



Active Cheshire Policy Document

Safeguarding Children, Young People and Adults at Risk

Active Cheshire Policy Document: Safeguarding Children, Young People and Adults at Risk (Version 2.0)

Last Reviewed by Jill Flynn: 05/02/2016

file location: Official File Structure\Internal Operations\2016\Safeguarding Documentation\Safeguarding Policy

Contents	Page
1. Introduction	2 - 5
Role of Active Cheshire	2
Our Key Principles	3
Purpose of this Policy	4
Key Statements	4
Involved in Organisation & Delivery	5
2. What is Abuse?	5 - 8
Safeguarding Adults at Risk	5
Safeguarding Children & Young People	6
Main Definitions of Abuse	6
Identifying Signs of Abuse	7
Bullying	8
3. Promoting Good Practice	9 - 10
Reporting	9
Do, Do Not	10
4. Active Cheshire Escalation Process	11 - 14
Process Explained	13
Escalation Contact Details	14
5. Photography Policy	15 - 19
Guidelines for Events	16
Guidelines Parents / Guardians / Spectators	17
Images of Elite Young Athletes	18
Appendices	19 - 24
A Incident Record Form	19
B Photography - Activities and Events Form	22
C Useful Information	23

1. Introduction

1.1 Safe Participation

All participants (children, young people and adults at risk) have the right to have fun and to be safe and free from harm when participating in physical activity and sport. Active Cheshire is committed to ensuring access to and the provision of physical activity, sport and recreation throughout Cheshire West & Chester, Cheshire East and Warrington is both safe and inclusive.

1.2 Role of Active Cheshire

[Active Cheshire](#) is the lead body for physical activity and sport in Cheshire and Warrington. At Active Cheshire, we have a very clear goal. Mandated by Sport England, our aim is to get 50,000 more people, more active, more often, by 2017, for the health and wellbeing of local residents.

As an established charity of 26 years, we invest more than £500,000 each year on behalf of Sport England, Cheshire West and Chester Council and other partners. We use our connections and local insight to commission programmes of activity that will enable schools, clubs, leisure operators, businesses, community groups, colleges and universities to sustain and grow participation themselves.

Active Cheshire at all times promotes the safety and welfare of all participants taking part in any activity Active Cheshire is accountable for the delivery of. This includes those activities which are funded by and / or provided directly by the Active Cheshire Team.

Active Cheshire aims to contribute to safeguarding all participants, including spectators, by implementing and demonstrating best safeguarding practice when staff, volunteers or others are providing services, activities and programmes for children, young people and adults at risk.

To minimise the possibility of abuse Active Cheshire is committed to working in partnership with all agencies, at both the local and national level, to ensure that education, training and access to safeguarding best practice information and support are available for those who deliver, support, participate and spectate local physical activity and sport, including those who are responsible for participants (parents, guardians and carers).

To contact Active Cheshire regarding any Safeguarding issues of enquiries:

Email: safeguarding@activecheshire.org or **Phone:** 01606 330 212

1.3 Our Key Principles

Active Cheshire are committed to the following 3 key principles;

Principle 1: Advocacy

- Share details of national and local training courses.
- Promote safeguarding via:
 - Our Website
 - Social Media
- Support NSPCC / CPSU campaigns by sharing across our networks
- Promote local Safeguarding processes and supporting documents on our website
- Publish our Safeguarding Policy and supporting documents on our website.
- Safeguarding is a Standing Item on the agenda for every Active Cheshire Governance Subgroup meeting.
- Having a nominated Safeguarding Champion on the board.

Principle 2: Education

- Safeguarding Lead and Safeguarding Deputy roles within the Active Cheshire Team secured and publicised.
- Safeguarding Lead's act as champions for the subject and cascade knowledge across the internal organisation and network.
- Board Members received Safeguarding training annually

Principle 3: Scrutiny

- When considering any investment Active Cheshire consider/question the Safeguarding readiness of potential providers.
- Prior to any investment being made Active Cheshire will check the provider Safeguarding standards and policies are substantial.
- During the performance and monitoring process Providers are assessed so that agreed standards are met.
- The Active Cheshire team will visit 100% of the projects invested in and during these visits participants and non-participants are asked about their understanding of Safeguarding.
- Active Cheshire will act on any information generated from the performance and monitoring process, addressing any knowledge gaps identified.

This policy and its associated procedures are mandatory for all staff, employed or voluntary, working to deliver projects that Active Cheshire is accountable for. This will include those projects and interventions Active Cheshire provide direct investment for and those that Active Cheshire staff actually deliver.

1.4 Purpose of this Policy:

The purpose of this policy is to;

- Make clear Active Cheshire's commitment to safeguarding all children, young people and adults at risk, and demonstrate how we are meeting statutory safeguarding obligations as set out in [Working Together to Safeguard Children](#); A guide to inter-agency working to safeguard and promote the welfare of children (Department for Education; March 2015).
- Provide guidance and clear procedures for those working with and responsible for children, young people and adults at risk.
- Form part of guidance documentation for partner organisations when developing their own child protection policies and to encourage them to work in line with the [national safeguarding framework](#).
- Provide a reference framework for Active Cheshire monitoring processes to check partner and direct delivery organisations policies and procedures meet the required minimum standards when commissioning or sub-contracting work that involves delivery to children, young people or adults at risk.

1.5 Key Statements

- Active Cheshire have appointed a [Safeguarding Lead](#) and Safeguarding Deputy Lead to initiate, implement, administer and maintain this policy.
- The above Safeguarding Lead's are responsible to the Chief Executive and the Active Cheshire [Board](#) and Governance Sub group for all policies, procedures and protocols.
- Active Cheshire have appointed a Board member as Safeguarding Champion.
- The Safeguarding Lead ensures policy compliance by empowering all Active Cheshire team members to uphold safeguarding principles in all they do.
- The Safeguarding Lead will identify [guidance](#), [training](#), and [advice](#) and share this with all Active Cheshire team members and make it available to partners and direct delivery organisations Active Cheshire engage with.
- The Safeguarding Lead is responsible for maintaining up to date safeguarding information and records.
- The Safeguarding Lead will prepare and make available to the Child Protection in Sport Unit ([CPSU](#)) all relevant documentation for inspection.

- The Safeguarding Lead will establish and maintain close links with Local Children Safeguarding Board via the Children's Services Departments in [Cheshire West and Chester](#), [Cheshire East](#) and [Warrington](#), actively seeking to update procedures and protocols so that they reflect local and national legislation, good practice and mirror current processes.

1.6 For those involved in the organisation and delivery of activities to children, young people and/or adults at risk:

- In all dealings with and on behalf of children, young people and adults at risk, do what is reasonable in the circumstances of each case/situation for the purpose of safeguarding or promoting the safety and welfare of every child.
- Access and provide proof of attendance of appropriate [training](#) and permissions for those responsible for delivery of activities to children, young people and adults at risk, including [Disclosure and Barring](#) if required, so that they can easily describe what constitutes best practice poor practice and child abuse and the appropriate checks are in place.
- Follow the agreed action plan / escalation process of action (page 13, 14 & 15) should there be suspicion or signs of possible abuse.

2. The difference between abuse and poor practice

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.

Somebody may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Individuals can be abused by adults or children.

Poor practice occurs when individuals are inadequately trained and act inappropriately without violating a person's human and civil rights. Poor practice can often cause distress to individuals but can often be resolved with better training and awareness. An example may be by using inappropriate language in front of children, not ensuring the health and safety is complied with or not ordering enough food for all people at an event you are coordinating. This would not be reported to authorities but should be flagged to the Active Cheshire Safeguarding Lead to address the issue and ensure this does not happen again.

2.1 Safeguarding adults at risk

Safeguarding adults describes a range of activities aimed at preventing or responding to harm and abuse. A focus is on those least able to protect themselves from harm or abuse. 'No Secrets' is the Department of Health statutory guidance for safeguarding adults.

The definition of a vulnerable adult used within No Secrets is;

"A person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation"

Definitions of harm and abuse include behaviours defined as harassment under the Equalities Act 2010;

"Unwanted behaviour related to a protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them"

The No Secrets guidance promotes positive action to meet the needs of people with a 'protective characteristic'. Public bodies must act in accordance with the Human Rights Act 1998 and have a positive obligation to uphold those rights for the people it serves.

2.2 Safeguarding Children & Young People

It might be difficult to accept, but every child can be hurt, put at risk of harm or abused, regardless of their age, gender, religion or ethnicity. Safeguarding legislation and government guidance says that safeguarding means:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children and young people to have the best outcomes, and

"the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play"

Working Together to Safeguard Children 2015

2.3 Main Definitions of Abuse (Further detail on [Definitions of Abuse](#))

Neglect - where adults fail to meet a child, young person or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or development (eg failure to provide adequate food, shelter and clothing, failing to protect an individual from physical harm or danger, or the failure to ensure access to appropriate medical

care or treatment). It may also include refusal to give individuals love, affection and attention. Neglect in sport could include a teacher or coach not ensuring those they are responsible for were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

Physical Abuse - where someone physically harms or injures an individual by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to an individual whom they are looking after eg. factitious illness by proxy or Munchausen syndrome by proxy. Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body or where drugs are used to enhance performance or delay puberty.

Sexual Abuse - where girls and boys, or adults at risk, are abused by adults (both male and female) or other children who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques which involve physical contact with children or adults at risk could potentially create situations where sexual abuse may go unnoticed. The power of the coach over individuals in their charge, if misused, may also lead to abusive situations developing.

Emotional Abuse - is the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the individual's emotional development. It may involve conveying to individuals that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children or adults at risk to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the individual/s very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child or vulnerable adult. Emotional abuse in sport may occur if individuals are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

2.4 Identifying Signs of Abuse

Signs of abuse are often difficult to recognise. Those that deliver or supervise activities are not expected to be 'experts', but they should know and recognise the common [signs/indicators](#) that abuse might be taking place.

The following might provide indications that a child, young person or vulnerable adult is being abused:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her

- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour (eg becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt.

Note: The above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

2.5 Bullying

Although anyone can be the target of bullying, victims are often shy, sensitive, anxious or insecure. Sometimes they are singled out for physical reasons, (for example, being overweight, small for their age, of a different race, or having a disability). Close supervision of children and adults at risk during activities will help reduce the amount of bullying, but it will still occur outside of organised activities. Take all signs of bullying very seriously.

A ‘bully’ may be:

- A parent/carer/teacher/coach who pushes too hard.
- A coach/teacher who wants to win “at all costs”.
- Another child who intimidates verbally, physically or sexually.
- An official who places undue pressure on a child.

Indications that a child is being bullied may include the following:

- Behavioural changes, reduced concentration, becoming withdrawn.
- Emotionally unsettled, reluctance to go to school or to sports activities.
- Clingy, depressed or tearful.
- A drop in performance or standard of play.
- Physical signs such as stomach ache, headache, sleeping problems, scratching or bruising, damaged clothes, over or under-eating.
- Often short of money, loses possessions frequently.

IMPORTANT: If you observe one or more of the indicators above (2.1 through 2.5), it is NOT proof that abuse is/has actually taking place. However, proving abuse is taking place

is not the responsibility of those reporting concerns. If an employee, instructor, volunteer or parent/carer or guardian has a concern, or if a child indicates he/she is being abused, action must be taken.

3. Promoting Good Practice

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with any judgements about what action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection as a result of negative experiences outside of the sporting environment.

It is widely accepted that in relation to children, young people and adults at risk, sports organisations have a duty of care. The purpose of the Duty of Care in Sport CPSU Briefing Paper is to clarify what that duty entails and to provide some guidance as to what steps can be taken in order to demonstrate that this duty is being met.

3.1 Reporting

IMPORTANT: As with all matters related to the health and wellbeing of children, young people and adults at risk, if you have serious concerns and you believe an individual/s is in immediate danger you must always call the Police using 999.

If you have concerns about the welfare of a child or adult at risk in the home environment please contact your local social care team as below:

Adults at Risk:

Cheshire West & Chester: [Adult Social Care Team](#) , [Child Social Care Team](#)

Cheshire East: [Adult Social Care Team](#) , [Child Social Care Team](#)

Warrington: [Adult Social Care Team](#) , [Child Social Care Team](#)

For any concerns about the welfare of a child or adult at risk in a professional environment, i.e a care facility, school, club please contact on 101 who will walk you through the process and make a connection with Social Care where appropriate. If you are in an emergency situation please always call the Police using 999.

When you have reported the incident, or if you feel you need support to help you through the issues please contact Active Cheshire at safeguarding@activecheshire.org or on **Phone:** 01606 330 212

All contact with Active Cheshire will be handled in a confidential manner with support and discretion at all stages.

National Governing Bodies and other delivery organisations are likely to have an identified designated person and reporting process for the reporting of concerns. Whilst Active Cheshire encourages the use of 'internal reporting of concerns' eg the following of NGB or Local Education Authority Reporting processes, it is important to raise any concerns with the Active Cheshire Safeguarding Lead in the first instance so that the agreed local escalation process can be implemented and we can support you through this.

3.2 Do , Do Not

If you have concerns or receive information about possible abuse the Active Cheshire Safeguarding Lead should be contacted, however it is recognised that an individual may need to respond to a situation immediately. With this in mind the following guidelines will offer you help and support in responding to abuse or a suspicion of abuse:

Do:

- o Treat any allegations extremely seriously and act at all times towards the person raising the concern as if you believe what they are saying.
- o Tell the individual they are right to tell you.
- o Reassure them that they are not to blame.
- o Be honest about your own position, who you have to tell and why.
- o Tell the individual what you are doing and when, and keep them up to date with what is happening.
- o Take action – you may be the only person in a position to prevent future abuse.
- o Write down what you have been told. Anything you write down must be maintained in full confidence and shared, in full, as soon as possible with those responsible for investigating the concern.
- o Seek medical attention if necessary.
- o Inform parents/carers unless there is suspicion of their involvement.

Do Not:

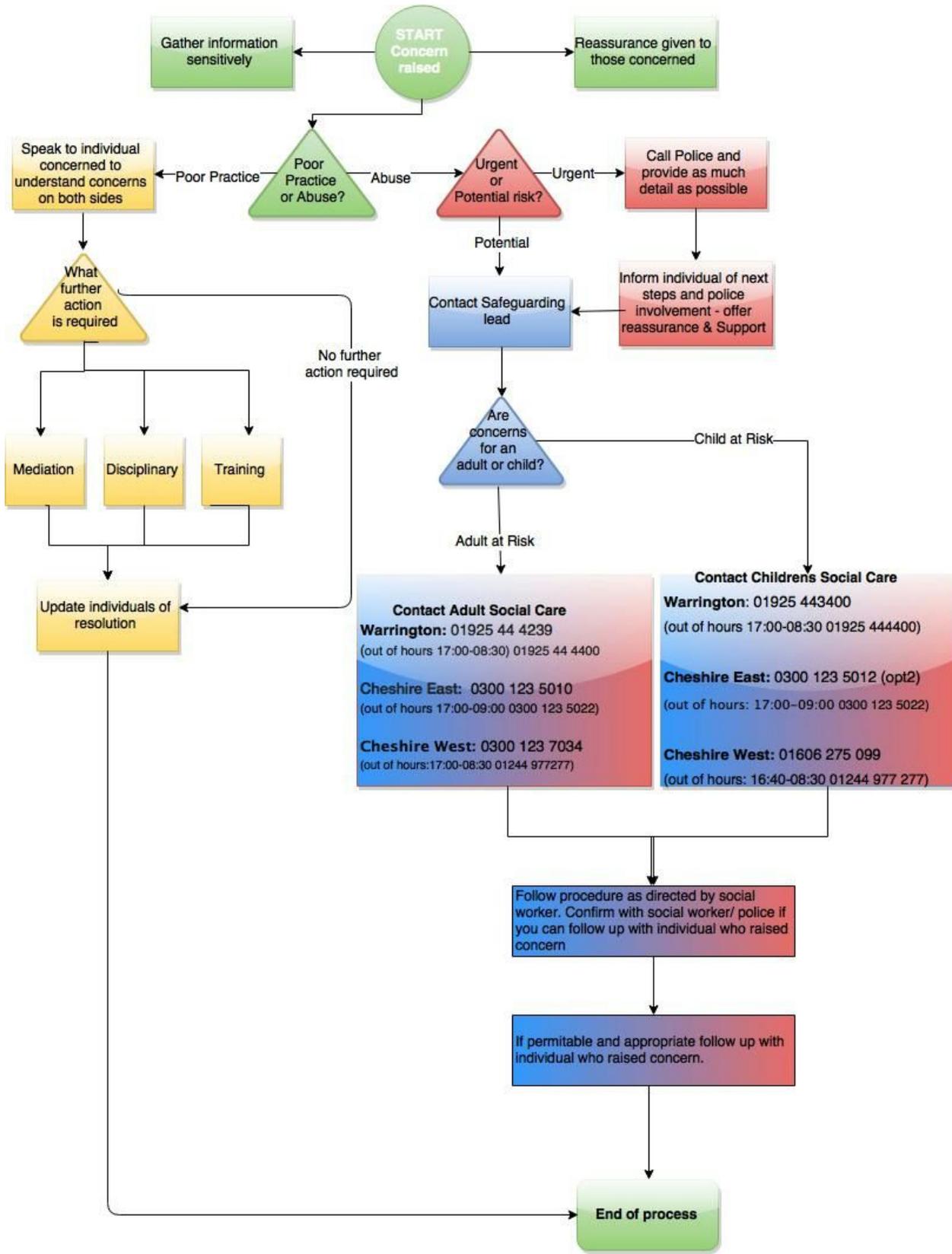
- o Make promises you cannot keep.
- o Interrogate the person raising the concern – it is not your job to carry out an investigation – this will be up to the Police and/or Local Authority Representatives.
- o Cast doubt on what you have been told, don't interrupt or change the subject.
- o Say anything that makes the individual feel responsible.
- o Take photographs of any injuries.

DOING NOTHING IS NOT AN OPTION, IT IS YOUR RESPONSIBILITY TO ACT – Make sure you inform the Safeguarding Lead as soon as possible, they will know how to follow this up and where to go for further advice. If it is believed there is immediate danger contact the Police using 999.

Note: This link provides access to the CPSU video '[An Introduction to Safeguarding in Sport](#)'. Other CPSU Best Practice documentation and video content can be accessed easily [here](#).

4.0 Active Cheshire Escalation Process

There are a number of processes that those who have an abuse related concern could follow. The Escalation Process below is the one Active Cheshire have agreed to follow in the event of a concern being raised:



4.1 Process Explained

Step One: Information/Concern received by Active Cheshire representative. Gather information sensitively and offer reassurance to the individual concerned.

Step Two: identify if this is an issue of Poor Practice or Abuse, If this is abuse and the information received suggests an immediate/ongoing threat the Police will be notified immediately by calling 999.

Step Three: Any information gathered will be dealt with in the strictest of confidence and shared with the Active Cheshire Safeguarding Lead and/or Deputy:

- Reassurance will be offered to those reporting the concern that all will be done to address the issues raised and that the appropriate reporting process will be followed.
- If the concern is Poor Practice the issue will be dealt with internally and an action plan will be developed, this could involve additional training, disciplinary or the termination of a contract
- Abuse concerns which do not pose an immediate threat will be referred to the Adult or Child social care team in the local authority. Assurance will be given to individuals through all steps of the process and best practice advice taken from the relevant social care team.

Step Four: Once the appropriate process is in train the Active Cheshire Safeguarding Lead will provide a supporting role and assist the ongoing process until a satisfactory conclusion has been achieved.

Step Five: The Active Cheshire Safeguarding Lead will communicate back to the individual who reported the issue to advise them of how the case has been handled and reassure them that the correct process was implemented by their actions.

4.2 The Active Cheshire Team will use the following to help inform/determine the Escalation Process:

Contact will be made with the appropriate services to ensure the right process is being followed to address the concerns raised:

Warrington	Cheshire East	Cheshire West & Chester
<p>Child Social Care (MASH) Multi agency Support Hub 01925 443400</p> <p>Office Hours Mon - Fri (8.30am - 5.00pm)</p> <p>Out of Hours (on-call social worker) 01925 444400</p> <p>If you are concerned about a Vulnerable Adult</p> <p>Adult Social Care Team 01925 444239</p> <p>Out of Hours (on-call social worker) 01925 4444000</p>	<p>Child Social Care Team 0300 123 5012</p> <p>Office Hours (8.30am - 5.00pm)</p> <p>Out of Hours 0300 123 5022</p> <p>Adult Social Care Team 0300 123 5010</p> <p>Office Hours (8:30-5pm M-T / 8:30-4:30pm Friday)</p> <p>Out of Hours 0300 123 5022</p>	<p>Children's Contact and Referral Team 0300 123 7047</p> <p>Office Hours Mon-Thurs (8.30 - 5pm) Fri (8.30am -4.30pm)</p> <p>Out of Hours - Emergency Duty Team 01244 977277</p> <p>If you are concerned about a Vulnerable Adult</p> <p>Adult Social Care Team 0300 123 7034</p> <p>Out of Hours - Emergency Duty Team 01244 977277</p>
<p>for further information: http://warringtonlscb.org/</p>	<p>for further information: http://www.cheshireeastlscb.org.uk/homepage.aspx</p>	<p>for further information: http://www.cheshirewestlscb.org.uk/?page_id=12</p>
<p>Cheshire Police Enquiries: 0845 458 0000 or 101 (999 in an emergency)</p>		

5.0 Photography Policy

Active Cheshire takes its guidance on the use of images from guidelines issued by the CPSU ["Photographing and Filming Children in Sport Briefing"](#).

It is acknowledged that Parents/Carers/Guardians of those taking part in physical activity and sport often want to be able to celebrate the achievements of those they are responsible for by taking photographs or videos. Various organisations may also want to promote their activities to encourage further participation. The CPSU briefing highlighted will help to ensure that all necessary steps are taken to protect children and young people from inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.

The CPSU advises sporting bodies to adopt the following principles: the interests and welfare of children taking part in sporting activities is paramount

- Children and their parents/carers have a right to decide whether their images are taken, and how these may be used
- children and their parents/carers must provide written consent for their images to be taken and used
- consent is only meaningful when the club or organisation ensures that children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

Easy rules to remember are:

- Where possible do not include the name of a child whose image is being used.
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Avoid the inclusion of other detailed information about individual children.
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. The use of a Child's Permission Form is one way of achieving this.
- Ask for parental permission to use an image of a child, young person or vulnerable adult. This ensures that parents are aware of where and how the image of their child will be used to represent the club, event or sport (e.g. in a sports magazine, on a website, or on Facebook).
- Developing or adopting a Parental Permission Form is one way of achieving this.
- Ensure parents understand the nature of the potential risks associated with the intended use of the image/s.

- Be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled).
- Only use images of children in suitable dress/kit (including required or recommended safety wear such as shin pads, gum shields and so on) to reduce the risk of inappropriate use.
- Images should positively reflect young people's involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of the sport.
- With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there may be some sports activities (e.g. gymnastics or swimming) where the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity rather than on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or, if poolside, waist or shoulder up.
- Create and publicise a procedure for reporting the abuse of images or the use of inappropriate images, to reduce the risks to children.
- Follow your organisation's safeguarding procedures, ensuring both your sports safeguarding officer and Children's Social Care and/or Police are informed.

5.1 Guidelines for Events:

When considering the use of Photographic Filming Equipment for Official Use at Sporting Events

Provide a clear brief about what is considered appropriate in terms of content and behaviour:

- Issue the photographer with identification which must be worn at all times.
- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child (e.g. close ups, small group and team photos).
- At many events, organisers and others will reasonably wish to take wide angle, more general photos of the event sites, opening and closing ceremonies, and so on.
- Separate to the issue of consents for "identifying" photographs/footage of individual participants (as above) parents and children should at least understand that these types of images will be taken during, or at specific points in, the event e.g. information could be included on the parental consent form.
- It is not reasonable, practical or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of the concerns of a small number of parents.
- Do not allow unsupervised access to children or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the event or at a child's home.
- Children, parents and others should be informed that if they have concerns they can report these to the organiser.

- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- Clarify issues of ownership, retention and access (by event staff and participants/parents) to the images.
- Other professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least (set number of days) working days before the event.
- Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from the club/educational establishment outlining their motive for attending the event and planned use of the material.
- Accreditation procedure: a system should be established. Professionals should register prior to the event and their identification details be recorded. Ideally they should be: name and address of the person using the camera, names of subjects (if specific), the reason or use the images are being or intended to be put to, signed declaration that the information provided is valid and that the images will only be used for the reasons given.
- Ideally, identification details should be checked with the issuing authority prior to the event.
- On registering, promoters of events could consider issuing a coloured identification label on the day which can serve to highlight those who have accreditation but they must ensure that where events occur regularly, the colour and or type of identifying label is changed to prevent unofficial replication.
- A clear brief about what is considered appropriate in terms of content and behaviour should be issued. It may include a list of any areas where photographic and recording equipment, including mobile phones, is forbidden under all circumstances (e.g. changing rooms, toilet areas). Unsupervised access to athletes or one to one photo sessions at event or photo sessions outside the events or at an athlete's home should not be approved/allowed.

5.1 Guidelines for Parents/Guardians/Spectators:

When considering the use of Photographic Filming Equipment for Official Use at Sporting Events

- If parents/guardians or other spectators are intending to photograph or video at an event they should also be made aware of your organisation's expectations.
- Spectators should be asked to register at an event if they wish to use photographic equipment.
- It is helpful for the event organisers to provide some indication e.g. a sticker for each registered camera, or badge to be displayed by the spectator to help others recognise those who have registered, and respond to those who do not appear to have registered.
- Public information: the specific details concerning photographic/video and filming equipment registration should, wherever possible, be published prominently in event

programmes and must be announced over the public address system, prior to the start of the event.

The recommended wording is:

"In line with the recommendation in the Name of Governing Body Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator desk before carrying out any such photography. If parents have any particular concern about their young person being photographed or filmed they should notify the organisers. The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions. If you are concerned about any photography taking place at this event, please contact the promoter or event organiser who will be pleased to discuss this matter with you".

*At club sessions There is no intention to prevent club coaches and teachers using videoing as a legitimate coaching aid. However, children/young people and their parents should be aware that this is part of the coaching programme and consent to it. Care should be taken in the secure storage of such materials and films. If clubs are concerned that someone they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact their Governing Body or (depending on the nature of the concerns) the Police for further advice.

Clubs should include wording on their consent forms similar to the following;

"Name of club will follow the name of governing body guidance for the use of photographs and videoing for training/coaching purposes, a copy of which is available from name of club web site or club official). Name of club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform name of club welfare officer (telephone number) and the name of governing body immediately. I consent to name of club photographing or videoing my child".

** Adapted with permission from the Amateur Swimming Association (1999)
Child Protection in Swimming*

5.3 Images of Elite Young Athletes

As young athletes progress higher up the competitive ladder within their sport, elite level events are increasingly likely to take place in a public arena. Event organisers and sports governing bodies will quite reasonably seek publicity to positively promote their sport, and elite young athletes receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level. Organisers retain their duty of care to these athletes and a responsibility to safeguard them.

In respect of some elite young athletes aspects of the more general guidance around the use of images detailed above (for example avoiding the inclusion of names and some other personal details alongside photographs) are neither practical nor desirable. It is important that other aspects of this guidance (for example about the nature, content and use of images; and about ensuring that photography sessions are supervised) are considered and applied.

It is important for the athletes, their parents and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions. Young elite athletes and their parents should be supported by the sports organisation and prepared to manage these and a range of other issues (including safeguarding concerns) that may arise as a result of their sporting success and increased public profile. Many sports governing bodies already provide information, guidance and support to help athletes manage the media, for example in planning for media interviews.

Appendices

Appendix A: Incident Record Form (example)

You can find an electronic version of this form [here](#)

Please try and complete as much of the information as is possible to allow the process to be investigated thoroughly. It is understood that some of the issues may be difficult to discuss and we do not wish to discourage anyone reporting an incident. Please complete as much as possible without causing distress to the individuals concerned. It is important to establish a name and contact details for the individual concerned for the process to be carried out as efficiently and effectively as possible

If you require assistance completing this form please contact the Active Cheshire Safeguarding Lead by calling **01606 330 212** or by direct email: safeguarding@activecheshire.org

Once complete please send to safeguarding@activecheshire.org

Your name:	Name of organisation:
Your role:	
Individual's name:	Individual's date of birth:
Individual's ethnic origin: <i>Please state</i>	Does individual have a disability: <i>Please state</i>

Individual's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Parent's / carer's name(s):
Contact information (parents / carers): <i>Address:</i> <i>Postcode: Telephone</i> <i>numbers:</i> <i>Email address:</i>
Have parent's / carer's been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else
If responding to concerns raised by someone else: <i>Please provide further information below</i>
<i>Name:</i> <i>Position within the sport or relationship to the child:</i> <i>Telephone numbers:</i> <i>Email address:</i>
Date and times of incident:
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>
Individual's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child: Date

of birth (if child):

*Address:
number:*

*Postcode: Telephone
Email address:*

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the child: Date

of birth (if child):

*Address:
number:*

*Postcode: Telephone
Email address:*

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- Yes
- No

If YES please provide further details:

Name of organisation / agency:

Contact person: Telephone

numbers: Email address:

Agreed action or advice given:

Appendix B: Photography for Activities and Events Form (example)

You can find an electronic version of this form [here](#)

Please amend the form so that it matches your organisation/event needs.

Once complete the form should be sent to your designated safeguarding lead.

Above link accurate as of 04.06.15

Consent information:	
<i>To be completed by parent/carer:</i>	
<ul style="list-style-type: none"> • I consent to <u>(organisations name)</u> photographing or videoing my child <u>(child's name)</u> • I can confirm that I have read, or been made aware of, the organisation's photography and videoing policy. • I can confirm that I have read, or been made aware of how the organisation's will use these images or videos in future and how these images or videos will be stored within the organisation. 	
<i>To be completed by child:</i>	
<ul style="list-style-type: none"> • I <u>(child's name)</u> consent to <u>(organisations name)</u> photographing or videoing my involvement in <i>sporting activities</i>. • I confirm that I have read, or been made aware of, the organisation's photography and videoing policy. 	
Signature of child/young person :	
Print name child/young person:	
Date:	
Signature of parent /carer:	
Print name parent/carer:	

Date:	
--------------	--

Appendix C: Useful Information

The information below provides a useful reference point for the various contact numbers and web based information presented in this document:

Active Cheshire Information

Email address for Safeguarding at Active Cheshire: safeguarding@activecheshire.org

Contact phone number for Safeguarding at Active Cheshire: 01606 330 212

Active Cheshire Safeguarding Information: <http://www.activecheshire.org/safe-in-sport>

Centre for the Protection of Children in Sport Unit (CPSU)

The CPSU, supported by the National Society for the Prevention of Cruelty to Children (NSPCC), has a wealth of useful information and a visit to their web site will offer you endless sources of best practice documentation, advice and guidance.

You can access:

- main web site here: <https://thecpsu.org.uk/>
- training information here: <https://thecpsu.org.uk/training-events/>
- useful resources here: <https://thecpsu.org.uk/resource-library/>
- NSPCC web site here: <http://www.nspcc.org.uk/>

Local Authority Designated Officer (LADO) information

The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

Local Safeguarding Information available via these links:

[Cheshire West and Chester](#) [Cheshire East](#) [Warrington](#)

Child Exploitation Online Protection (CEOP)

The National Crime Agency's (NCA) CEOP Command (formerly the Child Exploitation and Online Protection Centre) works with child protection partners across the UK and overseas to identify the main threats to children and coordinates activity against these threats to bring offenders to account. CEOP protect children from harm online and offline, directly through NCA led operations and in partnership with local and international agencies.

Useful CEOP web links: [Online Safety Centre](#)

Reporting an online concern [Those Working With Children](#) [Parent or Carer](#)

Quick Reference - Contact Information

Organisation / Lead	Phone Number / Contact	Email / Web Details
Active Cheshire Safeguarding Lead	01606 330 212	safeguarding@activecheshire.org
Police Emergency	999	
Police Non Emergency	101	
Police 'Typetalk' for Emergency Situations	18000	
Police 'Typetalk' for Non-Emergency Situations	18001 101	
Child Line	0800 1111 (under 19 years)	https://www.childline.org.uk/
Child Protection in Sport Unit	https://thecpsu.org.uk/contact-us/	https://thecpsu.org.uk/
Cheshire Police	0845 458 0000	
CEOP		http://www.ceop.police.uk/safety-centre/

