



SAFEGUARDING CHILDREN and YOUNG PEOPLE IN SPORT POLICY & PROCEDURES

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SAFEGUARDING POLICY AND PROCEDURES

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	<p>This Safeguarding policy is based on guidelines outlined in the following documents;</p> <p>Children (NI) Order 1995</p> <p>Keeping Children Safe: Our Duty to Care NI, 2017</p> <p>Co-operating to Safeguard Children and Young people Dept of Health 2017</p> <p>Protection of Children And Vulnerable Adults (NI) Order 2003</p>	

	<p>Safeguarding Vulnerable Groups (NI) Order 2007</p> <p>Sexual Offences (NI) Order 2008 Code of Ethics and Good Practice for Children's Sport 2000 – Reviewed 2006</p> <p>Protection of Freedoms Act 2012</p> <p>General Data Protection Regulations 25 May 2018</p>	
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SAFEGUARDING POLICY AND PROCEDURES

1. Introduction

Sport Northern Ireland's draft Corporate Plan 2020-25 sets out our approach to building a strong sporting system for Northern Ireland. We will work with our partners to implement an inclusive and supportive sporting culture that ensures that the sporting system is accessible to all and specifically to people with a disability, women and girls, older people, carers, black and minority ethnic communities and our LGBTQ+ communities. In order to ensure that any strong sporting system remains equitable and inclusive for all, we have established foundational cornerstones for our work. We remain focussed on our need to promote, embed and reinforce inclusivity and well-being.

We will:

- Build a positive and inclusive sports culture;
- Promote wellness and well-being;
- Retain a duty of care to all those engaged in the sporting system and;
- Target sport in rural communities, in disadvantaged areas and with under-represented groups.

Successful implementation of safeguarding policies is a key contributing factor that supports delivery of these foundational cornerstones.

Although rarely operating as a provider of direct services to children or young people, some Sport Northern Ireland (Sport NI) functions, and those of many of its partners, will involve contact with children. Sport NI, through its funding, commissioning, or other relationships with partners, is in a unique position to positively influence other organisations to adopt policies, procedures and practices that safeguard those involved in their sport.

Sport NI have produced safeguarding guidance in the form of numerous sample safeguarding documents under the Clubmark resource bank. Sport NI expects that organisations it funds or recognises to have safeguarding policy and procedures in place that need to be understood, agreed and owned by each sports organisation.

Sport NI is committed to the delivery of a quality service that promotes good practice, which protects children from harm. It will also ensure procedures are in place to reduce the risk of staff being left in vulnerable positions.

This policy is applicable to all staff, as defined in the definitions, which may have direct or indirect contact with children and young.

It is therefore recognised and recommended that all Sport NI staff are made aware of the policy in the event of being in a position where they are in contact with a child. Sport NI realise that in most cases their only staff that have regular direct contact with children are those in Tollymore National Outdoor Centre.

Sport NI staff will endeavour to promote the safety of children involved in sport and while in our care provide a safe environment by following carefully the recruitment and selection procedures for staff, having clear reporting procedures, and by establishing a clear code of conduct which all staff must sign up to.

Sport NI will ensure that appropriate training is given to all staff to raise awareness of their role in recognising abuse and poor practice to familiarise them with the organisation's safeguarding policy.

2. Background

In Northern Ireland the Children Order 1995 legislates for children & young people with regard to their care, upbringing and protection. One of the key principles in the childcare law is protection. The principle is that children & young people should be safe and should be protected by intervention if they are in danger.

Co-operating to Safeguarding Children and Young People 2017 requires all organisations providing services to young people, including Sport NI, are required to take effective arrangements to safeguard children and young people.

In 2001 Sport NI and Sport Ireland worked together to publish the Code of Ethics and Good Practice for Children's Sport. This guidance was to advise sporting organisations on best practice when working with children and young people. The guide covered five key sections:

- Principles;
- People;
- Policy and Procedure;
- Practice; and
- Protection.

Sport NI recognises its responsibility in protecting children from abuse. This policy is based on the recognition that all children have the right to protection from abuse regardless of different religious belief, political opinion, racial group, age, sexual orientation, gender, persons with a disability or persons without.

This policy encourages the stimulation and engagement of other organisations in ensuring a safe environment for children and young people in sport.

Sport NI will endeavour to follow the legislative requirements, which set essential standards by way of good practice.

3. Policy Aim

Sport NI will work to ensure that children and young people are provided with a safe and enjoyable sporting environment in which they are protected from harm or abuse. The implementation and adherence to the policy will also protect staff and the organisation itself from potential allegations of poor practice by;

- Ensuring that Sport NI and organisations in receipt of financial awards from Sport NI, operate within the relevant legislative framework, and to standards of best practice;
- Ensuring that staff are appropriately selected, trained and that they are familiar with the Safeguarding Policy and Procedures;
- Ensure that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children by implementing robust recruitment and selection procedures (e.g. enhanced AccessNI disclosures with a barred list check where appropriate);
- Ensuring that all colleagues, irrespective of their role at Sport NI, understand that they may be the recipient of concerns or allegations from individuals within and outside the Sport Sector about the behaviour of clubs, organisations and individuals including concerns over the welfare and safety of a child.

Colleagues must be aware of the robust procedures to be followed when concerns or allegations are received including;

- Taking all concerns or allegations of poor practice or abuse seriously and responding promptly;
- Treating any concerns or allegations confidentially in line with the Data Protection Act 1998 and the Human Rights Act 1998;

- Recognising that all colleagues have responsibility to report any concerns or allegations received in line with these procedures but that it is the responsibility of child protection experts working in appropriate agencies (e.g. HSCT) to determine whether abuse has taken place; and
- Ensuring appropriate safeguarding criteria are in place when commissioning work outside of Sport NI's normal range of partners (e.g. consultants).

4. **Statement**

Sport NI recognises its moral duty and legal obligation to protect children in sport through the creation and promotion of a safe environment which protects from abuse or harm. Sport has a power to be a positive influence on children and young people, providing the supporting structures and sporting environment places welfare first.

Objectives

- 4.1 Sport NI will provide opportunities for children to take part in sport safely, whilst promoting good practice.
- 4.2 Sport NI will document, promote and implement the appropriate procedures to safeguard the welfare of children and protect them from abuse or harm.
- 4.3 Sport NI will respond to any allegations of misconduct or abuse of children in line with this policy and associated procedures, as well as

implementing (where appropriate) the relevant disciplinary procedures.

4.4 Sport NI will treat all children equally, and with respect and dignity.

5. **Recognising Abuse**

Recognising a concern or allegation

Colleagues are not responsible for deciding whether poor practice or abuse is occurring, but they are responsible for responding promptly to any concerns received. Sport NI has a responsibility to protect the vulnerable person by informing the appropriate agencies so that they can investigate the concerns or allegations and take appropriate action.

Vulnerable people may be abused or bullied by adults (both male and female) or young people. Abuse is normally (but not always) perpetrated by people know well and trusted by the victim. It is impossible to provide an exhaustive list of behaviour that constitutes bullying or abuse. Additional guidance on recognising signs of abuse can be found at www.nspcc.org.uk under signs and [symptoms of abuse](#).

The following is a list of some indicators of abuse, but it is not exhaustive:

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
<ul style="list-style-type: none">• Unexplained bruising in soft tissue areas• Repeated injuries	<ul style="list-style-type: none">• Unexplained changes in behaviour - becoming withdrawn or aggressive

<ul style="list-style-type: none"> • Black eyes • Injuries to the mouth • Torn or bloodstained clothing • Burns or scalds • Bites • Fractures • Marks from implements • Inconsistent stories/excuses relating to injuries 	<ul style="list-style-type: none"> • Difficulty in making friends • Distrustful of adults or excessive attachment to adults • Sudden drop in performance • Changes in attendance pattern • Inappropriate sexual awareness, behaviour or language • Reluctance to remove clothing
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Where a Sport NI staff/volunteer/board member is unsure whether a concern or incident constitutes poor practice or abuse, this should be discussed with the Sport NI DSO without delay.

Reasonable Grounds for concern

Health and Social Care Trust (HSCT) Gateway teams should always be informed when there are reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse.

The following examples would constitute reasonable grounds for concern:

- A specific indication from the child that he or she was abused
- An account by a person who saw the child being abused
- Evidence, such as an injury or behaviour that is consistent with abuse and unlikely to be caused in another way
- An injury or behaviour that is consistent both with abuse and with an innocent explanation, but where there are corroborative indicators supporting the concern that it may be a case of abuse

e.g. a pattern of injuries, an implausible explanation, and other indications of abuse and/or dysfunctional behaviour

- Consistent indication, over a period that a child is suffering from emotional or physical neglect.

The responsibility of deciding if a child has been abused lies with the HSCT Gateway Team or PSNI, not with the people working within SportNI or a sports club. However, all adults have a responsibility to protect children by reporting grounds for concern.

6. **Procedures for Dealing with Abuse**

Allegations or concerns of Poor Practice or Abuse

All colleagues, irrespective of their role at Sport NI, may be the recipient of concerns or allegations from individuals within and outside the Sport Sector about the behaviour of clubs, organisations and individuals. These may include concerns over the welfare and safety of children. Colleagues must share any concerns or allegations about the welfare of a young person immediately to the Lead or Deputy Lead DSO and they will determine the appropriate course of action to be taken.

It is essential that any safeguarding concerns or complaints indicating that an individual is employed or representing Sport NI are immediately brought to the attention of the Lead DSO or deputy. The Lead DSO will consult with the HR department to decide about what further action to take; they will consult the HSCT or Child Protection in Sport Unit for advice. Any concerns that an organisation associated with a Sport NI funded sport or programmes has placed a child at risk should be reported directly to the governing body safeguarding lead at the sports organisation to enable them to respond and the Sport NI performance

governance team informed for monitoring purposes. If Sport NI staff are informed that in such circumstances an organisation has failed to respond appropriately to a reported concern, then the matter should be reported to the Sport NI DSO or deputy. If the matter is a safeguarding concern the DSO should be consulted to clarify if any information is required to be reported to the statutory authorities immediately.

Responding to concerns or allegations of Poor Practice or Abuse

Concerns or allegations may arise through:

- Direct observation of an incident;
- Direct observation of indicators which raise concerns;
- Allegation or complaint by a child or parent; and
- Report received from a third party.

Colleagues must ensure their response is in line with the procedure set out below:

- All safeguarding concerns or allegations must be passed to the DSO or deputy at the earliest opportunity, and always within 24 hours during week days. These individuals will take a lead in relation to all safeguarding/protection issues.
- Where a child or parent alleges information about abuse, colleagues must listen to the child or young person without questioning. A child should never be stopped if they are freely recalling significant events. But you should at the earliest possible time advise them that you may need to report what they are telling you to someone else to help keep them and possibly others safe. The child should not be asked to repeat their story to a colleague or asked to write it down.

- A 'Safeguarding Report Form' (see Appendix 3) must be completed and passed to the DSO at the earliest opportunity, and always within 48 hours during week days.
- The Lead or Deputy Lead DSO will decide what further action is to ensure this is carried out.

In the unlikely event that neither the DSO nor deputy are available, advice should be sought from the Child Protection in Sport Unit on 028 90 351135 or the NSPCC Helpline (Tel: 0808 800 5000), local HSCT Gateway team or the Police, about an appropriate response. The Lead or deputy Lead DSO should be subsequently informed at the earliest opportunity, and a Safeguarding Report Form completed.

Reporting the matter to the Police or HSCT should not be delayed by attempts to obtain more information.

Wherever possible, referrals telephoned to the HSCT should be confirmed in writing within 24 hours (usually by the Lead or deputy lead DSO) A record should also be made of the name and designation of the HSCT member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

A simple flow chart of this process is given at Appendix 2.

Responding to a concern about a Sport NI representative

In the case of concerns or allegations raised about Sport NI members of staff, the procedure outlined above should be followed alongside Sport NI's disciplinary procedure.

If the concern relates to the alleged behaviour of the Lead or Deputy DSO staff should follow the Sport NI Whistle Blowing procedures. The Sport NI Whistle Blowing procedures are available on the Sport NI website or by contacting info@sportni.net.

If there is a safeguarding concern and following advice from the statutory authorities, then the individual should receive a precautionary suspension pending any outcome of the statutory investigation or internal disciplinary procedures. But this suspension should have no bearing on any internal procedures that may be followed and should not prejudice any Sport NI decision making process.

Sharing information

Colleagues reporting concerns or allegations and all members of the DSO team must treat concerns or allegations with an appropriate level of confidentiality. All documentation relating to concerns or allegations must be passed to the DSO team to be stored in a secure place with limited access for them or the deputy only, in line with Data Protection Legislation.

Types of Investigation

There are three possible types of investigation that may follow an allegation:

- A criminal investigation (undertaken by the police);
- A child or young person protection investigation (undertaken by HSCT) and;

- A disciplinary investigation (undertaken by Sport NI where the allegation relates to a Sport NI colleague). Any disciplinary investigations in relation to safeguarding concerns will only be undertaken following consultation with statutory authorities. It will be conducted in accordance with Sport NI's disciplinary policy and will consider all available information including details from the police and HSCT if relevant.

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse. The decision-making threshold for this process is set at the civil standard of "on the balance of probability".

Recognising possible harm or abuse:

The first challenge to safeguarding children in sport is to accept that they may be at risk of harm either within the sport or in another setting like the family home or school. The ability to recognise or hear that a child is being abused depends as much on a person's willingness to accept its existence as it does on knowledge and information. If you are dealing with children, you need to be alert to the possibility that a welfare or protection concern may arise in relation to children in your club at any time.

Responding to an Allegation of Abuse:

Always

- Record what has been said ASAP;
- Remain sensitive and calm;
- Reassure the person that they
 - are safe,
 - were right to tell,

- are not to blame,
- are being taken seriously;
- Let the person talk - don't interview. Allow the child to talk by facilitating them with open questions like;
 - Tell me what happened?
 - Tell me more about the part where.....?
 - What happened next....?
- To gather basic information, you may need to ask specific closed questions, (who, where, when, what, how)?
- Ensure the opportunity to talk is as positive an experience as possible;
- Explain that you must tell other (explaining who), but will maintain confidentiality;
- Tell the person what will happen next;
- Involve appropriate individuals immediately;
- Stay calm;
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately; and
- If it is another adult or young person alleging a concern about a child, they should be reassured that you will take their information seriously and advise them of what you will do next.

Never

- Question unless for clarification;
- Dismiss the persons concern as irrelevant;
- Make promises you cannot keep;
- Rush into actions that may be inappropriate;
- Make/pass a judgment on alleged abuser; or

- Take sole responsibility. You must consult the designated safeguarding officer, so you can begin to protect the person and gain support for yourself.

Duty to refer to Disclosure and Barring Service

Under the Safeguarding Vulnerable Groups (NI) Order, all organisations have a duty to refer information to the Disclosure and Barring Service (DBS) in certain circumstances. In all cases there are two conditions, both of which must be met, to trigger a referral to the DBS by a regulated activity provider.

A referral **MUST** be made to the DBS if SportNI:

- a. withdraws permission for an individual to engage in regulated activity, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because
- b. they think that the individual has:
 - engaged in relevant conduct;
 - satisfied the criteria set out in the Harm Test; or
 - received a caution or conviction for a relevant offence.

If both conditions have been met, SportNI will refer the information on to the DBS.

The referral must be made to the DBS when SportNI has (in following with good practice) gathered sufficient evidence as part of its investigations to support its reasons for withdrawing permission for the person in question to engage in regulated activity, consulted with the relevant social services or police if appropriate.

Responding to Non-Recent Allegations of Abuse

It is possible that non-recent allegations of abuse can be made many years after the actual incident. This may be because of a change in circumstances for either the survivor or the alleged perpetrator. Any non-recent allegations must follow the current Sport NI safeguarding procedures. If there are grounds for concern, then statutory authorities must be informed (Police or HSCT Gateway Teams).

The following points should also be considered;

- Clearly establish with the adult complainant if there may be any children currently at risk of harm from the person they are saying abused them as a child.
- Advise the person making the complaint that they should inform the Police. Encourage them to do so while acknowledging the brave steps they have already taken in beginning to talk about their experience as a child. It is important that the person knows that there is a likelihood that an abuser will not have stopped abusing after their individual abuse ended and if the person harmed them they could be continuing to cause harm to others. This needs to be done without reinforcing the inappropriate guilt the survivor may already have for not coming forward earlier.
- If the complainant refuses to talk to the statutory authorities but has provided you with enough identifying factors then this information **MUST** be shared with the police. This breach of the complainants' confidence is only appropriate if there is any potential that the alleged perpetrator is still a risk to children or could face prosecution (i.e. they are alive). Remember, the welfare of any children currently at risk is paramount. This must take priority over any request of confidentiality from the person

providing you with the information/complaint. This should be explained to them at the earliest possible stage

- Offer support to the complainant when they are making a formal complaint to the police.
- Signpost the complainant to support agencies that can provide counselling for example;

NEXUS <http://www.nexusni.org/>

- **Belfast 028 9032 6803**
- **L'derry 028 7126 0566**
- **Enniskillen 028 6632 0046**

When an adult making a complaint chooses not to report the matter to the police and you have already discussed the possibility of any child still being at risk you must follow Sport NI's reporting procedures and inform the Police Service Northern Ireland (PSNI) or Gateway Team immediately of any identifying features of the allegation including the name of the alleged abuser. The person making the complaint should be informed that this is the organisation's moral and legal responsibility (Criminal Law Act 1967). If the individual wishes to remain anonymous this should be respected but again explaining that without any further cooperation, there may be little action the Police can take to protect others. Encourage them to talk directly to the Gateway Teams, if not the Police, to enable social services to consider if there is any action they can take to protect children at risk, as their threshold for intervention is lower than the evidence required for any criminal justice prosecution.

Support

Sport NI recognises that receiving an allegation of poor practice or abuse may be very distressing. Sport NI will remind staff of services available

through Inspire. The Lead DSO has responsibility to assess the support needs of the alleged victim/family when concerns relate to the behaviour of a member of staff or Sport NI representative.

7. Recruitment and Selection Procedures

Sport NI will take all reasonable steps to prevent unsuitable people from gaining access to and working with young people through its comprehensive recruitment and selection procedures. As per the Sport NI Code of Ethics, colleagues who work for Sport NI are expected to conduct themselves in a professional manner and observe high standards of propriety. Recruitment and Selection Procedures can be obtained by contacting Human Resources directly or info@sportni.net.

Selected Roles

Additional procedures, particularly around training and pre-recruitment checks, will apply to the recruitment of employees (full or part-time) to posts that are deemed regulated activity either under the Protection of Freedoms Act or the previous Safeguarding Vulnerable groups (NI) Order.

Recruitment and Selection Procedures are available on request from Human Resources directly or info@sportni.net.

8. Code of Conduct / Ethics

It is essential that everyone employed by Sport NI knows what behaviour is acceptable and what is not. This is the cornerstone of any good safeguarding policy. Without a standard for staff to adhere to we are leaving Sport NI vulnerable and open to challenge about behaviour

or actions of individuals within our organisation. Sport NI's Code of Ethics can be obtained by contacting Human Resources directly or info@sportni.net.

9. Dignity at Work

Staff should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an acceptable behaviour towards anyone involved in sport be they child, coach, volunteer or parent. The Sport NI Dignity at Work Policy is available on request by contacting Human Resources directly or info@sportni.net and is part of staff induction.

10. Training

Sport NI is committed to providing all staff coming into contact with children with appropriate awareness training in safeguarding issues. The training schedule will involve the following:

- induction training involves familiarising each staff member with the working environment of Sport NI, expectations and the requirements of the job, which will include compliance with all current policies including safeguarding policies and procedures;
- particular skills training may be needed to enable staff to perform the necessary health and safety requirements, for example First Aid training, fire procedures;
- safeguarding training, which involves raising awareness about what

constitutes abuse or harm, things that should alert staff/volunteers to the possibility of abuse, reacting and responding to children and young people and vulnerable adults who alleges they have been harmed or abused, who to tell about dealing with issues such as confidentiality and the reporting procedures; and

- Sport NI will provide workshop for staff to outline their responsibilities in relation to safeguarding issues.

11. Monitoring and Evaluation

- Sport NI will monitor, evaluate and review on a regular basis to ensure that progress is made;
- Sport NI will provide information to enable the analysis of the direct and indirect impact of the policy and associated actions on the protection of children in sport;
- Sport NI will ensure that the appropriate provision of data, targets and indicators are set and collated;
- Sport NI will monitor and review this policy in accordance with any changes to relevant legislation and guidance;
- Sport NI will monitor this policy following any issues or concerns raised, and review as appropriate but at least every three years;
- Implementation of the policy will be monitored and evaluated effectively at all levels.

APPENDICES

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DEFINITIONS

Abuse

Cooperating to Safeguard Children and Young People 2017 formally recognises five types of child abuse:

Physical Abuse

Physical Abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Emotional Abuse

Emotional Abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

Sexual Abuse

Sexual Abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Neglect

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Exploitation

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit

or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Age of Sexual Consent

On 30 June 2008, the House of Lords passed the Sexual Offences (Northern Ireland) Order 2008. This legislation consolidates sexual offences law in Northern Ireland into one legal statute. It modernized, strengthened and harmonized the body of offences and penalties between Northern Ireland and the rest of the United Kingdom. The Sexual Offences (NI) Order 2008 became operational on 4th February 2009. This legislation effectively brought Northern Ireland into line with the rest of the UK in terms of the law relating to when young people are deemed to be able to consent to sexual activity. Specifically, the age of consent has been reduced from 17 years old to 16 years old. It has also introduced new offences of sexual abuse against children under the age of 13.

Children & Young People

A child or young person is defined by the law Children (NI) Order in as a person under the age of 18 years. For the purposes of this document the term children & young people applies to all under the age of 18.

Designated Safeguarding Officer (DSO)

It is the responsibility of DSO to:

- Manage concerns that arise and championing safeguarding across Sport NI;

- Act as a central point of contact for internal/external individuals/agencies;
- Oversee the communication between Governing Bodies, Sports Partnerships, the Child Protection in Sport Unit, and the Sport NI;
- Receive reports of concerns or allegations of abuse/poor practice of children, young people and vulnerable adult, passing these on to appropriate agencies such as the Health and Social Care Trust or Police, and following up such referrals in writing;
- Provide advice and guidance for individuals who are unclear about the seriousness of their concerns or allegations;
- Provide advice and support to staff in the aftermath of a referral of concern or an allegation;
- If appropriate, follow disciplinary procedures as set out in our disciplinary policy where internal members of staff are the subject of concerns or allegations the Sport NI Human Resource Manager will lead in liaising with Sport NI staff; and
- Ensure confidentiality -In normal circumstances observing the principle of confidentiality will mean that information is only passed on to others with the consent of the individual concerned. However it should be recognised that in order to protect children, it may be necessary, in some circumstances, to share information that might normally be regarded as confidential. All young people and, where appropriate, their parents/carer's need to be made aware that the operation of multidisciplinary and inter-agency procedures will, on occasion, require the sharing of information in order to protect a child or others, or to investigate an alleged or suspected criminal offence.
- Provide safeguarding reports/updates to Sport NI board.
- Forward Risk Register from CPSU to Department for Communities.

Guidelines: Advice on how something should be done.

Health and Social Care Trusts (HSCT)

Have a statutory duty under the Children (NI) Order 1995 to ensure the welfare of a child. Where there is a risk that a child is in danger of abuse or serious neglect Social Services must always intervene to safeguard them. Within the Trusts the Gateway Teams are the first point of contact if there are concerns about a Child or Family. They will treat all contacts as enquiries in the first instance. Enquiries can include requests for information, advice and concerns about a child or family. An enquiry is always completed first; it is an initial filtering system before a referral is taken. If you contact by phone, the Duty Worker will seek some general information about you, the child or family and the nature of your concern. On the basis of this information they will be able to judge whether or not the enquiry should be progressed to referral.

Human Resources

Are responsible for ensuring the full implementation of all relevant Sport NI HR policies. HR are responsible for co-ordinating training needs identified by the DSO, maintaining a record of staff who have attended the training and ensuring that all staff have the opportunity to keep up-to-date with safeguarding expectations and when required training.

Parent/guardian

For the purposes of this document when referring to parent/guardian the term is used to include parents, legal guardians, and/or carers.

Parental responsibility:

The natural mother always has parental responsibility; the natural father has parental responsibility:

- If married to mother at time of birth;
- Or gains it through agreement witnessed by a solicitor;
- Through a Parental Responsibility Order;
- Post 15 April 2002 if they jointly register the baby's birth; and/or
- Through re-registering the child's birth.

Policy: is a governing principle of an organisation that requires all those connected with the organisation to provide a consistent response to a given situation.

Poor Practice

Poor practice can be viewed as the behaviour that can place a child/or young people in a risky situation or leave a leader vulnerable to allegations that they were acting inappropriately. The following are a list of some incidents of poor practice, but it is not exhaustive:

- working in private or unobserved situations and encouraging an environment of secrets;
- not treating young people with respect and dignity;
- not following agreed guidelines if physical support is needed, or seeking the parents/carers views;
- not being up to date with the technical skills, qualifications and insurance for the activity;
- banning parents/carers; or

- constantly giving negative criticism.

Procedure: is way of performing a task or conducting activities. Procedures are related to the implementation of a policy

Safeguarding

In relation to the protection of children and young people, the most commonly used phrase to describe this area of work has been 'child protection.' However there has been a shift to using the term 'safeguarding.' Whereas child protection literally means protecting children and young people from abuse and neglect, safeguarding widens practice around their needs so that it is about creating an environment where the welfare of children and young people is actively promoted. Promoting welfare is about helping children and young people achieve their potential and ensuring they are safe and adequately cared for. Safeguarding also captures the roles and responses we expect of those working with vulnerable adults.

Staff

This term is used in the document on occasions to include not only staff who represent Sport NI but also volunteers, students, or council members.

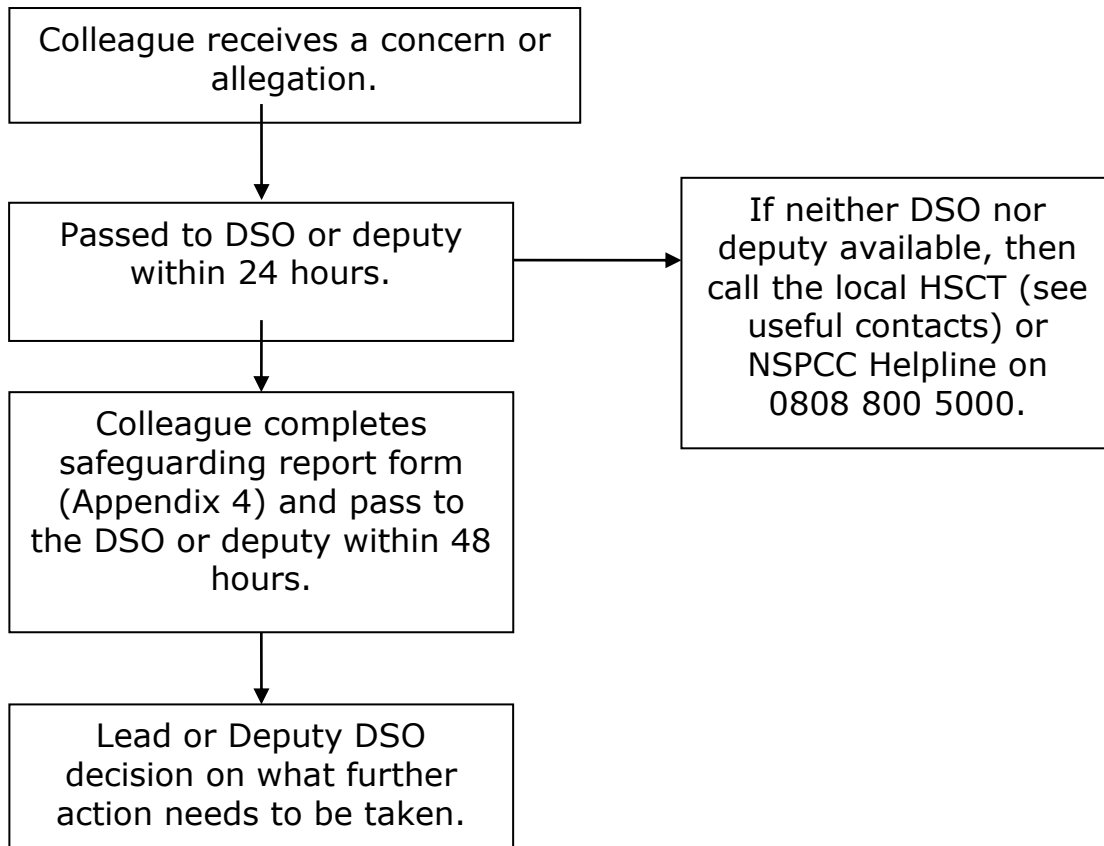
Statutory Authorities

The authorities who promote the protection and welfare of young people and vulnerable adults who have the responsibility for the investigation and/or validation of suspected child abuse, i.e.in Northern Ireland it is

the Police Service of Northern Ireland and the Health and Social Care Trust.

Appendix 2

REPORTING PROCEDURE



Please note that any individual has the right to contact any of the agencies identified directly if they are concerned that the issue is serious or that the DSO did not respond to their satisfaction.

Note: Lead Designate Safeguarding Officer:
Adrian Doherty
adriandoherty@sportni.net
Tel: 079 2978 5338

Deputy DSO's:
Ian Weir
ianweir@sportni.net
Tel: 079 6617 5324

Declan Steele
 declansteele@sportni.net
 Tel: 078 1587 5253

REPORTING FORM

<p>SUSPECTED SAFEGUARDING CONCERNS REPORT FORM Questions should be answered fully. This report should remain confidential and be kept in a secure place BY THE DESIGNATED SAFEGUARDING OFFICER</p>	
Name of Person filing report:	
Role in Sport NI:	
Contact number	
Name of Child/Young person the concern is about:	
Age:	
Parents / Guardians Name:	
Home Address:	
Post Code	
Phone No	
<p>CONCERN: Please complete the box below if a child/young person has made a disclosure.</p>	
<p>When was the disclosure/concern? (Include date / time)</p>	
<p>Where was the allegation/concern made?</p>	

What were the circumstances leading to the allegation/concern?
Were there other people present at the time of the incident/concern? Yes No
If Yes, please state names / positions
What was the nature of the incident/concern?
Please give the exact words of a young person/vulnerable adult
Describe any signs of physical injury evident on the young person
Describe any observed emotional or behaviour signs / changes in the young person
Has anyone been named or implicated as part of the allegations (if so, please record details)?
What future course of action has been agreed / decided upon?
Signed: _____ Date: _____
Referred to: -
_____ Leader / Designated Officer Date: _____

Sport NI has developed guidance in line with the Data Protection Act 1998: and has agreed that records of referrals to statutory bodies regarding a safeguarding issue about a young person should be kept for up to seven years. This information should be locked away in a secure cabinet and access to the keys strictly controlled.

SELF DISCLOSURE FORM

Information on the Rehabilitation of Offenders (NI) Order 1978

The following sentences become 'spent' after fixed periods from the date of conviction.

If a conviction is 'spent' you do not have to mention it, even when asked, unless applying for a post which is 'exempted' under this legislation.

Sentence	Aged 18 or over at conviction	Under 18 years at conviction
Absolute Discharge	6 months	
Probation, Order, Bind Over, Conditional Discharge, Care/Supervision Order	Date Order ceases OR 1 year – whichever longer	
Attendance Centre Order Juvenile Justice Centre Order Youth Conference Order, Reparation Order, Community Responsibility Order	1 year after Order expires	
Hospital Order	5 years or 2 years after Order expires – whichever longer	
Fine or Community Service Order, Combination Orders	5 years	2 ½ years
Prison – (immediate or suspended) OR Young Offenders Centres – sentence of 6 months or less	7 years	3 ½ years
Prison – (immediate or suspended) OR Young Offenders Centre over 6 months up to and included 2 ½ years	10 years	5 years
A period of detention of less than 6 months under Article 45 of the CJ (Children) (NI) Order 1998	N/A	3 years
A period of detention over 6 months but less than 30 months under Article 45 of the CJ (Children) (NI) Order 1998.	N/A	5 years
NB: CUSTODIAL SENTENCE OF MORE THAN TWO AND A HALF YEARS CAN NEVER BECOME SPENT		

- Consecutive prison sentences count as a single term when calculating the rehabilitation period.
- If more than one sentence was imposed for an offence, the longer rehabilitation period applies.
- If a person receives a new conviction during rehabilitation period:
 - For a summary offence (i.e. can only be tried at Magistrates Court) both rehabilitation periods expire separately;
 - For a more serious offence (i.e. which **could** be tried at the Crown Court) **neither** conviction will become spent until longest period expires.
- Cautions, reprimands and final warnings are not considered to be convictions and become 'spent' immediately unless relevant to 'excepted' posts.
- A spent conviction will remain on your criminal record.

The Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (amended by 1987, 2001 and 2003 and 2009 and 2014 Orders).

A range of occupations are exempted from the legislation for these posts, applicants **MUST** disclose information including SPENT convictions that are not protected by the 2014 amendments order. They must also disclose if they have been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent them from working with children and/or vulnerable adults or if they are the subject of an investigation alleging they were the perpetrator of adult or child abuse². The list of posts is extensive and can be summarised as follows:

- WORK THAT INVOLVES CONTACT WITH CHILDREN OR YOUNG PEOPLE OR VULNERABLE ADULT GROUPS – e.g. provision of health care or social services, work with children such as youth work, education, or with adults with learning disabilities, mental illness, the elderly.
- PROFESSIONS THAT ARE REGULATED BY LAW – e.g. medical practitioner, nurse, chemist, optician, accountant, manager of an insurance company.
- POSTS INVOLVING NATIONAL SECURITY e.g. security personnel or senior civil service posts.
- POSTS CONCERNED WITH ADMINISTRATION OF JUSTICE e.g. Police officers, solicitors, probation officers, traffic wardens, judges, prison officers.

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For confidential employment and disclosure of criminal convictions advice or information please contact NIACRO's: 028 9032 0157.

DISCLOSURE OF CRIMINAL CONVICTIONS – Non Exempted

APPLICANT: _____ POST: _____

Please read this information carefully

Statement of non-discrimination

'Sport Northern Ireland is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role'. Any disclosure will be seen in the context of the job description, the nature of the offence and the responsibility for the care of existing clients/volunteers and employees.

Question

Below you are asked to disclose any criminal convictions except those which are considered 'SPENT' under the Rehabilitation of Offenders (NI) Order 1978. Having unspent convictions will not necessarily debar your application form being considered. To decide if your convictions is 'SPENT', please refer to the enclosed information.

Advice to Applicants

Please complete this disclosure form as accurately as possible and return to the Monitoring Officer with your application form. The information provided will not be discussed at the shortlisting or interview itself and a separate arrangement will be made with you if clarification is required to discuss any issues around your disclosure before a final decision is reached.

If you have no convictions, please state NONE.

DATE OF CONVICTION	OFFENCE	SENTENCE

Please provide any other information you feel may be of relevance such as:

- o The circumstances of the offence
- o A comment on the sentence received
- o Any relevant development in your situation since then
- o Whether or not your feel the conviction has relevance to this post.

Please continue on a separate sheet if necessary

I declare that any answers are complete and correct to the best of my knowledge and consent to this information to be shared as part of Sport Northern Ireland's risk assessment process. I will inform the DSO or Human Resource Manager of any future convictions, charges or safeguarding investigations that I am the subject of.

Signed: _____ Date: _____

USEFUL CONTACTS

Access Northern Ireland 0300 200 7888	www.nidirect.gov.uk/accessni
Behaviour Management	www.parenting-ed.org
Booster Seat Legislation	www.gov.uk/child-car-seats-the-rules
Bullying	www.kidscape.org.uk www.endbullying.org.uk
Child Exploitation Online Protection	www.ceop.gov.uk
Child Protection in Sport Unit (CPSU) 028 90351135	www.thecpsu.org.uk
Childline 0800 1111	www.childline.org.uk
Domestic Violence	www.womensaid.org.uk
Drugs and alcohol	http://www.ascert.biz/
First Aid	www.sja.org.uk
Health	www.kidsallergies.co.uk
Internet Safety	www.iwf.org.uk
Disclosure and Barring Service	DBS customer services customerservices@dbs.gsi.gov.uk Telephone: 03000 200 190
NI Commissioner for Children & Young People	www.niccy.org
NSPCC (Northern Ireland Office 028 90351135) Helpline 0808 800 5000	www.nspcc.org.uk
Health and Social Care Trusts in NI	Each trust will have a Gateway team to deal with reports of child abuse and also more local contacts for ongoing professional liaison for advice on concerns.
Northern HSC Trust	Tel: 03001234333
South Eastern HSC Trust	Tel: 03001000300
Southern HSC Trust	Tel: 08007837745

Belfast HSC Trust	Tel: 028 90 507000
Western HSC Trust	Tel: 028 71314090
	Regional Emergency Social Work service. Available 5.00 PM – 9.00 AM Monday to Thursday and 5.00 PM on Friday to 9.00 AM on Monday. There is a 24 hour cover over public holidays. 028 9504 9999
Parents Advice	www.parentsadvicecentre.org
Special Education Needs	www.throughtheroof.org
Sport NI Designated Safeguarding Officer: Adrian Doherty Deputy DSO: Ian Weir Declan Steele	www.sportni.net Direct line contact Numbers 079 2978 5338 079 6617 5324 078 1587 5253
Suicide and self-harm	Lifeline 0808 808 8000 www.lifelinehelpline.info www.samaritans.org
Volunteer Now 028 90232020	www.volunteernow.co.uk
Inspire 0808 800 0002	www.inspirewellbeing.org/workplaces