disciplinary Procedure**

The disciplinary process has been designed to help and encourage you to achieve and maintain good standards of conduct, attendance and job performance. On occasions people may fall short of the expected standards of behaviour or performance in these circumstances disciplinary action may be taken.

At all stages of the disciplinary procedure you will:

- be given a right of reply to all and any allegations made against you BEFORE any decision or disciplinary action is taken;
- be advised of the nature of any disciplinary action taken against you and the consequences of such action;
- be advised of any improvement in conduct or performance required and over what time frame; and
- have the opportunity to be accompanied by a work colleague or Trade Union representative to any disciplinary hearing as described above.

Disciplinary hearings will usually be conducted by your Manager.

You must take all reasonable steps to attend the meeting. Where you are unable to attend more than one meeting CAPS may, in certain circumstances, hold the meeting in your absence and make their decision based on the evidence available to them at the time.

At the meeting you will be given the opportunity to respond and to put forward any defence or arguments you want. You may ask questions, present evidence and call witnesses.

Depending on the severity of the offence and taking into account all the circumstances the disciplinary action may take any one of the following forms:-

**Stage 1**

- Informal counselling to give you an opportunity to rectify the situation.

**Stage 2**

- A formal verbal warning will be issued if improvement does not result following informal counselling or for more serious breaches. You will be told of steps you must take to improve your conduct and if appropriate the time limit for improvement. This will be confirmed in writing and recorded on your file for a period of time normally 6 months.

**Stage 3**

- For more serious matters or where you have failed to meet the required standards after having being given a formal verbal warning, you may be given a written warning. This will state the nature of the complaint, the required standards that must be met and where appropriate a time limit for improvement. It will also state that further disciplinary action will be followed if the required standards are not met. One copy of which will be retained by you and one placed on your file normally for a maximum of 12 months.

**Stage 4**

- For serious matters or where you have failed to reach the required standards after being warned you may be given a final written warning. This will state the nature of the complaint, the required standards to be met and where appropriate a time limit for improvement. It will also state that you will be dismissed if the standards are not met or if there is further misconduct. One copy of which will be retained by you and one placed on your file normally for a maximum of 12 months.

**Stage 5**

- Where there has been Gross Misconduct (in which case the first 4 stages may be omitted) or where you have failed to meet the required standards after due warnings have been given to you, you may be dismissed. In extenuating circumstances we may apply another sanction such as disciplinary transfer, disciplinary suspension without pay or demotion. This will be confirmed in writing. In case of gross misconduct, the dismissal will normally be without notice (or pay in lieu of notice).

**Appeals**

You have the right of appeal against any disciplinary decision taken against you. Your appeal should be in writing and sent to a nominated member of the Board of Directors within five working days of the decision and state the reasons for your appeal. You will receive a reply within a further five working days setting a date for an appeal hearing. The decision from the appeal hearing will be final.

The following are examples of Misconduct and Gross Misconduct. These are examples only and not an exhaustive list.

**Misconduct**

- Poor time keeping.
- Unauthorised and unreasonable absence from work.
- Failure to meet the adequate standard of job performance.
- Failure to comply with procedures.
- Failure to answer a question during a properly constituted investigation.
- Minor violation of safety practices.
- Minor breaches of Living Sport regulations.
- Improper use of business funds or property.
- Activities which are illegal, or otherwise prohibited
- Persistent disruptive behaviour or rudeness
- Poor practice in relation to Safeguarding (child protection) and Equality
- Unauthorised access to the Netball office, and leaving offices unattended with doors unlocked

### **Gross Misconduct**

The following acts are examples of gross misconduct and as such are considered so serious that the employee may be liable to instant dismissal.

- Theft or wilful damage of or negligence which leads to loss, damage to property or goods belonging to CAPS.
- Unreasonably refusing to Living Sport searching your bags or vehicle.
- Unauthorised disclosure or use of confidential information from the Company or about any of its customers.
- Conduct likely to damage the reputation of Living CAPS.
- Drunkenness and unlawful drug abuse.
- Discrimination on the grounds of age, sex, race, religious belief, disability or sexual orientation or harassment or bullying of colleagues or customers
- Accepting bribes.
- Fraud, dishonesty or any other offence which would be a breach of the law of the land.
- Assault or attempted assault of other employees or members of the public.
- Failure to carry out a reasonable order given by a manager during working hours or serious disregard of duties.
- Serious insubordination.
- Serious breaches of the IT Security policy.
- Serious breaches of the Health and Safety policy
- Any form of deliberate violence
- Gross negligence or insubordination
- Action against the staff member from statutory authorities in relation to Safeguarding (child protection) and changes to Criminal Record Bureau Disclosure

### **Bullying and Harassment**

The organisation encourages an environment in which everyone is entitled to work without harassment, victimisation and bullying.

Harassment may be described broadly as "unwanted conduct affecting the dignity of men and women". Where a particular form of conduct has the effect of making a person feel humiliated, threatened or that their privacy is being invaded, then that conduct will constitute harassment and should cease immediately.

We will not condone harassment and the procedure for dealing with complaints is set out below.

The policy applies to employee's conduct in, or out of office hours, when entertaining customers, or at work events.

All employees have a responsibility for complying with this policy and treating all colleagues with dignity and respect. If you believe that you have been subject to, or witnessed harassment, victimisation or bullying, you must inform your Manager or the Managing Director so that we can keep our workplace free from unacceptable behaviour.

#### **The procedure for dealing with cases of harassment is set out below:**

If you believe you are being subjected to any harassment then, in the first instance you should ask the offender to stop or make it clear that such attention is unwelcome. If necessary ask a friend or colleague to help you do this.

Such an informal approach may be all that is needed, but you should make a note of the details and keep them.

If your request is ignored and the harassment continues, or you feel unable to make the informal approach, please contact your Manager or the Managing Director immediately. Details will be taken and should be confirmed in writing by the victim, this constitutes a formal complaint.

Either a Manager nominated by the Manager who took the complaint, or an independent consultant, will investigate the complaint. Allegations will be dealt with seriously and confidentially and there will be no victimisation of any employee making or being involved in a complaint.

In cases of serious alleged harassment, any employee directly involved may be suspended on full pay pending investigation.

If the harassment has taken place then the accused will be dealt with in accordance with the Disciplinary and Grievance procedures.

It is hoped that the implementation of this policy will ensure that all our employees work in an atmosphere of mutual trust, dignity and respect.



Clixby  
Active Pro Sports

## Supporting Forms

Clixby Active Pro Sports Ltd



Clixby  
Active Pro Sports

## Clixby Active Pro Sports Ltd SELF-DECLARATION FORM

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All 'spent' and 'unspent' convictions must be declared. Having an "unspent" conviction will not necessarily impede your appointment within Clixby Active Pro Sports Ltd. This will depend on the circumstances and background to your offence. Evaluation of information is based on strict confidentiality and discretion.

**If you are successful with your application, under the provisions of Exceptions Orders to the Rehabilitation of Offenders Act 1974, you will be asked to undertake an Enhanced Disclosure through the Criminal Records Bureau (CRB). An Enhanced Disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail ALL previous convictions etc. including those usually regarded as 'spent' under the Rehabilitation of Offenders Act 1974.**

**1. Have you ever been convicted of any criminal offences? Yes / No**

*If yes, please supply details of any criminal convictions:*

*You are advised that under the provision of the Rehabilitation of Offenders Act 1975 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (exceptions amendment) Order 1986 you should declare all convictions including 'spent' convictions*

**2. Are you a person known to any Children's Social Care department as being an actual or potential risk to children or young people?**

**Yes / No**

*If yes, please supply details:*

**3. Have you ever had a disciplinary sanction (from any sports or other organisation's/ governing body) relating to child abuse**

**Yes / No**

*If yes, please supply details*

***I understand that it is necessary for me to declare any information requested and that the role I have applied for involves access to children, young people and vulnerable adults. I hereby give my consent to Clixby Active Pro Sports Ltd to conduct a Criminal Records Bureau (CRB) check if required.***

Name	
Date of Birth	
Signature	
Date	

## Essential numbers

### Designated Child Protection Officer for Clixby Active Pro Sports Ltd:

Sean Clixby, Managing Director

01652 327944 or 0781001667

### Alternative Contact for Clixby Active Pro Sports Ltd staff:

Sarah Clixby, PA to Managing Director

01652 327944 or 07969328361

NSPCC Helpline:

0808 800 5000 (24-hour)

Child line:

0800 1111 (24-hour)

## NATIONAL CONTACTS

### The NSPCC

National Centre,  
42 Curtain Road,  
London, EC2A 3NH.

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

020 7825 2500

Freephone 24 hour helpline: 0808 800 5000

### Child Protection in Sport Unit

NSPCC National Training Centre,  
3 Gilmour Close,  
Beaumont Leys,  
Leicester, LE4 1EZ.

Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

0116 234 7278 / 7217 / 7224

Fax: 0116 234 7251

Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

### Child line UK

Freepost 1111, London N1 0BR.

0800 11 11

### Criminal Records Bureau

PO Box 91,  
Liverpool, L69 2UH

Website: [www.crb.gov.uk](http://www.crb.gov.uk)

0870 90 90 811

### Sports Coach UK

114 Cardigan Road  
Headingley,  
Leeds, LS6 3BJ.

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)

0113 274 4802

## LOCAL CONTACTS

### North Lincolnshire Local Safeguarding Children Board (LSCB):

Website: [www.northlincspsc.co.uk](http://www.northlincspsc.co.uk)

01724 296500

### North Lincolnshire Children's Social Care (Social Services)

Website: [www.northlincs.gov.uk](http://www.northlincs.gov.uk)

01724 296500

Out of hours emergencies: 01724 296555



## CLIXBY ACTIVE PRO SPORTS LTD CHILD PROTECTION INCIDENT / CONCERN REFERRAL FORM

Your name: \_\_\_\_\_

Your position/role: \_\_\_\_\_

Your telephone number(s) \_\_\_\_\_

Your email address \_\_\_\_\_

Child's name: \_\_\_\_\_

Child's address: \_\_\_\_\_

\_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Child's disability (if any): \_\_\_\_\_

Child's ethnic origin: \_\_\_\_\_

<b>White</b>	British	<input type="checkbox"/> Irish	<input type="checkbox"/> White - other	<input type="checkbox"/>
<b>Mixed</b>	White & Black Caribbean	<input type="checkbox"/> White & Black African	<input type="checkbox"/> White & Asian	<input type="checkbox"/>
<b>Asian/Asian British</b>	Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/>
<b>Black/Black British</b>	Caribbean	<input type="checkbox"/>		
<b>Chinese</b>		<input type="checkbox"/>		
<b>Other</b>		<input type="checkbox"/>		

Parents / Guardians names, addresses & contact numbers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and time of incident/concern:

\_\_\_\_\_

\_\_\_\_\_

Your observations (if concerns have been communicated to you record what was said and give the name, role & contact details of the individual(s) who have communicated the information. All concerns should be recorded and referred to the Clixby Active Pro Sport Ltd Welfare Officer even if anonymously referred, overheard etc):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Exactly what the child said and what you (or the individuals involved if not you) said. Remember, do not lead the child – record actual details. Continue on separate sheet if necessary):

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Action taken so far:

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Who have you informed (please include names and contact details e.g. phone and email if known):

Date	Name	Position	Contact Details

Other information (e.g.: child's demeanour, any previous concerns relating to individual(s) involved or allegedly involved in incident or cause for concern, names & contact details of witnesses etc)

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Signature \_\_\_\_\_

Time/Date \_\_\_\_\_

**PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY**  
**Completed forms should be sent to Designated Child Protection Officer**

### **Role Description of Designated Child Protection Officer**

CAPS has a Designated Child Protection Officer. This role is referred to throughout this Policy. The person in this role is responsible for:

- Receiving and acting upon any reported concerns.
- Ensuring all staff are familiar with, and adhere to the Safeguarding and Protecting Children and Young People Policy. This includes inducting new staff, ensuring all relevant information, including updates around Child Protection is communicated to the Core Team and providing guidance on relevant matters to the Core Team, and to other members of staff, as appropriate.
- Securely storing records of any concerns.
- Ensuring the Policy is implemented and promoted.
- Promoting best safeguarding practice across the wider partnership network.
- Acting as a first point of contact for CAPS on issues of Child Protection, both internally, and for members of the public and other external contacts.
- Representing the key link to statutory agencies (Social Care or Police) during an following formal investigations.
- Maintaining and updating the Policy.
- Keeping an up-to-date knowledge and understanding of the area of child protection, including attending appropriate training.
- Advocating the importance of Child Protection to partners and customers.
- Ensuring that when on leave or absent from work for any significant period, that the role of DCPO is suitably covered by another member of staff.

### ***The current Designated Child Protection Officer for Clixby Active Pro Sports Ltd is:***

Sean Clixby  
Managing Director  
Clixby Active Pro Sports Ltd  
3 Chancel Walk  
Broughton  
Brigg  
North Lincolnshire  
DN20 0JD  
01652 327944 and 07817 001667  
[sean@clixbyactiveprosport.com](mailto:sean@clixbyactiveprosport.com)