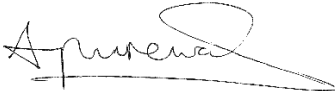




# Safeguarding Children Policy

*Policy Lead:* **Mr Arjun Purewal**

*Review Date:* **July 2024**

*Policy Lead Signature:* 

## **AP Coaching Sunderland**

**Address: 76 Leighfield Drive, Burdon Rise, Sunderland. SR3 2DD**

**Telephone: 07796 763555**

**email: enquiries@apcoachingsunderland.com**

### **INTRODUCTION**

This policy is intended to Safeguard all those concerned with the development and delivery of sport, active recreation and physical activity within the context of the AP Coaching Sunderland organisation.

The importance of keeping sport and physical activity free from abuse, poor practice and inappropriate behaviour will go a long way to ensure that children and young people maintain a lifelong participation in their chosen activity.

We are deeply aware that we must work very hard to ensure that the highest standards and practices are maintained throughout our organisation. There is no place in AP Coaching Sunderland for those who would choose the medium of sport to prey upon the vulnerabilities of children and young people.

Arjun Purewal is responsible for ensuring the implementation of the policy statements set out below within all aspects of our operation. Our work, in co-ordinating and shaping the delivery of programmes, to young people in particular, means that we need to constantly evaluate our own internal policies and practices so that we can guide employees correctly. This policy sets out to meet the current national standards and endorses the most robust practices and behaviours. By adopting this policy, AP Coaching Sunderland partners and staff are committing themselves to upholding the highest standards and practices in order to make participation in the AP Coaching Sunderland programme as enjoyable and as safe as possible.

## **About AP Coaching Sunderland**

Our Aim is to provide multi sports courses for children aged between 5-16 years. The courses are designed to provide fun and enjoyment in a broad range of sporting activities within a safe, friendly and controlled environment. Our primary goal is to ensure that every child regardless of age and ability has an enjoyable time with us.

Our catchment area is mainly the North East of England, Tyne and Wear, however we, from time to time, conduct coaching activities across the UK.

## **Foreword**

The well-being of all young people who engage in our sports course programmes is of paramount importance and central to AP Coaching Sunderland's core values. This policy sets out standards that recognise the rights, dignity and self-worth of every young participant.

The coach or trusted adult is in a very influential position and the recruitment to this position must be undertaken with great care in order to safeguard the young people that we work with.

The reality of this is that abuse, in many forms, does take place within sports coaching and in some cases coaches and other trusted adults have been convicted of offences committed against children.

AP Coaching Sunderland is committed to providing a safe and friendly environment in which the hearts and minds of all young people can be engaged through physical activity and sport.

## **Definitions**

The following definitions will be adopted for the purposes of this policy and procedures:

|                                       |   |
|---------------------------------------|---|
| <i>'child' or 'young person'</i>      | refers to anyone under the age of 18 years  |
| <i>'Parent'</i>                       | is used generically to represent parents, carers and guardians  |
| <i>'AP Coaching Sunderland'</i>       | refers to the AP Coaching Sunderland, Arjun Purewal   |
| <i>'AP Coaching Sunderland Staff'</i> | refers to all those staff, coaches and volunteers working for and on behalf of AP Coaching Sunderland |

## **AP Coaching Sunderland's Safeguarding Statement**

'For the Protection of Children and Young People from Abuse'

AP Coaching Sunderland is committed to promoting the safety and welfare of children and young people who attend our courses. It aims to contribute to safeguarding of children and young people by:

- 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.
- Requiring those individuals or organisations that are funded or commissioned to provide any services for children and young people to effectively address safeguarding requirements.

### **Responsibilities**

AP Coaching Sunderland:

- Accept the moral and legal responsibility to provide a duty of care for young people accessing its activities and implement procedures to safeguard their well-being and protect them from abuse.
- Respect and promote the rights, wishes, self-worth and feelings of all children and young people accessing sport through AP Coaching Sunderland.
- Recruit, train and supervise its employees and volunteers in a way that ensures that safeguarding is a key area of both their appointment and continued professional development.
- Respond to any allegations appropriately and implement the appropriate disciplinary policies and procedures when required.

### **Principles**

The guidance given in this policy and procedure is based on the following principles:

- The welfare of young people (the Children Act 1989 defines a young person as under 18 years of age).
- All young people whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the child protection experts to determine whether abuse has taken place or not, but it is everyone's responsibility to report any concerns.
- All incidents of 'suspected' poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998 but should never be cited as a reason not to share information when a child has suffered or is at risk of significant harm.

### **Communication**

In order to promote the safeguarding and protecting policies and procedures it is important to communicate these as widely as possible. Sporting organisations should ensure that information is available from a range of sources.

## **RECRUITMENT**

AP Coaching Sunderland shall ensure all reasonable steps are taken to prevent unsuitable people from working and delivering sports coaching and all associated activities. The steps shall be applied to both paid and unpaid staff, employed full-time or part-time.

### **Pre-recruitment checks**

The following pre-recruitment checks should always be carried out:

### **Advertising**

If any form of advertising is used to recruit staff, it should reflect the:

- Aims of the organisation and where appropriate, the particular programme involved
- Responsibilities of the role
- Level of experience or qualifications required (e.g. experience of working with children is essential)
- The organisation's open and positive stance on safeguarding and protecting children, young people and vulnerable adults
- The use of Criminal Records Bureau Enhanced Disclosure Application Forms in the recruitment and selection process
- Registration on the Independent Safeguarding Authority (ISA) Vetting & Barring Scheme due to come into force in 2010
- Protection of all young people participating in AP Coaching Sunderland activities.

### **Applications**

All applicants whether for a paid or voluntary, full or part-time positions should complete an application and Criminal Records Bureau Enhanced Disclosure Application Form which should elicit the following information:

- Name, address and National Insurance number, to confirm identity and the right to work
- Relevant experience, qualifications and training undertaken
- Listing of past careers to confirm experience and clearly identify and explain any gaps in employment / deployment history
- Any criminal record
- Whether the applicants are known to any LCSBs as being an actual or potential risk to children, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children (previous employer)
- Any former involvement in sport
- The applicant's consent to completing a Criminal Records Bureau Enhanced Disclosure Application Form
- Failure to disclose information or subsequent failure to conform to the Code of Ethics and Conduct will result in disciplinary action and possible dismissal

### **Checks and References**

All coaches, volunteers and officials working or supporting the delivery of the Partnership's activities must complete a Criminal Records Bureau Enhanced Disclosure Application Form prior to the commencement of work.

A minimum of two written references should be taken up and at least one should be associated with former work with children. Verbal / telephone references should always be followed up in written format.

### **Complaints Procedure**

AP Coaching Sunderland shall manage complaints against any employee in accordance with procedures of the employing body.

### **Reporting Concerns**

There is a clear responsibility for anyone working under the auspices of sport in a paid or voluntary capacity or those working in affiliated organisations to protect children by reporting concerns about poor practice, abuse or neglect.

It is not the responsibility of AP Coaching staff to decide whether or not a child abuse is taking place or to investigate.

### **GOOD PRACTISE PRINCIPLES**

#### **Good practice in sport means:**

- Always working in an open environment, e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets
- Treating all young people equally with respect and dignity, always putting the welfare of each young person first
- Maintaining a safe and appropriate distance with participants, e.g. it is not appropriate to be in an intimate relationship with a child
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Making sport fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required it should be provided openly and according to guidelines provided by the NGB. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted, and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered
- Keeping up to date with the technical skills, qualifications and insurance in sport
- It is recommended that two coaches/staff, deliver all activity and at no time do they work in isolation when delivering 'hands on', supportive techniques within the context of their sport (e.g. the responsibility of their children whilst in the changing rooms). If groups have to be supervised in the changing rooms, always ensure you the responsible adult work with someone else in doing so. Again, avoid isolated practice.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people and avoiding excessive training or competition and not pushing them against their will
- Securing parental consent, via the Player Registration Form, to act in loco parentis (In the place of a parent), if the need arises for the administration of emergency first aid and or medical treatment
- It is the responsibility of AP Coaching Sunderland to make all staff aware of any medical circumstances or requirements of each child or young person participating on the programme (e.g. allergies, asthma etc).
- All Incidents should be logged on the AP Coaching Sunderland Incident Report Form as part of the procedures.

### **Poor Practice - Practice to be avoided**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of a manager and/or the written consent of the parent/guardian of the child or young person. For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others

### **Practice Never to be sanctioned**

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in any form of inappropriate touching
- Allow a young person to use inappropriate language unchallenged
- Avoid taking children to your home where they will be alone with you.
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for a young person or vulnerable adult that they can do for themselves
- Invite or allow a young person to stay with you at your home unsupervised

NB: It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and consent of the parents and the participants involved.

There is a need to be responsive to a person's reactions. If a person is fully dependant on you, talk with him/her about what you are doing and give choices where possible. This is particularly so, if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks you are not appropriately trained for.

If any of the following occur, you should report them immediately to a manager and complete the appropriate Incident Report Form for the employing body.

Parents should also be notified of the incident if:

- you accidentally hurt a performer/participant. he/she seems distressed in any manner.
- a performer appears to be sexually aroused by your actions.
- a performer misunderstands or misinterprets something you have done.

## **CODE OF CONDUCT**

Most NGB's and coaching organisations require staff/volunteers to sign up to their code of conduct or code of behaviour. Many also have a code of ethics. The code of conduct outlines good practice when working with children/young people. An environment which allows bullying, shouting, racism, or sexism, is not acceptable. There should be clear guidance about what behaviour is inappropriate in a relationship between adults and young people. Specific guidance should be given where personal or intimate care tasks are carried out; for example, with very young or disabled children. Coaches will be advised to abide by the code of conduct and ethics for their relevant NGB in addition to the generic codes stated in this policy.

### **Guidelines for the use of Photographic Filming Equipment at Sporting Events**

All unauthorised photography at any coaching or related activity organised, delivered or supported AP Coaching Sunderland is strictly prohibited.

### **Supervision of Children and Young People**

Prevention is the most important aspect of supervision of children and young people. From the moment children and young people arrive at a AP Coaching Sunderland venue, staff and volunteers are acting in loco parentis and have a duty of care towards them.

Appropriate supervision ratios (one staff member for every 15 children) and systems for monitoring the whereabouts of children are essential. It must be clear at all times, who in the team is responsible for supervision. This is particularly important where events are held on large sites.

### **Poor Practice**

Poor Practice includes any behaviour that contravenes the Partnership "Code of Conduct", and the Policy and Procedures for Safeguarding and Protecting Children in Sport as well as the Policies and Procedures provided by AP Coaching Sunderland, which is constituted around the following:

- **Rights** – for example of the player/participant, the parent, the coach, the official etc.
- **Responsibilities** – for example responsibility for the welfare of the players/participants, the sport, the profession of coaching, their own development.
- **Respect** – for example of other players, officials and their decisions, coaches, the rules.

### **Abuse**

Abuse can happen wherever there are young people. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, may become involved in drugs or prostitution, attempt suicide or even abuse a child in the future. AP Coaching Sunderland will seek appropriate training to assist coaches and staff in identifying vulnerabilities in groups and enable them to act accordingly.

### **Disabled People**

There have been a number of studies which suggest children (or adults) with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.

### **Race and Racism**

Children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism at some time throughout their lives. Although racism causes significant harm it is not, in itself, a category of abuse. However, this may be categorised as emotional abuse, under this Policy and Procedures for Safeguarding and Protecting



Children in Sport. AP Coaching Sunderland has a policy of equal opportunity delivery and encourages the equal and fair participation of all.

### **Neglect**

Where adults fail to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, (e.g. failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give a child love, affection and attention. Neglect in sport could also include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

### **Physical Abuse**

Where someone physically hurts or injures children and young people, by hitting, shaking, throwing, poisoning, and biting, burning or scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body; where drugs are used to enhance performance or delay puberty.

### **Sexual Abuse**

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

### **Emotional Abuse**

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

The above definitions are adapted from the HM Government (2006) *Working Together to Safeguard Children*.

### **Bullying**

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are:

**Physical** (e.g. hitting, kicking, theft),

**Verbal** (e.g. racist or homophobic remarks, threats, name calling) and

**Emotional** (e.g. isolating an individual from activities and social acceptance of the peer group)

Although anyone can be the target for bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Both girls and boys can be bullies, although it seems to be more conspicuous in boys. Although bullying often takes place in school's research shows it can and does occur anywhere where there is inadequate supervision e.g. on the way to and from school, at a sporting event, in the playground and changing rooms.

Bullies come from all walks of life; they bully for a variety of different reasons and may even have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

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

- A parent who pushes too hard
- A coach who adopts a win-at-all cost philosophy
- A player, coach or team who intimidates inappropriately
- An official who places unfair pressure on a person

Bullying can include:

Verbal: e.g. name calling, constant teasing, sarcasm, racist or homophobic remarks

Emotional: e.g. tormenting, ridiculing, humiliating and ignoring Sexual: e.g. unwanted physical contact or abusive comments. Physical: e.g. hitting, kicking or theft.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, young people and vulnerable adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

### **It is important not to delay taking action.**

The Police also have specially trained officers in the Child Abuse Investigation Unit (CAIU) who will give guidance and support. Victim Liaison Officers from the police can advise on adult protection issues. Contact details for the Northumbria Police are set out in Appendix 2. If you need to find out the details of the Social Care Duty officer urgently, the Samaritans also hold these details: 08457 90 90 90.

### **Action if Bullying is Suspected**

Action to help the victim and prevent bullying:

- Take all signs of bullying very seriously
- Encourage all children and vulnerable adults to speak and share their concerns<sup>1</sup>
- Help the victim to speak out and tell the person in charge or someone in authority by creating an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else

- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the person in charge at the club, coaching session or school (wherever the bullying is occurring)

**Action towards the bully: *if it is another child:***

- Talk with the bully, explain the situation, and try to get the bully to understand the consequences of their behaviour. Seek an apology to the victim
- Inform the bully's parents
- Insist on the return of items and that the bully(ies) compensate the victim
- Provide support for the coach of the bully
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour Hold meetings with the families to report on progress Inform all organisation members of action taken
- Keep a written record of action taken

**In cases where incidents are serious (e.g. physical injury), or persistent, despite attempts to deal with it, the same protocols should be followed as set out previously.**

**Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a "need to know basis." This includes to the following people:

- The Designated Person
- Social Care/Police
- Parents/ carers of the person making the allegation if they're a child
- The parents or carers of the person who is alleged to have been abused
- The person making the allegation
- As Appropriate, the Designated officers within the governing body of sport e.g. Legal Adviser; Lead Child Protection officer
- The alleged abuser (and parents if the abuser is a child)\*

**\*Where there is any possibility that a criminal act may have been committed advice should FIRST be sought from the police and/or children's social care.**

Care should be taken not to take any action that may jeopardise any subsequent criminal investigation; this includes contacting the alleged perpetrator.

Information should be stored in a secure place with access limited to designated people, in line with Data Protection legislation (e.g. that information is accurate and is regularly updated, relevant and secure.)

It will be the responsibility of the Designated Person to develop and maintain a suitable system for holding these records.

## **AP COACHING SUNDERLAND**

### Registration, Emergencies and Dismissal Procedures

AP Coaching Sunderland take safeguarding of children very seriously. We use the following procedures for Registration, Emergencies and Dismissals at all of our Football Camps.

#### **REGISTRATION**

Parents and Carers of children attending the camps must enrol their child/children on the first day they attend. The registration form can be found on our website. We request the following information:

- Child's Name
- Child's Age
- Child's Medical Conditions
- Parent/Carer/Emergency Contact Name
- Parent/Carer/Emergency Contact Email
- Parent/Carer/Emergency Contact Telephone Number

#### **EMERGENCIES**

In case of an emergency, the name(s) on the registration form will be contacted. This depends on the severity of the emergency. For example, minor cuts will be treated by a First Aider on site. More serious injuries (e.g. deep cuts, potential fractures, etc) emergency services and parent/carer will be contacted.

#### **DISMISSAL**

Children will stay with AP Coaching staff until adults come to collect the children. Children will not be allowed to leave with any unrecognised adults. AP Coaching Sunderland staff will contact the parent/carer/emergency contact of any children left uncollected more than 10 minutes after the camp has finished.

In the unlikely event that a parent, carer or emergency contact doesn't arrive to collect a child or children, the police will be contacted.

## **APPENDICES**

- APPENDIX 1: **DESIGNATED SAFEGUARDING OFFICER & ADDITIONAL CONTACTS**
- APPENDIX 2: **AP COACHING SUNDERLAND STAFF – CODE OF CONDUCT**
- APPENDIX 3: **AP COACHING SUNDERLAND STAFF – INCIDENT RECORD FORM**
- APPENDIX 4: **AP COACHING SUNDERLAND STAFF – EVENT REGISTRATION FORM**
- APPENDIX 5: **Guidelines for Use of Photographic and Video Images at Sporting Events**
- APPENDIX 6: **AP COACHING SUNDERLAND STAFF – EMPLOYEE DECLARATION FORM**

## APPENDIX 1: DESIGNATED SAFEGUARDING OFFICER & ADDITIONAL CONTACTS

Safeguarding Designated Officer: Arjun Purewal  
76 Leighfield Drive  
Burdon Rise  
Sunderland  
SR3 2DD

Email: enquiries@apcoachingsunderland.com

Main Office number: 07796 763555

AP Coaching Sunderland Partners: Arjun Purewal

### **Together for Children**

Child Protection Unit  
City Hall, Plater Way, Sunderland. SR1 3AA  
Telephone: 0191 520 5560

### **NSPCC**

Child Protection Helpline: 0808 800 5000 (free 24-hour service)  
Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **NSPCC Child Protection in Sport Unit (CPSU)**

Tel: 0116 234 7278 / 7280  
Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### **ChildLine**

Tel: 0800 1111 (free 24-hour service)  
Website: [www.childline.org.uk](http://www.childline.org.uk)

### **National Governing Body of Sport Lead Child Protection Officers**

For a detailed list of National Governing Body contacts visit the Sport England website  
[www.sportengland.org](http://www.sportengland.org)

If you have a concern related to **poor practice**, please speak to AP Coaching Sunderland.

### ***Remember...***

- **Maintain confidentiality on a need-to-know basis only.**
- **Ensure the designated officer follows up with Social Care or with the relevant Local Safeguarding Children Board (LCSB)**
- **If the concerns are about someone who also plays a role within sport, then the Designated Person should inform the relevant Governing Body Child Protection Officer**
- **If the concerns are about someone who plays a role within sport – e.g., coach, official or volunteer, then the Designated Person will inform the relevant NGB child protection Officer at both national and local level.**

**AP COACHING SUNDERLAND  
INCIDENT RECORD FORM**

|   |  |
|---|--|
| Your Name:  |  |
| Your Position:  |  |
| Contact Telephone Number:   |  |
| Name of child or young person:  |  |
| Address of child or vulnerable adult:   |  |
| Parents/carers names and address:   |  |
| Date of birth(s) of child(ren):   |  |
| Date and time of any incident:  |  |
| Name, address and telephone number of person or persons who witnessed and reported the incident:  |  |
| Your observations:  |  |
| Exactly what the child or vulnerable adult said and what you said<br><small>Remember; do not lead the child or vulnerable adult – record actual details. Continue on separate sheet if necessary)</small> |  |
| Action taken so far:  |  |
| Information on alleged abuser:  |  |

|   |  |
|---|--|
| External agencies contacted (date & time)                             |  |
| Police<br>Yes <input type="checkbox"/><br>No <input type="checkbox"/> | If yes – which:<br>Name & contact number:<br>Details of advice received: |
| ANY OTHER INFORMATION:  |  |

**Signature:**

**Print Name:**

**Date:**

**NB: This form should be given to a Sunderland City Council Safeguarding Officer. A copy of this form should be sent to social care after telephone report.**

**Remember to maintain confidentiality on a need-to-know basis – only if it will protect the child or vulnerable adult. Do not discuss this incident with anyone other than those who need to know.**



APPENDIX 4: **AP COACHING SUNDERLAND STAFF – EVENT REGISTRATION FORM**

**AP Coaching Sunderland**  
Event Registration Form

**THIS FORM SHOULD BE COMPLETED BY ANYONE WISHING TO TAKE PHOTOGRAPHS OR RECORDING IMAGES AT AN AP COACHING SUNDERLAND EVENT/SITE**

Name

Address

Post Code

Tel. No.

Event Name

Event Venue

Event Date

I wish to take photographs or record images during the course of the above event. I agree to abide by the guidelines laid down by AP Coaching Sunderland and confirm that the photographs or recorded images will only be used in an appropriate manner.

I acknowledge that if it is deemed that any photographs or recorded images are used inappropriately, this may result in me being unable to use photographic equipment at events in the future.

**Signed**

**Date**

## APPENDIX 5: **Guidelines for Use of Photographic and Video Images at Sporting Events**

AP Coaching Sunderland is committed to providing a safe environment for young people and vulnerable adults. Part of this commitment is to ensure that all necessary steps are taken to protect young people and vulnerable adults from the inappropriate use of their images in resource and media publications, on the internet and elsewhere.

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

Secondly, the content of the photo can be used or adapted for inappropriate use.

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of children.

### **Key Concerns**

There have been concerns about the risks posed directly and indirectly to young people through the use of photographs on web sites and other publications. By adopting the points highlighted in these guidelines, we will be putting into place the best possible practice to protect children and young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines focus on the following key areas:

- The publishing of photographic and/or recorded images of children and young people
- The use of photographic filming equipment at events
- The use of video equipment as a coaching aid

And adopt the following key principles:

- The interests and welfare of children taking part in sport are paramount
- Parents, carers and children have a right to decide whether children's images are to be taken, and how those images may be used
- Images should convey the best principles and aspects of sport, such as fairness and fun
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event
- All images of children should be securely stored
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser
- 

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

- If the player is named, avoid using their photograph
- If a photograph is used, avoid naming the player. NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child/young person
- Only use images of players in suitable dress (Tracksuit, on court clothing i.e. T-shirt/shorts/skirt, off court clothing) to reduce the risk of inappropriate use
- Try to focus on the activity rather than a particular child and where possible use photographs that represent the broad range of children and young people taking part in sport. This might include:
  - Boys and girls

- Ethnic minority communities
- Children and young people with disabilities
- Girls with hair covered e.g. baseball cap or a scarf
- Ensure that images reflect positive aspects of children's involvement in sport (enjoyment/competition etc)

### **Use of Photographic Filming Equipment at Sports Events**

AP Coaching Sunderland does not want to prevent parents/guardians, carers or other spectators being able to take legitimate photographs or video footage of their children. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children and young people. Everyone should be vigilant about this possibility. Any concerns during an event should be reported to AP Coaching Sunderland site management.

### **Registration**

An application should be made to the AP Coaching Sunderland site manager who will issue an identification pass giving an individual the authority to take photographs or video footage of children and young people at a particular nominated event.

**APPENDIX 6: AP COACHING SUNDERLAND STAFF – EMPLOYEE DECLARATION FORM**

**EMPLOYEE DECLARATION FORM**

**Part A – Personal details**

(You have the right of access to information held on you, and other rights under the Data Protection Act 1998)

|  |             |                |  |
|--|-------------|----------------|--|
| Title:   | First Name: | Surname:       | Any previous names by which you may have been known: |
| Address:<br><br><br><br><br><br><br><br><br><br>Postcode:<br>Telephone Number(s) E-mail address: |             | Date of Birth: | Sex:   |

Please provide brief details of any previous volunteering experience and any relevant qualifications:

| Previous volunteering experience         | Relevant Qualifications & Training<br>(e.g. CSLA; Governing Body Coaching Award) |
|--|--|
| <br><br><br><br><br><br><br><br><br><br> |  |

Please provide the names of two people (not relatives) willing to comment on your suitability for working with children and young people:

Referee One:  
Name

Referee Two:  
Name

Address

Address

Postcode

Postcode

**Part B - Self Declaration (for completion by the individual named in Part A)**

**1 Have you ever been convicted of any criminal offences or received a formal warning or caution?**

**YES/NO\***

If YES, please supply details:

.....  
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

**2 Are you a person known to any children's social care service as being an actual or potential risk to Children or vulnerable adults?**

**YES/NO\***

If YES, please supply details:

.....  
.....

**3 Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse or poor practice?**

**YES/NO\***

If YES, please supply details:

.....  
.....

\* Delete as appropriate

**IMPORTANT**

I confirm that the details disclosed on this form are to the best of my knowledge correct and accurate.

- I give permission for the Partnership to approach statutory agencies to confirm/clarify information I have provided.
- I also understand that failure to comply by the AP Coaching Sunderland Code of Conduct, Ethics and Safeguarding Policy could result in disciplinary proceedings.
- I undertake to inform the Partnerships Designated Person if I am subsequently arrested or investigated in relation to Child Protection.

|   |  |
|---|--|
| <b>Signed by the above named individual</b> |  |
| <b>Date:</b>                                |  |
| <b>Print name:</b>                          |  |

|  |  |
|--|--|
|  |  |
|--|--|

Please put a cross in this box if you do not wish to receive any other sports related information

This form should be returned **DIRECTLY** to: AP Coaching Sunderland, 76 Leighfield Drive, Burdon Rise, Sunderland. SR3 2DD

**Review**

AP Coaching Sunderland will review this policy annually.

This document will be fully reviewed in July 2024 unless any new significant legislation, guidance or new developments emerge.