Play Sport, Stay Safe

A policy for safeguarding children and young people in sport in Surrey

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Foreword

Active Surrey (AS) recognise the value of sport and the important role it plays in enhancing the quality of life.

We are dedicated to increasing lifelong involvement in sport and physical activity across the county and to improving standards and experiences through establishing a strong, sustainable infrastructure for sport in Surrey.

Our vision is to “make Surrey a more active and successful sporting county” and we are committed to ensuring that children and young people are able to enjoy and achieve through sport by being safe and free from harm when they take part.

Policy Statement

AS is committed to promoting the safety and welfare of children and young people engaged in sporting activities locally. We aim to contribute to safeguarding children and young people by:

✧ Meeting, maintaining ad embedding the requirements of the Standards for Safeguarding and Protecting Children in Sport (CPSU 2002) through implementing the Sports Safeguarding Framework
✧ Implementing and demonstrating best safeguarding practice when core staff, volunteers or others are providing services, activities and programmes for children and young people
✧ Working with partners to establish and implement agreed, consistent minimum safeguarding standards for sports activities locally
✧ Adopting an Information Sharing Protocol to ensure that all those involved with the Partnership understand what information it is appropriate and permissible to share, at what time and with whom.
✧ Requiring those individuals or organisations that are funded or commissioned to provide any services for children and young people to effectively address safeguarding requirements
✧ Maximising its influence to promote best safeguarding practice and principles within its wider partnership roles and relationships

AS fully recognise our moral and legal responsibilities under The Children Act 2004 and are committed to working collaboratively in line with Working Together to Safeguard Children (HM Government, 2013) guidance to provide a duty of care for children and young people, to safeguard their welfare and to protect them from abuse.

AS will work in partnership to ensure that all young people (under 18 years) regardless of their age, gender, disability, race, ethnic origin, nationality, colour, parental status, religious belief, class or social background, sexual preference or political belief are able to take part in sport (as a participant or volunteer) in a fun, safe and child-friendly environment and are protected from harm.

AS will ensure that all allegations and suspicions of abuse and poor practice are taken seriously and responded to appropriately in accordance with AS

AS Safeguarding Policy & Procedures (January 2014)
disciplinary procedures or, where necessary, through referral to statutory agencies.

**Core Values**

AS aims to establish ethical standards for individuals involved with the work of the Partnership, whether they are employed or volunteering.

In addition to this ethics statement, AS has produced codes of conduct for young people, coaches, parents, spectators, officials and clubs, which can be accessed via the Partnership’s website.

The core values underpinning this policy specifically and the work of the Partnership generally mean that AS is committed to:

- ensuring that all people are valued and that their rights are respected
- ensuring that everyone is treated with fairness and dignity
- maintaining an environment in which everyone is free from the threat of intimidation, discrimination, harassment and abuse
- promoting equality of opportunity.

**Endorsement**

The AS Board endorses these aims and supports AS in this work and the development of a partnership implementation plan.

The Child Protection in Sport Unit (CPSU) was consulted during development of this safeguarding policy and its review, and has provided its support and endorsement.

**Why a Policy?**

This policy has been produced to support the establishment of a working and sporting culture that respects the rights, wishes and feelings of children and young people and equips people with the knowledge and tools to protect children and young people from harm.

Supporting procedures have been written to ensure that people are aware of and adhere to best practice principles, are alert to potential signs of abuse and are able to respond swiftly and appropriately to child protection concerns they may have.


This policy can also be used by partner agencies and sports organisations as an example of good practice, along with the accompanying Safeguarding Toolkit.

**Policy Objectives**

AS will:
**Corporate objectives**

✧ Ensure that there is strong organisational commitment to safeguarding, which is clearly reflected in the culture, policies, working practices, attitudes and behaviours.

✧ Promote a culture that ensures young people are listened to and respected as individuals.

✧ Include a requirement to address safeguarding within partnership, funding and commissioning criteria.

**Management practices**

✧ Ensure that commitment and responsibility for safeguarding is placed at the most senior levels within the organisation.

✧ Develop systems for regularly monitoring and assessing performance to support continuous improvement in relation to safeguarding.

**Operational procedures and systems**

✧ Ensure there are clear and unambiguous procedures in place in respect of safeguarding, which provide step-by-step guidance on what action to take if there are concerns about a child’s safety or welfare.

✧ Establish robust processes for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation.

✧ Develop clear processes for dealing with complaints about unacceptable and/or abusive behaviour towards children and young people, with clear timescales for managing and resolving these complaints.

✧ Ensure there are designated members of staff with clearly defined roles and responsibilities in relation to safeguarding.

✧ Ensure that where there is direct responsibility for running/providing activities or services, operating standards are set out to ensure the highest possible standard of care.

✧ Implement good practice protocols in relation to the use of photography/video equipment and use of electronic communication.

**Recruitment, employment and management practices**

✧ Ensure processes for the recruitment, training and supervision of staff (paid and volunteer) are in line with best practice guidelines to safeguard young people as well as to protect staff from allegations.

✧ Take all reasonable steps to assess the suitability of all staff (paid and volunteer) to work with children and young people using safeguarding checks (Disclosure and Barring Service checks where applicable and references), informed by legislation and government guidance.

✧ Ensure all staff employed by the Partnership (paid and volunteer) are aware of their responsibilities for protecting the welfare of children and young people.

✧ Ensure that all staff clearly understand and work in accordance with AS Codes of Conduct and Safeguarding Policies and Procedures.
Promote Surrey County Council’s whistle blowing policy, ‘Speaking Out’, to enable staff and volunteers to raise concerns in a confidential way about unacceptable behaviour by other staff or volunteers without fear of reprisal.

Address poor practice through re-training and/or disciplinary procedures as deemed appropriate.

**Training and development**

- Provide comprehensive induction training for all staff (paid and volunteer), which includes familiarisation with the Safeguarding Children Policy and associated procedures and Surrey County Council disciplinary/appeals procedures.
- Provide staff with opportunities to learn about how to recognise and respond to concerns about child abuse.
- Ensure staff (paid and volunteer) with designated responsibilities in relation to safeguarding children have training to enable them to develop the necessary skills and knowledge and have regular opportunities to update their knowledge and understanding.
- Ensure staff with responsibility for recruiting and selecting employees receive training on safer recruitment practices.

**Advice and support**

- Provide children, young people and their parents with information on where to go for help and advice in relation to abuse, harassment and bullying.
- Ensure designated child protection officers have access to specialist advice, support and information.
- Assist individuals involved both during and following an incident or allegation of abuse, or a complaint to access professional support.
- Make arrangements for supervision and support to be provided to staff and volunteers during and following an incident or allegation.

**Communication**

- Actively promote AS’s commitment to safeguarding children and young people to all.
- Ensure that safeguarding procedures are available to all (including children and young people and their parents/carers) and actively promoted on joining the organisation.
- Make contact details for AS designated lead officers, statutory agencies and the NSPCC Child Protection Helpline readily available.
- Raise awareness of different types of abuse and promote best safeguarding practices and principles.
- Ensure children and young people are aware of their right to be safe from abuse.
- Provide access to advice, resources and support.
- Publicise the complaints process to all those involved with the organisation.
✧ Publicise Surrey County Council’s whistle blowing policy to all staff (paid and volunteer).
✧ Emphasise the importance of adopting and implementing effective child protection policies and procedures to partners and local sports clubs.
✧ Establish and maintain regular contact with key statutory child protection agencies and the Surrey Safeguarding Children Board.
✧ Consult with service users to obtain feedback on policies, procedures and their effectiveness.

Information Sharing and Confidentiality

Confidentiality is vital when dealing with sensitive issues such as child abuse. At an early stage it protects the interests of the child or young person as well as the alleged abuser.

Confidentiality is upheld in line with the Data Protection Act 1998, the Human Rights Act 1998 and the Protection of Freedoms Act (2012). Personal information about children, young people and their families will usually be confidential and should not be disclosed to a third party without explicit consent. However, the law allows for the disclosure of confidential information where this is necessary to safeguard the welfare of a child or young person.

All staff (paid and volunteer) are actively encouraged to pass on any concerns about poor practice or possible abuse to designated lead Child Protection Officers or statutory agencies in line with reporting procedures highlighted in Appendix A.

AS will use an Information Sharing Protocol developed in line with good practice guidance\(^1\) as the basis for decision-making regarding information sharing. Decisions to share information will be made using case-by-case judgements. In all cases, the safety and welfare of a child or young person will be the overriding consideration.

Disclosure of confidential information must be justifiable in each case, according to the particular facts. AS will clearly record the reasons why a decision to share or not to share information was made.

Implementing the Policy

The AS Board will oversee the effective implementation of this policy and all employees have responsibility for its practical execution and will nominate a Champion for Safeguarding.

‘People’s experience of sport should be high quality with respect to safeguarding children and vulnerable adults’, and ‘Equality of opportunity’ form core strands within the Surrey Sports Board Strategy. Specific objectives and targets feature in the AS delivery plan and staff work programmes which underpins implementation of the AS policy for safeguarding and protecting children in Surrey:

AS will strongly encourage partners to support and, where appropriate, adopt this policy or reflect the good practices identified within their own policies.

\(^1\) ‘Making It Happen: Working together for children, young people and families’ (Department for Education and Skills, 2013)
Monitoring and Evaluating the Policy
This policy will be formally reviewed every 3 years, or sooner in light of changes to the AS role or function, or to legislation and government guidance, or following cases raising significant issues.

A comprehensive Safeguarding Implementation Plan has been developed to underpin practical delivery of outlined policy aims and objectives. This Implementation Plan includes processes for regularly monitoring the effectiveness of key elements within the policy and will be updated on an annual basis.

Core team work programmes will be monitored and reviewed through monthly and 6-monthly line management meetings as well as annually via the service planning and business planning process. Progress against success factors will be presented annually at partner conference events and in the AS annual report.

Overall policy implementation will be monitored and evaluated on a 6-monthly basis by the Sport Operations Manager with findings reported to the AS Board.

Mechanisms will be put in place to enable staff, partners and other stakeholders to be part of the policy review process.

If you require further information on this policy or would like a copy in an accessible format, please contact:

Campbell Livingston          Lawrie Baker
Partnership Manager          Sports Operations Manager
Active Surrey                Active Surrey
t: 01483 518954              t: 07791 383733
e: campbell.livingston@surreycc.gov.uk  e: lawrie.baker@surreycc.gov.uk
Appendix A

How to respond to a safeguarding concern
Responding to a safeguarding concern

What should I do if I am concerned about the welfare of a child?

It is not your responsibility to decide whether or not abuse or bullying is taking place or has taken place, but it is your responsibility to act upon any concerns you may have about poor practice or potential abuse. The reporting of such concerns should never be delayed and allegations made by children or young people must never be dismissed.

Each of the following sections provides details of the Active Surrey procedures for reporting and responding to child protection concerns:

The supporting flow diagram in Appendix B provides a clear illustration of the steps to be followed if you have a concern about poor practice or abuse. Where necessary, you should always ensure the immediate safety of the child involved (and other children) before clarifying concerns.

Making a record of the complaint, concerns, allegations and/or disclosure

If you have cause for concern for whatever reason (may be simply a ‘gut feeling’), it is vital that an accurate written record of what you have heard or observed is recorded as soon as possible. It is imperative that a note be kept of all complaints, injuries or behaviours that cause concern. This information should be recorded on an Active Surrey Incident Report Form (see Appendix C), which should be immediately signed and dated.

Information must be as detailed as possible as it may be used in any subsequent legal action. The incident report should contain the following information, where available:

- The child/young person’s name, age, date of birth, full address and telephone number
- The child/young person’s account, if it can be given, of what has happened and who was involved
- A description of any visible bruising or other injuries
- Details of any witnesses
- Any observations that have been made by you or to you
- Any times, locations, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- Information and details of the alleged abuser, where possible
- Your knowledge of and relationship to the child/young person
- The date the incident was reported and to whom.

Remember, this information should remain strictly confidential.
Passing on concerns

If you have serious concerns about the immediate safety of a child or young person, contact Children’s Services on 0300 200 1006 (8am to 6pm, Mon to Fri) / the Emergency Duty Team on 01483 517898 (out of office hours) or Surrey Police by dialling 999.

Concerns should be reported immediately, or at the earliest opportunity, to one of the designated Active Surrey Child Protection Officers (CPO):

**Lawrie Baker** 07791 383 733  
**Linda Jacks (term time only)** 01483 518954

The main switchboard number is 01483 518944.

Once you have contacted the CPO, you should send the completed Incident Report Form to them as soon as possible in a sealed envelope marked ‘Private and Confidential’.

The CPO is then responsible for deciding the next course of action to be taken to ensure the safety of the child/young person in question and any other child/young person who may be at risk.

If there are grounds for concern the CPO will refer the matter to Children’s Services for advice. Decisions are then made as to whether parents/guardians are informed, and if a criminal offence (eg physical or sexual abuse) is suspected, Surrey Police. Referrals to Children’s Services must be confirmed in writing within 24 hours.

What if neither CPO is available immediately following an incident?

If neither CPO is available, you should contact the **Surrey County Council Children’s Team** on 0300 200 1006 (8am to 6pm, Mon to Fri) or the **Emergency Duty Team** on 01483 517898 (out of office hours).

If this course of action if followed, it is vital that the CPO is notified as soon as possible and that the completed Incident Report Form is sent to them at the earliest opportunity.

Although there are designated Lead Child Protection Officers within Active Surrey, it is the responsibility of all adults leading activities to ensure the welfare of all children and young people.

Storage of Information

Once referrals or allegations have been made all documentation relating to the incident will be securely stored and only the designated CPO will have access to this information. A communication log will be made recording details of the name(s) and position(s) of Children’s Services staff or Police Officers to whom concerns were passed together with time(s), date(s), matters discussed and points agreed for reference and in case follow-up
contact is needed. The communication log will be saved as an electronic file, which will be password protected.

**Out of Hours Contacts and Specialist Advisors**

If you need to report a child protection concern out of office hours, you should contact Surrey Children’s Services Emergency Duty Team on 01483 571898.

You can also seek expert specialist advice from the NSPCC 24-hour freephone helpline on 0808 800 500 or from Surrey Police, which has specially trained child protection teams who will give guidance and support in dealing with enquiries.

**What to do if a child or young person tells you they are being abused**

Coaches and other sports staff are in a position of trust and influence with children and young people. You are ideally placed to recognise if a child is being abused, whether during sports activities, at home, or in the community.

If a child tries to talk to you about something that is worrying them, it is important to **listen carefully** and respond sensitively:

- If the child tells you about abuse they are experiencing, listen carefully to what they tell you.
- Don’t ask direct or leading questions. Avoid: Who? What? When? Where?
- Encourage them to talk - “Do you want to tell me about this?” - but do not pressurise them.
- Keep calm and, even if you find what they are saying difficult or painful, keep listening and reassure them.
- Be honest with them about what you can and cannot do. Tell them you are not able to keep what they have told you secret and that you will try to find them the help they need.
- When they have finished make a detailed note of what has been said and/or seen using an ASSP Incident Report Form (see Form 1).
- As soon as possible, pass on the information to one of the AS designated CPOs, (see Page 2)
- If neither CPO is available immediately following an incident, contact Surrey Children’s Services or Surrey Police (see Page 3)
- Do not contact or confront the alleged abuser.
- It is essential to ensure the safety of the child/young person (if present):
  - If the child/young person requires immediate medical treatment, call a doctor or an ambulance. You must inform doctors/paramedics of your concerns/suspicions of abuse to ensure they are aware that it is a child protection issue.
  - If you have serious concerns about the immediate safety of the child/young person contact Surrey Police or Children’s Services (see Page 3). Record the name of the person you speak to and contact one of the AS CPOs as soon as possible to update them on the situation and the course of action you have taken.
Appendix B

Reporting process – flow diagram
ACTION TO TAKE IF YOU SUSPECT A CHILD IS BEING HARMED

THE WELFARE OF A CHILD OR YOUNG PERSON IS PARAMOUNT. SERIOUS CONCERNS ABOUT THE IMMEDIATE SAFETY OF A CHILD OR YOUNG PERSON SHOULD BE REPORTED TO CHILDREN’S SERVICES ON 08456 009 009 (EMERGENCY DUTY TEAM ON 01483 517898) OR SURREY POLICE BY DIALLING 999

RECOGNISING
(Staff, coach or volunteer has concerns about a child through direct disclosure or observations)

You suspect an adult or young person is harming or is likely to harm a child/young person

- Coach / Staff Member
  Seek advice from Lead officer about whether abuse/poor practice

  Poor Practice

  Record details and action taken and notify Lead officer a.s.a.p.

  Lead officer makes decision to inform Governing Body (if relevant)

  Governing Body procedures and recommendations followed

Physical or behavioural indication that a child is being harmed

- Other Person

  Record your observations and contact Nominated Person a.s.a.p.

  Lead officer makes the decision to inform Surrey Children’s Services / Surrey Police

  Children’s Services / Police referral procedures followed

A child/young person tells you they are being ill-treated / harmed in some way

- Keep calm, listen and reassure the child. Question only to clarify, not to find out more. Record the information. Contact Lead officer a.s.a.p.

Contact Details:
Lead officer Lawrie Baker. Tel: 01483 518957
If unavailable, or in an emergency, please contact:
Surrey County Council Children’s Team (Mon-Fri: 8am-6pm): 0300 200 1006
Emergency Duty Team (Out of office hours): 01483 517898
Surrey Police: 0845 125 2222 (or 999)
Appendix C

Incident Report Form
AS Incident Report Form

1. Child’s Details
Child’s Full Name: ....................................................................................................................................... 
Age: .......................................................... Date of Birth: ................................................................. 
Address: ................................................................................................................................................. 
Postcode: ........................................... Tel No. .................................................................................. 

2. Details of Incident / Allegation / Observation
a) Child’s Disclosure (in their own words where possible)
Exactly what the child said and what you said. Remember do not lead the child - record actual details. Continue on a separate sheet, if necessary.

Date(s) of incident(s): .......................................................... Location(s): ..........................................................
Who was involved: ........................................................................................................................................
Details of any witnesses: ............................................................................................................................

b) Coach / Staff Observations
Your observations or details as reported to you. Continue on a separate sheet, if necessary.

Injury sited / Behaviour concerned about:

Detailed information i.e. description of behaviour or injury. If injury, state exact location and type:
If you are passing on someone else’s concerns, record their name, address, position and contact number below:

3. Action taken so far (where relevant):
   a) Immediate action taken:

   b) External agencies contacted:

<table>
<thead>
<tr>
<th>Surrey Police</th>
<th>Name:</th>
<th>Contact no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
<td>Details of advice received/ action agreed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Children’s Services</th>
<th>Name:</th>
<th>Contact no. and email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
<td>Details of advice received:</td>
<td></td>
</tr>
</tbody>
</table>

4. Declaration:
I acknowledge that the details described above are accurate and will remain strictly confidential between myself, Active Surrey designated Child Protection Officer(s) and statutory services.

Print name: Contact no.: Position: Signed: Date:

Please send this form in a sealed envelope marked ‘Private & Confidential’ to:
Appendix D

Useful contacts
Useful safeguarding contacts


Amanda.Quincey@SurreyCC.Gov.uk - SSCB Business Manager

LADO team - Surrey Safeguarding Children Unit - 01372 833310.
Appendix E

Types and indicators of abuse
Types and Indicators of Abuse

What are the main forms of child abuse?

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, disability, gender or race. Abusers can be adults (male or female) and other young people, and are usually known to and trusted by the child and family.

There are four major types of child abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

The abuser may be a family member, or they may be someone the child encounters in residential care or in the community, including during sports and leisure activities. An individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent harm or another person harming that child.

What is physical abuse?

Physical abuse is where adults or other young people physically hurt or injure children by:

- beating, whipping, paddling, punching, slapping or hitting
- pushing, shoving, shaking, kicking or throwing
- pinching, biting, choking, or hair-pulling
- burning with cigarettes, scalding water, or other hot objects
- poisoning, suffocating, drowning

This category of abuse can also include cases where a parent or carer reports non-existent symptoms of illness or deliberately causes ill health in a child they are looking after, as in Munchausen’s syndrome by proxy.

Examples of physical abuse in sport …

… may be when a child is forced into training and competition that exceeds the capacity of his or her immature or growing body; or where the child is given drugs to enhance performance or delay puberty.
Types and Indicators of Abuse

What is sexual abuse?
Sexual abuse is when adults (male or female) or other young people use children to meet their own sexual needs. This could include:

- full sexual intercourse
- masturbation
- oral sex
- anal intercourse
- fondling
- showing children pornography (books, videos, pictures, online images)
- talking to children in a sexually explicit manner

Examples of sexual abuse in sport ... … coaching techniques involving physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

What is emotional abuse?
Emotional abuse is the persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child’s emotional development.

It may involve communicating to a child that they are worthless or unloved, inadequate, or valued only in terms of meeting the needs of another person through:

- withdrawal of attention or rejection
- lack of physical affection
- lack of praise, positive reinforcement, or saying "I love you"
- negative comparisons to others
- belittling; telling the child he or she is "no good," "worthless," or "a mistake"
- using derogatory terms to describe the child (name-calling)
- shaming or humiliating
- habitual scapegoating or blaming

It may feature expectations of children that are not appropriate to their age or development.
Types and Indicators of Abuse

It may involve causing children to feel frightened or in danger through:

- constant shouting
- taunting
- threatening behaviour.

Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

**Examples of emotional abuse in sport …**

… include subjecting children to constant criticism, name-calling, and sarcasm or bullying. Putting them under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

**What is neglect?**

Neglect is a failure to meet a child's basic physical and/or psychological needs, to an extent that it is likely to result in serious impairment of the child’s health or development.

**Physical neglect**

Physical neglect is not providing for a child's physical needs, including:

- failure to provide adequate food, shelter and/or clothing
- lack of supervision and failure to protect a child from physical harm or danger
- failure to ensure access to appropriate medical care or treatment
- expulsion from the home or refusal to allow a runaway to return home
- abandonment

**Emotional (psychological) neglect**

Emotional neglect is a lack of emotional support and love, such as:

- refusal to give children love, affection and/or attention
- failure to provide necessary psychological care
- domestic violence in a child’s presence (spousal or partner abuse)
- drug and alcohol abuse in the presence of a child, or allowing a child to participate in drug and alcohol use.

When authorities examine emotional neglect, they take into consideration cultural values and standards of care, as well as the level of family income, which may interfere with proper care.
Types and Indicators of Abuse

Some overlap exists between the definitions of emotional abuse and emotional neglect; regardless, they are both child abuse.

**Examples of neglect in sport …**
… include not ensuring children are safe; exposing them to undue cold or heat, or exposing them to unnecessary risk of injury.

**Abuse of disabled children and young people**

Some disabled children and young people are mentally or physically more vulnerable than others, which could make it easier for abusers to exploit them. They may also find it more difficult to recognise and report abuse, and to be believed. For example, if their disability means that they:

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

In addition to the four main types of abuse shown above, disabled children in residential homes or other institutions might experience:

**Institutional abuse**\(^2\) - when staff in a home or other institutions sacrifice the needs, wishes and lifestyle of a disabled child in favour of the institution's regime. For example, by showing lack of respect for a child's dignity or privacy, or denying them opportunity to make day-to-day choices or decisions about their life. **An example in sport would be if coaches or volunteers followed their club's usual procedures where these conflicted with the rights and needs of a disabled child.**

**Financial abuse**\(^1\) - deliberate misuse and exploitation of a disabled child's money or possessions. For example, if the child is not allowed to spend their money as they wish, or if someone takes it from them to spend on themselves.

**Other forms of child abuse**

Bullying, racism and other types of discrimination are forms of child abuse, even though those responsible are often young people. It is important to recognise the impact and extent of bullying and discrimination in the lives of young people. Sports organisations have a duty of care to safeguard children from harm, including disabled children and others who may be particularly vulnerable.

**Bullying**

Bullying can be psychological, verbal or physical in nature. It involves an imbalance of power in which the powerful attack the powerless, and occurs over time rather than being a single act. Examples of bullying behaviour can include:

- **Physical** – physical assault (pushing, kicking, hitting, punching, etc) or threats of violence
- **Verbal** – name calling, insulting others, sarcasm, lying about others, spreading malicious rumours or persistent teasing.
- **Emotional** – ignoring/excluding, tormenting, ridiculing, deliberately embarrassing or humiliating others, making people feel different or like an outsider
- **Racist** – using racial taunts, gestures or racist graffiti.
- **Sexual** – unwanted physical contact, abusive comments or homophobic behaviour.

\(^2\) Definitions adapted by the Child Protection in Sport Unit from: 1) Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (Department of Health, 1999); 2) Protecting Disabled Children and Adults in Sport and Recreation: The Guide (sports coach UK, 1999); 3) Action Against Abuse – recognising and preventing abuse of people with learning disabilities (G Bailey, ARC Publications, 1998).
Types and Indicators of Abuse

In an NSPCC study, Child Maltreatment in the UK, boys were found to be most likely to experience physical bullying or threats, or have property stolen or damaged. Girls were more likely to be ignored or not spoken to. Bullying by adults was a less common experience but one in ten young people reported this. Their most common experiences of adult bullying were being deliberately embarrassed or humiliated, being unfairly treated or verbally abused and being ignored or not spoken to.

Examples of bullying in sport …

The competitive nature of sport makes it an ideal environment for bullying behaviour. The bully can be:

- A parent who pushes too hard.
- A coach who adopts a win at all costs philosophy
- A player who intimidates other players or officials
- An official who places unfair pressure on a person.

Racism

Children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse.

All organisations working with children, including those operating where black and minority ethnic communities are numerically small, should address institutional racism defined in the MacPherson Inquiry Report on Stephen Lawrence as:

“the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion.”
Types and Indicators of Abuse

How would I know if a child was being abused

It is important to be aware of signs that may indicate that a child is being abused as well as coaching practices and behaviours that should raise concerns.

The sporting community must be alert to abuse taking place both within and outside of the sport setting. Adults working in sport are in a unique position to identify and act on concerns for children that arise outside the sporting environment.

Indications of abuse:

- 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 suspicious or inconsistent.
- The individual describes what appears to be an abusive act involving themselves.
- Unexplained changes of behaviour (e.g. becoming 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.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof of abuse actually taking place. Any of these signs and symptoms could be related to family issues such as divorce or bereavement. This highlights the importance of communication with parents and carers to help clarify initial concerns.
Appendix F
Support and advice services
Support and advice services

Support for Surrey County Council Staff

Employee Assistance Programme – Employee Advisory Resource
All Surrey County Council employees and their families have access to a confidential personal support service available 24 hours a day, 365 days a year as part of the Employee Assistance Programme. Contact the Employee Advisory Resource for information or professional guidance on different aspects of your work or personal life. Simply provide Surrey County Council’s name as a reference to access the free service.

Telephone: 0800 243 458 (Minicom: 0208 987 6574)
Email: assistance@workplaceoptions.com
Website: www.workplaceoptions.com

HR Duty Desk
The HR Duty Desk is a central team of experienced HR consultants who can provide managers and employees with advice on procedural matters. The HR Duty Desk can be contacted via the SCC Information Bureau by telephone on 020 8541 9000 or via email: myhelpdeskhr@surreycc.gov.uk

Support and advice for Coaches and Volunteers
If you are the subject of an allegation of poor practice or abuse, please contact any of the below organisations who will be able to provide you with support and advice:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Samaritans</strong></td>
<td>Samaritans provides confidential non-judgemental emotional support, 24 hours a day for people who are experiencing feelings of distress or despair.  Telephone: 08457 90 90 90 Email: <a href="mailto:jo@samaritans.org">jo@samaritans.org</a> Website: <a href="http://www.samaritans.org">www.samaritans.org</a></td>
</tr>
<tr>
<td><strong>Governing Bodies of Sport</strong></td>
<td>Most Governing Bodies of Sport have a designated Child Protection or Child Welfare Officer. Contact details for these national officers are listed on the Child Protection in Sport Unit website: <a href="https://thecpsu.org.uk/help-advice/deal-with-a-concern/">https://thecpsu.org.uk/help-advice/deal-with-a-concern/</a> and click on contact your national governing body.</td>
</tr>
<tr>
<td><strong>Citizens Advice</strong></td>
<td>Citizens Advice Bureaux provide free, confidential and independent advice to help people resolve their debt, benefits, housing, legal, discrimination, employment, immigration, consumer and other problems. Advice is available face-to-face and by telephone. Most bureaux offer home visits and some also provide email advice.</td>
</tr>
</tbody>
</table>
Support and advice services

To find your nearest CAB, go to:
http://www.citizensadvice.org.uk/index/getadvice.htm

Support and advice for Parents

If you’re worried about a child’s safety or welfare or if you need help or advice, ring the NSPCC Helpline; a confidential and free service open 24 hours a day, seven days a week.
Email: help@nspcc.org.uk

If you are deaf or hard of hearing, call the textphone service on: 0800 056 0566

NSPCC Asian Helpline Service in English: 0800 096 7719 (Mon-Fri, 11am-7pm)
Bengali/Sylheti: 0800 096 7714    Gujurati: 0800 096 7715
Hindi: 0800 096 7716    Punjabi: 0800 096 7717
Urdu: 0800 096 7718
Email: helpline.asian@nspcc.org.uk

Child Protection in Sport Unit
The Child Protection in Sport Unit's mission is to safeguard the welfare of children and young people under 18 in sport and to promote their well-being.
Tel: 0116 234 7278. Website: www.thecpsu.org.uk. Email: help@nspcc.org.uk

Provides information for parents on bullying and keeping children safe. They also operate a bullying helpline for parents, Monday to Friday, 10am 4pm.
Tel: 020 7730 3300    Website: www.kidscape.org.uk

Provides information for parents on a variety of bullying issues.
Website: www.bullying.co.uk/
www.bullying.co.uk/advice-for-parents/advice-for-parents-about-bullying-in-sports/

Child Alert
Provides information on parenting topics and concerns as well as access to child safety products and services.
Website: www.childalert.co.uk/childalert.html

CEOP – Child Exploitation and Online Protection Centre - http://ceop.police.uk/
Support and advice services

Support and advice for Children and Young People

ChildLine is the free helpline for children and young people in the UK. Children and young people can call 0800 1111 to talk to a counsellor in confidence about any problem.

Provides information and advice for children and young people on bullying. Website: [www.bullying.co.uk](http://www.bullying.co.uk)

Think U Know is CEOP’s website aimed at Children and Young People aged 5-16. Website: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
Appendix G

Photography policy
Photography policy

Active Surrey recognises that photographs of children and young people can pose direct or indirect risks to their subjects. For example, images accompanied by personal information could be used by an individual to learn more about a child prior to ‘grooming’ them for abuse. Or the content of a photograph featured on a website could be used or adapted for inappropriate use. This kind of adapted material has appeared on child pornography sites.

There is also evidence that certain individuals will visit sporting events to take photographs or video footage of young and disabled sports participants for inappropriate use. Active Surrey is committed to being vigilant in respect of such practices.

Active Surrey has established a Photography Policy and supporting procedures to mitigate identified risks. These regulate the use of cameras at events as well as the publication of photographs and video footage.

Photography / Video Recording Guidelines

Active Surrey will:

- Always request that parents/guardians grant their consent for photographs and/or video footage of their child(ren) to be taken and to be used for publicity or promotional purposes.
- Ensure that systems are both in place and well promoted to prevent photographs and/or video footage being taken where parental/guardian consent has not been given.
- Avoid using children’s names (first name or surname) in photograph captions. So, where a child is named, use of his/her photograph will be avoided and where a photograph of a child is used, he/she will not be named.
- Ensure that photography or video recordings focus on the activity rather than a particular young person.
- Ensure that photographs or video recordings represent the diverse range of people participating in sport, where possible.
- Limit the use of images to those featuring children wearing ‘suitable’ sports clothing.
- Ensure that employed coaches only use video as a legitimate coaching aid.
- Report any identified use of child abuse images online to the CEOP – the Child Exploitation and Online Protection Centre.
Photography policy

When organising a sporting event, Active Surrey will:

- Require anyone wishing to take photographs or video recordings to have a valid reason for doing so and to gain permission from the event organisers/persons in charge by completing a registration process.
- Issue registered persons with identification, which they will be required to display at all times.
- Ensure that systems are both in place and well promoted to allow concerns regarding inappropriate or intrusive photography to be reported in confidence to the appropriate designated person.
- Approach and challenge any person taking photographs who has not made themselves known and registered and make a referral to Surrey Police should this person continue to record images unauthorised.

When commissioning a professional photographer or inviting the press to an event, Active Surrey will:

- Provide a clear brief about what is considered appropriate in terms of their behaviour and the content of the photography.
- Issue them with identification, which they will be required to display at all times.
- Inform participants, parents, coaches and officials that a photographer will be present at the event and ensure they consent to photography and/or video recording and to its publication.
- Ensure photographer(s) are aware of the system in place to prevent photos being taken of children/young people for whom photographic/video consent has not been given.

Active Surrey will not:

- Allow photographers unsupervised access to participants or one-to-one photography sessions to take place during events.
- Approve photography sessions being held outside events or at participants’ homes.

The following forms and templates support the implementation of this policy:

- Parental Consent Form
- Activity Registration Booking Form
- Photography Exclusion Register
- Photographer Registration/Self-Declaration Form

For copies please refer to the Active Surrey Safeguarding Toolkit
Appendix H

Electronic communications policy
Electronic communications policy

Introduction

There are growing concerns about what is and what is not permissible in the area of communication between adults and children and young people in sport. Understandably, with use of mobile phones, text messaging, e-mail and other forms of electronic communication becoming commonplace, these methods of communicating have become a feature of the sporting landscape and offer a range of positive opportunities to promote sports activities.

However, there is evidence of the use of mobile phones and other electronic communication for grooming or other purposes by coaches and others in positions of trust in relation to children throughout sport. There have also been incidents of young athletes becoming very distressed as a result of online cyber bullying and bullying by coaches or others young people who have contacted them without parental knowledge on their mobile phones.

For this reason Active Surrey (AS) has established a policy guiding the use of electronic communication, which reflects Child Protection in Sport Unit (CPSU) recommended good practice.

Guidelines for the Use of Electronic Communication

AS recognises that mobile phones have a valuable role to play in ensuring the safety and welfare of coaches and participants, particularly when an emergency occurs.

However, the use of mobile phones by coaches during practical delivery, for the general purposes of either making or receiving calls, is considered to be unsafe and inappropriate conduct. The primary responsibility of the coach must be the supervision and safety of the children and young people that they coach and the provision of a structured, quality coaching experience. AS believes that anything which compromises a coach’s ability to maintain a safe environment and give their full attention to the supervision and coaching of children should be actively discouraged.

Some sports and many Local Authorities have strict regulations about the use of mobile phones in sports centres and use of such devices which have integrated photographic/video cameras are not permitted based on concerns that have been identified about their potential misuse. It should be recognised that coaches using mobile phones may be breaching guidance and undermining the ability of a facility to enforce their restrictions. AS considers it acceptable for staff to send emails to children of 11 years and over provided that all communications are copied to a line manager and, where possible, to a child’s parent, legal guardian or carer.

AS staff are encouraged to seek parental consent prior to contacting children and young people by email.
AS staff are not allowed to send text messages to children of 11 years and over. However, the Partnership may use text alerts as part of a managed and approved communications campaign.

AS staff are not allowed to send emails or text messages to children under the age of 11 years. All communications relating to events, training and other information must be directed to a child’s parent, legal guardian or carer.

AS encourages clubs to use disclosed lists for sending club information via a designated and suitably trained adult (because of their position this person should also have been subject to appropriate selection and vetting processes).

AS also advises that group emails should give individuals the opportunity to have their contact details removed from the list by including a statement such as: “If you wish to be removed from this e-mail list please contact the administrator”.
Appendix I

Guidelines on the use of social networking services and social media in sport
Social networking services and social media

Introduction

Interactive social media technology has revolutionised the way that people connect and interact. Facebook, Twitter, blogs, instant messaging and photo and video exchange sites are increasingly popular, and provide an opportunity for the sporting world to connect with children and young people.

However the use of social networking sites also introduces a range of potential safeguarding risks to children and young people. The NSPCC Child Protection in Sport Unit has been commissioned by Sport England to provide these safeguarding guidelines for County Sports Partnerships, National Governing Bodies and other sports organisations.

Extracts from this CPSU Briefing Note are shown below but to read a full copy of this document please go to:

https://thecpsu.org.uk/resource-library/?type=1170&topic=1104

What are the potential risks to children and young people using social networking and other interactive services?

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include: cyberbullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-harm, racist, hate and adult pornography.

The Byron Review sets out the risks to children posed by the internet and illustrated by the following grid.

<table>
<thead>
<tr>
<th>Content (child as recipient)</th>
<th>Commercial</th>
<th>Aggressive</th>
<th>Sexual</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverts</td>
<td></td>
<td>Violent/hateful content</td>
<td>Pornographic or unwelcome sexual content</td>
<td>Bias</td>
</tr>
<tr>
<td>Spam</td>
<td></td>
<td></td>
<td></td>
<td>Racist</td>
</tr>
<tr>
<td>Sponsorship</td>
<td></td>
<td></td>
<td></td>
<td>Misleading info</td>
</tr>
<tr>
<td>Personal Info</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact (child as participant)</th>
<th>Commercial</th>
<th>Aggressive</th>
<th>Sexual</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking</td>
<td></td>
<td>Being bullied, harassed or stalked</td>
<td>Meeting strangers</td>
<td>Self-harm Unwelcome persuasions</td>
</tr>
<tr>
<td>Harvesting personal info</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conduct (child as actor)</th>
<th>Commercial</th>
<th>Aggressive</th>
<th>Sexual</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal downloading</td>
<td></td>
<td>Bullying or harassing another</td>
<td>Creating and uploading inappropriate material</td>
<td>Providing misleading info/advice</td>
</tr>
<tr>
<td>Hacking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gambling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial scams</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terrorism</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Most children and young people use the internet positively but sometimes behave in ways that may place themselves at risk. Some risks do not
Social networking services and social media

necessarily arise from the technology itself but result from offline behaviours that are extended into the online world, and vice versa. Potential risks can include, but are not limited to:

- bullying by peers and people they consider ‘friends’
- posting personal information that can identify and locate a child offline
- sexual grooming, luring, exploitation and abuse contact with strangers
- exposure to inappropriate and/or content
- involvement in making or distributing illegal or inappropriate content
- theft of personal information
- exposure to information and interaction with others who encourage self harm
- exposure to racist or hate material
- encouragement of violent behaviour, such as ‘happy slapping’
- glorifying activities such as drug taking or excessive drinking
- physical harm to young people in making video content, such as enacting and imitating stunts and risk taking activities
- leaving and running away from home as a result of contacts made online.

Potential indicators of online grooming and sexual exploitation of children and young people

There is also concern that the use of social networking services may increase the potential for sexual exploitation of children and young people. Exploitation can include exposure to harmful content (including adult pornography and illegal child abuse images), and encouragement for young people to post inappropriate content or images of themselves. There have also been a number of cases where adults have used social networking and user interactive services as a means of grooming children and young people for sexual abuse. The Home Office Task Force on Child Protection on the Internet identifies that online grooming techniques include:

- gathering personal details, such as age, name, address, mobile number, name of school and photographs
- promising meetings with sports idols or celebrities or offers of merchandise
- offering cheap tickets to sporting or music events
- offering material gifts including electronic games, music or software
- paying young people to appear naked and perform sexual acts
Social networking services and social media

- bullying and intimidating behaviour, such as threatening to expose the child by contacting their parents to inform them of their child’s communications or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school
- asking sexually themed questions, such as ‘Do you have a boyfriend?’ or ‘Are you a virgin?’
- asking to meet children and young people offline
- sending sexually themed images to a child, depicting adult content or the abuse of other children
- masquerading as a minor or assuming a false identity on a social networking site to deceive a child
- using school or hobby sites (including sports) to gather information about a child’s interests likes and dislikes. Most social networking sites set a child’s web page/profile to private by default to reduce the risk of personal information being shared in a public area of the site.

Good practice guidelines for sports organisations

The following guidelines contain practical safety measures for sports organisations and provide a useful starting point to help you develop an online safeguarding strategy. Organisations should ensure that all areas identified are addressed.

Planning your social media strategy

Think about your objectives

Your first steps are likely to be to:

- assess what you want to achieve with social media and how ready you are to go ahead
- decide whether you are principally aiming to interact with users, or publish information, or both
- consider which types of digital media you want to use and how to integrate them with traditional media. See Sport England’s guide to Effective Signposting for more details
- consider the potential safeguarding implications of the chosen medium.
Social networking services and social media

Review your existing safeguarding policies and procedures
Review your existing safeguarding policies and procedures to ensure that they address online safeguarding issues, including the potential risks to children and young people online, sexual exploitation, online grooming and cyberbullying. Remember that personal and group disputes can easily overspill from the offline to the online world.

Decide who will manage your social media
Decide who will be responsible for setting up, managing and moderating (overseeing/reviewing/responding to posted content) your web page or profile. This person will oversee the content that will appear, will decide which links to other sites to accept, and will have online contact with the children and young people who interact with your webpage or profile.

Vet and train your social media manager
You must ensure that you:

- Assess the suitability of the person who will manage your social media, including undertaking an enhanced level CRB check.
- Register that person with the new Independent Safeguarding Authority (ISA).
- Ensure the person accesses recognised safeguarding or child protection training that addresses online safeguarding issues, including warning signs of grooming and sexual exploitation.

Get to know the service you want to use
Once you’ve identified the service you want to use (e.g. Facebook), make sure you’re up to speed with the way this service operates, and the potential safeguarding implications for children, young people and staff before setting up your sports presence. Specifically, you should look at privacy and safety tools, the terms of service (these will usually cover acceptable and unacceptable behaviour), and how users can contact the service if they have a concern or complaint.

Integrate online safeguarding into your existing safeguarding strategy
Add online safeguarding issues to your current strategy, policies and procedures for safeguarding and child protection, retention and management of personal information, use of photographs, and codes of conduct/behaviour. Organisational reporting procedures should also include the reporting of potentially illegal/abusive content or activity, including child sexual abusive images and online grooming.
Setting up your social networking page

*Use an official sports organisation email address*
When you create a profile on a networking site such as Facebook, use an official sports organisation email address rather than a personal email address (e.g. joebloggs@swimmingassociation.co.uk rather than joebloggs@hotmail.com). This will reduce the risk of impostor or fake profiles, and is important in relation to any liability or risk for the individual who sets up the profile on behalf of the organisation. Similarly, ensure that only organisational rather than personal email addresses are made available on or through a profile.

*Keep your log-in details secure*
Keep the log-in details to the account (including the password to the account and webpage/profile) secure within your sports organisation. This will reduce the risk of someone hacking into your online information.

*Set the appropriate privacy levels*
Consider the privacy and safety settings available across all aspects of the services – for photos, blog entries and image galleries – and set the appropriate level of privacy.

Think about your target audience and who you wish to see the content. Failing to set appropriate privacy levels could result in messages which are defamatory, libellous or obscene appearing on your profile before you have a chance to remove them. This may result in significant personal distress, risk to the reputation of the individual, the sport and/or the organisation, and require the intervention of the organisation, the service providers and possibly the police.

*Set the ‘Accept comment’ setting so you can check messages*
The ‘Accept comment’ setting allows a user to approve or pre-moderate a comment from another user, usually a ‘friend’, before it appears on their webpage/profile. Ensure that you check all messages before they appear on your sports webpage/profile so you can block any inappropriate messages and, if necessary, report them to the service provider. This may not be possible with all social networking services. If so, you could contact the service provider to establish whether you can adjust the privacy and safety settings to suit your needs.

*Include details so people can contact you directly*
Put information on your webpage/profile about how to contact your organisation directly, including a website address and telephone number. This allows users to get in touch and verify your sports organisation. By including details of membership of sports associations, you will also enable people to see that you are a bona fide organisation.
Social networking services and social media

Promote your social networking page on your sports website
Put the web address of your social networking web page/profile on your organisation’s sports website. This will help users to find your social networking page and will reduce the risk of people finding fake profiles. Take care to avoid targeting or encouraging potential users who are likely to be under the minimum age for the service.

Register as a charitable organisation with your service provider – if appropriate
Once you have set up your sport web page/profile and are adding content, it may be useful to contact the service provider. Some service providers ‘register’ a range of charitable organisations. This can ensure that a profile is not deleted as potentially fake or in breach of the provider’s own safety policies. For example, an ‘adult’ profile with a number of children and young people linked as ‘friends’ may raise concerns on the part of the service provider about online grooming activity.

Promoting safety online

Don’t target underage children
When you’re promoting your sports web page/profile, don’t target children who are likely to be under the minimum requirement age for the social networking service – which is usually 13 years (check this with the service provider).

Don’t accept ‘friend’ requests from underage children
You may wish to check a user profile before accepting them. Don’t accept ‘friend’ requests from children under the minimum age for the service – which is usually 13 years. Report underage users to the service provider and to the young person’s parents (possibly via your organisation’s designated person).

Avoid taking personal details of children and young people.
Don’t ask users to divulge any personal details - including home and email addresses, schools or mobile numbers - that may help locate a child.

Be careful how you use images of children
Photographs and videos of children on sporting websites can be used to identify children and make them vulnerable to people who wish to groom them for abuse. To counteract this risk, the NSPCC’s Child Protection in Sport Unit advises developing a policy for use of images of children that includes a procedure for reporting inappropriate images. In brief

- consider using models or illustrations to promote an activity
- if a child is named, avoid using their image
- if an image is used, avoid naming the child
- obtain children’s and parents’ written consent to use photographs on websites.

For more details and a sample photograph permission form, see the CPSU briefing on Photographs and Images of Children.
**Social networking services and social media**

*Remind people to protect their privacy online*
Make sure that anyone using the networking site (adults and young people) are aware of the need to protect their own privacy online. They should understand the risks in posting and sharing content which may subsequently damage their reputation before they link their web page/profile to the sports profile.

Once information and images are posted online, the individual has little or no effective control of them. By the nature of social networking this content may be accessible well beyond the perceived boundaries of the organisation’s site. It may also be very difficult to ensure that users’ posted content and communication is restricted to the intended organisational focus (ie sport/activity matters).

There are real challenges in managing a mix of sports-related content and other personal information, images and views posted by young people linked as ‘friends’ to the sports organisation through the social networking site.

Organisations should ensure that clear guidelines for appropriate use of the site are communicated to all staff and users, and that any settings or filters to restrict unwanted postings are applied.

*Think before you post*
Ensure that any messages, photos, videos or information comply with existing policies within your organisation. Ask yourself whether photographs or text are appropriate to your target audience, and if they may create any potential safeguarding concerns. Always seek the permission of young people and their parents before adding photos of or information about children or young people to your sports web page/profile.

*Promote safe and responsible social networking*
Promote safe and responsible use of social networking to your sports audience online. You could do this by uploading safety videos, messages or links onto your sports web page/profile.

*Provide links to safety and support organisations*
Provide links to safety and support organisations on your profile. Or, better still, accept these organisations as ‘friends’ so that they appear on your sport web page/profile in the ‘Friends’ section.

*Data Protection considerations*
Take care when advertising sporting events and competitions online when you are collecting personal information about users, including children and young people. In these circumstances, you should follow the requirements concerning the collection of personal information, as set out in the Data Protection Act 1998. You can use social media without collecting personal data outside of the service you are using and you should consider this alternative.
**Social networking services and social media**

*Beware of fake celebrity sports profiles*
It has been known for fake or impostor profiles of famous sports people to appear on social networking services. Sometimes people use these fake profiles to groom children by seeking to gain their trust and attempting to set up a meeting offline. Fake profiles may be intended to be fun, however they can be set up with malicious intent to ridicule or harass an individual. Before linking to a celebrity sports profile, contact the sports person offline and check the address of their official web page/profile.

**Reporting problems**

*Reporting concerns about possible online abuse*
All staff should be familiar with your organisation’s reporting procedures which should include the reporting of potentially illegal/abusive content or activity, including child sexual abusive images and online grooming. In addition to referring concerns to your organisation’s designated person, you should immediately report online concerns to the Child Exploitation and Online Protection Centre (CEOP) or the police, in line with internal procedures. Law enforcement agencies and the service provider may need to take urgent steps to locate the child and/or remove the content from the internet.

In the UK, you should report illegal sexual child abuse images to the Internet Watch Foundation at [www.iwf.org](http://www.iwf.org).

Reports about suspicious behaviour towards children and young people in an online environment should be made to the Child Exploitation and Online Protection Centre at [www.ceop.uk](http://www.ceop.uk).

*Where a child or young person may be in immediate danger, always dial 999 for police assistance.*

*Reporting other breaches of terms of service*
If you have concerns about inappropriate content or behaviour, which potentially breaches the terms of service, you should report this to the service provider. The terms of service set out the legal conditions concerning use of the service and include the minimum age requirement. Also, an acceptable use policy usually makes clear what behaviour is and is not acceptable on the service e.g. harassment, defamation, obscene or abusive language, and uploading material which is libellous, defamatory, obscene, illegal or violent or depicts nudity.