



ENGLISH POOL ASSOCIATION
RECOGNISED BY THE SPORTS COUNCIL AS THE
GOVERNING BODY FOR POOL IN ENGLAND
www.epa.org.uk

EPA
Handbook
Part 18

English Pool Association

CHILDREN IN SPORT POLICY

Introduction

1-0: Policy Statements.

Pool, and indeed all sport, can and does have a very powerful and positive influence on people – especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

The English Pool Association has produced this document, for the E.P.A and the Counties affiliated to the English Pool Association. It provides guidelines to everyone in Pool, whether amateur, professional or a volunteer to adopt and implement procedures for administrators, coaches, instructors, officials, teachers, parents and young people. It is intended both as a working document for the Governing Bodies themselves and also as a template for any other organisation to work from.

Whereas we recognise that child abuse is very emotive and difficult subject we are convinced it is the responsibility of every adult, involved in Pool, to take their part in making sure the sport is safe and fun for all children, young people and vulnerable adults involved. The English Pool Association known as the E.P.A. are intent that this should be the case.

The E.P.A. approach to child protection is based on the principles recognised in the UK legislation and International agreements, notably:

The Children Act 1989

The Child Protection Act 1999

The Human Rights Act 2000

The United Nation Convention on the Rights of the Child (ratified by UK government 1991).

Working Together to Safeguard Children and Young 1999

What to do if your worried a child is being abused 2003



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1.1 Responsibilities.

E.P.A., Region's & County Association's affiliated to the E.P.A. will:

- Accept the moral and legal responsibilities to implement procedures to provide a duty to care for young people, to safeguard their well-being and protect them from any kind of abuse.
- Respect and promote the rights, wishes and feelings of young people and disabled adults.
- Recruit, train and supervise employees and volunteers to adopt the best practice to safeguard and protect young people from abuse, and themselves against false allegations.
- Require staff and volunteers to adopt and abide by the organisation's Code of Ethics and Conduct and Child Protection Policy and Procedures.
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedure.

1.2 Principles.

The guidance given in the procedures is based on the following principles:

- The Children Act **1989** says the welfare of the child is the **“paramount”** concern.
- All young people, whatever 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 child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of suspicious 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 1984 and the Human Rights Act 2000.

Important

Please note that the term parents is used throughout this document as a generic term to represent parents, carers and guardians.

Please note that the term young people also refers to pool players with disabilities and vulnerable adults.



2.0 Recruitment, Employment and Deployment of Staff and Volunteers.

2.1 Introduction.

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people and disabled adults. The same procedures should be adopted whether staff are paid or unpaid, full or part-time. Under the Protection of Children Act 1999 all individuals working on behalf of, or otherwise representing, an organisation (E.P.A.) are treated as employees whether paid, unpaid or volunteers.

2.2 Pre-recruitment Checks.

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

Advertising.

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

Aims of the Organisation (E.P.A.) 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 an extreme advantage).

The organisations (E.P.A.) open and positive stance on child protection.

Pre-Application Information.

Pre-Application information sent to interested or potential applicants should contain:

A job description, including roles and responsibilities.

A person specification (e.g. stating qualifications or experience required).

An application form.

Applications.

- All applicants whether paid, unpaid or voluntary, full or part-time positions should complete an application form, which should elicit the following information:
- Name, Address and National Insurance Number (to confirm identity and right to work).
- Relevant experience, qualifications and training undertaken:
- List of past career or involvement in sport (to confirm experience and identify any gaps).
- Any criminal record.
- Whether the applicants are known to any social services department as being actual or potential risk to children or young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences, abusive behaviour or violence.
- The names of at least two people (not relatives) willing to provide written references that comment on the applicants previous experience of, and suitability for, working with children and young people (previous employer).
- Any former involvement with Pool.
- The applicants consent to criminal record checks being undertaken.
- The applicants consent to abide by the Associations (E.P.A.) Code of Ethics and Conduct appropriate to the position sought (e.g. managers, coach, official etc.).
- The form should also state that failure to disclose information or subsequent failure to conform to the Code of Ethics and Conduct, will result in disciplinary action and possible



exclusion from the Association (E.P.A).

- A sample is provided in *Implementing Child Protection in Pool*.

2.3. Checks and References.

The Government is altering the arrangements for criminal record checks in line with the Protection of Children Act 1999 through its Criminal Records Bureau. For the latest information check their web-site or contact your Governing Body. Appendix C gives more details of the checks that can currently be carried out in line with the Act.

A minimum of two written references should be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone.

A self-disclosure form should be adopted as part of the Associations (E.P.A. Managers/ Coaches/ Helpers Register (registers need to be extended to all those with substantiated access to children).

Checks may be carried out with the following Organisations that maintain information about individuals who are deemed to be unsuitable to work with children:

- In England and Wales: Department of Health Consultancy Index.
- In Scotland: The Scottish Office (Social Work Services Group).
- In Northern Ireland: The DHSS Pre-Employment Consultancy Services (PECS).

If any doubts or concerns are raised through the application form, references or checks, a police check of the applicant can be requested. (see 2.3.1.).

Template forms for use by Association and advice for their use are available in a separate document. (E.P.A. Implementing Child protection in Pool).

2.4. Interview and Induction.

- **All inductions should be formal.**
- It may or may not be appropriate to conduct a formal interview. If it is, it should be carried out according to acceptable protocol and recommendations.
- All staff, paid, unpaid or voluntary, will undergo a formal induction in which:
 - Their qualifications as a manager, coach, and official are substantiated.
 - They complete a profile to identify training needs/aspirations.
 - They sign up to an Association's code of Ethics and Conduct.
 - The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise).
 - Child protection procedures are explained and training needs established.
 - They produce a passport or other recognised form of identification containing a photograph (e.g. a driving licence).

2.5. Training.

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. It is recommended that all staff working with children must be up to date, or Receive training in the following areas:

- Child protection awareness (e.g. sports coach UK workshop on *Good Practice and Child Protection: Educare's Keeping Children Safe in Sport*).
- First Aid (e.g. ScUK/BRC *Emergency First Aid for Sport*, the RYA First Aid course, St. John or St Andrews Ambulance First Aid qualifications).
- How to work effectively with children (e.g. sports coach UK workshops on *Working with*



- *Children, Coaching Children and Young People, Responsible Sports Coach).*
➤ Child-centred coaching styles (e.g. sports coach UK workshop *Coaching Methods and Communication*).

2.6. Monitoring and Appraisal.

At regular intervals (or following a programme), all staff or volunteers should be given the opportunity to receive formal (e.g. through an appraisal) or informal feedback, to identify training needs and set new goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

2.6a. **Any feedback should be formal.**

2.7. Complaints Procedures.

The Association's (E.P.A.) complaints and appeals procedures should be used to deal with any formal complaints and/or appeals. E.P.A. should ensure that parents and young people are aware of the existence of these procedures. This information should be included in the Associations membership pack.

3.0. Promoting Good Practice with Young People.

3.1. Introduction

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported to the appropriate governing Body.

3.2. Good Practice Guidelines.

All personnel in Pool should be encouraged to demonstrate exemplary behaviour in order to protect themselves from allegations. The following are common sense examples of how to create a positive culture and climate within sport:

3.2. Good Practice 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/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or share a room with them).
- 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 the guidelines provided by the E.P.A. Care is required 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.
- Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/ teachers/ managers/ coaches/ officials work in pairs.
- Ensuring that if mixed groups are taken away, a, male and female member of staff should always accompany them.

NB However, same gender abuse can also occur

- Ensuring that all tournaments or residential, adults should not enter children's rooms or invite children into their rooms.
- 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 disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid/or other medical treatment given. Keeping a written record of any injury that occurs, along with how the injury occurred and details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

Practices 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 someone in charge in the Organisation or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to pick up a child at the end of a session:
- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking children home where they will be alone with you.

Practices never to be sanctioned.

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including "horseplay".
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- 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 child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and performers 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 for which you are not appropriately trained.

If any of the following incidents occur, you should report them immediately to another colleague and make a written note of the event. Parents should always be informed of the incident:

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

3.3. Code of Ethics and Conduct.

The Government produced *Caring for the Young and Vulnerable? Guidance for preventing abuse of trust 1999*.

The guidance is based on the principle that all organisations involved with caring for young people or vulnerable adults should have codes of conduct to protect against sexual activity within relationships of trust.

The English Pool Association have adopted a Code of Conduct and Ethics for: Managers, Coaches which can be adopted and adapted by Pool members and Associations.

The code can be found in *Implementing Child protection in Pool*.

Staff should be required to sign up to the Associations Code of Ethics and Conduct.

The Code should encourage:

- The development of an open and positive climate in sport.
- Poor practice to be identified.
- Investigations to be carried out.
- Disciplinary action to be taken if appropriate.

3.4. Guidelines for Use of Photographic and filming Equipment at Sporting events.

- There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions.

It is not the intention of the E.P.A to prohibit those with a legitimate interest in filming or photographing children or young people's participation in Pool.

The purpose of the guidelines is:

- To ensure children / young people, parents/ carers and organisations have control over the images of children/ young people.
- To deter unsuitable people from misusing sporting activities to obtain images of children.
- To prevent unsuitable images of children or inappropriate representation of the sport from being produced.
- To protect the identity of children and young people who may be made vulnerable through the publication of their personal details.

The guidelines should apply to all forms of technology that can be used to record images of children or young people.

Professional Photographers/ filming / video operators. Wishing to record the event should seek accreditation with the Tournament Organiser by producing their professional identification for



the details to be recorded. Ideally they should request this at least seven working days before the event.

Students or amateur photographers/ film/ video operators wishing to record the event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club/ educational establishment, outlining their motive for attending the event.

All other spectators wishing to use photographic/ film/ video equipment with a telescopic or zoom lens should register their intent with the Tournament Organiser.

Accreditation procedure: a system should be adopted whereby a record should be made of the individual's name, address/ club. Professional should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of the event should consider issuing an identification label on the day, which can serve to highlight those who have accreditation, but must ensure that where regular events occur, the identifying label is charged to prevent unofficial replication.

Public information: the specific details concerning photographic/ video and filming equipment should, where possible be published prominently in event programmes and must be announced over the public address system prior to be start of the event.

The recommendation wording is:

In line with the recommendation in the E.P.A Child Protection Policy, the Tournament Organisers of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the 'Top Table' before carrying out any such photography. The E.P.A reserves the right of entry to this event and reserves the right to decline entry to any person unable to meet or abide by the E.P.A conditions.

If you have concern: if you are concerned about any photography taking place at an event, contact the Tournament Organiser and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and facility managers should be informed.

Videoring and a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/ carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

It is advisable that all E.P.A. Pool members adhere to the appropriate guidelines detailed in the *Implementing Child Protection in Pool*.

4.0. Recognition of Poor Practice, Abuse and Bullying.

4.1. Introduction.

- Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place.
- The staff and volunteers in E.P.A. are not experts at such recognition.
- However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a young person.
- E.P.A. should therefore encourage and expect staff to discuss any concern they may have about the welfare of a person immediately with the designated person – this may be the Chairperson, Secretary, team manager, official, managers or coach.

4.2. Poor Practice.



- Poor practice includes any behaviour that contravenes the Association's Code of :
- Ethics and Conduct, which is constituted around the following:
- Rights:– of the Pool player, the parent, Manager, coach, and official etc.
- Responsibilities: – for the welfare of the Pool player, the sport, the professional of coaching, their own development.
- Respect – of other Pool players, officials and their decisions, managers, coaches and the rules.

4.3. Abuse.

- Abuse can happen wherever there are young people, and disabled
- Young people of any age can be abused.
- 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, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

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.
- Although racism causes insignificant 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.*

Abuse and Neglect.

- Somebody may abuse or neglect a child by inflicting harm, or failing to act to prevent harm.
- Children may be abused in a family or in an institutional or community setting by those to them or, more rarely, by a stranger.

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, failure 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 children love, affection and attention.
- Neglect in sport could 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 adults physically hurt or injure children by hitting them, shaking, throwing, poisoning, burning, biting, 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 (e.g. factitious illness by proxy or Munchausen's syndrome by proxy).
- Examples of 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 girls and boys are abused, by adults, (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 the managers, coach over young performers, if misused, may also lead to abusive situations developing.

Emotional abuse – is the persistent emotional ill-treatment of a child, such as to Cause: Severe and persistent adverse effects on the child's emotional development.

- It may involve conveying to children that they are worthless or unloved, or valued only insofar as they meet the needs of another person.
- It may feature age or developmentally inappropriate expectations being imposed on children.
- It may involve causing children 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.
- Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

The above definitions are adopted by from the Department of Health (1999) *Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children.*

Indicators of Abuse.

- Indications that a child may be being abused include the following:
- 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 explanations seem inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexual explicit behaviour.
- Distrust of adults, particularly those of 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 that abuse is actually taking place. It is not the responsibility of those working in sport to decide that child abuse is occurring, but it is their responsibility to act on any concerns. (Section Five).

4.4. 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.
- Nancy Duin defined bullying as *repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons (Bullying, a Survival Guide, produced by BBC Education)*.
- Although anyone can be the target of 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.
- Girls and boys can be bullies, although it seems to be more conspicuous in boys.
- Although bullying often takes place in schools, research shows it can and does occur anywhere where there is inadequate supervision – 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 a 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 abusive use 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-costs philosophy.
- A Pool player who intimidates others.
- An official who places unfair pressure on a person.

Bullying can include:

- Physical: e.g. hitting, kicking and theft.
- Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring.
- Sexual: e.g. unwanted physical conduct or abusive comments.
- The damage inflicted by bullying can frequently be underestimated.
- It can cause distress to children and disabled adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).
- There are a number of signs that may indicate that a young person or disabled adult is being bullied:



- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club.
- A drop off in performance at school or standard play.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent *loss* of possessions.

5.0. Responding to Disclosure, Suspicions and Allegations.

5.1. Introduction.

- False allegations of abuse do occur.
- However, if a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, you should react immediately.

5.2. Responding to disclosure.

Actions to take.

The person receiving information concerning disclosure should:

- React calmly so as not to frighten the child.
- Tell the child he/she is not to blame and that he/she was right to tell.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child, who has speech disability and/or differences in language.
- Keep questions to the absolute minimum to ensure clear and accurate understanding of what has been said.
- Reassure the child, but do not make promises of confidentiality, which might not be feasible in the light of subsequent developments.
- Make a full record of what had been said, heard/or seen as soon as possible.

NB. It may not be that all young or disabled performers are able to express themselves verbally. Communication difficulties may mean, that it is hard for them to complain, or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young/adult disabled performer, record what has been observed in detail and follow the Association's procedure to report these concerns.

Where there are no procedures in place, seek advice from Social Services.

Actions to Avoid.

The person receiving the disclosure should not:

- Panic.
- Allow their shock or distaste to show.
- Probe for more information than is offered.
- Speculate or make assumptions.
- Make negative comments about the alleged abuser.
- Approach the alleged abuser.
- Make promises or agree to keep secrets.



- 1 Kerr, A (1999) Protecting Disabled Children and Adults in Sport and Recreation, The Guide. Contact Disability Sport England (Tel: 020 7490 4919)

5.3. Responding to Suspicions.

It is not the responsibility of anyone working under the auspices of sport in a paid or in a voluntary capacity, or those working in affiliated Associations, to take responsibility and act on concerns/allegations not to protect (which is the job of statutory agencies)

However, there is a responsibility to protect children in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person. When a CP referral is made, it is a Social Services staff's legal responsibility to make enquiries (not investigate, which they may do later) where a child may be at risk of 'significant harm'

Social Services.

- Social Services have a statutory duty under The Children Act 1989, to ensure the welfare of children and work with the local Area Child Protection
- Committee
- (ACPC) to comply with its procedures.
- When a child protection referral is made, the social services staff has a legal responsibility to investigate.
- This may involve talking to the child and family, and gathering information from other people who know the child.
- Enquiries with the police will be planned jointly where a crime is alleged.
- Concerns should be reported to designated persons rather than "person in charge" which should also be reflected in your investigation.
- If action needs to be taken urgently and out of office hours, then the police will deal with the enquiry sensitively and effectively.
- Local Authorities will need to link in closely with their respective ACPC and cross-reference the guidance produced by the ACPC.

Sharing Concerns with Parents.

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

When it is Not appropriate to Share Concerns with Parents.

There are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the abuse or not be able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the person in charge as soon as possible and recorded.

Designated Officer.

- Each Association that deals with young people (club, regional squad etc.) should identify a designated person to handle child protection issues.



- This person should complete a self-declaration form and undergo a voluntary police check for quality assurance purposes.
- The designated person will require support from the Association and appropriate assistants and support.
- This support should be provided as part of the Child Protection Policy and Implementation Procedures being adopted by the Association.
- Each NGB or local authority should have a lead officer in Child Protection or a Child Protection Officer (CPO).
- It is the responsibility of the designated person in charge to inform the social services without delay.
- If the person in charge is not available or the concern is about the person in charge, the person with concerns or being informed of them, should, immediately contact the social services or the police.
- The numbers are in the telephone directory.
- In these circumstances, you do not have to give your name, but, it is helpful if you can.
- The social services, together with the designated person in charge where appropriate, will decide how and when parents or carers will be informed.
(See Appendix A-A Quick Guide to Procedures.).

Any incidents should also be referred to the appropriate Governing Body and Local Authority Child Protection Officer.

Expert Advice.

If you are not sure what to do, you can obtain advice by telephoning the local social services department and speak to the duty worker or call the NSPCC 24-hour free phone Help line on 0800 800 500.

The police also have specially trained child protection teams who will give guidance and support, and deal with out-of-office-hours enquires when social services are not available.

Records and Information.

- Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of disclosure/concern.
- Information should include the following:
 - The nature of the allegation.
 - A description of any visible bruising or other injuries.
 - The child's account, if it can be given, of what happened and how any bruising or other injuries occurred.
 - Witnesses to the incident(s).
 - Any times, dates or other relevant information.
 - A clear distinction between what is fact, opinion or hearsay.
- Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information.
- Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours.
- A record should be made of the names and designation of the social services 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 necessary.

A copy of this information should be sent to the appropriate Governing Body and Local Authority Child Protection Officer.



5.4. Allegations against Staff or Volunteers.

- This includes anyone working with children in a paid or voluntary capacity (e.g. volunteers or helpers in clubs, tournament officials, team managers on training camps, coaches).
- Child abuse can and does occur outside the family setting.
- Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings (e.g. sport or other social activities).
- Recent enquiries indicate that abuse that takes place within a public setting is rarely a one-off event.
It is crucial that those involved in sport are aware of the possibility and that all allegations are taken seriously and appropriate action taken.
- It is important that any concerns for the welfare of the child arising from abuse or harassment by a member of staff or volunteer, should be reported immediately.

Seek Advice.

The designated person may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or not and therefore is unclear about what action to take.

There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult senior colleagues and gain advice from social services, police or the NSPCC if there is any doubt.

This is because it may be just one of a series of other instances which together cause concern.

Support for the Reporter of Suspected Abuse.

It is acknowledged that feelings generated by the discovery that a member of staff or volunteers is, or may be, abusing a child, will raise concerns among other staff or volunteers.

This includes the difficulties inherent in reporting such matters.

The Association should assure all members/ volunteers that it would fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a child may be being abused.

Types of Investigation.

Where there is a complaint of abuse against a member of staff or volunteers, there may be three types of investigation:

- Criminal.
- Child Protection.
- Disciplinary or misconduct.

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse.

The results of the SSD/Police investigation will inform your disciplinary investigation.

Further information on the potential actions of social services etc. may be found in the local ACPC guidelines.



Action if there are Concerns.

The following action should be taken if there are concerns (see Appendix A):
Poor Practice.

- If, following consideration, the allegation is clearly about poor practice, the designated person will deal with misconduct issue.
- If the allegation is about poor practice by the designated person, or if the matter has been handled inadequately and concerns remain, it should be referred to the appropriate Governing Body a Local Authority Child Protection Officer (CPO).
- The CPO will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
- If the incident of poor practice is suspicious, all details should be recorded and reported to the CPO.

Suspected Abuse.

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported the designated person, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be a risk.
- The designated person will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The designated person should also notify the appropriate Governing Body and LA CPO who will decide who should deal with any media enquiries.
- If the designated person is the subject of the suspicion/allegation, the report must be made directly to the CPO, who is then responsible for taking the action outlined.

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 only. This includes the following people.

- The designated person in charge.
 - The parents/carers of the person who is alleged to have been abused.
 - The person making the allegation.
 - Social services/police.
 - Designated officers within the governing body of sport e.g. Legal Advisor; Lead Child Protection Officer.
 - The alleged abuser (and parents/carers) if the alleged is a child *
- * Seek social services advice on who should approach alleged abuser.*

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

Internal Enquiries and Suspension.

- The Association should make an immediate decision about whether any individual accused of abuse should be temporarily suspended (in line with constitutional powers) pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries, the Association must assess all individual cases under the appropriate misconduct/disciplinary procedure, to decide whether a member of staff or volunteer can be reinstated and how this can be



- sensitively handled with other staff or volunteers.
- This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police.
- In such cases, the Association must reach a decision based on the available information that could suggest, on a balance of probability; it is more likely than not the allegation is true.
- The welfare of children should always remain paramount.
- A nominated officer of the NGB should be appointed to ensure that all parties involved in the allegation are provided with relevant, up-to-date information about progress of the investigation. This officer should also ensure that all parties involved in the allegations are aware of the relevant support and advocacy services that are available.

Support to Deal with the Aftermath.

Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of Help-lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource.

Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

5.5. Allegations of Previous Abuse.

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the Association should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

5.6. Action if Bullying is Suspected.

The same procedure should be followed as set in Section 5.3 if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

Action to Help the Victim and Prevent Bullying in Sport:

Take all signs of bullying very serious.

Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create 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 or school (wherever the bullying is occurring).

Action Towards the Bully (ies):

Talk with the bully or bullies, explain the situation, and try to get the bully or bullies to



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

6.0. Implementation and Monitoring Procedures.

6.1. Objectives.

The implementation plan highlights the action that needs to be taken, by whom, how and when in order to implement the Association's Child Protection Policy and Procedures.

Reviewing and evaluating the implementation of the plan is a crucial part of the process and the Association may choose to evaluate levels of awareness and knowledge, perceptions and attitudes, behaviour and skills, as well as, incidents and processes. The Child Protection Steering/Management Group should take decisions on the appropriate methods for reviewing implementations.

The purpose for the implementation plan is to:

Disseminate the Association's Child Protection message, so that it reaches and influences, all relating sporting Associations to safeguard the welfare of young people and disabled adults in sport.

Operate sound recruitment procedures for paid and voluntary staff in sport.

Identify and enable the appropriate child protection training staff.

Remain updated with legislation related to child protection.

Monitor and update the implementation plan annually to keep child protection high on the sporting agenda.

Measure the impact of the policy and procedures on an annual basis.

Sample Implementation plan.

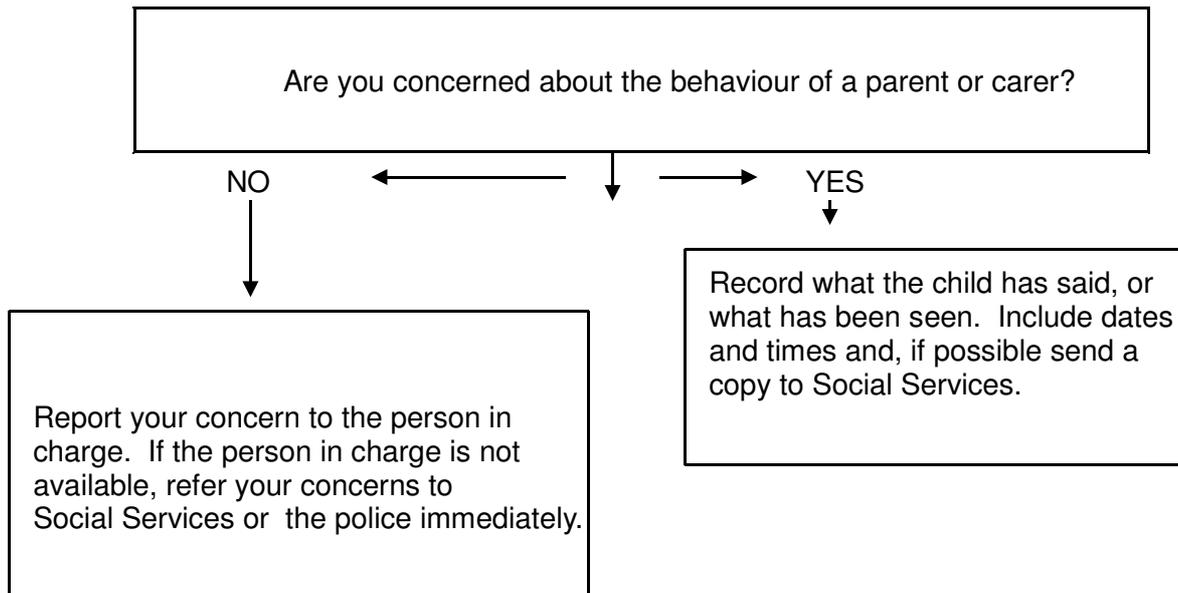
A sample implementation plan can be found in *Implementing Child Protection in Pool*.



Appendix A

A Quick Guide to Procedures.

This guide is designed to inform the most appropriate action in relation to concerns about either a parent or carer (e.g. outside the immediate sporting environment).

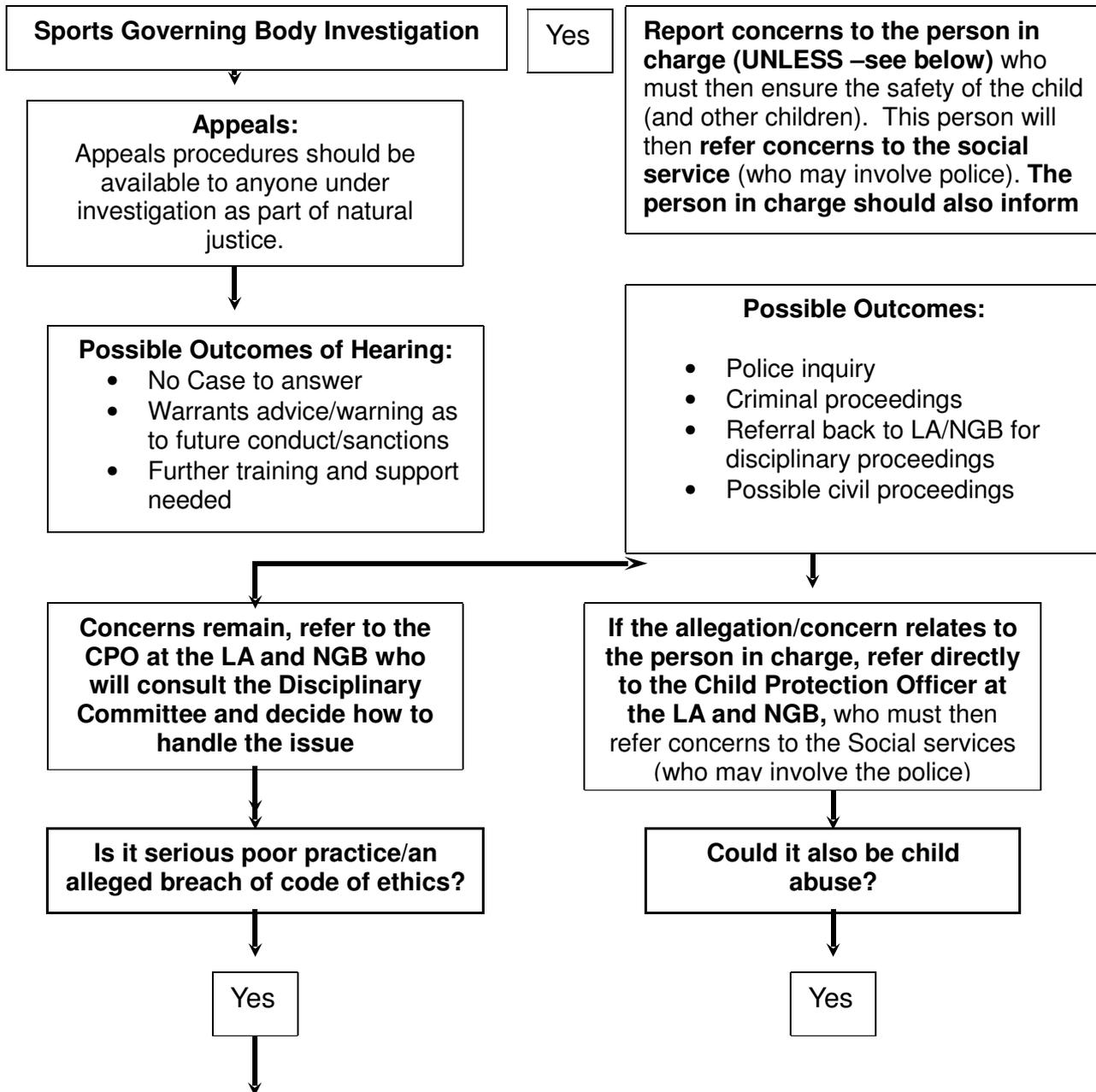


Remember:

Maintain confidentiality on a need to know basis only.

Ensure the person in charge follows up with social services.

If the concerns are about someone who also plays a role within sport, then the person in charge should inform the relevant sporting organisation's Child Protection Officer (CPO).



This Guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within sport.
 If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the social services direct (or NSPCC on 0800 800 500, or Child-line on 0800 11111).



Appendix B

<p>The NSPCC National Centre 42 Curtain Road London EC2A 3NH</p> <p>Child Protection in Sport Unit Tel: 0116 234 7278 3, Gilmour Close Beaumont Leys Leicester LE4 1EZ cpsu@nspcc.org.uk</p>	<p>Tel: 0808 800 5000 Helpline: 0800 800 500</p> <p>National Training Centre</p>
<p>Childline UK Tel: 0800 11111 London N1 0BR</p> <p>NI Childline Tel: 0113 274 4802</p>	<p>Freepost 1111</p> <p>74 Duke Street Londonderry</p>
<p>Sports coach UK 114 Cardigan Road Headingley, Leeds LS6 3BJ</p> <p>Department of Health For the Protection of Children Act List, details of the Criminal Records Bureau or current Legislation</p>	<p>Tel: 0113 274 4902</p> <p>Consultancy Service Room 133 Department of Health Wellington House 133-135 Waterloo Road London SE1 8UG</p>

The Scottish Office
 (Social Work Services Group)

43 Jeffrey Street
 Edinburgh EH1 1DN

The DHSS Pre-employment
 Consultancy Services (PECS)

Dundonald House
 Upper Newtownards Road
 Belfast BT4 3SF

(including out of office hours
 the Samaritans will contact) hold the SS Duty Officer's contact Number.
 Local police child protection teams
 In an Emergency contact via 999

NSPCC Freephone 24 hour Helpline

0800 800 500



Appendix C

The Protection of Children Act 1999

This new Act enhances significantly the level of protection for children. However, it remains of paramount importance that all organisations entrusted with the care of children practice the full range of pre-employment checks. This includes interviews, the full investigation of applicant's employment history and taking up references.

John Hutton, Ministry of state, July 2000.

The Main Provisions of the Act

The Act makes four principal changes to the Law:

It places the existing Department of Health Consultancy Index (a list of persons considered to be unsuitable for work with children) on a statutory basis. It then provides names to be referred to this newly created Protection of Children Act list and provides a right of appeal to a new Tribunal against the inclusion on the Protection of Children Act List (and also the inclusion on List 99). It also extends the scheme to health care services provided to children.

It amends 218 of the Education Reform Act 1988 to enable the Department for Education and Employment to identify people who are put on List 99 because they are not fit and proper to work with children.

It amends Part V of the Police Act 1997 to enable Criminal Records Bureau, when established, to disclose information about people who are included on the Protection of Children Act List or List 99 along with criminal records. In this way, the Act provides for a 'one-stop-shop' system of checking persons seeking to work with children.

It requires child care organisations (as defined in the Act) proposing to employ someone in a child care position (as defined) to ensure that individuals are checked through the 'one-stop-shop' against the Protection of Children Act List and the relevant part of List 99, and not to employ anyone who is included on either list.

The Act also contains other provisions, the most important of which are:

To enable organisations (other than Childcare organisations as defined within the Act) to refer names to the Protection of Children Act List.

To permit the Secretary of State to consider the transfer of names currently held on the DH Consultancy Index to be transferred to the Protection of Children Act List.

To allow organisations to access the new Protection of Children Act List 99 without first going through the Criminal Records Bureau until such time as the 'one-stop-shop' comes into operation with the Bureau.

Although sporting organisations, are not covered by the mandatory aspects of the Act, unless they meet the definition of a *child care organisation*, they are encouraged to refer names to the Secretary of State for consideration of inclusion on the POCA list. Sporting organisations are also reminded that while it is not mandatory for them to carry out these checks, they are still considered an essential part of the pre-employment process.



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Appendix D

References

English Pool Association (2003). Child Protection Policy in Pool.

ENGLISH POOL ASSOCIATION CHILDREN IN SPORT STRUCTURE.

National:

The E.P.A will set up a: Children in Sport Sub-Committee.

The Sub-Committee will consist of:

- One (1) Senior Member.
- Two (2) Members from each of the four (4) Regional Children in Sport Areas.

Appointments:

One (1) Senior Member & Eight (8) Regional Members:

- The senior person is appointed by the E.P.A National Committee, from a list of persons applying for that position. After all qualifications have been checked.
- The appointment is based on a hire & fire bases.
- The eight Regional members are appointed by the E.P.A. National Committee, from a list of persons applying for those positions. After all qualifications have been checked.
- These appointments are based on a hire & fire basis.

Two (2) Regional Members:

E.P.A. to nominate Four (4) Regional areas.

North:

Cleveland, Northumberland, Durham, Tyne & Wear, East Yorkshire, Humberside, Lincolnshire, West Yorkshire, Cumbria, Lancashire, Merseyside, North Yorkshire, South Yorkshire. (13)

Central:

Cheshire, Staffordshire, Shropshire, West Midlands, Nottinghamshire, Leicestershire, Derbyshire, Warwickshire, Northamptonshire, Worcestershire, Herefordshire, Oxfordshire, Gloucestershire, (13).

South:

Cornwall, Devon, Dorset, Bristol, Somerset, Wiltshire, Hampshire, Surrey, Sussex, Kent, (10)

Other:

Essex, London, Hertfordshire, Buckinghamshire, Berkshire, Suffolk, Norfolk, Cambridgeshire, (8)

National Children in Sport Sub-Committee meetings:

4 meetings per year.

- March of each year.
- June of each year.
- September of each year.
- December of each year.

(this to be reviewed after two (2) years by the sitting members of this sub-committee).

Regional Children in Sport Sub-Committee meetings:

6 meetings per year.

- February of each year.
- April of each year.
- End of May of each year.



- July of each year.
 - End of August each year.
 - November of each year.
- (this to be reviewed after two (2) years by the sitting members of this sub-committee).

Duties of the National Sub-Committee members:

- The appointed Senior member chairs these meetings.
- Duties will include:
 - Chairing the meetings
 - Compiling the agenda of the Sub-Committee meeting.
 - Recording minutes of the meetings.
 - Sending minutes to the E.P.A. National Secretary.
 - Filing reports of each Sub-Committee meeting for the E.P.A. Full National Committee agenda.
 - Arranging day/ time & venue of these Sub-Committee meetings.
 - Arranging training and update courses for members of this Sub-Committee.
 - Arranging Training and update courses for Regional Sub-Committee members.
 - Vetting registered members appointed by Regional Sub-Committee members. (Regional & County appointments, (Junior team managers, coaches) before licenses are approved.
- Keep an Excel Database file of all National Registered licensed members.
- Update all legislation issued by NSC, NSPCC.

Duties of the Regional Sub-Committee members:

- These meetings are chaired by an elected Senior member from within the Sub-committee, Duties will include:
 - Chairing the meetings
 - Compiling the agenda of the Sub-Committee meeting.
 - Recording minutes of the meetings.
 - Send the minutes of these meetings to the National Sub-Committee Chairman.
 - Filing reports of each Sub-Committee meeting for the E.P.A. Full National Committee agenda.
 - Arranging day/ time & venue of these Sub-Committee meetings.
 - Granting licenses to Regional & County members applying for positions vacant at Regional & County level. (Team Managers & Coaches).
 - These licenses to be approved by the National Children in Sport Sub-Committee.
 - Arrange updated training and re-application for licenses courses. (one per year)
 - Keep an Excel Database file of all Regional Registered licensed members.
 - Record official complaints within their Regions, and complete a fact file for the National Sub-Committee Senior Officer.

Abbr: E.P.A. English Pool Association.
 NSPCC. National Society Prevention Cruelty Children.
 NSC. National Sports Council.



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Appendix E

APPLICATION FORM TO BE AN ENGLISH POOL ASSOCIATION REGISTERED VOLUNTEER

To protect both Young people and volunteers the English Pool Association requires that all volunteers are registered and their suitability to work with young people aged under 18 checked.

From 1.1.2002 all volunteers checked and found suitable to work with young people at any Registered English Pool Association Leagues Junior teams, County Junior teams, Regional Junior teams and National Junior teams, will be provided with a Registration ID Badge, to be worn visibly at events.

If your registration is successful your registration is valid for 3 year, unless your circumstances change. You are obliged to notify the English Pool Association of any circumstance change over this period.

Surname, First Name and Title:	
Full Address:	
Post Code:	Telephone Number:
Please give any other addresses during the past 5 years:	
Please give a brief summary of any previous work you have done with young people:	
Please read Note 1, and give details of any criminal convictions recorded, or pending against you. Please state if there are none:	
Please give the names and addresses of 2 people, not relatives, who know you and who are able to provide information on your suitability to work with young people. If appropriate, one referee should be your current, or most recent, employer.	



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Appendix E (continued)

Please state any other information or circumstances that would affect your registration with the English Pool Association:

Please give an indication of the skills you have which you would be prepared to use in your work with Young people. Please tick:

Supervision/ Management:	Sport:
Adventurous Activities:	Administration:
Conferences:	Youth Representative:
Creative Activities:	Others:

Do you wish to be involved with Juniors at:

Local Level:	Country Level:
Regional Level:	National Level:

Please enclose a passport size photograph of yourself:

The information given by me in answer to the questions above is, to the best of my knowledge, accurate. I understand that further checks may be made:

Signed:	Date:
---------	-------

If you are appointed as a Registered Volunteer all data will be stored only for as long as you are a registered Volunteer by the English Pool Association. After 3 years you will be able to apply for re-registration.

If, for any reason, your application is refused this paperwork will be destroyed.

For Office Use Only

Received by EPA Secretary:	
Passed at an EPA Meeting dated:	
Renewal Date:	



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LEAD PROTECTION OFFICER (LPO) **JOB DESCRIPTION AND PERSON SPECIFICATION**

GENERAL

Every organisation should designate a person or persons to be responsible for dealing with any concerns about the protection of children.

The sports organisation's child protection policy and procedures should include the name of this person, his/her role and responsibilities and how he/she can be contacted. The person designated should ensure that he/she is knowledgeable about child protection and that he/she undertakes any training considered necessary to keep him/her updated on new developments.

ROLE

The role of the designated person is to:

- Establish contact with the senior member of social services staff responsible for child protection in the organisation's catchment area.
- Provide information and advice on child protection within the organisation.
- Ensure that the organisation's child protection policy and procedures are followed and particularly to inform social services/health board of relevant concerns about individual children.
- Be aware of the Area Child Protection Committee (ACPC) (Child Protection Committees, Scotland) and to be familiar with local procedures.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover.
- Liaise with social services (social work services, Scotland, health board, Northern Ireland) and other agencies, as appropriate.
- Keep relevant people within the organisation, particularly the head or leader of the organisation, informed about any action taken and any further action required, for example, disciplinary action against a member/s of staff.
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome.
- Advise the organisation of child protection training needs.

RESPONSIBILITY



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The designated person is responsible for acting as a source of advice on child protection matters, for co-ordinating action within the organisation and for liaising with health and social services departments and other agencies about suspected or actual cases of child abuse. He/she may also be responsible for implementing child protection training within the organisation.



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CLUB CHILD PROTECTION OFFICER (CCPO) **JOB DESCRIPTION AND PERSON SPECIFICATION**

A DESIGNATED PERSON

It is good practice for all sports organisations, however small, to identify at least one person to be responsible for dealing with allegations or suspicions of abuse.

Each club should have a designated person who should be supported in their role by an officer within their governing body or sports organisations. Everyone in the organisation should know who this is and how to contact them. If you are organising an event or competition away from home it is also advisable to nominate a designated person for that activity.

The role of the designated person is to:

- ❖ Receive information from club staff, volunteers, children or parents and carers who have child protection concerns and record it.
- ❖ Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- ❖ Consult initially with a statutory child protection agency such as the local social services department or health board, or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible.
- ❖ Make a formal referral to a statutory child protection agency eg social services department or the police without delay. It is **NOT** the role of the organisation to decide whether a child has been abused or not. This is the task of the social services department and the police who have the legal responsibility, or the NSPCC who also have powers to investigate child protection concerns under the Children Act and the Children (N.Ireland) Order. It is however, everybody's responsibility to ensure that concerns are shared and appropriate action taken.
- ❖ Report the concerns to the Governing Body or sports organisation.

The designated person should be aware of the local statutory child protection network, the role of the Area Child Protection Committee (ACPC) (Child Protection Committee, Scotland) and the existence of local inter-agency child protection procedures.

The designated person needs to be aware of the relevant contact numbers and addresses of the statutory agencies in their locality. If concerns arise, for example, when away on a competition or training camp, contact should be made with local agencies whose details will be in the phone directory. Social services departments have an out of hour's duty team who can be contacted at any time.

It is also important for the designated person to have received the appropriate level of training in child protection.



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CONTACT NUMBERS

Nation Contacts		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0207 825 2500 Helpline: 0808 800 5000
Child UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
NI Child Line	74 Duke Street Londonderry	Tel: 0504 311555
Criminal Records Bureau	PO Box 91 Liverpool L69 2UH	Tel: 0870 90 90 811
Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	Tel: 0116 2347273
Sports Coach UK	114 Cardigan Road Headingley Leeds LS6 3BJ	Tel: 0113 274 4802

Local Contacts – to be inserted as appropriate		
Local social services (including out of office hours contact)		NB In an emergency, the Samaritans will hold the SS Duty Officer's contact number
Local police child protection teams In an emergency contact via 999		
NSPCC Freephone 24 hour helpline		0800 800 5000



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INCIDENT RECORD FORM

Your Name:	
Your Position:	
Child's Name:	Gender M / F
Date of Birth:	
Child's Address:	
Parent / Carers Names and Address:	
Child's Ethnic Background:	
Any Identified Special Needs or Disability:	
Date and Time of Alleged Incident:	
Your Observations:	
Exactly what the child said and what you said, remember, do not lead the child – record actual details. Continue on separate sheet if necessary:	



Action Taken So Far:	
External Agencies Contacted (Date and Time)	
Police Yes / No	If yes – Which: Name and Contact Number: Details of Advice Received:
Social Services Yes / No	If yes – Which: Name and Contact Number: Details of Advice Received:
NGB Yes / No	If yes – Which: Name and Contact Number: Details of Advice Received:
Local Authority	If yes – Which: Name and Contact Number: Details of Advice Received:
Other (eg NSPCC) Yes / No	If yes – Which: Name and Contact Number: Details of Advice Received:
Signature:	
Print Name:	Date:

NB: A copy of this form should be sent to social services after the telephone report.



ENGLISH POOL ASSOCIATION
CHILDREN IN SPORT - STRUCTURE.

National:

The E.P.A will set up a: Children in Sport Sub-Committee.

The Sub-Committee will consist of:

- One (1) Senior Member.
- Two (2) Members from each of the four (4) Regional Children in Sport Areas.

Appointments:

One (1) Senior Member & Eight (8) Regional Members:

- The senior person is appointed by the E.P.A National Committee, from a list of persons applying for that position. After all qualifications have been checked.
- The appointment is based on a hire & fire bases.
- The eight Regional members are appointed by the E.P.A. National Committee, from a list of persons applying for those positions. After all qualifications have been checked.
- These appointments are based on a hire & fire basis.

Two (2) Regional Members:

E.P.A. to nominate Four (4) Regional areas.

North:

Cleveland, Northumberland, Durham, Tyne & Wear, East Yorkshire, Humberside, Lincolnshire, West Yorkshire, Cumbria, Lancashire, Merseyside, North Yorkshire, South Yorkshire. (13)

Central:

Cheshire, Staffordshire, Shropshire, West Midlands, Nottinghamshire, Leicestershire, Derbyshire, Warwickshire, Northamptonshire, Worcestershire, Herefordshire, Oxfordshire, Gloucestershire, (13).

South:

Cornwall, Devon, Dorset, Bristol, Somerset, Wiltshire, Hampshire, Surrey, Sussex, Kent, (10)

Other:

Essex, London, Hertfordshire, Buckinghamshire, Berkshire, Suffolk, Norfolk, Cambridgeshire, (8)

National Children in Sport Sub-Committee meetings:

4 meetings per year.

- ❖ March of each year.
- ❖ June of each year.
- ❖ September of each year.
- ❖ December of each year.

(this to be reviewed after two (2) years by the sitting members of this sub-committee).

Regional Children in Sport Sub-Committee meetings:

6 meetings per year.

- February of each year.
- April of each year.
- End of May of each year.
- July of each year.
- End of August each year.
- November of each year.

(this to be reviewed after two (2) years by the sitting members of this sub-committee).



Duties of the National Sub-Committee members:

- The appointed Senior member chairs these meetings.
- Duties will include:
- Chairing the meetings
- Compiling the agenda of the Sub-Committee meeting.
- Recording minutes of the meetings.
- Sending minutes to the E.P.A. National Secretary.
- Filing reports of each Sub-Committee meeting for the E.P.A. Full National Committee agenda.
- Arranging day/ time & venue of these Sub-Committee meetings.
- Arranging training and update courses for members of this Sub-Committee.
- Arranging Training and update courses for Regional Sub-Committee members.
- Vetting registered members appointed by Regional Sub-Committee members. (Regional & County appointments, (Junior team managers, coaches) before licenses are approved.
- Keep an Excel Database file of all National Registered licensed members.
- Update all legislation issued by NSC, NSPCC.

Duties of the Regional Sub-Committee members:

- These meetings are chaired by an elected Senior member from within the Sub-committee, Duties will include:
- Chairing the meetings
- Compiling the agenda of the Sub-Committee meeting.
- Recording minutes of the meetings.
- Send the minutes of these meetings to the National Sub-Committee Chairman.
- Filing reports of each Sub-Committee meeting for the E.P.A. Full National Committee agenda.
- Arranging day/ time & venue of these Sub-Committee meetings.
- Granting licenses to Regional & County members applying for positions vacant at Regional & County level. (Team Managers & Coaches).
- These licenses to be approved by the National Children in Sport Sub-Committee.
- Arrange updated training and re-application for licenses courses. (one per year)
- Keep an Excel Database file of all Regional Registered licensed members.
- Record official complaints within their Regions, and complete a fact file for the National Sub-Committee Senior Officer.

Abbr: E.P.A. English Pool Association.
NSPCC. National Society Prevention Cruelty Children.
NSC. National Sports Council.