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**Welfare and Safeguarding Policy**

**1.0 Introduction**

The primary aim of this policy is to outline specific actions which the Knowsley School Sport Partnership (KSSP) team have taken in order to protect and safeguard the welfare of children who are participating in competitions or events organised by KSSP.

While Knowsley School Sport Partnership team have taken the actions outlined, everyone attending their competitions and events has an individual responsibility and duty of care to ensure that any concerns or issues which may arise are highlighted and appropriate action taken.

As a Partnership we will:

* Accept responsibility to implement policies and procedures to provide duty of care for children and young people, safeguarding their well-being and protect them from any form of abuse, harm, mistreatment or neglect.
* Respect and promote the rights, wishes and feelings of children and young people at all times. Ensure that children and young people have the right to be listened to and have their views heard at all times.
* Commit to ensuring that regardless of age, culture, disability, gender, language, racial origin, sexual identity they have a right to be safeguarded and protected from any form of abuse, harm, mistreatment or neglect.
* Recognise that it is everyone’s responsibility to ensure any concerns which relate to the safety, welfare and well-being of all our children, young people and vulnerable adults should be highlighted and challenged. All incidents of suspicious or poor practice, allegations of abuse or mistreatment raised, or issues where the well-being of a child, young person or vulnerable adult is in anyway perceived to be put at risk, will be taken seriously and responded to swiftly and appropriately.
* Actively work with our partners and other organisations to recognise and understand their own moral and legal responsibilities in relation to all aspects concerning respecting, safeguarding and protecting. To advocate and encourage the adoption of best practice in terms of their own procedures and practices relating to children and young people.

**2.0 Minimum Operating Requirements**

The following outlines the minimum requirements which all schools participating in Knowsley School Sport Partnership competitions and events must adhere to

**2.1 Event Registration**

All schools participating in Partnership events and competitions are required to register their attendance, in advance of the event. The pre-event registration process requires the school to confirm that they have read and adhere to the information contained in the following documents:

* Event information
* Rules of the Game
* Codes of Conduct
* Risk Assessment
* Photographic Statement
* Welfare and Safeguarding Policy

Schools will be expected to register as the start of each event or competition. The following information will be required:

* Number of children (males / females)
* Number of Children with SEND
* Ethnicity of children
* Confirmation consent has been obtained
* Confirmation of First Aid / medical details
* Photographic consent

**2.2 Parental Consent Forms**

All schools participating in the Partnership events and competitions are required to have in their possession / or access to parental consent forms for each child attending the event. Parental consent forms must include emergency contact details for parents or guardians as well as any information on existing medical and allergy conditions. Schools will be required to sign the registration form stating they have this information.

**2.3 Medication**

All schools participating in competitions and events must ensure any children with existing medical conditions which requires medication – including but not limited to inhalers to control asthma or epinephrine auto injector (EpiPen) for the treatment of anaphylaxis – have these with them, on the day of the event. In the event that a child arrives at the event without medication for a pre-existing medical condition they should not be allowed to take part in the competition; there will be no exceptions. It is the responsibility of the School representative to ensure that the children have their medication available at the all times; if it is not present they are required to ensure the child is excluded.

**2.4 Medical Emergency**

In the event of a medical emergency, the lead adult School representative accompanying the young people to the event will ensure that any child is accompanied by an adult until their parent(s)/ guardians arrive to take care of them. Where a child requires emergency hospital treatment, the school representative needs to make arrangements for an adult from the school to accompany the child until such time as the parent(s)/ guardians arrive.

**2.5 Sport Rules and Regulations**

The rules and regulations for each event are written by the respective National Governing Body for the sport (NGB) where applicable and outline the specific requirements which all participants taking part in the competitions must adhere to, at all times. These documents set out information on all aspects of the format of the competition and requirements relating to the team including clothing and use of personal protective equipment such as shin or mouth guards. It is the responsibility of the school representative present at the event to ensure that they are familiar with the rules and regulations of the respective competition and in turn to ensure that the participants adhere to these, at all times. Knowsley School Sport Partnership Event Manager will be responsible for ensuring that the rules and regulations are applied during the running of the competition. In the event that the Event Manager identifies a team to be in breach of any of the rules and regulations they will raise this with the School representative immediately. Should a team be identified to be in breach, the Event Manager has the authority to suspend the team with immediate effect from the event. If the breach cannot be rectified to the satisfaction of the Event Manager, then the team may have to be withdrawn; a situation that it is hoped will be avoided.

**2.6 Photography**

There have been concerns about the risks posed directly and indirectly to young people through the use of photographs. Photographs can be used as a means of identifying young people when accompanied with personal information. This information can make young people vulnerable to an individual who may wish to groom that young person for abuse. Secondly, the content of the photo can be used or adapted for inappropriate use.

Knowsley School Sport Partnership recognises the need to ensure the welfare and safety of all young people involved in the games. As part of our commitment to the safety of ALL participants, we will do our utmost to prevent the use of photographs, video or other images of young people to be taken or used without the prior consent of the parents/guardian of the young person.

The Partnership will take steps to ensure that all images are used appropriately, that means solely for the promotion and celebration of the activities of the Knowsley School Sport Partnership.

A procedure is in place to ensure the rights of the young people in respect to Photography and Video footage, are upheld.

When Using Photographic/Video Equipment

• If the young person is named, use of their photograph will be avoided

• If a photograph is used, the use of the young person’s full name will be avoided

• Only images of athletes in suitable dress will be used to reduce the risk of inappropriate use

• The content of the photograph will focus on the activity, not a particular young person and will, where possible avoid full face and body shots

Official Photographers

• All Professional Photographers at events and competitions will be subject to the above procedures as well as other specific procedures for the use of their photographic equipment and correct use of photographs and media use. As a result of any young person not having consent for their photograph taken, will result is that team being highlighted to the Official Press.

Parents / guardians and spectators

* Schools will be responsible to communicate to their children’s parents and guardians that they can only take photographs of their own children and should any other children be present in the image it should not be posted or shared on social media.

**2.7 Codes of Conduct**

Codes of Conduct (Appendix 1) in place at all KSSP competitions and events. The purpose of these codes is to outline the principles of participation and expected levels of behaviour for:

* Players
* Teachers and Coaches
* Officials and Leaders
* Parents, Guardian and Spectators

Should a team be found to be in serious breach of the Code of Conduct they may be excluded from continuing to take part in the competition. The Codes of Conduct are underpinned by the overarching School Games Values which all participants should adopt at all times:

Determination, Honesty, Passion, Respect, Self-Belief, Teamwork

Each School’s representative present at the event should be aware that their children should make every effort to uphold and compete within the spirit of the School Games Values.

**3.0 Event Management Procedures**

Knowsley School Sport Partnership have implemented the following procedures across all competitions and events.

* 1. **Risk Assessments**

Each risk assessment identifies:

* + The potential hazards which have been identified for each event,
  + The existing controls in place to reduce or eliminate the potential hazards,
  + The additional specific action taken by KSSP to reduce or eliminate the potential hazards.

A generic risk assessment for the sports activity will be sent out with confirmation of the event. A dynamic risk assessment will be conducted on the day of the event prior to the commencement of the event or competition.

**3.2 First Aid**

At all KSSP competitions and events it the responsibility of all schools attending to provide a first aid kit and a qualified first aider to be able to respond to any potential incident which may arise to their own school children.

Should first aid treatment be administered, a pupil minor incident log form will be issued to the casualty. If a more serious incident or accident an Accident Report and Investigation form will be completed. It is the responsibility of the School representative to ensure that the advice of the first aider is followed at all times. Where the advice be that a child no longer participate in the event due to the injury, or that a medical condition may be exacerbated by continuing to play, it is the responsibility of the school representative to ensure that the child is withdrawn in-line with the recommendation of the first aider.

For each incident where first aid is administered, the pupil minor incident log / accident form will be completed and a record will be held by Kirkby High School. Copies of the forms will also be given to the child’s school and site venue. These documents will be retained for a minimum six years in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. In-line with requirement of RIDDOR, should a child be taken to hospital as a result of an accident or incident occurring the injured child’s school will be responsible for notifying the Health and Safety Executive within 10 days.

Where possible facilities used for events and competitions will have access to a defibulator.

**3.3 Insurance**

Knowsley School Sport Partnership is a department within Kirkby High School - Competitions and events which KSSP organise are insured through the Department for Education Risk Protection Arrangement (RPA) membership No/URN 140001.

KSSP are specifically required to notify colleagues within the Council’s Knowsley Events and Venues Safety Advisory Group (KEVSAG) that large events (e.g. Cross Country Championships) are taking place and to confirm the measures which have been taken to mitigate the potential risks identified.

**4.0 Procedures for Handling and Responding to a Concern**

Knowsley School Sport Partnership has duty to safeguard and protect children and young people and as such has clear reporting procedures to handle a concern arising at one of our events or competitions. The procedures in place aim to ensure that appropriate action is taken in response to a concern relating to a child or young person. Equally, they are also designed to ensure that where a concern is raised in relation to inappropriate behaviour by an adult, or poor practice by a coach or volunteer, that appropriate action can be taken.

While the focus of the Knowsley School Sport Partnership is physical education and school sport, the procedures which exist can equally be applied to concerns raised at any time. It is important to remember that it is not the responsibility of Knowsley School Sport Partnership staff to investigate concerns or to judge whether or not a child or young person has been subjected to abuse. However, it is their responsibility to act immediately by reporting concerns to the appropriate body so that appropriate action can be taken to protect a young person. The reporting and accurate recording of concerns is of vital importance in ensuring there is an effective response to incidents coming to light at any event.

**4.1 Reporting Procedures**

Our procedures are designed to handle both a concern relating to a child or young person who is believed to be at some form of risk but also designed to handle a concern relating to a teacher / coach / volunteer or adult. All staff of KSSP staff are trained to collect information using the Concern Recording forms.

If the nature of the concern relates to a child or young person information will be documented on: Appendix 2: Concern Recording Form – Child and Young Person.

If the nature of the concern relates to an adult /Coach / Volunteer whose actions or behaviours are causing concern, information will be documented on: Appendix 3: Concern Recording Form – Adult / Coach / Volunteer.

The Concern Recording Form is then passed to the designated safeguarding lead (DSL) or the deputy designated safeguarding lead (DDSL) at the appropriate school. It is the responsibility of the DSL or DDSL to assess the information, and nature of the concern, and take appropriate action in-line with the appropriate reporting procedure through referring the issue to the appropriate statutory agency or body.

If a child or young person is in immediate risk then then the schools safeguarding procedures will be followed and contact will be made with Knowsley Children’s Social Care Team.

Knowsley Mash Team 0151 443 2600

Knowsley Children’s Social Services 0151 443 3792

Knowsley Safeguarding Children’s Board 0151 444 4311

Merseyside Police 0151 709 6010

The Designated Safeguarding Lead at Kirkby High School is Janette Rigby – Assistant Principal. The Deputy Designated Safeguarding Lead is Leah Unsworth.

Knowsley School Sport Partnership staff have received specific training in the process for handling a concern by attending a Safeguarding Level 1 course. Guidance is also provided to enable staff to recognise potential signs of abuse - Appendix 4: Recognising Signs of Abuse

**4.2** **Missing Children Procedure**

If at a Partnership event or competition a child or young person goes missing, Knowsley School Sport Partnership have duty of care to ensure that immediate action is taken. Suitable procedures are in place to ensure that appropriate action is taken. The Missing Children procedure, flow chart and forms are found in Appendix 5.

* 1. **Recruitment and Selection**

Knowsley School Sport Partnership will undertake all reasonable steps to ensure that unsuitable individuals are prevented from working with children and young people not only within our own activities, and events, but those of our partners. All individuals employed within the Partnership, will be subject to the following minimum operating standards:

* National Governing Body of Sport UKCC Level 2 (minimum) Coaching qualification or equivalent in the activity being delivered.
* Disclosure and Barring Service check
* Safeguarding and Child Protection Qualification / Training
* Emergency First Aid Qualification
* Employment and character references
* Professional registration checks (where appropriate)

Those directly engaged as staff in a voluntary capacity at the events / competition organised by the Partnership dependent on the role will subjected to the following minimum operating standards for event volunteering:

* Disclosure and Barring Service check (over 18 years)
* Employment /character references

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**5.0 Appendices**

Appendix 1: Codes of Conduct

Appendix 2: Concern Recording Form – Children and Young People

Appendix 3: Concern Recording Form – Teacher, Coach, Volunteer or Adult

Appendix 4: Recognising Signs of Abuse

Appendix 5: Missing Children Procedure, flowchart and forms

**Appendix 1**

**Knowsley School Sport Partnership**

**Code of Conduct**

**Players**



* **Remember that the aim is to have fun and improve my skills**
* **Be on time**
* **Treat opponents and team mates with respect at all times**
* **Make sure I play fair at all times**
* **Not shout out loud at players or referees in anger**
* **Set a positive example for others, particularly younger athletes and spectators**
* **Not use unsuitable language**
* **Play by the rules and be a good sportsperson**
* **Be a good sport, encourage and congratulate others**
* **Always accept and respect the referee’s decision**
* **Take care of all property**
* **Let a teacher know if others are not following these rules**
* **Not wear jewellery, unsuitable clothing or footwear during any event**
* **Remember to thank my coach, officials and supporters**



**Knowsley School Sport Partnership**

**Code of Conduct**

**Teachers and Coaches**

* **Ensure that safeguarding of young people is my priority**
* **Make sure the young people’s enjoyment is put first**
* **Make sure all arrangement in place for home matches including meeting and greeting the opposition**
* **Make sure I have all the right paperwork for the event**
* **Be a positive role model, and will have high standards in my appearance and not use bad language**
* **Try to ensure all young players show respect at all times**
* **Always respect the referee and thank them, other helpers and opponents after the game**
* **Always consider the health, safety and welfare of the players**
* **Make sure I praise all athletes from all sides**



**Knowsley School Sport Partnership**

**Code of Conduct**

**Officials and Leaders**

* **Take pride in my appearance and be a positive role model to young players**
* **Be confident in all my decisions**
* **Make sure the young players show respect for me and each other**
* **Speak to a teacher/adult if I have any problems during the competition**

**Knowsley School Sport Partnership**

**Code of Conduct**

**Parents and Guardians**



* **Remember that doing one’s best and taking part is what is really important and encourage fair play by supporting all players**
* **Teach my child to treat players, teachers, coaches with respect, make sure I do not argue with officials and will respect their decisions**
* **Be a positive role model for my child and set a good example**
* **Ensure I do not smoke or drink as spectator**
* **Make sure my child is dressed properly for the activity and has plenty of water to drink**
* **Not swear or use unsuitable language**
* **Never punish or make fun of a child for poor performance or making mistakes**
* **Support my child’s involvement and help them enjoy their sport**

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**Appendix 2**

**Recording Form for Safeguarding Concerns for Children and**

**Young People**

Staff, teachers, coaches, volunteers are required to complete this form and pass it to the Safeguarding Lead if they have a safeguarding concern about a child, young person or vulnerable adults.

|  |  |
| --- | --- |
| Event: | Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| Full name of child | Date of Birth | School | Your name and position in school |
|  |  |  |  |

|  |
| --- |
| **Nature of concern/disclosure** |
| Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said. |
| Was there an injury? Yes / No Did you see it? Yes / No |
| Describe the injury: |
| Please pass this form to the designated safeguarding lead or the deputy safeguarding lead asap |
| Action taken/agencies contacted/reason for action |
| **Your signature: DSL signature:**  **Time: Date:** |

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**Appendix 3**

**Recording Form for Safeguarding Concerns – Teacher, Coach, Volunteer or Adult**

Staff, teachers, coaches, volunteers are required to complete this form and pass it to the Safeguarding Lead if they have a safeguarding concern about a Teacher, coach, volunteer or adult.

|  |  |
| --- | --- |
| Event: | Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| Full name of Adult | Employer | School linked with | Your name and position in school |
|  |  |  |  |

|  |
| --- |
| **Nature of concern** |
| Please include the nature of concern (poor practice, abuse, neglect, bullying) what has prompted the concern, what you saw, who else was there, what was said and what you said. |
| Was there an injury? Yes / No Did you see it? Yes / No |
| Describe the injury: |
| Please pass this form to the designated safeguarding lead or the deputy safeguarding lead asap |
| Action taken/agencies contacted/reason for action |
| **Your signature: DSL signature:**  **Time: Date:** |

**Appendix 4**

**Recognising Signs of Abuse**

Knowsley School Sport Partnership understands that safeguarding children and young people is everyone’s responsibility. This means that everyone involved in the delivery of physical education and school sport has a responsibility to respond to any concerns that they or others may have about a child, or the behaviour of an adult.

Children are reluctant to tell someone when they are being abused, so it is essential that every adult is aware of the possible signs that a child’s welfare or safety is being threatened. However, there is rarely a clear sign and often various snippets of information have to be pieced together as well as reliance on instinct that something does not seem quite right. KSSP recognises that the vast majority of people involved in PE and school sport are there for the best of reasons and the best of intentions, and they do play a pivotal role in identifying possible situations where abuse can and is potentially taking place.

A person may have one piece of information that, when added to that of others form a clear picture pieces can the true picture start to be seen.

The table below shows some possible physical and behavioural signs of abuse. Some are very explicit and specific to the type of abuse., others are much more general. However, care is needed as any one of these signs might have another very plausible explanation. However, concerns may arise over time if there is a combination of unexplained changes. Additionally, a child’s disability or cultural difference should not be used to explain away concerns.

|  |  |  |
| --- | --- | --- |
| **Category** | **Physical Signs** | **Behavioural Signs** |
| Physical Abuse | Unexplained and unusual bruising, finger, strap and bite marks, injuries, cigarette burns, fractures, scalds, missing teeth. Injuries that a child/young person with limited mobility would find it difficult to get. | Fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, cowering, bullying or abuse of others. |
| Neglect | Constant hunger, ill-fitting or inappropriate clothes, weight change, untreated conditions, continual minor infections, failure to supply hearing aids, glasses and or inhalers. | Always being tired, late, absent, few friends, regularly left alone, seeks adult company or withdraws from people, stealing, no money, parent or carer not attending or interested |
| Sexual abuse | Genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STDs, thrush, anal pain on passing motions. | Apparent fear of someone, nightmares, running away, age inappropriate sexually explicit knowledge or behaviour, bedwetting, eating problems, substance abuse, unexplained money or gifts, inappropriate masturbation, sexual approaches to others, sexual games with toys. |
| Emotional abuse | Weight change, lack of growth / development, unexplained speech disorders, self-harm, clothing inappropriate for child/young person’s age, gender or culture. | Unable to play, fear of mistakes, fear of telling parents, withdrawn unexplained speech and language difficulties, few friends |
| Bullying | Weight Change, unexpected injuries and bruising, stomach and headaches, incontinence, disturbed sleep hair pulled out | Difficulty making friends, anxiety over school / sport truancy, withdrawn, depressed, anger, reduced performances, money or possessions reporting as lost stealing from the family, distress and anxiety on reading emails or text |

This Safeguarding Policy is inclusive and the same actions should be taken regardless of the needs and background of the child. However, we recognise that some children are disadvantaged by their experiences as follows.

**Children with disabilities**

Children with disabilities might be additionally vulnerable because they may:

1. Lack a wide network of friends who support and protect them
2. Have significant communication differences - this may include very limited verbal communication or they may use sign language or other forms of non-verbal communication
3. Require personal intimate care § Have a reduced capacity to resist either verbally or physically
4. Not be believed § Depend on the abuser for their involvement in sport
5. Lack access to peers to discover what is acceptable behaviour
6. Have medical needs that are used to explain abuse.

**Children from minority ethnic groups**

Children from minority ethnic groups are additionally vulnerable because they may be:

1. Experiencing racism and racist attitudes
2. Experiencing racism being ignored by people in authority
3. Afraid of further abuse if they challenge others
4. Subjected to myths, e.g. all people of a particular culture are good with or hit their children
5. Wanting to fit in and not make a fuss
6. Using or learning English as a second language.

**Children performing in elite sport**

1. Children performing at the elite end of sport are additionally vulnerable because they may be:
2. Experiencing burn out due to early pressure of competition
3. Likely to spend significant time away from home and support networks
4. Performing in an adult focused environment
5. Adopt a win at all costs mentality
6. Subject to and dependent on an unhealthy coach – athlete relationship

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**Appendix 5**

**KNOWSLEY SCHOOL SPORT PARTNERSHIP**

**MISSING CHILDREN PROCEDURE**

If a child goes missing during an event, Knowsley School Sport Partnership will apply the following procedure:

* Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
* Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the rea being searched.
* If the child cannot be found after a good search of the immediate surroundings, contact the child’s parents to advise them of the concern and reassure them that everything is being done to locate the child.
  + Appropriate school teacher to contact their own school and the child’s parents.
* Make a note of the circumstances in which the child has gone missing and where he /she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximately height and clothing he/she was wearing, as this will be required by the police.
* Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
* Follow police guidance if further action is recommended and maintain close contact with the police.
* Report the incident to the designated safeguarding officer.
* Ensure that you inform all adults involved including parents, searchers and the police at any stage the child is located.

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**PROCESS FLOWCHART**

If a child appears to be missing, the flowchart below identifies the process to be followed. There may well be access to photographs of all the young people at the event and if so these can be used to help provide police with a description should this be necessary.

Maximum

of 20

minutes

School teacher or other person notice the absence of a young person

School Staff in conjunction with KSSP Event Manager to make assessment of the situation.

Immediate concern e.g child seen stepping into a car the Event Manager to contact the police

Otherwise conduct an immediate search of appropriate area.

**Do not send other young people to search**

Child’s host school contacted

The decision to call the police will then be taken in conjunction with the child’s host school. Parents to be informed

Extend search to likely venues. If child found, call of the search and inform all relevant parties

Incident to be logged with KSSP’s host school and Child’s host school. Any feedback to be given to relevant parties

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**LOST CHILD FORM**

**(details for records only, not to be announced over the PA)**

**Event: ………………………………………….**

**Date: ………………………………………….**

|  |  |
| --- | --- |
| Child’s Name:  Male / Female | Age of Child:  Date of Birth: |
| Time and place child last seen: | Time event staff informed: |
| Hair Colour:  Eye Colour: | Clothing (Colour & Pattern): |
| Ethnicity: | Any other relevant information: |
| Spectator / Participant / Other: |  |
| Parent / Guardian Name: | Telephone Number:  Address: |
| Action taken:  Event Security Information  Police Informed:  Other: | Time: |

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**FOUND CHILD FORM**

**Event: ………………………………………….**

**Date: ………………………………………….**

|  |  |
| --- | --- |
| Time found: | Location found: |
| Child’s Name:  Male / Female | Age of Child:  Date of Birth: |
| Hair Colour:  Eye Colour: | Clothing (Colour & Pattern): |
| Ethnicity: | Any other relevant information: |
| Spectator / Participant / Other: |  |
| Has the child any specific medical requirements: |  |
| Time child handed over to Event Manager | Details of Adult handling the child over:  Name:  Tel:  Role: |
| Name of Parent / Guardian collecting child:  Relationship to child:  Signature: | Telephone Number:  Address:  ID documents checked: |
| Member of event staff handing over child:  Signature: | Time child reunited: |