KCC Sport & Physical Activity Service – Active Kent & Medway

Safeguarding and protecting children and young people - policy and procedures

January 2021

# Key people in Active Kent & Medway

Lead safeguarding officer: [Bianca Logronio](mailto:bianca.logronio@kent.gov.uk), Children & Young People Officer

Deputy safeguarding officers: [Natalie Harris](mailto:natalie.harris@kent.gov.uk), Events Manager

Safeguarding champions: [Karley Hubbard](mailto:Karley.Hubbard@kent.gov.uk), Projects Officer

[Jade Dibley](mailto:jade.dibley@kent.gov.uk), Events Co-ordinator

Senior management lead: [Elise Rendall](mailto:elise.rendall@kent.gov.uk), Physical Activity Manager

Board safeguarding champion: [Jo Winkler](mailto:Joanne.Winkler@theeducationpeople.org), The Education People

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign and date the induction checklist to say they have read and understood its contents.

This policy will be promoted to all staff and volunteers, partners and customers, and will be available on the Active Kent & Medway website and in additional formats as required.

Date of policy: January 2021

Date of next review: December 2022

# ****Reporting concerns – process at a glance****

**Concerns come to your attention**

* A disclosure by a child of poor practice/abuse
* A suspicion or observation that poor practice/abuse has taken place
* An allegation or concern by a third party of poor practice/abuse

**Ensure the safety of the young person**

* Stay calm – [use guidelines on page 14](#Stay_calm)
* If a child needs immediate medical attention, **call 999** and inform them of concerns
* Notify parents unless this would cause unnecessary delay or further potential harm

**Identify responsible organisation (**[see page 9](#_Organisational_Responsibilities) **– organisational responsibilities)**

* **Active Kent & Medway: C**omplete a Welfare Incident & Concern Record ([Appendix I](#_Appendix_I_-))

Send completed form immediately to lead officer, a deputy officer or member of SMT

* [**Partner organisation**](#_Partnership_Responsibilities)**:** Consult withtheirsafeguarding lead; ensure they follow their process and share information with their partners; follow up to ascertain outcome
* **Other:** Support complainant to report concern to relevant organisation ([see Appendix II](#_Appendix_II_–)) or Early Help ([see Appendix III](#_Appendix_III_–))

Where Active Kent & Medway is the [responsible organisation](#_Organisational_Responsibilities), in consultation withchildren’s services ([Appendix II](#_Appendix_II_–)) the designated officer and SMT will **determine the appropriate course of action.**

**Failure of Active Kent & Medway policy/procedures to protect children**

* **Review policies and procedures, in consultation with relevant partners**
* **Identify staff training needs and undertake programme to enhance skills and knowledge**

**Poor practice by Active Kent & Medway staff or volunteer**

* Refer to Active Kent & Medway Code of Behaviour for adults working with children ([Appendix IV](#_Appendix_IV_-))
* SMT to make immediate decision re suspension and refer to relevant NGB
* Disciplinary processes initiated, including referral to DBS as appropriate
* **Identify staff training needs and undertake programme to enhance skills and knowledge**

**Possible abuse by Active Kent & Medway staff or volunteer**

* SMT to make immediate decision re suspension and refer to relevant NGB
* **Lead officer to make referral to LADO using** [Appendix III](#_Appendix_III_–)
* **Follow Kent & Medway Safeguarding Children Procedures as advised – this may include assessment, strategy, early help, legal action, children’s social work service**
* **Disciplinary processes initiated, including referral to DBS as appropriate**
* **Criminal proceedings**

**Possible abuse by other**

* **Lead officer to make a referral, using** [Appendix III](#_Appendix_III_–)

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# Section 1 – Introduction

## Introduction & Scope

1. The KCC Sport & Physical Activity service (“Active Kent & Medway”) is hosted and part funded by Kent County Council, and is recognised as playing a lead, co-ordinating role for sport across Kent and Medway, in conjunction with a range of partners.
2. Active Kent & Medway recognises the duty of care to safeguard and promote the welfare of children and is committed to ensuring that safeguarding practice reflects statutory responsibilities and government guidance, complies with Kent County Council and Kent & Medway Safeguarding Children Multi-Agency Partnerships’ procedures, and reflects best practice as advised by national partners, including Sport England and the NSPCC Child Protection in Sport Unit.
3. The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that when taking part in activities arranged by Active Kent & Medway, regardless of age, ability or disability, gender identity, race, culture, religion or belief, sexual orientation, or socio-economic background, all children:

* have a positive and enjoyable experience
* in a safe and child-centred environment, *and*
* are protected from harm.

1. Active Kent & Medway acknowledges that some children, including children with disabilities and those from minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. This policy and procedures and the related Improvement and Delivery Plan will therefore be subject to an Equality Impact Assessment.
2. As part of our safeguarding policy Active Kent & Medway will:

* promote and prioritise the safety and wellbeing of children and young people
* 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 concerns relating to children and young people, including specific risks and best practice when working with different groups who may be at higher risk
* ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual(s) who raise, disclose or are the subject of a concern
* ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
* take steps to prevent the employment/deployment of unsuitable individuals
* ensure robust safeguarding arrangements and procedures are in operation.

1. The policy and procedures outlined in this document are designed to cover all aspects of Active Kent & Medway’s work with children and young people, and are applicable to all staff and volunteers aged 18 or over, who are employed or deployed by Active Kent & Medway for the programmes over which it has supervision and control.
2. Where Active Kent & Medway hosts work experience students or volunteer placements for those under 18, these young people will be afforded the same safeguards as any other young participant attending an Active Kent & Medway programme, and will be provided with safeguarding information that is appropriate to their age and activities.
3. Active Kent & Medway also has a responsibility to ensure that partners with whom it works, have adequate safeguarding measures in place. It is recognised that the sphere of influence is limited to [specific partners](#Strategic_resp) and partnership arrangements, but efforts will be made to encourage other local sports organisations and agencies to use this and related documents as a model upon which to develop their own policies and procedures.
4. The contents of this policy have been developed from, and are consistent with:

* relevant law, regulation and statutory and non-statutory government guidance including Working Together to Safeguard Children (2018)
* information and advice supplied by the Kent and Medway Safeguarding Children Multi-Agency Partnerships
* current best practice as identified by the NSPCC Child Protection in Sport Unit.

## Monitoring & Review

1. The policy and procedures will take effect from January 2021, and will be formally reviewed in December 2022, or in light of significant organisational change or legislation, or in the event of a serious incident. This work will be led by the Children & Young People Development Officer who acts as the Lead Safeguarding Officer within Active Kent & Medway.
2. If Active Kent & Medway does not meet expected standards in adhering to this policy, please email [activekent@kent.gov.uk](mailto:kentsport@kent.gov.uk) in the first instance. All complaints received will be investigated and responded to as quickly as possible. For more information about the KCC Customer Service policy and how to make a complaint or provide feedback, please visit [www.kent.gov.uk/about-the-council](http://www.kent.gov.uk/about-the-council).

## Relationship of Policy, Procedures and Guidance

1. This document is separated into two distinct elements:

* Policy statement & principles
* Implementation procedures

1. The **Policy** outlines a set of principles which are intended to guide decisions and actions, and which reflect agreed practice about *how* staff and volunteers should work with children and young people.
2. The reporting **Procedures** are the specific actions that need to be taken in the event of an allegation, disclosure or suspicion about the welfare of a child, or on receipt of information about a member of the local sports workforce.
3. These are supported by additional policies, information and good practice guidance, which provide contextual information, and address specific areas of work, which help to shape the safeguarding arrangements of events, activities and programmes led by Active Kent & Medway, as well as to guide the support and expectation of partners’ work with children and young people.

## Other Supporting Policies and Good Practice

1. Active Kent & Medway’s work with children and young people should also take consideration of the documents and policies referenced in [Appendix VIII](#_Appendix_VIII_–). Copies of these documents are available on request from [activekent@kent.gov.uk](mailto:kentsport@kent.gov.uk) or on [KNet](http://knet/ourcouncil/Key-documents/Pages/Policies.aspx).
2. The Active Kent & Medway safeguarding and protecting children and young people good practice guidance and web pages ([www.activekent.org/safe](http://www.kentsport.org/safe)) will include and signpost staff to up to date information, tools, support resources and good practice to use in Active Kent & Medway programmes and activities, and for use with partners.
3. A list of areas of good practice and supporting information can be found in the list below, although this is continually growing and changing in the context of our work and wider safeguarding practice.

## Terminology

1. A glossary of terms which are significant, and which are used throughout this document can be found in [Appendix IX](#_Appendix_IX_–).

## Good Practice and Supporting Information

1. The following areas of good practice information can be found on our website at [www.activekent.org/safe](http://www.kentsport.org/safe) - follow the links to Safeguarding resources/Explore good practice:

### Policies and procedures

* Codes of conduct
* Duty of care
* Information sharing
* Partnership agreements
* Risk assessments
* Whistleblowing

### Specific risks in sport

* Physical contact
* Managing challenging behaviour
* Mixed age activity
* Bullying
* Young people in a position of trust
* Events and away trips

### Employment

* Position of trust
* Safe recruitment
* Staffing and supervision ratios
* Risk assessments

### Media and communications

* Event management
* Online safety
* Photography and filming
* Social media

### Specific groups

* Deaf and disabled children
* Race and racism
* Young carers
* Young people in a position of trust
* Elite young athletes
* Sexual orientation and gender identity
* Unaccompanied children
* Mental health and wellbeing
* Trans young people

### Additional risks

* Domestic abuse
* Human trafficking and modern slavery
* Children missing from home/school
* Private fostering/children in care
* Child exploitation
* Female genital mutilation
* Pregnancy and maternity
* Covid-19
* [Radicalisation and extremism](https://kentcountycouncil.sharepoint.com/sites/KNet/Pages/prevent.aspx)

# Section 2 - Policy

## Policy Statement

1. Active Kent & Medway is committed to:

* keeping children and young people safe in sport, by working in partnership with organisations to promote and deliver best practice;
* embedding the principles of equality and diversity, and safeguarding young people & adults across all its work, and expects all staff, Board members, partners and volunteers to share that commitment.

## Principles

1. Active Kent & Medway believes that:

* the welfare and safety of children and young people is of primary concern
* all children have a right to be safe and to be treated with dignity and respect
* all children, whatever their age, ability or disability, gender identity, race, culture, religion or belief, sexual orientation, or socio-economic background, have the right to protection from abuse
* it is the responsibility of the child protection professionals to determine whether or not abuse has taken place, but it is everyone’s responsibility to put safeguarding measures in place, and to report any concerns
* all incidents of suspected poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
* confidentiality should be upheld in line with data protection legislation, but should not be a barrier to promoting the welfare and protecting the safety of children.

## Organisational Responsibilities

1. Section 11 of the Children Act 2004[[1]](#footnote-1) places duties on organisations, to ensure arrangements are in place that reflect the importance of safeguarding and promoting the welfare of children, including: accountability at all levels of the organisation, a child-centred culture, clear whistleblowing procedures, information sharing protocols, a designated lead officer, and safe recruitment processes.
2. Active Kent & Medway is the responsible organisation for safeguarding, when delivering *Active Kent & Medway* *events*, *programmes* or *activities*, defined as those;

* which are overseen, led or delivered directly by Active Kent & Medway staff
* over which Active Kent & Medway has supervision and control
* whereby Active Kent & Medway employ, deploy or commission individuals to deliver on their behalf
* for which elements are being paid for by Active Kent & Medway core funding (KCC/ Sport England)
* which Active Kent & Medway is being commissioned to deliver.

1. Events, programmes or activities could include, but are not limited to: coaching sessions, taster sessions, competitions, consultations, work experience placements, workshops. They may occur once, frequently over a period of time, or regularly.
2. In these instances, Active Kent & Medway will:

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| --- |
| * Fulfil its duty of care to protect and safeguard the wellbeing of children and young people |
| * Respect and promote the rights, wishes and feelings of children and young people |
| * **Undertake recruitment procedures** that take account of the need to protect children and include appropriate checks, in line with [KCC recruitment practice](#Recruitment) |
| * **Train staff and volunteers** to adopt best practice to safeguard and protect children from abuse, and reduce the likelihood of allegations of abuse |
| * Identify staff with **designated responsibility** for safeguarding and protecting children, who will be informed if a concern arises |
| * Embed safeguarding arrangements through the use of [risk assessments and welfare plans](#Good_Practice) |
| * Ensure staff are **skilled, qualified and insured** to deliver the activities, and there are robust health & safety arrangements in place (including First Aid) |
| * Establish codes of conduct for staff, volunteers and participants which define and communicate acceptable standards of behaviour |
| * Seek consent and follow processes for securely **holding and sharing information**, e.g. participant registration, medical information, photographs |
| * Provide staff and volunteers with opportunities to learn about recognising, identifying and responding to [signs of abuse](#Signs_of_Abuse), neglect and other concerns |
| * [Respond to any allegations and concerns](#Response) and implement disciplinary and appeals procedures, in accordance with [KCC disciplinary procedures](#Disciplinary) |
| * [Provide support](#Support_for_Staff) to the individual/s who raise, disclose or are the subject of a concern |
| * Ensure that confidential, **detailed and accurate records** of all safeguarding concerns are maintained and securely stored |
| * Ensure that **information is shared** when appropriate with other agencies in all cases involving safeguarding, in line with current legislation |
| * Provide parents, children, staff and volunteers with information about this policy, what it does, and what they can expect from Active Kent & Medway |
| * Present parents, children, staff and volunteers with clear procedures to **voice their concerns** or lodge complaints if they are unhappy about anything |
| * Create opportunities to capture and use young people’s views about the activity in order to make improvements |
| * Ensure everyone understands their [roles and responsibilities](#Responsibilities_all_levels) in respect of safeguarding |

## Partnership Responsibilities

1. Active Kent & Medway also has a responsibility to ensure that safeguarding arrangements have been considered when working with partner organisations. The [[Safeguarding Agreement Checklist](#SAC)](https://www.kentsport.org/make-sport-happen/safeguarding/safeguarding-agreement/) tool can be used to ensure that Active Kent & Medway fulfils these responsibilities.
2. In respect of its wider responsibilities for safeguarding, *partners* of Active Kent & Medway are defined as those organisations;

* which are awarded funding from Active Kent & Medway
* with whom Active Kent & Medway has a Service Level Agreement or other agreement
* which Active Kent & Medway commission to provide a service
* to which Active Kent & Medway award any form of accreditation
* which oversee, lead or deliver activities with or on behalf of Active Kent & Medway

1. Partners could include, but are not limited to: Local Authorities, sports clubs, Governing Bodies of Sport, leisure/activity providers, schools, School Sports Partnerships, colleges, universities, media agencies, event management companies, training providers, youth service providers, sports facilities, charities, community interest companies, voluntary and community organisations.
2. In these instances, Active Kent & Medway will:

* **seek assurances** that partner organisations have adequate and appropriate policies, procedures and training, and a commitment to best practice
* expect partners to respond to allegations appropriately and **implement their own procedures**
* ensure that adequate and appropriate safeguarding arrangements is a key element of all commissioning, funding and **partnership agreements**
* **encourage, support and assist** organisations to develop and implement safeguarding policies, procedures and best practice.

## Responsibilities at all Levels of the Organisation

1. All Active Kent & Medway staff and volunteers have a role to play in ensuring that the organisation’s safeguarding responsibilities are upheld. For more information about the roles and responsibilities at each of the following levels within the organisation, see [Appendix V](#_Appendix_V_–).

* Partnership Board (via Safeguarding Board Champion)
* Senior Management
* Lead Safeguarding Officer
* Deputising Officers
* Staff & Volunteers

# Section 3 – Procedures

## Introduction to Abuse

1. All staff and volunteers should have an understanding of abuse and neglect and know how and when to take action. Active Kent & Medway, with its partners, will put in place training and support to ensure that all personnel are able to effectively deal with any suspicions of poor practice, abuse or neglect.
2. Child abuse happens when someone harms a child. This [NSPCC factsheet](https://learning.nspcc.org.uk/research-resources/briefings/definitions-signs-child-abuse) sets out definitions and examples of the four broad categories of abuse, as defined in *Working Together to Safeguard Children 2018*:

* Physical abuse
* Emotional abuse
* Sexual abuse
* Neglect

1. Children experiencing abuse often experience more than one type of abuse over a period of time. Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.
2. For information about any of the more specific types of abusive behaviour highlighted in the [supporting information](#_Good_Practice_and), please visit [www.activekent.org/safe](http://www.kentsport.org/safe) and follow the links to safeguarding resources/explore good practice.

## Recognising Abuse & Neglect

1. Factors described below are frequently found in cases of abuse and/or neglect. Their presence is not proof that abuse has occurred, but must be regarded as indicators of possible significant harm. Such indications justify the need for careful assessment and discussion with the Lead Safeguarding Officer, and may require consultation with and/or referral to children’s services.
2. Indications that a child may be experiencing abuse include (but are not limited to) those listed overleaf[[2]](#footnote-2). The guidance is intended to help staff who come into contact with children. It should not be used as a comprehensive guide, nor does the presence of one or more factors prove that a child has been abused, but it may however indicate that further enquiries should be made.
3. It is not the responsibility of those working in sport to decide whether child abuse is occurring, but it is their responsibility to act on any concerns by following the [reporting procedures](#_Reporting_procedures_at).
4. For information about any of the more specific types of abusive behaviour highlighted in the [supporting information](#_Good_Practice_and), please visit [www.kscmp.org.uk](http://www.kscmp.org.uk) and follow the links to procedures/ section 2.1.2 Recognition of Significant Harm.

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| --- |
| Indicators of Significant Harm The following guidance is intended to help all professionals who come into contact with children. It should not be used as a comprehensive guide, nor does the presence of one or more factors prove that a child has been abused, but it may however indicate that further enquiries should be made, therefore concerns should be reported.  Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise the signs. These include a child:   * being afraid of particular places or making excuses to avoid particular people * knowing about or being involved in ‘adult issues’ which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour * having angry outbursts or behaving aggressively towards others * becoming withdrawn or appearing anxious, clingy or depressed * self-harming or having thoughts about suicide * showing changes in eating habits or developing eating disorders * regularly experiencing nightmares or sleep problems * regularly wetting the bed or soiling their clothes * running away or regularly going missing from home or care * not receiving adequate medical attention after injuries |

## Reporting

1. There are a number of ways in which abuse can become apparent. In any of the following circumstances within [Active Kent & Medway events, programmes or activities](#_Organisational_Responsibilities), a Welfare Incident & Concern Record ([Appendix I](#_Appendix_I_-)) should be immediately referred to the Lead Safeguarding Officer ([see Key Information](#_Key_people_in)) and the reporting procedures followed ([see Appendix X](#_Appendix_X_–)).

* a **disclosure** by a child of poor practice/abuse
* a **suspicion or observation** that poor practice/abuse has taken place
* an **allegation** by a third party of poor practice/abuse

## Disclosure by a Child

1. Children who are being abused will only tell people they trust and with whom they feel safe. By listening to and taking seriously what a child is telling you, you will already be helping to protect them.
2. If a child starts to disclose abuse, follow the process in [Appendix X](#_Appendix_X_–), using the guidelines overleaf. The most important thing is to [let children know you’re listening](https://learning.nspcc.org.uk/media/1664/let-children-know-listening-briefing-english.pdf) and focusing on showing you care, taking your time and demonstrating that you understand ([see Appendix VI](#_Appendix_VI_–)).

## Guidance to follow when accepting a disclosure by a child

**Stay calm**

React calmly so as not to frighten the child

**Reassure**

Let the child know s/he is right to tell you and is not to blame

**Do not promise confidentiality**

Explain that you have to make sure s/he is safe, and that you may need other adults to help you to do this

**Take them seriously**

Recognise difficulties inherent in interpreting what is said by a child who has a speech disability or differences in language

**No leading questions**

Keep questions to a minimum to get a clear and accurate understanding of what they said Who/What/When/Where?

**Stop when they want to stop**

Let them tell you what they want to tell you and no more. Too much detail may affect later investigations

**Explain**

When the child has finished, make sure s/he feels secure, and explain what you will do next

**Record**

Make a full written record of what has been said or observed, using the child’s own words, including the date and time, and sign them

## Suspected Abuse

1. Any suspicion that a child has been abused should be reported to the designated person, who will take the necessary steps to ensure the safety of the child in question and any other child who may be at risk. The Lead Safeguarding Officer will seek advice from Children’s Services who may involve the police and invoke the Kent and Medway Safeguarding Children Procedures[[3]](#footnote-3).
2. The parents or carers of the child will be contacted as soon as possible following advice from children’s services.

## Sharing Concerns with Parents

1. Active Kent & Medway is committed to working in partnership with parents where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. S/he may have experienced an upset in the family, such as a parental separation, divorce or bereavement. If you are unsure what to do, discuss this with the Lead Safeguarding Officer.
2. 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 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 designated person in charge as soon as possible and recorded.

## Early Help and Preventative Services

1. Early Help and Preventative Services in Kent and Medway (see [Appendix III](#_Appendix_III_–)) can provide advice or guidance if it is believed that a child, young person or family requires intensive support. They will also speak to families who wish to refer themselves to the services.
2. Any concerns about a child or family that may require Early Help support should be discussed with the Lead Safeguarding Officer, who will contact the relevant Early Help team (see [Appendix II](#_Appendix_II_–)).

## Allegations against Staff

1. Any concerns for the welfare of the child, arising from abuse or poor practice by a member of staff or volunteer, must be dealt with in the same way as allegations against other people, and reported immediately to the Lead Safeguarding Officer, who will record the details using the form at [Appendix I](#_Appendix_I_-).
2. The child(ren) must be immediately safeguarded, which may include making a request for support from the Front Door (see [Appendix II](#_Appendix_II_–) and [III](#_Appendix_III_–)). Lead Officer will inform the LADO within 24 hours. No further contact should be made with the member of staff prior to speaking with the LADO.
3. SMT and the Lead Officer will consult with KCC HR to minimise risk and consider welfare [support for all staff](#_Support_for_Staff). Ascertain whether the member of staff concerned holds any other position – paid or voluntary – within the children’s workforce.
4. The LADO will decide whether a Referral is required, will consult with children’s services and/or the Police as appropriate, and will also decide who will deal with any media enquiries.
5. If the allegation is about the Lead Safeguarding Officer, the report should be made to a Deputy Safeguarding Officer, or a member of the Active Kent & Medway Senior Management team.
6. Where there is a complaint of abuse against a member of staff or volunteer, there may be a criminal, child protection or disciplinary investigation. Civil proceedings could also be initiated by the person/family of the person who alleged the abuse.

## Internal Enquiries and Suspension

1. Active Kent & Medway will follow the KCC Managing Allegations Against Staff & Volunteers procedure and KCC disciplinary procedures (see Appendix B – other related policies) with regards to the suspension of any employed individual accused of abuse, pending further police and Children’s Services inquiries.
2. All relevant staff and partners will be notified of the suspension and the investigation procedures that Active Kent & Medway may instigate in the event of an allegation. This will be included as part of their induction training and signing up to the Active Kent & Medway Safeguarding Responsibilities ([Appendix V](#_Appendix_V_–)).
3. Staff should be reminded of the need not to make assumptions or share opinions on the matter.
4. Irrespective of the findings of the children’s services or police inquiries, Active Kent & Medway will assess all individual cases under the appropriate misconduct or disciplinary procedures, to decide whether a member of staff or volunteer should be reinstated and how this can be sensitively handled with other staff or volunteers.
5. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, Active Kent & Medway will reach a decision based on the available information that could suggest - on a balance of probability - it is more likely than not that the allegation is true. The welfare of children will always remain paramount.
6. This process should continue, even in the event that the member of staff concerned leaves or resigns from the organisation before an outcome has been established.

## Poor Practice

1. If, following consideration, the incident is deemed poor practice (rather than abusive), the Lead Safeguarding Officer for any relevant National Governing Body of Sport will also be informed ([see Appendix II](#_Appendix_II_–)) and their complaints and appeals procedures will be followed.
2. If the allegation is about poor practice by the Lead Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be referred to the Senior Management team, to decide how to deal with the allegation and whether disciplinary proceedings should be initiated.

## Support for Staff

1. It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters. Active Kent & Medway and its partners will ensure adequate support is made available, that is appropriate to children, parents and members of staff.
2. Active Kent & Medway assures all staff/volunteers that they will 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.
3. Active Kent & Medway has a duty of care to its employees and should act to manage and minimise the stress inherent in the allegations and disciplinary process. Individuals subject to allegations should be informed as soon as possible, and must be consulted before any information is shared with other agencies.
4. Staff are entitled to free, confidential counselling sessions with an independent, experienced professional counsellor by calling Support Line[[4]](#footnote-4) on 03000 411411 or via [supportline@kent.gov.uk](mailto:supportline@kent.gov.uk), as well as protection via the KCC [Whistle Blowing Procedure](#Whistle_Blowing).

## Referrals to the DBS

1. The Safeguarding Vulnerable Groups Act (2006) places a legal duty on employers to make a referral to the Disclosure and Barring Service (DBS) if a member of staff or a volunteer is considered to have harmed, or poses a risk of harm to a child. The DBS uses this information to help employers make safer recruitment decisions and prevent unsuitable people from working with children and other vulnerable groups.
2. The Senior Management Team should seek advice from the LADO whether they are required to make a referral to the Disclosure and Barring Service.

## Allegations of Previous Abuse

1. 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 procedures as detailed above should be used and the matter reported to the police, as other children, either within or outside sport, may be at risk from this person.

## Wider Children’s Workforce

1. If information is received from, or guidance sought by partner organisations in relation to a member of the wider children’s workforce – i.e. any person working with children in a paid or unpaid capacity - this should be reported immediately to the Lead Safeguarding Officer, who will advise that the sport’s or organisation’s own policies and procedures should be followed.
2. The Lead Safeguarding Officer will provide the relevant contact details within the sport’s National Governing Body and the Local Authority Designated Officer, as appropriate, and provide additional support as required.
3. Where information is shared by, and/or advice is given to third parties, a record will be kept in a secure area that can only be accessed by the Lead and Deputy Safeguarding Officers (see [Appendix VII](#_Appendix_VII_–) – Information Sharing).

## Escalation of Professional Concerns

1. Should there be a concern about the decision or response from another agency regarding a safeguarding or welfare concern, an attempt should first be made to resolve these differences through discussions with professionals, before involving senior management. If agreement cannot be reached, the Kent and Medway Safeguarding Procedures should be referred to, and the matter reviewed by the relevant Safeguarding Children Multi-Agency Partnership.

## Welfare Incidents and Concerns

1. If any incidents or concerns arise during Active Kent & Medway events, programmes or activities, which may impact on the welfare of a child or children, but which do not indicate abuse or significant harm, these should still be recorded using the Welfare incident and concern record and forwarded to the Lead Safeguarding Officer.
2. The lead officer will use this information to identify any improvements that can be made to systems, processes and policies, as well as to keep a record of actions taken by staff. This will be important in the event of any enquiries following an incident, as well as in identifying any training needs.

## Working Together to Safeguard Children 2018 (amended December 2020)

1. While technically not a new edition of Working Together, there are many significant changes in the guidance as amended 9 December 2020. Of particular note for sports organisations:

* Contextual safeguarding has been renamed **assessment of risk outside the home**
* The definition of safeguarding and promoting the welfare of children has been updated, in line with Keeping Children Safe in Education, to specify preventing impairment of children’s **mental and physical** health
* Information sharing triggers have been increased to specify that it is essential for the identification of patterns of behaviour when a child is **at risk of going missing** (increased from*gone missing*)
* An additional point in respect of allegations about people in positions in trust (previously added in Keeping Children Safe in Education) has been added, stating that an allegation may relate to a person who has**behaved or may have behaved** *in a way that indicates they may not be suitable to work with children*

1. Local arrangements in Kent and Medway may be amended to reflect these and other changes to Working Together. Any amendments to procedures that occur as a result of this process will be reflected in a revised version of this policy.

# Appendix I - Welfare Incident & Concern Record

**IF A CHILD IS IN IMMEDIATE DANGER CALL 999**

This form is to be used to record and report any incidents that occur during Active Kent & Medway ***events*, *programmes* or *activities*** - defined as those;

* which are overseen, led or delivered directly by Active Kent & Medway staff
* over which Active Kent & Medway has supervision and control
* whereby Active Kent & Medway employ, deploy or commission individuals to deliver on their behalf
* for which elements are being paid for by Active Kent & Medway core funding (KCC/Sport England)
* or which Active Kent & Medway is being commissioned to deliver.

**Please record details of anyone known to be affected or involved in the incident, in SECTION 3**

**SECTION 1**

**Name and position of person completing form**

**How were you made aware of the concern?**

e.g., witnessed, child disclosed, third party report – who? – give details in section 3

**Is this a historical allegation?**

Please state yes or no

**Date(s) and location(s) of incident /concern**

**Name of Active Kent & Medway event, programme, activity**

**Details of incident/concern**

Who, what, where, when? Focus on fact and context. Ensure you know the child’s lived experience and record the child’s voice.

**Any other important notes or relevant information**

**Immediate action taken to resolve the incident**

**SECTION 2**

**Type of incident/concern**

Please list all that apply, using the list below:

* Abuse: emotional
* Abuse: neglect
* Abuse: physical
* Abuse: sexual
* Breach of position of trust
* Bullying
* Challenging behaviour (child)
* Discrimination
* E-safety
* Grooming
* Parental behaviour
* Photography & filming
* Physical contact
* Poor practice
* Radicalisation
* Staffing & supervision
* Other – please state

**Any recommendations to prevent or help to manage future incidents**

**Signature**

**Date**

**Please record details of anyone known to be affected or involved in the incident, in SECTION 3**

**SECTION 3**

Please list details of any individuals known to be affected or involved in the incident, including those alleged to have demonstrated concerning behaviour, those disclosing information, those believed to have been the subject of abusive behaviour or poor practice, and those sharing or reporting the information.

**Name of individual involved**

**Age (if under 18)**

**School or club**

**Where contact details are held within Active Kent & Medway**

**How the person is involved**

**Name of individual involved (2)**

**Age (if under 18)**

**School or club**

**Where contact details are held within Active Kent & Medway**

**How the person is involved**

**Name of individual involved (3)**

**Age (if under 18)**

**School or club**

**Where contact details are held within Active Kent & Medway**

**How the person is involved**

**Name of individual involved (4)**

**Age (if under 18)**

**School or club**

**Where contact details are held within Active Kent & Medway**

**How the person is involved**

Form continues on next page

**To be completed by Lead Safeguarding Officer/Deputy or member of SMT**

**Follow up (internal)**

Any feedback from partner organisations re management of incident?

What actions will be/have been taken to prevent or help manage future incidents?

What Active Kent & Medway/KCC policies or documents will be/have been reviewed or followed?

**Follow up (external)**

Is abuse alleged, suspected or confirmed? Do any other agencies need to be informed – e.g., social services, NGB, LADO, police? Does a referral or request for support need to be made to children’s or adult services? If yes, please complete a separate [incident report form](file://invicta.cantium.net/kccroot/Shared%20Local/XWM-SVR04/G-SportDev/TEAM%20ADMIN/Key%20Documents/Safeguarding%20Children/!%20Safeguarding%20Policy/FORMS%20TO%20USE/INCIDENT%20REPORT%20FORM.docx) and follow the appropriate procedures.

If NO – no further action is required.

If YES – please confirm that an incident report form has been completed.

Please see next page for list of links to relevant procedures to follow if abuse is alleged, suspected or confirmed.

**Name**

Position

Signature

Date

Procedures to follow if abuse is alleged, suspected or confirmed:

[Medway Inter-Agency Threshold Criteria for Children in Need](http://www.mscb.org.uk/pdf/Medway%20Threshold%20Criteria%20for%20Children%20in%20NeedApr2018PublishedVersion1.pdf)

[Medway – report a child safeguarding concern online](https://www.medway.gov.uk/info/200170/children_and_families/600/worried_about_a_child/1)

[Medway – make an early help referral online](https://www.medway.gov.uk/info/200170/children_and_families/600/worried_about_a_child/1)

[Medway First Response Service - Contacts](http://www.mscb.org.uk/worriedaboutachild.aspx)

[Kent Support Levels Guidance](https://www.kscb.org.uk/__data/assets/pdf_file/0003/80373/SLG-sheet-v13.pdf)

[Kent - Request for Support Form](https://www.kscb.org.uk/procedures/child-in-need-chin)

[Kent - Single Request for Support form: Guidance Notes](https://www.kscb.org.uk/__data/assets/pdf_file/0003/86592/Single-Request-for-Support-form-Guidance-2019.pdf)

[Kent Support Levels Process](https://www.kscb.org.uk/__data/assets/pdf_file/0019/88201/Front-Door-Service-flow-chart-process-for-Requests-for-Support.pdf)

[Front Door/Early Help Contacts](https://www.kelsi.org.uk/special-education-needs/integrated-childrens-services/early-help-contacts)

[Kent and Medway Safeguarding Children Procedures](https://www.proceduresonline.com/kentandmedway/chapters/contents.html)

[Managing Allegations Against Staff](https://www.kscb.org.uk/__data/assets/pdf_file/0008/72944/01.03.2017-Managing-Allegations-Against-Staff-Practice-Guidance-FINAL.pdf)

[Kent – Report Adult Abuse](https://www.kent.gov.uk/social-care-and-health/report-abuse)

[Medway – Report Adult Abuse](https://www.medway.gov.uk/abuse)

# Appendix II – Essential Contacts

**IF A CHILD IS IN IMMEDIATE DANGER CALL 999**

For **general guidance** and support with writing or implementing policies or good practice:

KCC Sport & Physical Activity

* Lead Safeguarding Officer 03000 412140
* Deputy Safeguarding Officer 03000 412044 or 07920 585492
* Enquiries [activekent@kent.gov.uk](mailto:kentsport@kent.gov.uk)

Safeguarding Children Partnerships

* [Kent](http://www.kscmp.org.uk) 03000 42 11 26 or [kscmp@kent.gov.uk](mailto:kscmp@kent.gov.uk)
* [Medway](http://www.medwayscp.org.uk) 01634 33 63 29 or [mscp@medway.gov.uk](mailto:mscb@medway.gov.uk)

If you are concerned a child is suffering, or is **likely to be harmed**:

* Kent Police 101

To make a **referral**, or to seek a professional consultation:

Kent Integrated Children’s Services

* Front Door 03000 41 11 11
* Out of Hours (emergencies) 03000 41 91 91

Medway Children’s Social Care

* First Response 01634 33 44 66
* Out of Hours (emergencies) 03000 41 91 91

To seek **advice, guidance or support** in dealing with a concern:

National Help Lines

* NSPCC 0808 800 50 00
* Child Line 0800 11 11
* Swim Line 0808 100 4001
* Football (historic abuse) 0800 023 26 42
* Gymnastics helpline 0800 056 0566

To report **an allegation against a professional** working with children:

Local Authority Designated Officers (LADO)

* [Kent](mailto:kentchildrenslado@kent.gov.uk) 03000 41 08 88
* Medway 01634 33 10 65 or [triage@medway.gov.uk](mailto:triage@medway.gov.uk)

To report a **concern** about the behaviour of an adult **within sport** follow the NGB’s policy:

Child Protection in Sport Unit 0116 366 55 80 or [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

[List of National Governing Bodies of Sport](http://www.thecpsu.org.uk/help-advice/deal-with-a-concern)

# Appendix III – Referral Forms and Guidance - KENT

**Kent Children’s Portal**

If you are worried about the safety of a child or young person, please complete a request for support form via the new Kent Children's portal.

<https://kccchildrens.kent.gov.uk/web/portal/pages/home>

If you are a professional who is considering completing a Single Request for Support Form have you considered the following:

* Does your concern meet Level 3 or 4 of the Support Levels Guidance?
* Do you have agreement to engage from the child or family?
* Do you need advice?
* Have you discussed the matter with your Designated Safeguarding Lead?

[[Kent Support Levels Guidance](https://www.kscb.org.uk/__data/assets/pdf_file/0003/80373/SLG-sheet-v13.pdf)](https://www.kscmp.org.uk/guidance/kent-support-levels-guidance)

– including contextual safeguarding approach to be applied if risks are outside the home

[Kent children's portal user guidance](https://www.kelsi.org.uk/__data/assets/pdf_file/0019/113473/Childrens-Portal-User-Guidance.pdf) | [Kent children's portal instruction video](https://www.youtube.com/watch?v=zganVVc5-bY)

**Professional consultation**

The purpose of a consultation with the Front Door is to provide advice regarding the most suitable action to take when working with a child, young person and their family.

**Early Help**

[EHPS Leaflet for Families (PDF, 906.9 KB)](https://www.kelsi.org.uk/__data/assets/pdf_file/0006/57408/EHPS-Leaflet-for-Families.pdf) | [EHPS Leaflet for Partners (PDF, 901.5 KB)](https://www.kelsi.org.uk/__data/assets/pdf_file/0007/57409/EHPS-Leaflet-for-Partners.pdf)

If you feel the needs of the family sit below Support Levels 3 or 4, and you would have previously considered completing an Early Help Notification, please feel free to contact your local Early Help Team for a District Conversation on the contact details below.

[Contact details for your local Early Help team](https://www.kelsi.org.uk/special-education-needs/integrated-childrens-services/early-help-contacts)

**Guidance when dealing with specific risks**

Specific guidance is available from KSCMP for dealing with the following types of abuse: Domestic abuse | Missing children | Online abuse | Exploitation [www.kscmp.org.uk/guidance](http://www.kscmp.org.uk/guidance)

**Managing allegations against staff**

[KCC managing allegations against staff practice guidance](https://www.kscmp.org.uk/procedures/local-authority-designated-officer-lado)

[Kent LADO service – explainer video](https://www.youtube.com/watch?v=UAyEMw-RPT0&feature=youtu.be)

[[Kent LADO Referral Form for professionals](https://www.kscmp.org.uk/__data/assets/word_doc/0019/114904/LADO-Professionals-Referral-form-May-2020.docx)](https://www.kscmp.org.uk/__data/assets/word_doc/0019/114904/LADO-Professionals-Referral-form-May-2020.docx)

**Local procedures**

[Kent and Medway Safeguarding Children Procedures](https://www.proceduresonline.com/kentandmedway/chapters/contents.html)

**National guidance**

[What to do if you’re worried a child is being abused: advice for practitioners](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)

# Appendix III – Referral Forms and Guidance - MEDWAY

Medway Safeguarding Children Partnership

<https://www.medwayscp.org.uk/mscb/>

[When to refer a child to Medway's children's services](https://www.medwayscp.org.uk/mscb/info/4/advice-resources-professionals/24/medway-threshold-criteria-children-need)

[Making a referral to Medway Council's children's social care](https://www.medwayscp.org.uk/mscb/info/5/mscb-1/34/worried-child)

[Request early help or report your concerns about a child](https://www.medway.gov.uk/info/200170/children_and_families/600/worried_about_a_child/1)

**Report a child safeguarding concern**

Safeguarding means to protect someone from harm. If you have concerns about a child or young person and think they may need help, you can report it to us online.

[Safeguarding contact and referral form](https://www.medway.gov.uk/xfp/form/194)

**What happens after your report or referral?**

Your report or referral will be received by the First Response Service, which includes the following teams:

* the Single Point of Access (SPA) Team
* the Multi-Agency Safeguarding Hub (MASH)
* the assessment teams needed to support and intervene in children’s care.

They will review your report, then decide what to do next. The information is then passed onto the right people who will decide what intervention is needed. Professionals will receive a letter with the outcome of our decision within 5 working days.

**Keeping children safe**

Our Local Safeguarding Children Board (LSCB) is responsible for agreeing how organisations will work together to safeguard and promote the welfare of children in Medway. Find out more on the Medway Safeguarding Children Board website.

<https://www.medwayscp.org.uk/mscb/>

**Guidance when dealing with specific risks**

Specific guidance is available from MSCP for dealing with the following types of abuse: [Domestic abuse during Covid-19](https://www.medway.gov.uk/info/200221/a_better_medway/1119/domestic_abuse) | [Child sexual exploitation](https://www.medwayscp.org.uk/mscb/info/4/advice-resources-professionals/19/child-sexual-exploitation) | [Neglect](https://www.medwayscp.org.uk/mscb/info/4/advice-resources-professionals/26/neglect) | [Radicalisation](https://www.medwayscp.org.uk/mscb/info/4/advice-resources-professionals/27/radicalisation)

**Concerned about an adult who works with children**

[Local Authority Designated Officer Information Leaflet](https://www.medwayscp.org.uk/mscb/downloads/file/15/local-authority-designated-officer-leaflet)

[A Guide to Managing Allegations Against Members of Staff](https://www.medwayscp.org.uk/mscb/downloads/file/16/guidance-for-managing-allegations-against-staff---april-2018) | [Flowchart to LADO Process](https://www.medwayscp.org.uk/mscb/downloads/file/14/lado-process)

**Local procedures**

[Kent and Medway Safeguarding Children Procedures](https://www.proceduresonline.com/kentandmedway/chapters/contents.html)

**National guidance**

[What to do if you’re worried a child is being abused: advice for practitioners](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)

# Appendix IV - Code of behaviour for adults working with children

**Purpose**

This code outlines the conduct Active Kent & Medway expects from all our staff and volunteers. This includes temporary staff, students on work placement, volunteers and anyone who is undertaking specific duties on behalf of Active Kent & Medway, whether paid or unpaid.

The behaviour code aims to help us protect children and young people from abuse, and reduce the possibility of unfounded allegations being made. It is based on the [NSPCC Behaviour code for adults working with children](https://learning.nspcc.org.uk/media/1586/behaviour-code-adults.pdf), which has been informed by the views of children and young people.

This code of behaviour forms part of the Induction for the KCC Sport & Physical Activity service, to ensure that everyone involved in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour. It should be read in conjunction with the Active Kent & Medway Safeguarding & Protecting Children & Young People Policy and Procedures.

**The role of staff and volunteers**

When working with or for children and young people, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

**Responsibility**

You are responsible for:

* prioritising the welfare of children and young people
* providing a safe environment for children and young people
* having good awareness of issues to do with safeguarding and child protection
* following our principles, policies and procedures
* staying within the law at all times
* modelling good behaviour for children and young people to follow
* challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the Lead Safeguarding Officer
* reporting all allegations/suspicions of abuse following our reporting procedures.

**Rights**

You should:

* treat children and young people fairly and without prejudice or discrimination
* understand that children and young people are individuals with individual needs
* respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, and appreciate that all participants have something valuable and different to offer
* challenge discrimination and prejudice
* encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

**Relationships**

You should:

* promote relationships that are based on openness, honesty, trust and respect
* avoid favouritism
* be patient with others
* use caution when you are discussing sensitive issues with children or young people
* ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
* ensure that where possible, there is more than one adult present during activities with children and young people, or at least within sight/hearing of other adults.

**Respect**

You should:

* always listen to and respect children
* value and take children’s contributions seriously
* actively involve them in planning activities wherever possible

In some cases, it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity.

**Unacceptable behaviour**

When working with children and young people, you must not:

* allow concerns or allegations to go unreported
* take unnecessary risks
* smoke, consume alcohol or use illegal substances
* develop inappropriate relationships with children and young people
* make inappropriate promises to children and young people
* engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person under 18 years
* let children and young people have your personal contact details or have contact with them via a personal social media account – see [Social Media Policy](file://invicta.cantium.net/kccroot/Shared%20Local/XWM-SVR04/G-SportDev/MARKETING%20%26%20COMMUNICATIONS/Social%20Media/SocialMedia_Policy/LIVE%20Social%20Media%20Policy%20v2%20-%20May%202018.docx)
* take photos without consent or using a personal device – see [Photography Policy](file:///S:/G-SportDev/MARKETING%20%26%20COMMUNICATIONS/Photography%20%26%20Film/Policy/!%20Photography%20Policy.docx)
* act in a way that can be perceived as threatening or intrusive
* patronise or belittle children and young people
* make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

**Upholding this code of behaviour**

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately you will be subject to our disciplinary procedures. We may also make a referral to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to the Lead Safeguarding Officer. If necessary you should follow the [whistle-blowing procedure](http://knet/ourcouncil/Key-documents/Documents/Whistle%20blowing%20policy.doc) and [safeguarding procedures](file://invicta.cantium.net/kccroot/Shared%20Local/XWM-SVR04/G-SportDev/TEAM%20ADMIN/Key%20Documents/Safeguarding%20Children/!%20Safeguarding%20Policy/!%20Safeguarding%20Children%20Policy%202019.docx).

# Appendix V – Roles and Responsibilities

Partnership Board (via Safeguarding Champion)

* understand requirements for safeguarding children
* evaluate and suggest improvements to policies and procedures
* take accountability for the development of policies and promoting the welfare of children in sport
* take accountability for effective implementation of organisational policies and procedures including those related to safe recruitment
* represent the organisation’s approach to safeguarding and protecting children and communicate this approach to other organisations
* ensure the organisation works collaboratively with external agencies on strategic plans to safeguard and promote welfare of children
* ensure that the organisation’s strategic plans integrate a culture of listening to children

Senior Management Team

* oversee arrangements to ensure the organisation fulfils its ‘duty of care’ towards children
* contribute to the development and implementation of policies for the safeguarding and protection of children in sport
* ensure policies and procedures which contribute to safeguarding children, including safe recruitment, complaints and disciplinary procedures are developed, maintained and reviewed
* work collaboratively with external agencies on cases of serious poor practice or abuse
* implement an organisational culture of listening to children as reflected in organisational plans and practices
* ensure adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
* represent the organisation’s approach to safeguarding and protecting children and communicate this approach to other organisations

Designated and Deputising Officers

* lead, develop and communicate approach to safeguarding children, in line with industry best practice
* work with other agencies to maintain, develop, review and implement policies and procedures to safeguard children and young people in line with national guidance
* take lead on implementing policies and procedures; responsibility for dealing with any concerns about the protection of children;
* advise staff and volunteers on organisational policies
* create and maintain relevant records in line with organisational procedure; maintain confidentiality; share information as appropriate regarding specific concerns
* ensure adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
* advise on training needs; support staff to respond appropriately to concerns about children’s welfare or safety
* provide advice and support to partner organisations; direct individuals to sources of support during and following an incident, allegation of abuse, or complaint

Staff & Volunteers working with Children

* be aware of what is meant by safeguarding, protecting and promoting the welfare of children and the different ways in which children and young people can be harmed
* be alert to potential indicators of abuse or neglect, and both the broad and specific risks which individual abusers, or potential abusers may pose to children
* communicate effectively and develop working relationships with other staff, volunteers, children and parents to promote the welfare of children
* be aware of the roles of other practitioners and agencies in supporting and advising families and safeguarding and promoting the welfare of children
* demonstrate knowledge of national legislation and guidance relevant to role, including good practice when working with vulnerable or at-risk groups
* demonstrate knowledge of organisational policies and procedures and how to apply these in practice
* adhere to the relevant Codes of Conduct appropriate to role, and keep safeguarding and equalities training up to date

Staff & Volunteers not working with Children

* be aware of what is meant by safeguarding, protecting and promoting the welfare of children
* be alert to potential indicators of abuse or neglect
* be alert to the risks which individual abusers, or potential abusers may pose to children
* be able to report concerns in line with the organisation’s procedures
* ensure partner organisations have adequate policies and procedures in respect of safeguarding
* ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
* represent the organisation’s approach to safeguarding and protecting children and communicate this approach to other organisations

# Appendix VI – Taking Disclosures

Let children know you’re listening

A safeguarding resource to help you show children and young people that, whatever they want to share, you’re ready to listen. **There are three simple directions to remember**: UP, DOWN and BACK.

Show them you care, help them open UP

Given them your full attention and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases like ‘you’ve shown such courage today’ help.

Take your time, slow DOWN

Respect pauses and don’t interrupt them – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what’s happened to them.

Show you understand, reflect BACK

Make it clear you’re interested in what they’re telling you. Reflect back what they’ve said to check your understanding – and use their language to show it’s their experience.

From: NSPCC Learning.

For more information, see:

<https://learning.nspcc.org.uk/research-resources/2019/let-children-know-you-re-listening>

# Appendix VII – Information Sharing

Sharing information is an intrinsic part of any frontline practitioners’ job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals’ lives. Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet.

Active Kent & Medway could receive information that raises concerns about a child or children, about which decisions need to be made about information sharing. This could include:

* concerns about a child received within or outside the sport
* concerns about a person in a position of trust, such as a coach – this could include information on a DBS check
* concerns about a member of a sports club
* concerns about a sports environment, such as an event location or hosting arrangements

**Key principles for deciding what to share**

The Government guidance, Information sharing advice for safeguarding practitioners, describes the ‘Seven Golden Rules’ of information sharing:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.

2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

**The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe. The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child**.

**Who to share information with**

Part of the decision-making process will include consideration about who to share information with. This could include:

* Statutory organisations – the Police and/or Children’s Services must be informed about child protection concerns; Designated Officers should be consulted where there are concerns about someone in a position of trust.
* Disclosure & Barring Service – must be informed of any concerns about someone in regulated activity who is suspended or expelled from the organisation.
* Other clubs and other sports organisations – informing other organisations needs to be considered according to the principles below in order that they can safeguard children in their care who may be at risk of harm.
* Individuals within the organisation – this will be decided on the basis of who needs to know what information in order to keep children safe according to the principles below.

The following principles are intended to help practitioners working with children, young people, parents and carers share information between organisations. Practitioners should use their judgement when making decisions about what information to share.

* Necessary and proportionate
* Relevant
* Adequate
* Accurate
* Timely
* Secure
* Recorded

**Recording information sharing decisions where you are the decision-maker**

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf>

When you receive a request or decide it is appropriate to share personal information with another agency or service you must ensure that you record:

* the date and time;
* a summary of the information with a case reference, if available, and the reason for the request;
* the requestor’s name, job title, organisation (and telephone number);
* your decision (whether to share or not) and the reasons for this decision.

If you decide to share information you must also record:

* whether you are sharing with or without consent;
* if sharing without consent, whether the person or family were informed and, if not, why not;
* who consented to or authorised the information sharing, if appropriate;
* what type of information you shared (but not the content);
* how you shared the information, e.g. email, phone and if appropriate how receipt was confirmed.

The table overleaf shows how this information can be recorded. If you provide information, advice or guidance to any other organisation regarding a safeguarding concern, this must also be recorded in the same way, and saved in a secure area of the KCC Network, accessible only to the Lead and Deputising Safeguarding Officers.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date & Time | Information requested / case ref / reason | Name of requestor /agency & contact details | Decision to share (Y/N) and reason | Who consented / authorised / informed | Type of information shared | How info was shared |
| Date & Time | Information shared / advice sought / reason | Name of requestor /agency & contact details | Advice given (Y/N) and reason | Who consented / authorised / informed | Type of information shared | How info was shared |

[..\..\Safeguarding Enquiries & Reports\Information Sharing Log.xlsx](file:///C:/Users/Safeguarding%20Enquiries%20%26%20Reports/Information%20Sharing%20Log.xlsx)

# Appendix VIII – Related Policies

Other policies and documents which support Active Kent & Medway’s work with children and young people

|  |  |
| --- | --- |
| [Active Kent & Medway Safeguarding & Protecting Children Delivery & Improvement Plan (2019-21)](file:///S:/G-SportDev/PROJECTS/Themed%20Groups/Safeguarding/Safeguarding%20Children%20Plan/Safeguarding%20Children%20Plan%202019-21/) | Directs the team’s work in supporting the delivery of safe sport activities for children and young people in Kent. The plan covers five principles:   * **KNOW** the safeguarding issues that partners are facing * **GROW** the network of people enhancing safeguards * **SHOW** our commitment and lead by example * **SHAPE** systems to better meet the needs of partners * **SHARE** good/best practice with partners |
| [KCC Sport and Physical Activity service Health and Safety Policy (2017)](file:///S:/G-SportDev/HEALTH%20%26%20SAFETY/Health%20%26%20Safety/SPA%20HealthSafety%20Policy%20-%20JUN2017.doc) | An addendum to the full KCC Policy, this policy relates to all staff, volunteers, visitors and guests of the service. Includes event welfare plans, risk assessments, lone working, accident and incident reporting, and First Aid. |
| [Active Kent & Medway Social Media Policy (2018)](file:///S:/G-SportDev/MARKETING%20%26%20COMMUNICATIONS/Social%20Media/SocialMedia_Policy/LIVE%20Social%20Media%20Policy%20v2%20-%20May%202018.docx) and [Terms of Use (2016)](file:///S:/G-SportDev/MARKETING%20%26%20COMMUNICATIONS/Social%20Media/SocialMedia_Policy/LIVE%20Social%20Media%20Terms%20of%20Use%20-%20Nov%202016.docx) | Outlines expectations regarding safe and responsible use of social media which apply to all Active Kent & Medway staff and volunteers. The Terms of Use are Active Kent & Medway’s rules about using its social media sites, so that participants feel safe, respected, and keen to be involved in Active Kent & Medway’s work. |
| [Active Kent & Medway Safeguarding Agreement Checklist](file:///S:/G-SportDev/TEAM%20ADMIN/Key%20Documents/Safeguarding%20Children/Tools%20and%20templates/2019-20%20Safeguarding%20Agreement%20Checklist.docx) | Enables Active Kent & Medway to assess whether [partner organisations](#_Partnership_Responsibilities) have the appropriate safeguards in place, when establishing joint initiatives. Seeks assurances that key policies and processes are in place, and that roles and responsibilities are understood and agreed before the activity begins. |
| [[KCC Recruitment Strategy (2017)](http://knet/ourcouncil/Key-documents/Documents/Recruitment%20Strategy.docx)](http://knet/ourcouncil/recruitment/Pages/Introduction.aspx), [Volunteering Policy (2013)](http://knet/ourcouncil/Recruitment/Pages/Recruiting-and-managing-volunteers.aspx) and [Disclosure and Barring Service (DBS) policy](http://knet/ourcouncil/Key-documents/Documents/Disclosure%20and%20Barring%20Service%20(DBS)%20policy.doc) | Ensures the principles of safer recruitment are adhered to, and all offers of employment at KCC are subject to relevant pre-employment checks, including identity checks, DBS where appropriate, and references. Recruitment of volunteers includes an application and interview process, checks and references, and a full induction including health and safety, managing concerns and whistleblowing. |
| [Kent and Medway Safeguarding Children Procedures](http://www.proceduresonline.com/kentandmedway/) (2018) | Co-ordinates local, cross-boundary work to safeguard and promote the welfare of children, and encourage close working between agencies and facilitate early intervention to meet the needs of children and their families. |
| [Kent Support Levels Guidance](https://www.kscb.org.uk/procedures/kent-support-levels-guidance) | Outline of services available from KCC to support children, including those with complex needs. Specialist support is available (Level 4) for children who have been harmed or are likely to suffer significant harm as a result of abuse or neglect and can be accessed by making a referral to children’s services. |
| [Active Kent & Medway Safeguarding Adults Policy (2018)](file:///Z:/Shared%20Local/XWM-SVR04/G-SportDev/TEAM%20ADMIN/Key%20Documents/Safeguarding%20Adults/2017_Safeguarding_Adults_Policy/FINAL_safeguardingadults_policy_Nov18.doc) | Describes how Active Kent & Medway will meet its duty of care to safeguard adults, taking account of those who may be particularly vulnerable. |
| [Active Kent & Medway Photography Policy](file:///S:/G-SportDev/MARKETING%20%26%20COMMUNICATIONS/Photography%20%26%20Film/Policy/Photography%20Policy.docx) (2018) | Outlines the process for collecting, using, storing, retaining and sharing photographs and film footage; identifies what can be done to minimise risks. |
| Other related KCC policies: | [Comments, complaints and compliments policy](https://kentcountycouncil.sharepoint.com/sites/KNet/_layouts/15/Doc.aspx?sourcedoc=%7BA7C9D66C-56C5-45E1-BA53-876C827F2DCE%7D&file=Comments,%20complaints%20and%20compliments%20policy.doc&action=default&mobileredirect=true) 2020  [Data protection policy](https://kentcountycouncil.sharepoint.com/sites/KNet/kentdocuments/Data%20protection%20policy.docx) 2020  [Disciplinary policy](https://kentcountycouncil.sharepoint.com/sites/KNet/kentdocuments/Disciplinary%20policy.doc) 2019  [Disclosure and Barring Service (DBS) policy](https://kentcountycouncil.sharepoint.com/sites/KNet/kentdocuments/Disclosure%20and%20Barring%20Service%20(DBS)%20policy.doc) 2019  [Equality Impact Assessments Policy](https://kentcountycouncil.sharepoint.com/sites/KNet/kentdocuments/Equality%20Impact%20Assessments%20Policy%20and%20Guidance%20frontsheet.docx) 2020  [Equality and Human Rights Policy](http://www.kent.gov.uk/diversity) 2016-2020  [ICT acceptable use policy](https://kentcountycouncil.sharepoint.com/sites/KNet/kentdocuments/ICT%20acceptable%20use%20policy.doc) 2020  [Information Governance Policy](https://kentcountycouncil.sharepoint.com/sites/KNet/kentdocuments/Information%20Governance%20Policy.docx) 2020  [Radicalisation and extremism (Prevent)](https://kentcountycouncil.sharepoint.com/sites/KNet/Pages/prevent.aspx)  [Whistle blowing policy](https://kentcountycouncil.sharepoint.com/sites/KNet/_layouts/15/Doc.aspx?sourcedoc=%7BFB155E47-F4F1-4704-9AEC-6AC530686036%7D&file=Whistle%20blowing%20policy.doc&action=default&mobileredirect=true) 2019 |

# Appendix IX – Glossary

Definitions of terms used in this document

|  |  |  |
| --- | --- | --- |
| Abuse | A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Types of abuse include:   * Physical abuse * Emotional abuse * Sexual abuse * Neglect | [Working Together to Safeguard Children (2018)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)  [Kent and Medway Safeguarding Children Procedures](http://www.proceduresonline.com/kentandmedway/) (2018) |
| Bullying | Bullying may be defined as deliberately hurtful behaviour, usually repeated over time, and often aimed at certain groups, e.g. because of race, religion, gender or sexual orientation.  Bullying is not defined as a form of abuse in statutory guidance but will include at least one of the defined categories of abuse. Bullying is a type of behaviour which is defined by the impact on the child being bullied rather than by the intention of the perpetrator. | [Bullying UK](https://www.bullying.co.uk/general-advice/what-is-bullying/)  [Kent and Medway Safeguarding Children Procedures](http://www.proceduresonline.com/kentandmedway/) (2018) |
| Child | Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection. | [Working Together to Safeguard Children (2018)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf) |
| Child Protection | Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. | [Working Together to Safeguard Children (2018)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf) |
| Code of Conduct | An important tool for defining and communicating acceptable standards of behaviour. Different groups of people covered by a Code of Conduct should include:   * Adult members * Junior Members * Club Officials and volunteers * Parents and Carers | Club Matters |
| Deputy Safeguarding Officer | Member of staff trained to deal with concerns about the protection of children. In Active Kent & Medway, this role is undertaken by the Countryside, Leisure and Sports Events Manager. | See [Appendix II](#_Appendix_II_–) for Contacts |
| Duty of Care | A legal obligation on an individual requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm others. |  |
| Early Help | Preventative servicesprovided at the right time and in the right place to safeguard and meet the educational, social and emotional needs of children, young people and families to help them achieve good outcomes. | [KCC Early Help](https://www.kent.gov.uk/education-and-children/early-help-support-for-families) |
| Emotional abuse | Emotional abuse is a form of Significant Harm which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. | See *Abuse* |
| Lead Safeguarding Officer | Member of staff with responsibility for overseeing the organisation’s approach to safeguarding children, including dealing with concerns about the protection of children. In Active Kent & Medway, this is undertaken by the Children & Young People Development Officer. | See [Appendix II](#_Appendix_II_–) for Contacts |
| Neglect | Neglect is a form of Significant Harm which involves the persistent failure 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. | See *Abuse* |
| Parent | The term 'parents' also refers to carers or guardians, or people with parental responsibilities. |  |
| Physical abuse | Physical Abuse is a form of Significant Harm which may involve including hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. | See *Abuse* |
| Poor practice | Poor practice includes any behaviour that contravenes a sport’s Code of Conduct. | See *Code of Conduct* |
| Safeguarding adults | Policies and practices which protect people’s rights to live in safety, free from abuse and neglect; prevent the risk of abuse or neglect and to stop them from happening; and make sure people’s wellbeing is promoted, taking their views, wishes and feelings into account (Care Act 2014). | [Active Kent & Medway Safeguarding and Protecting Adults - Policy and Procedures (2018)](file:///Z:/Shared%20Local/XWM-SVR04/G-SportDev/TEAM%20ADMIN/Key%20Documents/Safeguarding%20Adults/2017_Safeguarding_Adults_Policy/FINAL_safeguardingadults_policy_Nov18.doc) |
| Safeguarding children | The process of protecting children from maltreatment, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully. | [Working Together to Safeguard Children (2018)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf) |
| Sexual abuse | Sexual abuse is a form of Significant Harm which involves forcing or enticing a child or young person to take part in sexual activities. | See *Abuse* |
| Significant Harm | The Children Act 1989 introduced the concept of significant harm as the threshold, which justifies compulsory intervention in family life in the best interests of children. | [Kent and Medway Safeguarding Children Procedures](http://www.proceduresonline.com/kentandmedway/) (2018) |
| Working Together to Safeguard Children 2018 | Government guidance that sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children. The guidelines set out core legal requirements, making it clear what individuals and organisations should do to keep children safe and promote their welfare. | [Working Together to Safeguard Children (2018)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf) |
| Young people | Reference to ‘children’ and ‘young people’ throughout this document apply interchangeably. | See *Child* |

# Appendix X – Reporting procedures at a glance

**Concerns come to your attention**

* A disclosure by a child of poor practice/abuse
* A suspicion or observation that poor practice/abuse has taken place
* An allegation or concern by a third party of poor practice/abuse

**Ensure the safety of the young person**

* Stay calm – [use guidelines on page 14](#Stay_calm)
* If a child needs immediate medical attention, **call 999** and inform them of concerns
* Notify parents unless this would cause unnecessary delay or further potential harm

**Identify responsible organisation (**[see page 9](#_Organisational_Responsibilities) **– organisational responsibilities)**

1. **Active Kent & Medway: C**omplete a Welfare Incident & Concern Record ([Appendix I](#_Appendix_I_-))

Send completed form immediately to lead officer, a deputy officer or member of SMT

1. **Partner organisation:** Consult withtheirsafeguarding lead; ensure they follow their process and share information with their partners; follow up to ascertain outcome
2. **Other:** Support complainant to report concern to relevant organisation ([see Appendix II](#_Appendix_II_–)) or Early Help ([see Appendix III](#_Appendix_III_–))

Where Active Kent & Medway is the [responsible organisation](#_Organisational_Responsibilities), in consultation withchildren’s services ([Appendix II](#_Appendix_II_–)) the designated officer and SMT will **determine the appropriate course of action.**

**Failure of Active Kent & Medway policy/procedures to protect children**

* **Review policies and procedures, in consultation with relevant partners**
* **Identify staff training needs and undertake programme to enhance skills and knowledge**

**Poor practice by Active Kent & Medway staff or volunteer**

* Refer to Active Kent & Medway Code of Behaviour for adults working with children ([Appendix IV](#_Appendix_IV_-))
* SMT to make immediate decision re suspension and refer to relevant NGB
* Disciplinary processes initiated, including referral to DBS as appropriate
* **Identify staff training needs and undertake programme to enhance skills and knowledge**

**Possible abuse by Active Kent & Medway staff or volunteer**

* SMT to make immediate decision re suspension and refer to relevant NGB
* **Lead officer to make referral to LADO using** [Appendix III](#_Appendix_III_–)
* **Follow Kent & Medway Safeguarding Children Procedures as advised – this may include assessment, strategy, early help, legal action, children’s social work service**
* **Disciplinary processes initiated, including referral to DBS as appropriate**
* **Criminal proceedings**

**Possible abuse by other**

* **Lead officer to make a referral, using** [Appendix III](#_Appendix_III_–)

1. [See Working Together to Safeguard Children 2018](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) – visit [www.gov.uk](http://www.gov.uk) and search ‘working together’ [↑](#footnote-ref-1)
2. See [www.kscmp.org.uk](http://www.kscmp.org.uk) and follow the links to procedures – section 2.1.2 Recognition of Significant Harm [↑](#footnote-ref-2)
3. [Kent and Medway Safeguarding Children Procedures](https://www.proceduresonline.com/kentandmedway/) - See [www.kscmp.org.uk](http://www.kscmp.org.uk) - follow the links to procedures [↑](#footnote-ref-3)
4. Search ‘Staff Care Services’ on [Knet](https://kentcountycouncil.sharepoint.com/sites/KNet) [↑](#footnote-ref-4)