

MC Inspired Together (Migrant Communities Inspired Together)

POLICY FOR SAFEGUARDING AND PROTECTING YOUNG PEOPLE AND VULNERABLE ADULTS

Foreword

Participation in MC Inspired Together activities can make an important and memorable contribution to adults and children's lives and future development.

As well as the positive health benefits of an active lifestyle, learning and physical activity provides children and adults with the opportunity to learn new skills, build confidence, resilience and self-esteem.

Above all it gives everyone involved the opportunity to fulfil or maximise their own unique potential.

Everyone working with children and young people is first and foremost in a position of trust, influence and responsibility.

It is important that children and young people aspire to the highest standards and values we can offer and encourage, through enjoyable experiences in positive and safe activities environments.

Those of us who by virtue of our position as a volunteer or a professional should be prepared commit to always act in their best interest - and to this end we are more than happy to affirm the commitment of the Board of Directors and to endorse this Policy.

INTRODUCTION

MC Inspired Together is committed to providing safe, enjoyable and educational activities for young people and adults from migrant communities in Somerset. We have a moral and a legal obligation to ensure the highest possible standard of care for those children, young people and adults who use our service. We believe that children and young people and adults have the right to be safe, secure and free from threat. We believe that everyone has the right to be treated with respect and to have their concerns listened to and acted upon. To this end, the following Policy Document has been compiled for guidance and to raise awareness for all staff working for and with MC Inspired Together, whether paid or unpaid. This policy will be reviewed every 3 years or earlier in light of changes in regulations, significant incidents, or if requested to do so by relevant partner organisations.

The purpose of the policy is to safeguard children, young people and adults in learning and physical activity and to facilitate the best possible practice from its staff and volunteers.

Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

As part of our safeguarding policy we will:

- promote and prioritise the safety and wellbeing of children, young people and (vulnerable) adults;
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- ensure appropriate action is taken in the event of incidents / concerns of abuse and support provided to the individual/s who raise or disclose the concern;
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- prevent the employment / deployment of unsuitable individuals;
- ensure robust safeguarding arrangements and procedures are in operation;
- meet the requirements of the 'Working together to safeguard children 2018' statutory guidance. Recognising that organisation may be called upon to join local multi-agency safeguarding arrangements and that if asked MC Inspired Together has a duty to cooperate.

Please note that a child is anyone who is under the age of 18. An adult at risk of abuse or neglect is defined in this policy as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves.

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1. OUR COMMITMENT

We will endeavour to:

- Ensure that our staff and volunteers are carefully selected, trained and supervised.
- Ensure that clear procedures are in place and understood by all staff and volunteers for implementing this policy.
- Provide clear procedures for parents / carers and children to voice their concerns or lodge complaints about any issue.

1.1 Policy Aims

This Policy is mandatory for all staff working for the MC Inspired Together and is provided as part of an induction package to all those employed, whether paid or unpaid, who will have direct contact with children. The aims are:

- To create a healthy and safe environment at all activities
- To ensure children are listened to and kept safe from harm.
- To support and encourage parents / carers to voice their opinions regarding the welfare of participants.
- To ensure staff and volunteers who administer sessions are well informed, supported and enabled to provide the best possible practice.

1.2 Objectives

The objectives are:

- To raise the level of awareness of staff and volunteers about abuse and its various forms and what all participants are entitled to be protected from.
- To ensure that all staff are able to recognise signs and symptoms that could indicate child abuse.
- To promote the general welfare, health and full development of all participants during all sessions and activities
- To develop effective procedures in recording and responding to accidents and complaints to alleged or suspected incidents of abuse.

1.3 Communication

- All staff working within the organisation will receive training on MC Inspired Together Policy as part of their induction.
- All staff working for MC Inspired Together will undergo continuous safeguarding awareness training throughout their employment.
- This Policy and attached documents will be easily accessible for parents / carers and participants via the website. It will also be communicated, particularly updates, via social media and emails.

2. RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS

2.1 Recruitment and Selection of Staff / Volunteers

All successful applicants for posts and all current casual staff in regulated activity (either paid or unpaid) involving direct contact with children will be subject to a DBS check to ensure that there is no cause for concern. If anything is flagged during a DBS check then MC Inspired Together will refer to employment law.

2.2 Induction and Training

Relevant training will follow up the recruitment and selection process.

- All staff and volunteers on appointment will, as part of their induction, receive access to a copy of the Staff Handbook and training on the organisation's Safeguarding Policy and be required to sign the Code of Conduct to confirm they abide by it.
- All staff will be expected to undertake regular training / updates on Child Protection (at least every 3 years).
- Non-salaried staff and volunteers working for the organisation will be provided with a basic safeguarding induction, guidance information and a named contact at MC Inspired Together.
- Staff will be made aware that child abuse can and does occur and that colleagues, who are members of staff or volunteers could perpetrate it.
- It is made clear that most abusers are not the monsters most people picture them to be, but ordinary men and women and can be extremely, clever, manipulative and powerful.
- All staff will be made aware that children can find it very difficult to talk about abuse. They need to be listened to, taken seriously, and have their concerns acted upon.
- Staff are made aware of the procedures they need to follow in response to concerns

3. PROMOTING GOOD PRACTICE

3.1 Duty of Care

Duty of care means that a organisation needs to take such measures as are reasonable in the circumstances to ensure that individuals will be safe to participate in an activity to which they are invited to or which is permitted. Where there is a formal relationship, for example between a club and a club member or tutor and learner, there is a duty of care. When

children and young people are involved in organised activities and are to any extent under the care and / or control of one or more adult(s), the adult(s) have a duty to take reasonable care to ensure their safety and welfare. This duty occurs in two ways:

A Legal Duty of Care and A Moral Duty of Care

The Legal Duty of Care has a strict definition. The most obvious example of this is in Health and Safety procedures where clear guidance is provided about what reasonable steps should be taken to minimise the hazards related to activities or situations. In many activities, given the health and safety considerations, it is recognised that a organisation or individual (e.g. tutor) owes a duty of care to its members. However, it is also understood and recognised that accidents can and do happen, and that it is not possible to predict every eventuality. Liability for the legal duty of care would only arise when an incident occurs, and it can be demonstrated that the risk was foreseeable but no action had been taken to remedy it. The Moral Duty of Care is a responsibility for safety and welfare. Members of staff have a responsibility for those children and young people or adults at risk, and other staff, who are under their control. To determine if a breach of the duty of care has occurred, the ordinary civil law of negligence would be applied. The question is whether the accused in acting, or omitting to act, has failed to reach the standard of a reasonable person. The individual administering the activity, whatever their status, should be appropriately trained and authorised. In addition to this, those in charge of children have an additional charge and that is to act "in loco parentis". This term is best explained as requiring the adult to act as "a reasonable parent".

3.2 All staff and volunteers working for MC Inspired Together must sign and abide by the Staff Code of Conduct (Appendix A)

The Code of Conduct is partly a values statement, but it is also a useful framework and tool to reduce situations where abuse may occur. The Code of Conduct details the behaviours expected of staff and volunteers, the following is a broad overview of the behaviours staff should not display.

You should not:

- Have inappropriate physical or verbal contact with children or young people.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of children and young people.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child / adult abuse issues.
- Show favouritism to any individual.
- Rely on your good name or that of MC Inspired Together to protect you.
- Believe 'it could never happen to me'.
- Take a chance when common sense, policy or practice suggests another more prudent approach.

3.3 Physical Contact and Young People participating in activities

There are a number of principles that should be followed when the activity involves physical contact. Physical contact during activity should always be intended to meet the participants' needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- To treat an injury.
- To prevent an injury or accident from occurring.
- To meet the requirements of the activity or develop activity skills or techniques but in strict accordance with guidelines recommended by the relevant National Governing Body. The adult should always seek to explain the nature and reason for the physical contact and unless the situation is an emergency, the adult should ask for permission. Participants should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened. Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment. Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.

Physical punishment

Any form of physical punishment is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that adults understand this both to protect their own position and the overall reputation of the organisation in which they are involved.

3.4 Supervision of Children

Making arrangement for the proper supervision of children is one of the most effective ways to minimise opportunities for participants to suffer harm of any kind whilst in your care.

- Organisers should provide clear guidance for parents, teachers, staff and participants.
- Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so.
- Children must be supervised at all times, the child to adult ratio will be determined by the activity and children must not be left unsupervised at any venue whether it be indoors or out.
- Leaders in charge should at all times, know where participants are and what they are doing.
- Any activity using potentially dangerous equipment should have been risk assessed and be subject to constant adult supervision.
- Dangerous behaviour by children should not be allowed.

3.4 Code of Conduct for Children and Young People

Children participating in the organisation's activities may be requested to sign a Code of Conduct for Participants (see Appendix C). If this is not deemed relevant then ground rules will always be established with the group either formally or informally.

3.6 Staffing/Supervision Ratios

These will be determined based on the available guidance for the relevant activity.

3.7 Working with Disabled Participants

It is recognised that some children and young people may be more vulnerable than others to abuse or harm. They may find it more difficult to recognise and report abuse and to be believed. Staff working with disabled children and young people will have regular updates on safe / best practice through the Disability Manager and Safeguarding Lead.

3.8 Guidelines for Photography

MC Inspired Together is keen to promote positive images of young people participating in activities and is not banning the use of photographic or video recording equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs and / or film footage of young people.

It is not the intention of organisation to prohibit those with a genuine interest in filming or photographing young people participating in activities but appropriate written consent is required to be gained before images are taken and used. Please see Appendix D for further guidance and Appendix E for a consent form.

3.9 Guidelines for Transporting Children Car Journeys The key points are:

- When parents make the travel arrangements to and from an activity without the knowledge of the organising body it is the responsibility of the parents to ensure the arrangements are both safe and appropriate.
- When an organisation makes the arrangements for travel there must be a risk assessment undertaken by members of staff and volunteers. The risk assessment will need to cover the following areas:
 - o Ensuring all vehicles are correctly insured
 - o Ensuring all drivers have a valid and appropriate license
 - o Ensuring all safety measures are available i.e. seatbelts and booster seats
 - o Ensuring an appropriate child-adult ratio
 - o Ensuring all drivers have adequate breakso It is also important that wherever possible children and are in the back seat of a car. The legal requirements also state that there are seatbelts and booster seats; this is for health and safety reasons. o Where a journey is planned, written parental / carer consent is necessary if a volunteer or member of staff is to be transporting children. Along with safeguarding the children it is also important that any members of staff or volunteers are aware of the good-practice that is required to protect them:
- A collection policy needs to be agreed with parents / carers and tutors if relevant which will ensure a clear understanding of collection arrangements between all involved.
- Always tell another member of staff that you are transporting a child, giving details of routes, length of journey and arrival times.
- Take all reasonable safety measures (seat belts, booster seats).
- Always take another member of staff with you where possible.
- Call the child's parents or carer to inform them you are transporting their child advising them of when you expect to arrive.

3.10 Sharing of Information

The Organisation will share information where it reasonably believes that it is necessary to share in order to protect or safeguard a child/children or vulnerable adults. It is the responsibility of the Lead Safeguarding Officer to make any decision to share information. Such decisions will be made in accordance with 'Information Sharing – Advice for practitioners providing safeguarding services to children, young people, parents and carers' (HM Government, 2018).

In the case of incidents / allegations that are referred out to the Social Services Department, the strategy meeting will determine what information is released to the media.

Principals of information sharing:

It will be explained to children, young people, adults at risk and families at the outset, openly and honestly, what and how information will, or could be shared and why. Agreement to this will be sought. The exception to this is where to do so would put that child or young person, or others at increased risk of significant harm, or if it would undermine the prevention, detection or prosecution of a serious crime, including where seeking consent might lead to interference with any potential investigation. MC Inspired Together will always consider the safety and welfare of a child, young person or vulnerable adult when making decisions on whether to share information about them. Where there is concern that the person in question may be suffering or is at risk of suffering significant harm, the child's / adults safety and welfare will be the overriding consideration. We will, where possible, respect the wishes of children, young people, or families who do not consent to share confidential information. We may still share information, if in our judgement on the facts of the case there is sufficient need to override that lack of consent. We will seek advice if in doubt, especially where our doubt relates to a concern about possible significant harm to a child or vulnerable adult or serious harm to others. We will ensure that the information we share is accurate and up-to-date, necessary for the purpose for which it is being shared and shared only with those people who need to see it, and shared securely.

3.11 Use of Electronic Communication and Interactive social media technology

This area of safeguarding is in a constant state of change and hence details of guidance is given in Appendix G which will be updated as new guidance is provided.

4.0 RESPONDING TO DISCLOSURES, SUSPICIONS OR ALLEGATIONS OF ABUSE

The main forms of abuse and the ways in which they may present or manifest themselves can be found in Appendix H. This appendix also covers bullying and anti bullying policies.

4.1 What to do in responding to a child – Reporting Concerns

It is not your role to take individual responsibility for deciding whether or not child abuse is actually taking place. However, there is a responsibility to protect children by referring to your manager or the Lead Safeguarding Officer. Managers will report all incidents to the Lead Safeguarding Officer

The Safeguarding Officer will take the appropriate action, informing Social Services who will take responsibility for informing the police. Where there is an immediate need to protect the child from danger the police must be advised. There should always be 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. However, there are circumstances in which a child may be placed at

greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In such situations, or where concerns still exist, any suspicion, allegations or incident of abuse must be reported to your Manager / person in charge as soon as possible. Once the incident / allegation has been reported it is the responsibility of the Safeguarding Officer to inform the social services (see useful contacts) without delay. If the person in charge / or Safeguarding Officer is not available, the person discovering or being informed of the abuse should immediately contact social services, if appropriate, who will decide how and when parents / carers will be informed and ultimately become responsible for what steps to take next. IT IS YOUR ROLE TO REPORT NOT TO JUDGE

4.2 Dealing with Allegations against Staff/Volunteers (see Appendix M)

Should a member of staff or volunteer become aware of an allegation (against a colleague) of an incident of abuse taking; or have taken place, it is vital that the procedures already detailed must be adhered to and the following actions are covered:

- Take the allegation seriously. It is your duty to consider any allegation to be potentially dangerous to children and therefore report it.
- Complete the incident report form (Appendix F) with as many details of which you are aware.
- Report the allegations and pass the form to your Manager / or the Safeguarding Officer within 24 hours.
- In a case where a senior member of staff may be involved, report directly to the organisation Safeguarding Officer.
- Do not judge or investigate. As an employee or volunteer it is important not to lose focus of your role. By reporting an allegation quickly, any necessary investigations and / or judgement can then be made by trained professionals.
- Maintain confidentiality. It is extremely important that any allegations are not discussed (unless absolutely necessary) as any breaches could be damaging to both the child and to any investigation that may follow.
- Any requests for to the organisation Safeguarding Officer and should be given the 'no comment' response.

4.3 Confidentiality

When dealing with any case / suspicion / allegation related to abuse, you must be made aware that any breaches in confidentiality can be very damaging to the child or adult involved, family and any child / adult protection investigations which may take place. It is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information. This will mean, at the very least, informing:

- Your Manager or the organisation Safeguarding Officer.
- The parents / carer of the child (only if social services ask for this to be done). Informing the parents / carers of a child about whom you are concerned must be handled in a sensitive way and only undertaken in consultation with the local social services. Depending upon the outcome of initial enquiries, staff and other

agencies that have contact with either the child or adult concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action. The statutory agency will provide advice to the Safeguarding Officer as to who should be told, when they should be told, and the kind of information which it is appropriate to share.

4.4 Timescales

- The incident must be completed and passed to the Manager / Safeguarding Officer within 24 hours.
- Concerns involving the immediate safety of a child or vulnerable adult must be referred immediately and passed to the Safeguarding Officer (by telephone call) and followed up within 24 hours by a completed incident form.
- The Lead Safeguarding Officer will report the incident to the relevant agency and report outcomes to the company Director within 7 days.
- The Lead Safeguarding Officer will retain a copy of all completed incident forms.

4.5 Radicalisation

The UK Government since the 2011 Prevent review defines extremism as: ‘vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces’. Radicalisation is defined by the UK Government within this context as “the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.” All staff will undertake relevant Prevent training. If staff become concerned that this may raise a professional concern about a young person you work with or know then Appendix P will help you raise this with appropriate persons.

APPENDIX A

CODE OF CONDUCT FOR STAFF, ACTIVIT LEADERS, OFFICIALS, TEAM MANAGERS AND SPECTATORS

All tutors, officials, team managers and others involved in MC Inspired Together activities, (professionals and volunteers) will:

Rights and Relationships

Treat all participants with respect and dignity. Build balanced relationships based on mutual trust, which empowers participants to share in the decision making process.

Do not discriminate on the grounds of gender, gender reassignment, race, colour, disability, sexual orientation, sexuality, age, religion or beliefs. Please see the MC Inspired Together Equal Opportunities and Diversity Policy for more information.

Put the welfare of each participant first and give every child the opportunity to achieve. The member of staff must always place the well-being and safety of the performer above the development of performance.

Be realistic, open and honest with participants about learning and the achievement of personal goals.

Encourage and guide performers to accept responsibility for their behaviour and performance.

Challenge and oppose unacceptable or discriminatory behaviour, and deal with any incidence of discriminatory behaviour. Give aspirational, fair, open and constructive feedback.

Encourage participants to ask questions, speak openly and appropriately to age, setting and context.

Always respect the 'space' of children and adults at risk and maintain an open, safe and appropriate distance with participants. (If any form of manual / physical support is required, it should be provided openly and according to guidelines provided by the NGB. Participants should always be consulted and their agreement gained. Parents/carers are becoming increasingly sensitive about manual support and their views should always be carefully considered).

Respect a young person's right to personal privacy and encourage young people to feel comfortable and caring enough to point out attitudes or behaviours they do not like.

Recognise and strive to meet the development needs, ability and capacity of performers to succeed and be challenged, especially in performance environments.

Respond to any concerns about a child's or adult at risk's welfare by following procedures in the Safeguarding and Protecting Young People and Adults at Risk Policies, and work in partnership with other organisations in the individual's best interests.

Involve parents / carers wherever possible.

Tutors and activity leaders are in a position of power and trust in relation to participants. By entering into an intimate /sexual relationship with a participant for whom you have responsibility, this leader may be deemed guilty of abusing this position and, in relation to children and young people, this may also be unlawful. This also applies to sexual innuendo, flirting or inappropriate gestures and terms. Therefore activity leaders must avoid sexual intimacy with performers either in session/activity with them or in the period of time immediately following the end of the activity relationship. In addition, all team members are aware that 'discriminatory, offensive and violent behaviour are unacceptable and complaints will be acted upon'.

Personal and Professional Standards

Be an excellent role model displaying high standards of personal and professional behaviour and appearance and work in an open environment, being visible and identifiable as the person in charge.

Make activities fun, purposeful and enjoyable - addressing individual as well as group needs, goals and potential.

Keep up to date with the technical skills, qualifications and insurance.

Ensure equipment and facilities are safe and appropriate to the age and ability of the participants.

Medical and Accident

Secure parental / carer consent in writing to act in loco parentis, if the need arises, to give permission for the administration of emergency first aid and / or other medical treatment.

Ensure that you know of any medicines being taken by participants, or existing injuries.

Ensure that there is a written record of any injury that occurs, along with details of any treatment given and that parents are informed. A record of this is to be passed to the Office Manager.

Photographic

Ensure that use of photographic and filming equipment along with mobile phones and the use of social media is appropriate, covered by guidelines which apply and that relevant permission of parents/carers has been sought for their use.

Data Protection

Any individual's Personal Information obtained, stored or used must comply with current General Data Protection Regulations (GDPR).

Print Name:

Signed:

Date:

Activity (e.g. event, health walks):

All breaches of the Code will be dealt with in accordance with the range of disciplinary procedures - including appeals - as outlined in our Policies

APPENDIX B

Physical contact as part of learning activities.

Some physical activities are more likely to require tutors or teachers to come into physical contact with children and young people from time to time in the course of their duties. Examples include showing a pupil how to use a piece of apparatus or equipment or demonstrating a move or exercise during a coaching or teaching session in order to reduce the risk of injury due to falls or errors when performing. Adults should be aware of the limits within which such contact should properly take place, and of the possibility of such contact being misinterpreted.

A number of physical activities may require physical contact between young learners and those teaching them, for reasons of both teaching and the participant's safety.

It should be recognised that physical contact between an adult and a child that may occur during legitimate teaching or coaching may be misconstrued or misunderstood by a pupil, parent or observer. Touching young participants, including well intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised. As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact. It is particularly unwise to attribute frequent touching to their teaching or coaching style or as a way of relating to participants.

Responding to distress and success

There may be occasions where a distressed participant needs comfort and reassurance which may include physical comforting such as a caring parent or colleague would give. Physical contact may also be required to prevent an accident or injury and this would be wholly appropriate. A young person or tutor may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. It should also be considered that what, as an adult may, be felt appropriate may not be shared by a young person.

Sports science and medicine

There may be some roles within sport or physical activities where physical contact is common place and/or a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.

APPENDIX C

Code of Conduct for Participants

- I will treat others with the same respect and fairness that I would like them to show to me.
- I will play within the rules, and respect officials and their decisions.
- I will respect others regardless of gender, disability, age, race, ethnicity, sexual orientation and religious belief.
- I will challenge any behaviour that discriminates against others.
- I will not engage in any irresponsible or illegal behaviour
- I will inform my person in charge if I need to leave activity/ accommodation at any time
- I will speak out if I am concerned, or if I feel uncomfortable
- I will be organised and on time

Signed

Date

APPENDIX D

Photography and Filming Children and Adults at Risk in organisation is committed to providing a safe environment for young people and adults at risk. Part of this commitment is to ensure that all necessary steps are taken to protect them from the inappropriate use of their images in resource and media publications, on the internet and elsewhere.

Parents/carers and organisations often want to be able to celebrate the achievements of their participants when taking part in sporting activities through taking photographs or films. Sports organisations may also want to promote their activities to encourage increased participation. The guidance applies whether images are taken using cameras, mobile phones or any other equipment. What are the potential concerns? There have been concerns about the risks posed directly and indirectly to young people and adults at risk through the use of images (photographs and videos) on promoting websites, social networks and other publications. Images can be used as a means of identifying individuals when associated with personal information e.g. x is a member of the certain club; y has taken part in the z organised by x assisted living centre. This information can make an individual vulnerable to people who may wish to contact and start to “groom” that child for abuse – online (e.g. through websites or social networking) or through direct contact. Information placed on the internet has also been used by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children. Secondly the content of photographs can itself be inappropriate or be used or adapted for inappropriate use. There is evidence of inappropriate or adapted material finding its way onto sites showing child abuse images, and of inappropriate images being shared between groups of offenders.

MC Inspired Together Guidelines

- Where possible do not include the name of a child whose image is being used.
- If naming a child or adult at risk, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the activity.
- Avoid the inclusion of other detailed information about individuals.
- Ask the parent / carer permission to use the participant image. This ensures that they are aware of the way the image is to be used to promote the activity.
- Be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled).
- Images should positively reflect participants’ involvement in the activity and promote the best aspects of the activity.
- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Inform children and parents that a photographs will be taken at an event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child (e.g. close ups, small group and team photos).
- Do not allow unsupervised access to children or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the event or at a child’s home.

- Children, parents and others should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded according to the organisation's policy guidelines for safeguarding and protecting children and adults at risk.
- Other professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded.
- Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser outlining their motive for attending the event and planned use of the material.
- MC Inspired Together will provide a signed photographic consent procedure at each event.

If parents/guardians or other spectators are intending to photograph or video at an event they should also be made aware of organisation's expectations.

- It is helpful for the event organisers to provide some indication e.g. a sticker for each registered camera, or badge to be displayed by the spectator to help others recognise those who have registered, and respond to those who do not appear to have registered.

APPENDIX E

Photography and Filming Consent Form

In accordance with our Safeguarding and Protecting Young People and Adults at Risk

Policies, MC Inspired Together will not permit photographs or the recording of participants to be taken without the consent of the parents/carers and the participant. If you become aware that images or recordings are being used inappropriately you should inform the organisation's Safeguarding Officer on enquiries_stefkastoianova@outlook.com immediately. For more information please see the organisation Photography and Filming Policy.

By signing this consent form you:

- Consent to MC Inspired Together taking and using images and recordings, including images of you/your child for publicity reasons. These images may appear on websites, social media, posters and leaflets or in the press to positively promote event/activity. Organisation will take all steps to ensure that these images are used solely for the purposes they are intended.
- I understand that images on websites and social media sites can be viewed throughout the world and not just in the United Kingdom and that some overseas countries may not provide the same level of protection to the rights of the individual as EU/UK legislation provides.
- I understand that images and recording will be kept as long as necessary and that some images and recordings may be kept permanently as an archive of MC Inspired Together activity.

Consent Information

To be completed by participant (please tick):

I consent to SASP photographing or filming my involvement in sporting activities

I confirm that I have been made aware of organisation's photography and filming policy

To be completed by parent/carer, for those under 18 (please tick):

I consent to MC Inspired Together photographing or filming my child at event/activity

I can confirm that I have been made aware of organisation's photography and filming policy

I can confirm that I have been made aware of how organisation will use these images or recordings

Signature of participant

Print name of participant

Date

Signature parent / carer

Print name of parent / carer

Date

Group Consent for Photography

To be completed by Group:

I consent to MC Inspired Together photographing or filming my group

I can confirm that I have been made aware of organisation's photography and filming policy

I can confirm that I have been made aware of how MC Inspired Together will use these images or recordings

Group name

Signature of group contact

Print name of group contact

Date

MC Inspired Together is committed to processing information in accordance with the General Data Protection Regulation (GDPR). The personal data collected on this form will be held securely and will only be used for administrative purposes. For more information please see the organisation Privacy Policy.

APPENDIX F

Away Trips and Hosting The following will outline a number of issues that need to be considered when travelling with children.

Communication

- Children – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring.
- Parents – should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
- Other coaches / volunteers – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches / volunteers have an itinerary.

Transport

- Ensure the driver has an appropriate and valid driving licence.
- Allow an appropriate length of time to complete the journey.
- Consider the impact of traffic and weather conditions.
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted. Check the driver is experienced in driving a mini-bus.
- Ensure leaders and passengers wear seat belts.
- Check there is appropriate insurance for the journey.
- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road worthy.
- Ensure that the driver has undertaken an AccessNI check.
- Ensure the appropriate booster seats are provided when required.

Ratio Dependent on the sport the ratio of adult to child may vary but whatever is considered appropriate would generally need to be increased when travelling away from home.

Emergencies

- Ensure that the vehicle has breakdown and recovery cover.
- At least one of the leaders should be trained in first aid procedures and a first aid kit should be available.
- The leader should have access to a mobile phone and contact details for all the children.

APPENDIX G E

Safety Policy (including social media)

It is important that all staff, volunteers, tutors, officials/referees, board/trustee members, or anyone working on behalf of MC Inspired Together are aware of this policy and agree to the following terms. This policy provides guidance on how organisation uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff and volunteers who work for us, and the children or young people who are members of our organisation, to behave online.

Aims: The aims of our online safety policy are:

- To protect all children and young people involved with organisation and who make use of technology (such as mobile phones and the internet) while in our care
- To provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- To ensure MC Inspired Together is operating in line with our values and within the law regarding how we behave online Understanding the online world

As part of using the internet and social media, organisation will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – when using websites, social media, apps and other forms of digital communication
- Be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or games console
- When using social media platforms, ensure that we adhere to relevant legislation and good practice guidelines
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated
- All social media accounts will be password-protected, and at least 3 members of staff will have access to each account and password
- Adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers
- Any posts or correspondence will be consistent with our aims
- Parents will be asked to give their permission for photographs or videos of their child to be posted on social media
- All of our accounts and email addresses will be appropriate and fit for purpose

What we expect of staff and volunteers

- Staff should be made aware of this policy and behave in accordance to it
- Staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media

- Staff should not 'friend' or 'follow' children or young people from personal accounts on social media
- Staff should make sure any content posted is accurate and appropriate, as young people may 'follow' them on social media
- Staff should not communicate with young people via personal accounts or private messages
- Rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account, profile or website
- Emails should be signed off in a professional manner, avoiding the use of emoji's or symbols such as 'kisses' ('X's)
- Any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures
- Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- Staff and young people must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing

What we expect of children and young people

- Children should be aware of this online safety policy and agree to its terms
- To be aware that using mobile phones during activities has an impact on their safe environment, and their level of participation and achievement

Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), we'll take the following precautions to ensure young people's safety:

- Staff will avoid having children's or young people's personal mobile numbers and will instead seek contact through a parent or guardian
- We'll seek parental permission on each occasion that we need to contact children or young people directly; the purpose for each contact will be clearly identified and agree upon
- Texts will be used for communicating information – such as reminding children or young people about upcoming events, what to bring or practice timings – and not to engage in conversation
- If a young person misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:
 - o End the conversation or stop replying
 - o Suggest discussing the subject further at the next activity or event

o If concerned about the child or young person, provide contact details for the Safeguarding Lead or appropriate agencies

As an organisation, MC Inspired Together commits to implementing this policy and addressing any concerns quickly and within these guidelines.

APPENDIX: H

Ways in which abuse may manifest itself

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on part of the body not normally prone to such injuries.
- An injury for which the explanations seems inconsistent.
- The child or vulnerable adult describes what appears to be an abusive act involving him/her.
- Someone else, a child or adult, expresses concern about the welfare of another.
- Unexplained changes in behaviour over time, e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Engages in sexually explicit behaviour in games.
- Is distrustful of adults, particularly those with whom a close relationship will normally be expected.
- Has difficulty in making friends.
- Is prevented from socialising with others of the same / similar age.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt. This list is NOT exhaustive and the presence of one or more of the above is NOT proof that abuse is actually taking place.

Main Forms of Child Abuse

- Physical Abuse- Where adults or other young people physically hurt or injure children by hitting, shaking, squeezing, burning and biting or by giving children alcohol, inappropriate drugs or poison.
- Sexual Abuse- This occurs when adults (male or female) abuse children or other young people, or use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, fondling and showing of pornographic material. Physical contact with children could potentially create situations where sexual abuse may go unnoticed.
- Emotional Abuse- This may be caused by a persistent lack of love and affection, where a child or vulnerable adult may be constantly shouted at, threatened or taunted. It may also occur when there is constant overprotection (which prevent children from socialising), or there is neglect, physical or sexual abuse.
- Neglect- This occurs where adults fail to meet the child's basic needs such as food or warm clothing and fail or refuse to give love, affection and attention. Children might also be constantly left alone or unsupervised. Neglect could include not ensuring children are safe, exposing them to undue cold or to unnecessary risk of injury.

- Bullying- Definitions of bullying: Bullying is any repeated words or actions, which are aimed at causing someone to feel frightened, miserable and helpless. There are many definitions of bullying, but most people consider it to be:

- Deliberately hurtful.

- Repeated over a period of time.

- Difficult for people to defend themselves against. Bullying can be divided into the following areas:

a) Physical – assault, pushing, shouldering, elbowing, tripping, slapping, kicking, hair pulling, unacceptable touching, including that of a sexual nature, throwing missiles, blocking – preventing passage or movement indoors or outdoors, pinching, stabbing, burning or other physical activity that is used in a way that makes another person feel threatened or intimidated.

b) Verbal – racist, sexist, homophobic, any words used in a sexual manner designed to hurt or cause offence, comments about size, appearance, odour, clothing, academic or other abilities, weaknesses, home life, social circumstances, financial circumstances, spreading rumours or any other comments designed to be hurtful or used to intimidate. This also covers all text messages and e-mail usage.

c) Written – insults contained in note-passing, threatening letters, graffiti, defacing any property belonging to another individual, any text messages or e-mail usage or any other method designed to intimidate or hurt.

d) Interference with another individual – theft, extortion, vandalism, defacing property, ruling games, blackmail or any other activity designed to intimidate or hurt.

e) Intentional psychological pressure – social exclusion looks and glares, lying, slander, passing or starting rumours, name calling, reorganising, pressurising friendship groups or any other activity designed to intimidate or hurt an individual.

f) Incitement of others to become involved in bullying. Children with a disability, from ethnic minorities, LGBT, or those with learning difficulties are more vulnerable to forms of abuse and are more likely to be targeted. Additional guidance on addressing the additional vulnerability of these groups of children can be found at the following. LGBT Young People in Sport - <https://thecpsu.org.uk/help-advice/topics/lgbt-youngpeople-in-sport#resources>

BME Participation in Sport and Physical Activity -

<https://www2.le.ac.uk/departments/sociology/dice/news/bme-participation-in-sportphysical-activity2019> Safeguarding the Elite Young Athlete -

<https://thecpsu.org.uk/resourcelibrary/2013/safeguarding-the-elite-young-athlete/>

Children's rights in conjunction with bullying

All participants have the right to:

- Be able to tell someone about any incident of bullying without fear or being regarded as a tell-tale.

- Know that all complaints will be treated seriously and acted upon in accordance with the practices agreed by organisation.

- Feel protected against the bully and their intentions.
- Feel safe and secure.
- Be able to walk around the activities site without fear of anything or any person.
- Expect politeness from others.
- Be respected by others whatever their race, colour, disability, age, creed or sexual orientation.
- Not to be picked on or ignored by anyone within MC Inspired Together. Anti-Bullying Policy will act promptly whenever an incident of bullying is reported and record all incidents of bullying for a limited period of time through the Safeguarding Officer. Staff within organisation will ensure that they provide good role models for pupils in their everyday engagement. Organisation will monitor and review the anti-bullying policy and appropriate changes to the policy will be made where necessary.

Responding to and supporting the victim When bullying does occur, a clear consistent response is essential. There are many different ways in which staff can respond to bullying. However, the goals of any intervention should always be the same:

- To make the victim safe.
- To stop the bullying, and change the bully's behaviour.
- To make clear to every other young person that bullying is unacceptable.
- To learn lessons from the experience that can be applied in future. If bullying is reported, the member of staff to whom it is reported should immediately investigate so as to understand the nature of the concern.

Where there is evidence to suggest bullying is taking place they should contact the organisation Safeguarding Officer. Bullying is complex behaviour and if it is not clear who the perpetrator is, it may be more productive to focus on the future than to spend time while each party denies it. In such cases steps could be taken to agree how they will behave in future. Supporting the person who is bullied The starting point for any intervention should be to talk to the person who has been bullied, establish what has happened, and agree a way forward:

- Make time to listen calmly, using effective listening techniques.
- Take bullying seriously and avoid telling people to 'just ignore it'.
- Agree an action plan with his or her consent.
- Avoid humiliating the victim by taking actions which make them seem weaker, powerless or a 'grass'.
- Help the victim become more resilient, for example by building up their self-confidence, emphasising their strengths and helping them to develop protective friendships.
- Cyberbullying can be traced and tracked to find proof of the bullying so it becomes less of a question about one person's word over another.

- Address any prejudice exhibited with the whole group – whether within the group or outside it. Work with the bully to help them understand their behaviour, and its effects on others. The overall goal is to ensure the bullying stops and the bully's behaviour changes:

- Make it clear that it is the behaviour that is 'bad', not the perpetrator.

- How does bullying make them feel? Why do they need to do this?

- Help people to find other ways than bullying to feel recognised and to manage their emotions.

- Consider: is there a warning moment before they 'kick off'? What skills can be used before it all becomes 'too much'? Are there patterns to this behaviour – for example on certain days or situations?

- Try to elicit some understanding of the feelings of the victim, and challenge any prejudice such as racism. Prejudiced views might be shared among the community in which they live or be driven by anxieties about identity and territory.

People may adopt these views in order to be accepted into a group. By engaging with these concerns rather than dismissing them, it may be possible to help all the people as well as the one leading bullying

- How can this person make amends or compensate the victim for the distress caused? Can they offer some ideas?

- Many people who bully others have been victims at some point themselves, and may still be one. These cases might be more complex and 'bully victims' as they are known may need professional help and counselling.

- Avoid granting the bully hero status, or marginalising them so that you have no influence. Sometimes a person who bullies will be relieved to change their behaviour because they have been uncomfortable with it. They may have been pressured by a group into behaving this way. Others may alter their behaviour because they understand the harm they have caused and wish to change. Further information is available in the resource: Safe from Bullying in Youth Activities. This can be found online. Effects of Abuse Abuse in all its forms can affect a child or an adult at risk at any time. For example, an adult who has been abused as a child may find it difficult or impossible to maintain a stable, trusting relationship, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future. There have been a number of studies that suggest children with disabilities are at increased risk of abuse through various factors such as stereotyping prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communication that abuse has occurred. Children from ethnic minorities who could also be experiencing racial discrimination may feel doubly powerless. Where a child is found to be exhibiting sexually harmful behaviour to another child, it is important to report your concern to your manager immediately. This will then be dealt with by following the same procedures and involving the Local Safeguarding Children Board. Where a child's or adult at risk's bullying behaviour is of particularly violent or aggressive nature and the coach is unable to address the behaviour through behaviour management strategies or disciplinary measures within a reasonable time, child protection procedures will be instigated.

APPENDIX I

INCIDENT REPORT FORM

Your name:

Name of organisation:

Your role:

Contact information (you):

Address:

Postcode:

Telephone numbers:

Email address:

Child's name:

Child's date of birth:

Child's ethnic origin:

Does the child have a disability:

Child's gender: Male Female

Parent's / carer's name(s):

Contact information (parents/carers):

Address:

Postcode:

Telephone numbers:

Email address:

Have parent's / carer's been notified of this incident? Yes No

If YES please provide details of what was said/action agreed:

Are you reporting your own concerns or responding to concerns raised by someone else:

Responding to my own concerns Responding to concerns raised by someone else [If responding to concerns raised by someone else] –

Name:

Position within the sport or relationship to the child:

Telephone numbers:

Email address:

Date and times of incident:

Details of the incident or concerns: [Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.]

Child's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident -

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number: Email address:

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

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

Yes

No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:

Print name:

Date:

Reporting Suspicions of Child Abuse

This is designed to inform the most appropriate action when concerned with abuse to a child or young person.

What has caused the concerns?

- Stay calm
- Reassure them that they are not to blame
- Take what is being said seriously
- Do not make promises
- Do not ask leading questions

Can you easily inform your Line Manager/person in charge or the Safeguarding Officer and tell them your suspicions or action?

Something a child or adult at risk has said

You have noticed physical or behavioural signs

Record exactly what they have said and the signs that have aroused your suspicions (an incident report is provided for this). Include:

- Name
- Nature of allegations or concern
- Description of any visible bruising or other injuries
- Your observations
- Action taken
- Sign and date what you have recorded

The person in charge contacts the organisation Safeguarding Officer who makes the decision of informing the Social Services or if there is immediate danger of significant harm, the Police. Social Services and/or Police will then decide on the appropriate action appropriate action to be taken and how to involve the parents.

Advice from NSPCC

Helpline, 0808 800 5000,

APPENDIX K

Responding to a Disclosure Children or adults at risk who are being abused will only tell people they trust and with whom they feel safe. By listening to them, and taking seriously what they are telling you, you will already be helping to protect them. Create a safe environment by:

- Staying calm and not rushing into action which may be inappropriate.
- Confirming you know how difficult it must have been to confide in you and that they have done the right thing.
- Reassuring them and stressing he/she is not to blame.
- Listening to what they say. Show you are taking what is being said seriously.
- Where possible remain in view, do not go somewhere on your own. Be honest and do not make promises you cannot keep. Explain you will have to tell other people in order to stop what is happening. Ensure you are quite clear about what they say so you can pass it on to child protection or adult safeguarding professionals. Use open questions to encourage them to use their own words but do not press for detailed information. NB: The law is very strict and an abuse case can be dismissed if it appears the victim has been led or words have suggested. Record exactly what the child or adult has said to you, in a legible and accurate format, as soon as possible after the incident. As far as possible use the child's own words. Stick to the facts and do not give your opinion (incident report form - Appendix J).

Record:

- the child or adult's name, address, date of birth
- the nature of the allegations
- a description of any visible bruising or other injuries
- your observations (e.g. a description of their behaviour and physical and emotional state)
- exactly what the child / adult said and what you said.
- the child or adult's account of what has happened and how any injuries occurred
- any action you took as a result of your concerns (e.g. who you spoke to and resulting action, including any contact with parents, managers or social services). Include names, addresses and telephone numbers
- sign and date what you have recorded
- store the information in accordance with relevant procedures
- pass the form to the organisation Safeguarding Officer within 24 hours
- all forms will be stored in a locked cabinet

Do not take sole responsibility – consult someone else (e.g. a senior colleague or someone you can trust) as soon as possible so you can begin to protect the individual and gain some support for yourself. In determining your actions, remember that only experienced and specifically qualified and trained professional should deal with cases or suspicions related to abuse.

APPENDIX L

Reporting Child Safeguarding Concerns

Staff, Tutor, Volunteer has concerns about a volunteer/member of staff immediately refers concerns to MC Inspired Together Safeguarding Officer

Organisation Designated Safeguarding Lead determines the appropriate course of action.

APPENDIX M

Whistle Blowing (confidential reporting code)

MC Inspired Together is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we wish to encourage employees, and others that we deal with, who have serious concerns about any aspect of organisation's work to come forward and voice those concerns.

Employees are often the first to realise that there may be something seriously wrong within an organisation. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or their organisation. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

This Confidential Reporting Code is intended to encourage and enable employees to raise concerns within organisation rather than overlooking a problem or 'blowing the whistle' outside.

This Code makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. Organisation is committed to listening to concerns, taking them seriously and ensuring that they are dealt with promptly and fairly.

In addition to MC Inspired Together's commitment to protect employees who raise concerns, the Public Interest Disclosure Act 1998 provides a worker with potential protection from detriment and dismissal for making a 'qualifying disclosure'. The Act encourages workers to raise matters internally with employers and where an internal whistle blowing policy exists, it steers the worker to use this. (Please note: there are legal requirements for 'qualifying disclosures' to be protected under the Act). In addition, an employee who raises a concern under this Code in good faith will be protected from any claim of defamation by the organisation insurance policy.

There are existing procedures in place (e.g. grievance, harassment and bullying) which make provision for you to raise a concern relating to your own employment.

How to Raise a Concern

As a first step, you should normally raise concerns with your immediate manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice.

APPENDIX N

MC Inspired Together Dropping off and collecting young players at a activity/event

-It is the responsibility of the parent/carer to transport their child/children to and from the activity/event. It is not the tutor's or volunteer's responsibility.

-Organisation will provide a timetable of activities at the beginning of a lesson/an event and notify parents/carers of any changes to this timetable in writing where practically possible.

- Organisation will require emergency contact numbers for parents/carers.

- Organisation will provide the parents/carers with a contact number which may be used if the parent/carer will be late to collect their child/children.

- Organisation will ask parents/carer to complete a form providing contact details, information

about their child/children i.e. medical details etc.

Late Collection

If a parent /carer is late the programme/event will:

-Attempt to contact the parent/carer.

- Check the programme/event contact number for any information regarding the young person.

-Wait with the young person at the programme venue with wherever possible other staff/volunteers or parents.

-Remind parents/carers of the policy relating to late collection.

-If parents/carers remain uncontactable staff will need to report the situation to Children's Social Care or the Police.

Staff/volunteers should avoid:

o Taking the child home or to any other location.

o Asking the child to wait in a vehicle or the programme venue with you alone.

o Sending the child home with another person without permission.

APPENDIX O

MC Inspired Together staff reporting a concern of radicalisation with a vulnerable individual

Contact your Regional Police

It is important for you as a member of staff to know where to go if you have a concern that someone may be on the route to radicalisation. Below is a flow chart which aims to show the process as to which you can follow:

Member of staff identifies concern.

Concern reported to Safeguarding Lead.

Safeguarding Lead with member of staff gather more information where possible and identifies what further action is required.

If there is an immediate risk call 999 or Call 101 and ask for Local Policing Team

- Email:

channelsw@avonandsomerset.pnn.police.uk

-Call the Anti-terrorist Hotline on 0800 789 321