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**CSP Network National Team**

**Safeguarding and Child Protection Policy and Action Plan**

**Updated July 2017**

**Contents**

1. Background to CSP Network
2. Current Status
3. Policy Statement
4. Key Principles and aims of the policy
5. Roles and Responsibilities
6. Recognising and responding to allegations of child abuse
7. Action Plan
8. Appendices
9. **Background to CSPN**

The CSP Network is the national umbrella body (charity) which represents the nationwide network of County Sports Partnerships (CSPs) and supports them to collaborate, sustain, add value and deliver impact. There are 44 CSPs who are all independent bodies with independent Boards. In total, they employ approximately 730 staff. Individual CSPs aim to increase participation in sport and physical activity by connecting national and regional policy with local need. They are made up of a collection of local and regional partners.

The CSP Network Vision: “*Transforming Lives by Growing Grassroots Sport & Championing Active Lifestyles”*

The CSP Network Mission: “Active Lifestyles and Participation in Sport are the New Social Norm for Everyone”

Our core purpose and functions are:

* Influence local strategy & investment to maximize impact of resources
* Guide participant’s relationship with sport and physical activity to facilitate and embed behavioral change
* Shape the sport and physical activity market to better meet customer needs.

All our work is underpinned by a collaborative, enterprising and high performance culture. Work is customer focused and equitable, providing everyone with the chance to take part.

The CSP Network national team employs 7 (5.2 ft) staff that are supported by CSP Officers and agencies who lead and help coordinate national steering groups covering specific workstrand areas.

As a lead strategic agency, CSP Network national team is firmly committed to ensuring that all children and young people and adults at risk enjoy sport and physical activity opportunities to a high standard and in a safe environment.

**Working together**

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

CSP’s currently work in partnership with the Child Protection in Sport Unit (CPSU), an organisation that is part of the NSPCC and that guides and reports to Sport England on CSP performance in relation to Safeguarding.

It is expected that CSPs and organisations commissioned by CSP Network national team will:

* According to CPSU requirements, have a suitable safeguarding policy and ensure that local policies and procedures are in place which enable them to respond to any allegations appropriately
* Respect and promote the rights, wishes and feelings of children, young people and vulnerable adults.

The commitment of all the CSPs and related organisations will be needed to successfully implement this policy. The CSP Network Board will adopt the policy and review it every 3 years or earlier if a need arises or legislation and / or guidance changes.

1. **Current Status**

All 44 CSPs have achieved the Standards for Safeguarding and Protecting Children in Sport as monitored by CPSU and are now required by Sport England to implement the Safeguarding Framework. Every six months, CSP’s are required to report to CPSU against progress on their annual Safeguarding Delivery Plan and this formulates a RAG performance rating that is fed back to Sport England.

The CSP Network’s Safeguarding Champion is Steve Boocock, CEO of Wiltshire and Swindon Sports Partnership. Steve currently represents the CSP Network at ministerial meetings relating to Safeguarding.

Current **Safeguarding Lead Officer** within CSP Network national team: Lee Booth: [lbooth@cspnetwork.org](mailto:lbooth@cspnetwork.org) or 07787 512978

Current CEO within CSP Network: Lee Mason: [lmason@cspnetwotk.org](mailto:lmason@cspnetwotk.org) or 07843 311854

Internal / external equality advisory groups: The CSP Network works closely with CPSU who are a part of the NSPCC, in particular Nick Slinn and Michelle North. Regional meetings are held for CSPs, organised by CPSU on a three or four monthly basis along with quarterly Lead Officer support forums.

# **Policy Statement for CSP Network National Team**

The CSP Network is committed to the safety, happiness and wellbeing of all children, regardless of age, gender, disability, culture, language, racial origin, religion or sexual orientation. We ensure that robust procedures and understanding of these procedures are in place to fulfil this commitment.

Our responsibility across the CSP Network under the terms of Working Together to Safeguarding Children guidance 2015, the Race Relations Act 1976, Sex Discrimination Act 1975, the Children Act 1989 and 2004 and the Disability Discrimination Act 1995, seeks to enable every child who participates in an activity across the CSP network, to do so in a fun, safe and friendly environment and be protected from harm.

CSP Network national team is committed to following and promoting guidance laid out in the Working Together to Safeguard Children document.

To enable this to happen the CSP Network national team will work with CPSU to provide guidance to CSPs to ensure sporting and physical activity opportunities across the network are provided to the highest possible standard of care, whether these are delivered directly by CSPs or through local partners.

The CSP Network is committed to ensuring CSPs maintaining and embedding the Standards for Safeguarding Children in Sport through the Safeguarding Framework process as required by Sport England and the CPSU.

1. **Key Principles and aims of the Policy**

Aims:

* To form effective partnerships with external stakeholders to ensure the work of the CSP Network national team, Board and whole network enables all children to have the opportunity to be involved in sport and physical activity in a safe environment
* To ensure that all organisations commissioned /funded by the CSP Network national team have appropriate policies and procedures in place

The policy is based on the following principles. The CSP Network national team will;

* In partnership with CPSU, advocate best practice and champion the importance of safeguarding
* Encourage all CSPs and organisations working with the CSP Network to have appropriate policies and procedures in line with CPSU guidance and requirements
* Work in partnership with other agencies where appropriate, essential for the protection of children.
* Always ensure a child’s welfare is paramount

1. **Roles and Responsibilities**

**Responsibilities of CSP Network national team**

The role of CSP Network national team is firmly situated at a strategic level with an emphasis on facilitating, enabling and supporting CSPs to ensure they have up to date information, resources and policies. The CSP Network national team do not currently directly deliver or commission activity to children. Therefore, the risk of a concern or allegation being made against CSP Network national team is minimal. The emphasis of this policy will reflect the strategic role of the CSP Network national team.

In the context of safeguarding and the implementation of this policy, the CSP Network national team will have a clear role in the following areas:

* Have an effective partnership with the CPSU to ensure that all relevant and current information is available to CSPs
* Have a named network representative on relevant national groups such as ministerial safeguarding group
* Work in partnership with CPSU in promoting and sharing examples of good practice from CSPs or other key partners relating to safeguarding work
* Involve national agencies such as CPSU in CSP Network Convention where appropriate
* Utilise existing and new tools such as the MoU with CSPs to encourage all CSPs to meet the requirements of the CPSU Standards for Safeguarding and Protecting Children in Sport and promotion of good practice across the network
* Developing clear guidelines to include in CSP Network national team staff handbook on standards of expected behavior, linked to the process outlined in this document to respond to any concerns arising
* Ensure that the Safeguarding Champion and Lead Officer have been through appropriate training. For example, CPSU Time to Listen Lead Officer training
* The Policy will be formally adopted by the CSPN Board and reviewed every three years or any time the Policy is reviewed
* All members of the CSP Network national team shall receive a copy of the Policy and sign to say they have read and understood the Policy
* Ensure that concerns raised to CSP Network national team are shared with relevant bodies such as CPSU or the relevant NGB
* Ensure that concerns of child abuse are responded to in the appropriate way as outlined in Section 6

The policy and role of the CSP Network will be available on the CSP Network website and Hub.

In the case of a CSP or another organisation being commissioned by the CSP Network national team, a Service Level Agreement will be in place outlining expectations, roles and responsibilities and this will include:

* The organisation must have a suitable Child Protection Policy in place. This will be assessed via liaison with the CPSU and via the CPSU check and challenge tool for assessing policies and procedures.
* Any concerns or incidents would default to the commissioned organisations policies and procedures
* The CSPN national team must be informed of any concerns or incidents that are raised

1. **Recognising and responding to signs of child abuse**

As CSP Network national team do not directly deliver activity to young people, the risk of a CSP Network member of staff witnessing child abuse taking place first hand is minimal. However, there is still a need to understand the procedures to take if this does occur or if an allegation or concern is raised to a CSP Network member of staff for activity that has been commissioned.

“Abuse and neglect are forms of the maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.” Working Together to Safeguard Children, HM Government, 2006.

The legal definition of a child is anyone aged below 18.

It is generally recognised that there are five principal types of abuse: neglect, physical abuse, sexual abuse, emotional abuse and bullying. Abuse can take place online as well as face to face and perpetrators can be adults or children.

**Neglect** is the persistent failure to meet a child’s basic physical and/or psychological needs. For example, food, warmth and clothing or emotional needs for attention and affection. It occurs if children are left alone or inadequately supervised or where they are exposed to danger, injury or extreme weather conditions.

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to children or failing to prevent these injuries or illnesses happening.

**Sexual abuse** involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. This includes the use of sexually explicit language and jokes and exposure to pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved; inadequate or valued only in so far as they meet the needs of another person. These may include pushing a child beyond their current developmental capability, as well as over protection or limiting the child’s social interaction.

**Bullying** is deliberately hurtful behavior, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms but the three main types are physical, verbal and emotional.

The following action should be taken by **anyone** who has concerns about the welfare of a young person both in the sporting environment or the home or other settings. If a young person says or indicates that he/she is being abused, or information is obtained or observations are made which gives concern that a young person is or maybe being abused, you must **RESPOND IMMEDIATELY**. Concerns could also be raised through direct observation, reports from other participants, spectators, parents/carers, other coaches, officials or volunteers or sports and other organisations.

**Immediate action to take if a concern is raised to you or observed by you:**

**Please note it is not your responsibility to decide if abuse has taken place, but it is your responsibility to report a concern.**

The person receiving information concerning disclosure should:

* React calmly so as not to frighten or deter the person passing on the information,
* Follow the flow chart procedure below

ACTIONS TO AVOID

The person receiving the disclosure should not:

* Panic,
* Allow their shock or distaste to show,
* Probe for more information than is offered i.e. explicit details or ask leading questions e.g. “Did Jim/Jenny hit you?”
* Speculate or make assumptions,
* Make negative comments about the alleged abuser,
* Approach the alleged abuser,
* Make promises or agree to keep secrets.

**N.B.** It may not be that all young people are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual’s impairment. However, where there are concerns about the safety of a young person, record what has been observed in detail and follow the procedures to report these concerns.

Responding to a disclosure – reporting procedures:

1. Using the CSP Network Incident Referral Form (Appendix 1) make a full and factual hand written record of what had been said, heard and/or seen without delay. You should ensure that confidentiality should be maintained on a strictly ‘need to know’ basis and relevant documents stored in a secure location,

2. Report any concerns that may indicate abuse to the Designated Lead Safeguarding Officer immediately who will report the concerns directly to the Children’s Services or Police who will advise on the action to be taken, including advice on contacting parents. The person reporting the concerns must ensure the Incident Referral Form is completed and forwarded to the Designated Lead Safeguarding Officer. If Children’s Services are involved then a copy of the form should be sent to the case officer at the Children’s Services within 24 hours of the telephone report,

3. If you cannot contact the Designated Lead Safeguarding Officer then report your concerns immediately to Children’s Services or Police who will advise you appropriately. Should wish to seek expert advice to help you decide on the best course of action you can contact the NSPCC Helpline on 0808 800 500 or Child line on 0800 1111 1

819

1. If the concerns are about the Designated Lead Safeguarding Officer, you must report your concerns to the CSPN CEO. If they are unavailable report your concerns directly to the Police, who will advise on the action to be taken including advice on contacting parents,
2. Inform the Designated Lead Safeguarding Officer as soon as possible (if he/she is not the subject of the concern) who must also receive a copy of the information you have recorded,
3. Confidentiality should be maintained on a strictly ‘need to know’ basis and relevant documents stored in a secure location,

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with the Designated Lead Safeguarding Officer.

RECORDS AND INFORMATION

The nature of concerns may not meet the threshold to pass on to statutory agencies however there is a responsibility to share information with relevant organisations such as CPSU and the relevant NGB.

Information that is passed to the Children’s Services or the Police must be as helpful and complete as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilising the Incident Report Form (Appendix 1)

Reporting the matter to the Police or Children’s Services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Children’s Services department should be confirmed in writing within 24 hours by the Designated Lead Safeguarding Officer. A record should also be made of the name and designation of the Children’s Services member of staff or Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.

**Flow Chart: Dealing with concerns**

You become aware of a poor practice and / or possible abuse situation

Is the child in need of medical attention?

No

Yes

If the child is in need of medical attention telephone for an ambulance. Inform doctors about the concern. Make them aware it is a child protection issue

Contact the Safeguarding Lead Officer immediately and ensure you record the concern on Incident Report Form (Appendix 1). If the concern is regarding the Safeguarding Lead Officer, contact the CSP Network CEO

The Safeguarding Lead Officer /CEO will take the appropriate action that may include seeking advice from Children’s Services, the Police or NSPCC helpline. The Lead Safeguarding Officer in the CSP area concerned will also be informed and any advice from the relevant agencies will be followed

The Safeguarding Lead Officer /CEO will take the appropriate action that may include seeking advice from Children’s Services, the Police or NSPCC helpline. The Lead Safeguarding Officer in the CSP area concerned will also be informed and any advice from the relevant agencies will be followed

Contact the Safeguarding Lead Officer immediately and ensure you record the concern on Incident Report Form (Appendix 1). If the concern is regarding the Safeguarding Lead Officer, contact the CSP Network CEO

1. **Safeguarding Action Plan 2017-18**

**Purpose of Plan**

The Plan aims to claify how the CSP Network national team will work with partner and member organisations to ensure that everyone has the opportunity to be involved in sport and physical activity through working with national and local organisations

**Policies**

| **Task** | **Performance Measure** | **When** | **Support** | **Lead** | **Resource / progress** |
| --- | --- | --- | --- | --- | --- |
| Developing clear guidelines to include in staff handbook on expected standards of behaviour | 1. Guidelines added to handbook 2. All staff signed to agree to standards | 1. July 2. August | LB | AL |  |
| Ensure all organisations commissioned to undertake work for CSP network have appropriate policies and procedures | 1. CSP’s have agreed standards in place with CPSU 2. Other partners have an appropriate policy and procedure in place aganst the CPSU check and challenge tool | 1. Ongoing 2. Ongoing | All  CPSU | LB |  |

**Communication**

| **Task** | **Performance Measure** | **When** | **Support** | **Lead** | **Resource / progress** |
| --- | --- | --- | --- | --- | --- |
| Develop partnership with CPSU to ensure that all relevant and current information is available to CSPs | CPSU to write bi monthly blogs / comments for hub | May  July  September  November  Jan  March | LB | NC |  |
| Keep a register of CSP safeguarding leads | Register kept up to date for all 44 CSP’s | August  March | NC | LB |  |
| Involve National agencies such as CPSU in CSP Network Convention where appropriate | Identify if there is a role for CPSU at convention  Attendance at Convention if need identified | Jan  March | NC | LB |  |
| Have representation at appropriate national safeguarding meetings | Meeting notes posted on hub | ongoing | NC | SB |  |

**Incident reporting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Performance Measure** | **When** | **Support** | **Lead** | **Resource / progress** |
| Understanding for all CSP Network staff of clear reporting procedures | 1. All staff signed to say they have read and understood the Child Protection Policy 2. Correct procedures are followed should a concern arise | 1. Ongoing 2. Ongoing | AL | LB |  |

**Appendix 1**

**Incident Report Form**

**Incident Report Form**

Your Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of completing this form:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill in the details below regarding the alleged perpetrator (as much as you know):

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CSP area the incident took place in:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation the individual is deployed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill in the details below regarding the child:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of parent / guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email of parent / guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone of parent / guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please summarise the details of the concern: What is alleged to have taken place, where and when. Are there any other witnesses?

Please specify if you have taken any other further action such as referring to another organisation or any other action

Please detail any other relevant information