KCC Sport & Physical Activity Service – Active Kent & Medway

Safeguarding and protecting children and young people - policy and procedures

July 2024

Amendments

Any amendments made to this policy prior to the next full review will be listed here.

|  |  |
| --- | --- |
| Date/Page | Amendments |
| 1 June 2023/ Page 2 | Deputy safeguarding officer – Natalie Harris removed as a contact during maternity leave. |
| 4 June 2024/ Page 2 | Deputy safeguarding officer – Natalie Harris added back in having returned from maternity leave.  Additional contact removed – Louise Milne.  Lead safeguarding officer – Bianca Logronio removed as left Active Kent & Medway |

# Key people in Active Kent & Medway

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

Senior management lead: [Liz Davidson](mailto:liz.davidson@kent.gov.uk), Active Partnership Director

Board safeguarding champion: [Natalie Curtis](mailto:natalie.curtis@sportsconnect.uk?subject=Active%20Kent%20&%20Medway%20-%20Safeguarding), Sports Connect

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 2023

Date of next review: December 2024

# ****Reporting concerns – summary of process****

**Concerns come to your attention**

* This could be by way of a disclosure by a child, suspicion, observation or allegation
* [More information on disclosure by a child](#_Disclosure_by_a)
* [More information about indicators of significant harm](#_Indicators_of_Significant)

**Stay calm and ensure the safety of the young person/young people**

* If a child needs immediate medical attention, **call 999** and inform them of concerns
* Notify the parents unless this would cause unnecessary delay or further potential harm
* [More information on guidance to follow when accepting a disclosure by a child](#_Guidance_to_follow)

**Identify the responsible organisation**

* **This could be Active Kent & Medway, a partner or other organisation**
* [More information on partner organisations](#_Partnership_Responsibilities)

**If the responsible organisation is a partner or third party organisation**

* Support the complainant to report their concern to the relevant organisation
* Consult withtheirsafeguarding lead, follow up and record the outcome
* Ensure they follow their processes and share information with their partners
* [Link to Record of Safeguarding Concerns about/within Third Party Organisations](https://forms.office.com/Pages/ResponsePage.aspx?id=DaJTMjXH_kuotz5qs39fkA-PvnP6FwlGmmMTspWnMRRUNTFYM0xPMVlZRFZKMlFBQVI0STAzMFpHOS4u)
* [Link to Appendix II - Essential Contacts](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/_layouts/15/Doc.aspx?sourcedoc=%7BD00D87DD-C089-451F-AF4E-AFD694A3D01F%7D&file=Appendix%20II%20%E2%80%93%20Essential%20Contacts.docx&action=default&mobileredirect=true&cid=d7cf5ed3-d82a-46c7-a32e-c2a4cc0693bb)

**If Active Kent & Medway is the responsible organisation**

* **C**omplete and send a Welfare Incident & Concern Record to the lead officer or SMT
* Senior managementwill **determine and oversee the appropriate course of action**
* [Link to Appendix I - Welfare Incident & Concern Record](https://forms.office.com/r/ycLVK2QDJQ)

**If there has been a failure of Active Kent & Medway policy and procedures to protect children**

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

**If there has been poor practice by Active Kent & Medway staff or volunteer**

* Refer to Active Kent & Medway Code of Behaviour for adults working with children
* Make immediate decision regarding suspension and initiate internal processes
* **Identify staff training needs and undertake programme to enhance skills and knowledge**
* [Link to Appendix IV - Active Kent & Medway Code of Behaviour](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/Safeguarding%20Policies%20&%20Procedures/Safeguarding%20Children%20Policy%20&%20Procedures%202021/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20IV%20-%20Code%20of%20behaviour%20for%20adults%20working%20with%20children.docx?web=1)
* [More information about internal enquiries and suspension](#_Internal_Enquiries_and)

**If there is possible abuse by Active Kent & Medway staff or volunteer**

* Make immediate decision regarding suspension and initiate internal processes
* **Make referral to LADO and follow Kent & Medway Safeguarding Children Procedures**
* **Await and engage with administrative and judicial proceedings**
* [Link to Appendix III - Referral Forms and Guidance](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20%26%20PROCEDURES/Safeguarding%20Children%20Policy%20%26%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20III%20%E2%80%93%20Referral%20Forms%20and%20Guidance.docx?d=wec2ba26d762c4b40affaaf40f7b9cb71&csf=1&web=1&e=28zhBw)
* [More information about internal enquiries and suspension](#_Internal_Enquiries_and)

**If there is possible abuse by someone else**

* **Make referral to LADO and/or follow Kent & Medway Safeguarding Children Procedures**
* [Link to Appendix III - Referral Forms and Guidance](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20%26%20PROCEDURES/Safeguarding%20Children%20Policy%20%26%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20III%20%E2%80%93%20Referral%20Forms%20and%20Guidance.docx?d=wec2ba26d762c4b40affaaf40f7b9cb71&csf=1&web=1&e=5HhvaF)

Contents

[Key people in Active Kent & Medway 2](#_Toc125965573)

[Reporting concerns – summary of process 3](#_Toc125965574)

[Section 1 – Introduction 6](#_Toc125965575)

[Introduction & Scope 6](#_Toc125965576)

[Monitoring & Review 7](#_Toc125965577)

[Relationship of Policy, Procedures and Guidance 7](#_Toc125965578)

[Other Supporting Policies and Good Practice 8](#_Toc125965579)

[Terminology 8](#_Toc125965580)

[Good Practice and Supporting Information 8](#_Toc125965581)

[Safeguarding children – good practice 9](#_Toc125965582)

[Policies and procedures 9](#_Toc125965583)

[Specific risks in sport 9](#_Toc125965584)

[Employment 9](#_Toc125965585)

[Media and communications 9](#_Toc125965586)

[Specific groups 9](#_Toc125965587)

[Additional risks 9](#_Toc125965588)

[Section 2 - Policy 10](#_Toc125965589)

[Policy Statement 10](#_Toc125965590)

[Principles 10](#_Toc125965591)

[Organisational Responsibilities 10](#_Toc125965592)

[Partnership Responsibilities 12](#_Toc125965593)

[Responsibilities at all Levels of the Organisation 12](#_Toc125965594)

[Section 3 – Procedures 14](#_Toc125965595)

[Introduction to Abuse 14](#_Toc125965596)

[Recognising Abuse & Neglect 14](#_Toc125965597)

[Indicators of Significant Harm 15](#_Toc125965598)

[Reporting 15](#_Toc125965599)

[Disclosure by a Child 16](#_Toc125965600)

[Guidance to follow when accepting a disclosure by a child 16](#_Toc125965601)

[Suspected Abuse 16](#_Toc125965602)

[Sharing Concerns with Parents 17](#_Toc125965603)

[Early Help and Preventative Services 17](#_Toc125965604)

[Allegations against Staff 17](#_Toc125965605)

[Internal Enquiries and Suspension](#_Toc125965606)

[Poor Practice 19](#_Toc125965607)

[Support for Staff 19](#_Toc125965608)

[Referrals to the DBS 20](#_Toc125965609)

[Allegations of Previous Abuse 20](#_Toc125965610)

[Wider Children’s Workforce 20](#_Toc125965611)

[Escalation of Professional Concerns](#_Toc125965612)

[Welfare Incidents and Concerns 21](#_Toc125965613)

[What is a low-level concern? 21](#_Toc125965614)

[Working Together to Safeguard Children 2018 (amended December 2020)](#_Toc125965615)

[List of Appendices](#_Toc125965616)

# 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 and physical activity 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 disabled children and those from culturally diverse 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 and is provided with learning opportunities to recognise, identify and respond to signs of abuse, neglect and other concerns, including best practice when working with those who may be at higher risk
* ensure action is taken in the event of incidents/concerns of abuse and provide support to individuals 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 and activities 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](#_Partnership_Responsibilities) and partnership arrangements, but efforts will be made to encourage other local sports organisations and agencies to use this policy 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 2023, and will be formally reviewed in December 2024, or in light of significant organisational change or legislation, or in the event of a serious incident. This work will be led by the Safeguarding and Inclusion 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).
3. Children and young people with whom Active Kent & Medway work directly will be made aware of what they should expect from its staff, and are encouraged to share any complaints or concerns about events and activities with their teachers or parents, who should support them to follow the above process.

## 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

Active Kent & Medway’s work with children and young people should also take consideration of the documents and policies referenced in [Appendix VIII – Related Policies](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/Safeguarding%20Policies%20%26%20Procedures/Safeguarding%20Children%20Policy%20%26%20Procedures%202021/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20VIII%20%E2%80%93%20Related%20Policies.docx?d=w1df52a59fa1a4010b70d180b5e7e2efd&csf=1&web=1&e=bucFaT). Copies of these documents are available on request from [activekent@kent.gov.uk](mailto:kentsport@kent.gov.uk) or on [KNet](https://kentcountycouncil.sharepoint.com/sites/KNet).

1. 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.
2. A list of areas of good practice and supporting information can be found in the list on page 9, 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](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20%26%20PROCEDURES/Safeguarding%20Children%20Policy%20%26%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20IX%20%E2%80%93%20Glossary%20of%20terms.docx?d=w76019d4863ee40a69c6754fef17a418e&csf=1&web=1&e=Z34LGh).

## Good Practice and Supporting Information

1. The list overleaf highlights areas of good practice information which can be found on our website at the following link:

<https://activekent.org/children-and-young-people/safeguarding/safeguarding-resources/safeguarding-explore-good-practice/>

# Safeguarding children – 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
* Radicalisation and extremism

<https://activekent.org/children-and-young-people/safeguarding/safeguarding-resources/safeguarding-explore-good-practice/>

# Section 2 - Policy

## Policy Statement

1. Active Kent & Medway is committed to:

* keeping children and young people safe in sport and physical activity, by working in partnership with organisations to promote and deliver best practice;
* embedding the principles of equality and diversity, and safeguarding young people and 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-2) 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
* 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, consultations, case study visits. 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](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20VIII%20%E2%80%93%20Related%20Policies.docx?web=1)](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20VIII%20%E2%80%93%20Related%20Policies.docx?web=1) * Use a range of safe recruitment tools available to minimise the risk of unsuitable people working with children, e.g. DBS, self declaration, references |
| * **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](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20VIII%20%E2%80%93%20Related%20Policies.docx?web=1)](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20VIII%20%E2%80%93%20Related%20Policies.docx?web=1) |
| * 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](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20IV%20-%20Code%20of%20behaviour%20for%20adults%20working%20with%20children.docx?web=1), 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](#_Recognising_Abuse_&), neglect and other concerns |
| * [Respond to any allegations and concerns](#_Reporting) and implement disciplinary and appeals procedures, in accordance with [KCC disciplinary procedures](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20VIII%20%E2%80%93%20Related%20Policies.docx?web=1) |
| * [Provide support](#Support_for_staff) to individuals 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**](#_Monitoring_&_Review) 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](https://activekent.org/children-and-young-people/safeguarding/safeguarding-agreement-2/)](https://activekent.org/children-and-young-people/safeguarding/safeguarding-agreement-2/) 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 alongside 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 in line with Section 11 of the Children Act, 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 – Roles and Responsibilities](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20V%20%E2%80%93%20Roles%20and%20Responsibilities.docx?web=1).

* 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 child development, abuse and neglect and know how and when to take action. Active Kent & Medway will put in place training and support to ensure that 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 <https://activekent.org/children-and-young-people/safeguarding/safeguarding-resources/safeguarding-explore-good-practice/>

## Recognising Abuse & Neglect

1. Factors described on page 15 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 on page 15. 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 the [Kent & Medway Safeguarding Children Procedures – section 2.1.3 Recognition of Significant Harm](https://www.proceduresonline.com/kentandmedway/chapters/p_rec_sig_harm.html).

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| Indicators of Significant Harm[[2]](#footnote-3) 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:   * reacting in a way that is inappropriate to his/her age or development * sustaining bruising around the face or grasp marks to arms, legs or chest * presenting unexplained or frequent injuries, scars, scalds, burns or bite marks * not receiving adequate medical attention after injuries * showing abnormal attachment to parent/carer, e.g. anxious, indiscriminate * having angry outbursts or behaving aggressively towards others * having unusual loss of self esteem and lack of confidence * showing sexually explicit behaviour or conversation, inappropriate to their age * self-harming, self-mutiliating, having thoughts about or attempting suicide * showing changes in eating habits or developing eating disorders * running away or regularly going missing from home, care or school * being anxious and unwillingness to remove clothes - e.g. for sports events * pain, itching or blood in genital area or on passing urine or faeces * being indiscriminate in relationships with adults (attention seeking behaviour) * not showing normal growth and development e.g. height and weight   In addition, the following could be potential indicators of exploitation or grooming:   * general changes of mood, patterns of behaviour, secrecy * use of inappropriate language or the expression of extremist views * changes of friends or mode of dress, unexplained money or gifts |

## 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, a [Welfare Incident & Concern Record (Appendix I)](https://forms.office.com/Pages/ResponsePage.aspx?id=DaJTMjXH_kuotz5qs39fkA-PvnP6FwlGmmMTspWnMRRUNkg5TjAySEJERlpZTUxQVkVLRzJQV0dHTS4u&wdLOR=c9B8F338C-D69F-4782-8A0E-1A47667CC9C8) should be immediately submitted to the Lead Safeguarding Officer (see [Key Information](#_Key_people_in)) and the [reporting procedures followed](#_Reporting_procedures_at).

* 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 them 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 using the guidelines below. The most important thing is to let children know you’re listening and focusing on showing you care, taking your time and demonstrating that you understand ([see also Appendix VI – Taking Disclosures](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20VI%20-%20Taking%20Disclosures.docx?web=1)).

## 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 [Welfare Incident and Concern Record (office.com)](https://forms.office.com/Pages/ResponsePage.aspx?id=DaJTMjXH_kuotz5qs39fkA-PvnP6FwlGmmMTspWnMRRUNkg5TjAySEJERlpZTUxQVkVLRzJQV0dHTS4u&wdLOR=c9B8F338C-D69F-4782-8A0E-1A47667CC9C8)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

**Do not use 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 (these can be scanned as an addendum to the [Welfare Incident & Concern Record](https://forms.office.com/Pages/ResponsePage.aspx?id=DaJTMjXH_kuotz5qs39fkA-PvnP6FwlGmmMTspWnMRRUNkg5TjAySEJERlpZTUxQVkVLRzJQV0dHTS4u) (Appendix I).

## Suspected Abuse

1. Any suspicion that a child has been abused should be reported to the lead safeguarding officer, 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-4).
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 – Referral Forms and Guidance](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20III%20%E2%80%93%20Referral%20Forms%20and%20Guidance.docx?web=1)) 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.

## Allegations against Staff

1. Any concerns for the welfare of a child, arising from potential 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 [Welfare Incident & Concern Record](https://forms.office.com/Pages/ResponsePage.aspx?id=DaJTMjXH_kuotz5qs39fkA-PvnP6FwlGmmMTspWnMRRUNkg5TjAySEJERlpZTUxQVkVLRzJQV0dHTS4u) (Appendix I).
2. An allegation may relate to a person who works with children who has:

* behaved in a way that has harmed a child, or may have harmed a child
* possibly committed a criminal offence against or related to a child
* behaved towards a child or children in a way that indicates they may pose a risk of harm to children
* behaved or may have behaved in a way that indicates they may not be suitable to work with children[[4]](#footnote-5)

1. The child(ren) must be immediately safeguarded, which may include making a request for support from the Front Door (see [Appendix II](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20II%20%E2%80%93%20Essential%20Contacts.docx?web=1) and [[III](#_Appendix_III_–)](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/_layouts/15/Doc.aspx?sourcedoc=%7BEC2BA26D-762C-4B40-AFFA-AF40F7B9CB71%7D&file=Appendix%20III%20%E2%80%93%20Referral%20Forms%20and%20Guidance.docx&wdLOR=c42BD8EDD-846C-484B-83A9-DFC89085B0F9&action=default&mobileredirect=true)). The Lead Officer will inform the Local Authority Designated Officer (LADO) within 24 hours. No further contact should be made with the member of staff prior to speaking with the LADO.

Protecting children from abuse by someone in a position of trust or authority[[5]](#footnote-6).

Examples of situations that may cause concern include a member of staff or volunteer:

- giving a child or young person extra special attention or preferential treatment, or acting as their confidante

- frequently spending time on their own with a child or young person, particularly if this is in private or isolated areas

- spending time outside their working or volunteering hours alone with a child or young person

- transporting a child or young person to or from meetings or activities on their own

- making friends with a child or young person's parents or carers and/or visiting them at home

- giving gifts, money, toys, cards or letters to a child or young person

- using texts, telephone calls, emails or social networking sites to communicate with a child or young person

- being overly affectionate with a child or young person

- flirting with or making suggestive remarks or sexual comments around a child or young person.

You may also hear other children and young people making jokes or references about a member of staff and a specific child.

The Active Kent & Medway Code of behaviour for adults working with children ([see Appendix IV](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20IV%20-%20Code%20of%20behaviour%20for%20adults%20working%20with%20children.docx?web=1)) outlines the conduct Active Kent & Medway expects from all our staff and volunteers.

1. 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.
2. 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.
3. 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.
4. 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 disciplinary procedures (see [Appendix VIII –Related Policies](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20VIII%20%E2%80%93%20Related%20Policies.docx?web=1)) 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)](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20%26%20PROCEDURES/Safeguarding%20Children%20Policy%20%26%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20V%20%E2%80%93%20Roles%20and%20Responsibilities.docx?d=w96ddbb29d959455985bc31a2d4c3aba4&csf=1&web=1&e=4Y06dE).
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](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20%26%20PROCEDURES/Safeguarding%20Children%20Policy%20%26%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20II%20%E2%80%93%20Essential%20Contacts.docx?d=wd00d87ddc089451faf4eafd694a3d01f&csf=1&web=1&e=EH5yHz)) 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.
3. The lead officer will ensure that staff receive regular reminders of the [Code of Behaviour for adults working with children (Appendix IV)](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20IV%20-%20Code%20of%20behaviour%20for%20adults%20working%20with%20children.docx?web=1) that they sign up to on joining Active Kent & Medway, and will use information about concerns and practice to **identify staff training needs and deliver programmes to enhance skills and knowledge in the organisation.**

## 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[[6]](#footnote-7) on 03000 411411 or via [supportline@kent.gov.uk](mailto:supportline@kent.gov.uk), as well as protection via the KCC [Whistle Blowing policy.](https://kentcountycouncil.sharepoint.com/:w:/r/sites/KNet/_layouts/15/Doc.aspx?sourcedoc=%7BCECA3EB3-C135-4B19-9172-4C9CB1D7E3B4%7D&file=Whistle%20Blowing%20Procedure.docx&action=default&mobileredirect=true&DefaultItemOpen=1)

## 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 – Information Sharing](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20VII%20%E2%80%93%20Information%20Sharing.docx?web=1)).

## 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](https://forms.office.com/Pages/ResponsePage.aspx?id=DaJTMjXH_kuotz5qs39fkA-PvnP6FwlGmmMTspWnMRRUNkg5TjAySEJERlpZTUxQVkVLRzJQV0dHTS4u) and forwarded to the Lead Safeguarding Officer.
2. This includes ‘low-level concerns’ (See [Appendix IX – Glossary](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20IX%20%E2%80%93%20Glossary%20of%20terms.docx?web=1)) about behaviour which is is inconsistent with the Code of Behaviour ([See Appendix IV](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20IV%20-%20Code%20of%20behaviour%20for%20adults%20working%20with%20children.docx?web=1)) – see list below for examples.
3. 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 concerning patterns of behaviour or training needs.

## What is a low-level concern?

A low-level concern is any concern that an adult has acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside work

- doesn’t meet the threshold of harm or is not considered serious enough to refer to the local authority.

Low-level concerns are part of a spectrum of behaviour. This includes:

- inadvertent or thoughtless behaviour

- behaviour that might be considered inappropriate depending on the circumstances

- behaviour which is intended to enable abuse.

Examples of such behaviour could include:

- being over friendly with children

- having favourites

- adults taking photographs of children on their mobile phone

- engaging with a child on a one-to-one basis in a secluded area or behind a closed door

- using inappropriate sexualised, intimidating or offensive language.

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

1. Local arrangements in Kent and Medway may be amended to reflect 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.

## List of Appendices

[Appendix I - Welfare Incident & Concern Record – MS Forms](https://forms.office.com/Pages/ResponsePage.aspx?id=DaJTMjXH_kuotz5qs39fkA-PvnP6FwlGmmMTspWnMRRUNkg5TjAySEJERlpZTUxQVkVLRzJQV0dHTS4u)

[Appendix II – Essential Contacts](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20II%20%E2%80%93%20Essential%20Contacts.docx?web=1)

[Appendix III – Referral Forms and Guidance - KENT](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20III%20%E2%80%93%20Referral%20Forms%20and%20Guidance.docx?web=1)

[Appendix III – Referral Forms and Guidance - MEDWAY](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20III%20%E2%80%93%20Referral%20Forms%20and%20Guidance.docx?web=1)

[[Appendix IV - Code of behaviour for adults working with children](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20%26%20PROCEDURES/Safeguarding%20Children%20Policy%20%26%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20IV%20-%20Code%20of%20behaviour%20for%20adults%20working%20with%20children.docx?d=wb200ba84a7ca4192a4d76e23c21f05bb&csf=1&web=1&e=ZlawgO)](#_Toc61214018)

[Appendix V – Roles and Responsibilities](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20%26%20PROCEDURES/Safeguarding%20Children%20Policy%20%26%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20V%20%E2%80%93%20Roles%20and%20Responsibilities.docx?d=w96ddbb29d959455985bc31a2d4c3aba4&csf=1&web=1&e=b73eB7)

[Appendix VI – Taking Disclosures](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20%26%20PROCEDURES/Safeguarding%20Children%20Policy%20%26%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20VI%20-%20Taking%20Disclosures.docx?d=w940a829019da4b19ac341d9818bb15b9&csf=1&web=1&e=MAvjnb)

[Appendix VII – Information Sharing](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20%26%20PROCEDURES/Safeguarding%20Children%20Policy%20%26%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20VII%20%E2%80%93%20Information%20Sharing.docx?d=w6dd390ace46e4b9a9586768ae09efa87&csf=1&web=1&e=5jbbJS)

[Appendix VIII – Related Policies](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20%26%20PROCEDURES/Safeguarding%20Children%20Policy%20%26%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20VIII%20%E2%80%93%20Related%20Policies.docx?d=w1df52a59fa1a4010b70d180b5e7e2efd&csf=1&web=1&e=a8bo9g)

[Appendix IX – Glossary](https://kentcountycouncil.sharepoint.com/:w:/r/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20%26%20PROCEDURES/Safeguarding%20Children%20Policy%20%26%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20IX%20%E2%80%93%20Glossary%20of%20terms.docx?d=w76019d4863ee40a69c6754fef17a418e&csf=1&web=1&e=AzqTw2)

[[Appendix X – Reporting procedures at a glance](#_Toc61214024)](https://kentcountycouncil.sharepoint.com/sites/GTEPEKentSport/Shared%20Documents/WES%20White%20Board/Safeguarding/POLICIES%20&%20PROCEDURES/Safeguarding%20Children%20Policy%20&%20Procedures/Appendices%20-%20Safeguarding%20Children%20Policy%202023/Appendix%20X%20-%20Reporting%20concerns%20%E2%80%93%20summary%20of%20process.docx?web=1)

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-2)
2. See [www.kscmp.org.uk](http://www.kscmp.org.uk) and follow the links to procedures – section 2.1.3 Recognition of Significant Harm [↑](#footnote-ref-3)
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-4)
4. See Working Together to Safeguard Children 2018 – visit [www.gov.uk](http://www.gov.uk) and search ‘working together’ [↑](#footnote-ref-5)
5. Protecting children from abuse by someone in a position of trust or authority – [NSPCC Learning](https://learning.nspcc.org.uk/research-resources/briefings/preventing-abuse-positions-of-trust) [↑](#footnote-ref-6)
6. Search ‘Staff Care Services’ on [Knet](https://kentcountycouncil.sharepoint.com/sites/KNet) [↑](#footnote-ref-7)