



## WELFARE PLAN

14<sup>th</sup> June 2017 Bisham Abbey

Written: **April 2017**

Review date: **April 2018**

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## **Appendices**

Appendix 1 Types of abuse

Appendix 2 Child Protection Initial Issue/Concern Reporting Form

Appendix 3 Missing Young Person form

Appendix 4 incident/accident Report Form

The following forms will be held by the Event Team at the sports venue

Initial Issue/concern Reporting Form

Accident Report Form

Missing Young Person Form

## **1. Glossary**

Codes of Conduct -Recognised good behaviour for the range of roles at the Rivertime Accessible Regatta and for participants

Child or Young Person -Defined as 0 – 18 years under The Children Act 1989, or 0 – 19 years if referring to people with a disability

Child Protection Process of protecting individual children identified as either suffering, or at risk of suffering significant harm

NGB National Governing Body of Sport

Parents -A generic term to represent a person or people with legal parental responsibility for a child or young person

Safeguarding and promoting the welfare of children -The process of protecting children from abuse or neglect, preventing impairment of their health and development

Staff -A generic term that includes employed staff and volunteers

RAR- Rivertime Accessible Regatta

Duty of Care The legal and moral responsibility that we all have to keep each other safe.

Loco Parentis- the Children Act 1989 provides that teachers have a duty of care towards the children under their supervision, as well as promoting the safety and welfare of the children in their care. The level of this duty of care is measured as being that of a 'reasonable parent.' The Health and Safety at Work Act 1974 puts a further obligation on the school as a whole to safeguard the wellbeing and safety of pupils in its care.

## **2. Introduction**

On 14 June 2017, the Rivertime Boat Trust and Give Them a Sporting Chance will stage the first Rivertime Accessible Regatta in the Thames Valley for children and young people with disabilities, offering a unique chance to get out on the water in a safe and controlled environment and try a new sport or activity they might not otherwise have the opportunity to do. The Regatta will be held at the Bisham Abbey National Sports Centre, Berkshire and will include competitive bell boating, accessible sailing, wheelchair powerboating and canoeing, as well as a selection of land-based sports such as accessible cycling, boccia and chair basketball.

The Rivertime Accessible Regatta aims to become an annual event in the boating calendar, inspiring other organisations and charities along the River Thames to organise similar events and encouraging children and young people with disabilities to develop a long-term involvement with accessible sports. In the spirit of Give Them a Sporting Chance, the Regatta participants will be encouraged to follow through on the 'chain of goodness' and raise funds for a charity of their choice in whatever way they choose.

### **Vision**

For all children with special needs to have the sporting opportunities available to their peers

### **Mission**

To provide and promote sporting activities for children with special needs (and to raise awareness of what is possible)

### **Outcomes**

A legacy of sporting events, on water and on land, in which children with special needs can participate on a regular basis

The Rivertime Accessible Regatta aims to become an annual event, inspiring other organisations and charities to organise similar events and encouraging children and young people with disabilities to develop a long-term involvement with accessible sports.

DATE:

14 June 2017

VENUE:

Bisham Abbey National Sports Centre

Bisham Village

Marlow Road

Bisham

Marlow

SL7 1RR

### **3. Welfare Overview**

All sporting events for young people should take place within the broad context of the United Nations Convention on the Rights of the Child (1989). Whilst most children and young people thoroughly enjoy their sport and the camaraderie that goes with it, some experience disruption, danger or injury and others bring with them the impact of issues at home or school.

#### **THIS WELFARE PLAN IS DESIGNED TO MINIMISE THE RISKS TO THE CHILDREN AND YOUNG PEOPLE TAKING PART AND TO MAXIMISE THEIR ENJOYMENT AND WELL BEING**

In order to achieve this all staff involved in the RAR is required to read it carefully and to fulfil their respective responsibilities in order to ensure that all the procedures are followed in a consistent and co-ordinated manner. It is recognised that all national governing bodies of sport already have comprehensive policies and procedures in place to cover the welfare and duty of care requirements of taking children away for overnight stays. This Plan is intended to supplement, not replace or reproduce those policies; however, where there could be a difference of response the Welfare Plan will take precedence.

#### **Purpose of the Welfare Plan**

The purpose of the welfare plan is to promote and ensure the well-being of those children and young people taking part in the RAR. The plan will also ensure that all those responsible for the welfare of children and young people:

- Understand their safeguarding role and responsibilities.
- Are suitably recruited, selected and trained to fulfil these.
- Understand the procedures for responding to concerns about children's welfare.
- Are able to act on these appropriately and effectively.

#### **Values and Principles**

This Welfare Plan is underpinned by the following values and principles:

- The welfare of the participants and all young people is paramount.
- All competitors and young volunteers, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability, have equal rights to safety and protection against harm.
- All suspicions, concerns or allegations of harm arising from the event, within the sport or outside of the sport, will be taken seriously and responded to swiftly and appropriately.

## 4. Rivertime Accessible Regatta Overview

### A School Event

All teams are school based. Schools and their representatives at the event are ultimately responsible for the ' loco parentis' of their pupils attending the Rivertime Accessible Regatta. Schools are advised in advance to undertake any administration required for a school sporting trip including the cultural village. Rivertime Accessible Regatta provides a school information pack, welfare plan and central risk assessments to support schools to undertake this administration.

### Accreditation

There will be an accreditation system in place for the duration of the RAR. Any adult connected with the Rivertime Accessible Regatta event will be wearing identification in the form of a branded shirt or identification badge/wristband. This identification will indicate the role of the individual. Anyone without the correct identification will be challenged. Organisations providing activities that are independent of Rivertime Accessible Regatta are asked to wear a uniform that identifies their organisation.

Group	Identification
Event Staff	Turquoise polo
Participants	Pale blue T-shirt
School Staff	Pale Blue wristband
Rivertime Boat Trust Volunteer	Rivertime t-shirt
Regatta Volunteers	Orange Arm band
Sport Leaders	Yellow t-shirt
Invited Guests	Name Badge
Press	Wristband

### Public access

Bisham Abbey will also be accessible to other groups i.e. they are not for the Rivertime Accessible Regatta sole use.

### Emergency Procedures

All staff and participants will be made aware of emergency procedures via their manuals. Staff & volunteers will be provided further information at the briefings. In the event of a fire alarm activation at any RAR venue immediate evacuation is the mandatory response. From the venue, everyone should make their way immediately to the nominated assembly point under the direction of the Team Managers and Support Staff.

From all venues the specific evacuation plan will be followed as laid down by SERCO. All staff and volunteers will be briefed as to the relevant evacuation procedures and will have the responsibility of ensuring their areas are evacuated immediately the alarm activates (false or otherwise). At the assembly point each area lead, or their Support Staff if they are absent, will complete a roll call and inform the person in charge of the evacuation of any individual unaccounted for, together with their last known location.

### Event Management

At the event there will be an identified Event Manager available by radio or mobile.

### Medical Provision

A paramedic and medic with a response vehicle have been contracted to be at the venue on the day of the event.

## **Photography and Media**

### RAR Photography and Media Policy

Photography and media provides an excellent opportunity to celebrate the achievement of young people and the spectacle of the RAR. This policy covers both the taking and the use of photographs at the RAR and afterwards in order to safeguard children and young people.

#### Prior to the RAR

Schools will be asked to collate written permission from parents/carers for their child to be photographed prior to the event. If there are any young people whose photograph is not to be taken, then the details will be logged on the registration form. Headteachers are asked to sign registration forms, Teachers are responsible in ensuring that these identified individuals are removed from any close photographic sessions. Wristbands will be given to these individuals to help identify them to photographers. Schools are made aware that Photographs and videos taken by Rivertime Accessible Regatta may be used in future publicity by Rivertime Boat Trust and their partners (specifically Schools, Give Them a Sporting Chance, Sport England and other grant funders/sponsors), either in printed publications, in media, on video and/or on website and that consent is valid for five years from the date of the Games.

- All photographers, including those from national, regional and local media will undergo an accreditation process to allow them to attend the RAR, which will include them signing a declaration undertaking to use any photographs/images in an appropriate manner (see below).
- All such accredited photographers will be provided with RAR identification, which should be worn at all times.
- Photographers will be briefed on prohibited areas- changing rooms and toilets and how to identify those who do not have photographic consent.

#### At the RAR

- All team managers, spectators and support staff wishing to take photographs and or use a camcorder will be required to register. Identification will be required. This applies to mobile phones that are to be used as cameras. On registering, each person will be given a form of identification to wear at all times whilst taking photographs.
- Where a public site is used (Bisham) we are unable to fully control public access and therefore registration of photographers.
- There will be representatives from local media in attendance at the RAR who will be accredited (see above).
- All published photographs and images will reflect the safety of the sport.
- All staff and volunteers must be vigilant at all times and report any concerns to the event management team
- The following will not be permitted at the RAR:
  - Unsupervised access to competitors or one to one photo sessions.
  - Unsupervised photo sessions outside of the sports activities.
  - Photography in the changing rooms & toilets
- All requests for interviews, photographs etc. from any media personnel for a participant must be referred to their teacher.
- If any member of staff or volunteer is approached for a quote or interview, the journalist should be directed to the PR Manager.

#### After the RAR

- Only official photographs of children/young people whose parents have given their signed consent to photographs of their child being taken at the RAR will be used for publicity purposes.
- The organisers will take the audience and purpose into proper consideration when publishing any photographic material featuring young people from the RAR:
  - Identification – Neither the visual content nor any captions will be able to be used as a means of identifying where the young person/people live. Caption will be restricted to team name.
  - Dress – Any young person featured in publicity will be wearing suitable dress. As some of the sporting activities at the RAR have a higher risk for potential misuse of imagery than others, the photographs will focus on the activity rather than a full body shot.
  - Safety equipment, jewellery and clothing – Photographs used will not feature young people wearing jewellery, body piercing or clothing that could cause safety issues.

All images will be stored securely to ensure access is restricted to appropriate staff. This will help to prevent potentially inappropriate use of the collection.

### **Water**

The RAR will provide all participants, staff and NGB volunteers with access to water.

### **Transport and Travel**

Teams will travel either directly from their school or on transport provided by school. SGOs will be responsible for managing this process for their team. Transport to or from the event is not under the control of the Rivertime Accessible Regatta.

### **Due Diligence**

RAR identifies individuals who are deemed good practitioners regarding both sporting activity and experience of working with young disabled people based on feedback from reputable colleagues. Public liability insurance is gained from each activity organiser as well as a risk assessment. It is expected that all those delivering activities have a related qualification to the activity they are delivering. Overall delivery is insured under the RAR insurance. DBS checks are not undertaken, as RAR is not deemed a regulated activity.

## **4. Welfare Roles and Responsibilities**

Event Manager -Sarah Taylor

- Responsible for the overall management of the event days

Welfare Manager- XXXXXXXXXXXXXXXXXX

- Responsible for the Welfare of all young people on the event days

## **5. Welfare procedures prior to the RAR**

The Event Manager will have:

- Developed the Welfare Plan.
- Undertaken and gathered risk assessments and public liability insurances for the event.
- Ensured the RAR Welfare Training for relevant personnel has taken place.
- Identified a Welfare Manager

All activity deliverers will have:

- Undertaken a risk assessment of their sport and venue and reported any issues or concerns to the Event Manager.

All Key Event Staff will have:

- Familiarised themselves with the Event Welfare Plan.

All Volunteers who have roles in relation to children and young people will have:

- Attended a briefing on Welfare and the RAR

All schools will have:

- Undertaken the relevant checks for adults travelling with the team as agreed by their policies and procedures

## **6. Welfare provision during the RAR**

The teams will be classed as being at the RAR when they arrive at the registration point until they depart from the event.

### **PLEASE NOTE TEAM MANAGERS ARE FULLY RESPONSIBLE FOR THEIR PARTICIPANTS FOR THE DURATION OF THE RIVERTIME ACCESSIBLE REGATTA**

The RAR Event Manager and Welfare Manager will meet at the end of the event day making decisions on all reported cases in line with the Welfare Plan.

These decisions will relate to:

- the immediate response at the event
- decisions about what level each case will be dealt with (minor poor practice through to suspected abuse), and the route a case will take (no further action, referral in writing to employing/deploying organisation or NGB for disciplinary proceedings to be initiated and/or external referral to statutory agencies).
- Identify and act on any emerging themes such as bullying behaviour.

The full Terms of Reference for the Welfare Panel can be found at Appendix two.

A formal record of these meetings will be kept and these records will be used at the end of the RAR to anonymously inform the evaluation reports for the RAR. These records will be held in the RTBT offices for six months, after which time they will be archived appropriately.

## **7. Behaviour at the RAR**

### *Smoking*

Smoking is no longer allowed in the majority of enclosed public places in England, including workplaces, to protect people from the harmful effects of passive smoking. The Smoke-free (Premises and Enforcement) Regulations 2006 came into force on July 1st 2007. 'No-smoking premises' include premises such as restaurants, bars, shops, cinemas, offices, hospitals, work vehicles and sports centres. Those premises will then be no-smoking premises if they are wholly or substantially enclosed. RAR is a no smoking event.

### *Alcohol*

This is a high profile event for young people, which is leading the way in terms of best practice and therefore Alcohol is not permitted at the event. Adults must not drink alcohol prior to or whilst attending RAR events.

### *Sexual activity*

Within sport, as within other activities, sexual relationships can and do occur. Sexual activity between young people is not allowed at the RAR. Inappropriate or criminal sexual behaviour committed by young people may result in disciplinary action as well as being investigated under Berkshire Safeguarding Children.

Sexual relationships between adults and children under the age of 16 are illegal. Relationships between adults and young people over the age of 16 raise serious questions about the power imbalance inherent in the relationship. A teacher, coach or other adult in a position of authority has significant power over a young person's career. Under the Sexual Offences Act 2003, this could constitute abuse of a position of trust and contravenes all NGB codes of conduct.

Inappropriate or illegal behaviour will lead to suspension and disciplinary action and will be referred to the Police/Children's Social Care for investigation.

### *Criminal/anti-social behaviour*

No type of criminal activity will be tolerated at the RAR. Appropriate action (i.e. referral to the Police) will be taken which could result in criminal charges being made against the offender if criminal activity is observed or suspected.

## 8. Codes of Conduct

The Rivertime Accessible Regatta organisers hope that all participants will have a positive experience at the Rivertime Accessible Regatta. As teams are representing their school it is expected that they will abide by their own school rules throughout the however a code of conduct for teams will be signed by their teacher on the registration form.

### Code of Conduct for Teachers and on behalf of their participants and adult helpers

#### Code of Conduct for School Staff and Pupils

I will:

- Try my best in everything that I do
- Wear the provided safety equipment to take part in the activities
- Listen to the instructors/providers of activity at all times
- Adhere to any safety instructions I am given
- Talk to someone on the day if you have any concerns or need help
- Have fun

#### Unacceptable Behaviour

Due to the nature of the event and the individuals involved, we cannot tolerate unacceptable behaviour that puts others at risk. We understand that some of the pupils involved on the day may have challenging behaviour. We will endeavour to keep all pupils engaged in the activities they are involved in through positive reinforcement, however we expect the school staff to manage the behaviour of their pupils to an acceptable level that is does not pose a risk to others and remove them from situations/activities if necessary. It is not the responsibility of the instructors/providers to manage the behaviour of pupils.

### Code of Conduct for Event Staff, Volunteers and Activity Leads

#### Code of Conduct

#### **Volunteers must respect the rights of every individual to participate**

Volunteers should:

- Assist in forming an environment where every individual has access to participation regardless of their gender, ability, cultural background or religion.
- Create and maintain an environment free of fear and harassment.
- Always promote the positive aspects of the sport (e.g. fair play)
- 

#### **Volunteers must adopt a relationship with individuals based on openness, honesty, mutual trust and respect.**

Volunteers:

- Must not engage in behaviour that constitutes any form of abuse whether it is emotional, physical, sexual, neglect or bullying.
- Must take action if they have concerns about a person's welfare and work with each other in the person's best interests.

#### **Volunteers have a personal responsibility to demonstrate proper behaviour and conduct at all times.**

Volunteers:

- Must be fair, honest and considerate to participants and other individuals taking part in the regatta.
- Must consistently display high standards of behaviour and appearance.
- Must demonstrate proper personal/professional behaviour at all times promoting positive role models for individuals they are working with.
- No alcohol to be consumed.
- The regatta is a no smoking event.

**Volunteers have a professional responsibility to maximise benefits and minimise risks to participants. Volunteers should always attempt to attain a high level of competence through formal qualifications and commit to ongoing training.** Volunteers will:

- Provide a safe environment for participants in sport
- Promote the execution of safe and correct practices
- Be professional and accept responsibility for their actions.

## **9. Reporting Procedures**

### **What should be reported?**

#### **Category A**

Concerns to be reported may include:

General concerns about a child/children's welfare

Any event or circumstance related to a child protection/welfare incident including bullying, poor practice and prejudicial behaviour

Suspensions or allegations of:

- Misconduct/breach of code of conduct made against any member of staff
- Abuse made against any member of staff, or other party on site
- Misconduct/breach of code of conduct made against a delegate
- Abuse within a child's family or community abuse made against a delegate

#### **Category B**

All accidents and incidents, no matter how trivial they might appear, should be reported. The following list highlights the types of incident that provide good indicators of safety performance and from which lessons can be learned.

Any injury to any part of a person's body

Any case requiring medical or first aid treatment

Any event or circumstance, which is believed could have resulted in bodily injury, illness, shock or other condition requiring immediate treatment

Any event or circumstance which resulted in, or in which it is believed could have resulted in, a person's exposure to a substance hazardous to health

Any event or circumstance, which resulted in, or in which it is believed could have resulted in, damage to the site, equipment, vehicle or personal property

### **Reporting procedure**

All Event staff must make a report if an injury, accident, incident or near miss occurs or if they have any concerns in line with the above. The two forms and their respective uses are:

Child Protection (Incident/Concern/Disclosure) Referral Form – Category A (Appendix 2)

Accident/Incident Report Form – Category B (Appendix 3)

All relevant forms are held by the Welfare & Event Managers who will be on site during the duration of Rivertime Accessible Regatta.

Those reporting should not contact the Police/Ambulance/Children's Social Care directly but follow the welfare reporting procedure detailed within this document.

## 9. Disciplinary Procedures

The Event and Welfare Managers will have the authority to make the final decision in terms of removing an individual from the Rivertime Accessible Regatta. The organisation that the individual represents will then carry out their own investigation according to their disciplinary procedures once the event is over.

All concerns regarding the behaviour of participants, staff or volunteers will be dealt with according to the procedures identified in this document.

## 10. Procedures for Handling Concerns

If any member of staff has concerns about an incident involving a child or young person that seems untoward or unusual they must report their concerns as soon as possible to one of the Welfare Manager. All Event staff will be clearly identified in different coloured t-shirts (turquoise). The reporting process will follow the structure as set out in this plan. Remember that concerns need to be recorded but this should not delay referral. A Child Protection incident/concern/disclosure Referral Form is found in Appendix 2.

Throughout the Rivertime Accessible Regatta, all staff should observe the following principles:

**Recognise** You have a concern, notice a problem or receive a direct disclosure

**Respond** Reassure the individual, tell them what you will need to do

**Refer** Make contact with one of the Academy Managers

**Record** Who, what, where, when – use the reporting form at the back of this document

**Refer if any of the following occur:**

If a child/young person has been accidentally or otherwise hurt

If a child/young person seems distressed in any manner

If you receive a direct disclosure

If you have any concerns at all even if they seem unclear

If a child/young person needs to be restrained

Remember it is not your responsibility to decide whether or not a child has been abused. It is however everyone's responsibility to report any concerns.

### Responding to a disclosure

Information you receive about or from a child/young person may fall into one of the following categories:

- Concerns about **abuse** that has occurred outside a sporting environment
- Suspicion or allegation of **misconduct** by a participant
- Suspicion or allegation of **abuse** by a participant
- Suspicion or allegation of **inappropriate behaviour** by a coach, official, volunteer or other professional
- Suspicion or allegation of **abuse** by a coach, official, volunteer or other professional

It is very important that all staff and volunteers understand what is meant by the term 'abuse' and are able to recognise sources of concern. The different types of abuse are:

- Emotional
- Neglect
- Physical
- Sexual
- Harassment or Bullying

The definitions for the types of abuse and signs that may suggest abuse are detailed at Appendix 1. It is very important that this Appendix is read and understood.

## Disclosures

It is important to listen carefully to the information a child/young person discloses. A child/young person may tell you something because they are away from their usual environment and feel that they can trust you. If necessary, take the child/young person somewhere that they can talk more freely but always inform someone of where you have gone and ensure that you are **not alone** with the child/young person out of sight from others for any period of time.

When listening to a disclosure the following good practice must be followed:

- React calmly so as not to frighten the child/young person
- Show you are listening to the child/young person with positive body language and eye contact
- Reassure the child/young person and emphasise that he/she was right to tell
- Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what a child/young person in distress says, especially if they have communication difficulties such as a speech disability and/or differences in language
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Record what the child/young person has said and what you have observed
- Be honest and say: **You will need to tell someone else if the abuse is to stop.**

## Disclosures – What not to do

When receiving a disclosure, do not:

- Panic
- Show shock, distaste or disbelief
- Probe for more information than is offered
- Speculate or make assumptions
- Make comments about the person against whom the allegation has been made
- Introduce personal information from either your own experiences or those of other children
- Approach the individual against whom the allegation has been made
- Make promises or agree to keep secrets
- Give a guarantee of confidentiality

## Responding to a suspicion or allegation of inappropriate behaviour or misconduct against a member of staff at Rivertime Accessible Regatta

If a member of Academy staff receives a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct by a staff member, the matter must be referred in accordance with the reporting procedures outlined in this document and will be investigated in accordance with relevant Child Protection protocols.

If the disclosure is about an incident that occurred during the Rivertime Accessible Regatta then the following actions should take place:

- Listen to the individual with the concern as detailed above
- Record and refer the information received in accordance with the Welfare Plan. Use the form at Appendix 2
- Sign and date the record then pass it to the Welfare Manager.

## Establishing the basic facts

The Welfare Manager will clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. If the timing is appropriate this would then be dealt with by the Welfare and Event Managers at their daily meeting. If a faster decision is required, the Welfare or Event Manager will coordinate this.

## **Responding to a suspicion or allegation of abuse against someone who is not present at or involved in the Rivertime Accessible Regatta**

The information above would also apply if a report is received regarding suspicion or allegation of inappropriate behaviour or misconduct against someone who is not present at or involved with the Rivertime Accessible Regatta. The Event staff will gather the information and pass it to the Welfare Manager. This information would then be dealt with in the most appropriate way.

All allegations of abuse must be taken seriously. If a child/young person says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused Event staff must react as soon as possible and take forward the concern.

On receiving information about someone not present at the Rivertime Accessible Regatta you should follow the steps above and ensure that the Welfare Manager is taking your concern forward.

### **Suspension**

Suspension is not a form of disciplinary action. Suspension is a neutral act. Any member of staff working on the Rivertime Accessible Regatta may be suspended whilst an investigation is carried out.

The Welfare Manager, depending on the nature of the incident leading up to an investigation, will carry out this suspension. The information will then be passed onto the relevant organisation for action to be taken. Records will be held in a welfare file and passed onto the relevant organisation at the end of the Rivertime Accessible Regatta.

### **Managing allegations of historical abuse**

Allegations of abuse may be made some time after the event, e.g. an adult who was abused as a child. Where such an allegation is made the procedures for managing allegations of abuse detailed earlier must be followed. Remember – record and refer.

### **Where it is not abuse**

There is always a commitment to work in partnership with parents where there are concerns about a child/young person. Therefore in most situations, not involving the possibility of the abuse of a child/young person, it would be important to talk to parents/guardians/carers to help clarify any initial concerns. For example, if a child/young person or vulnerable adult seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce, bereavement or simply homesickness. Common sense is advised in these situations; however advice should be sought from the Welfare Manager if there is any uncertainty about the appropriate course of action.

### **Allegations of abuse**

There are circumstances in which a child/young person might be placed at even greater risk if concerns are shared, e.g. where a coach, parent, guardian or carer may be responsible for the abuse or not able to respond to the situation appropriately.

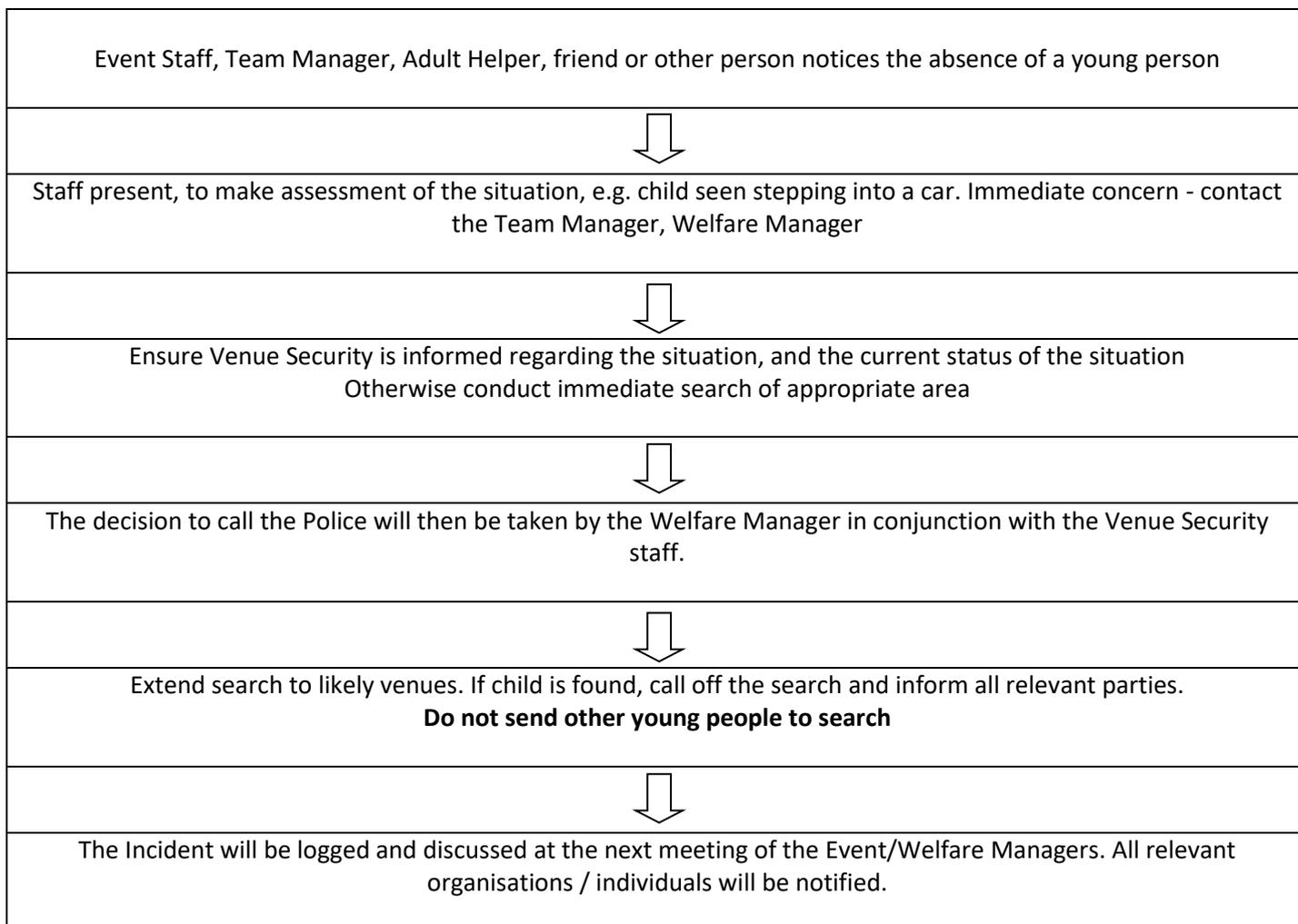
In all cases of suspected or alleged abuse, advice and guidance must first be sought from the Welfare Manager who will refer the matter to the relevant body.

Where concerns are of a significant nature and/or require follow up they will be formally reported in writing to the relevant NGB body/School Welfare Officer who will proceed as appropriate.

## 11. Missing Young People

If a young person is suspected of being missing, the flow chart below must be followed.

**Please note: The first three steps of this process should take no longer than 20 minutes.**



***Photo copy of Accident/Incident Report required for venue records***

Type of Abuse	Physical Indicators	Possible Changes in Behaviour
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Bruising – to different parts of body, prints of hands, belts, shoes, etc, no obvious explanation</li> <li>• Burns or scalds with clear outlines, small round burns possibly from cigarettes</li> <li>• Bites – clear impression of teeth</li> <li>• Scars – large numbers of different aged scars, unusual shaped scars</li> <li>• Broken bones/fractures</li> </ul>	<ul style="list-style-type: none"> <li>• Fear of parents being approached for an explanation</li> <li>• Aggressive behaviour or severe temper outbursts</li> <li>• Flinching when approached or touched</li> <li>• Reluctance to get changed, for examples wearing long sleeves in hot weather</li> <li>• Depression</li> <li>• Withdrawn behaviour</li> <li>• Running away from home</li> </ul>
<b>Neglect</b>	<ul style="list-style-type: none"> <li>• Constant hunger, sometimes stealing food from other children</li> <li>• Constantly dirty or ‘smelly’</li> <li>• Loss of weight or being constantly underweight</li> <li>• Inappropriate dress for the conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Complaining of being tired all the time</li> <li>• Not requesting medical assistance and/or failing to attend appointments</li> <li>• Having few friends</li> <li>• Mentioning their being left alone or unsupervised</li> </ul>
<b>Sexual Abuse</b>	<ul style="list-style-type: none"> <li>• Pain or itching in the genital/anal areas</li> <li>• Bruising or bleeding near genital/anal areas</li> <li>• Sexually transmitted disease</li> <li>• Vaginal discharge or infection</li> <li>• Stomach pains</li> <li>• Discomfort when walking or sitting down</li> <li>• Unexplained pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>• Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn</li> <li>• Fear of being left with a specific person or group of people</li> <li>• Having nightmares</li> <li>• Running away from home</li> <li>• Sexual knowledge which is beyond their age or developmental level</li> <li>• Sexual drawings or language</li> <li>• Bedwetting</li> <li>• Eating problems such as overeating or anorexia</li> <li>• Self harm or mutilation, sometimes leading to suicide attempts</li> <li>• Saying they have secrets they cannot tell anyone about</li> <li>• Substance or drug abuse</li> <li>• Suddenly having unexplained sources of money</li> <li>• Not allowed to have friends (particularly in adolescence)</li> <li>• Acting in a sexually explicit way towards adults</li> </ul>
<b>Emotional abuse</b>	<ul style="list-style-type: none"> <li>• A failure to grow, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from their parents’ care</li> <li>• Sudden speech disorders</li> <li>• Developmental delay, either in terms of physical or emotional progress</li> </ul>	<ul style="list-style-type: none"> <li>• Neurotic behaviour, e.g. hair twisting, rocking</li> <li>• Being unable to play</li> <li>• Fear if making mistakes</li> <li>• Self harm</li> <li>• Fear of parent being approached regarding their behaviour</li> </ul>

Appendix 1 Types of Abuse

**Appendix 2****Child Protection Initial Issue/Concern Reporting Form**

Please note: from time to incidents will occur that may upset a young person, or an adult's actions or language may be misinterpreted. These incidents must be reported using this form as soon as the incident occurs. The completion of this form for this type of incident should be viewed as a quality assurance procedure.

**Please complete in block capitals. Remember to maintain confidentiality and do not discuss with anyone other than those who need to know.**

Name of Child:	Activity involved in:
Age:	Ethnicity:
DOB:	
Disability if any:	Team:  School sport Network Area:
Parent/Carers name:	Home Address:  Contact number:
Your name, position, contact details	Are you reporting your own concerns or those of somebody else? If appropriate include their contact details:
Brief description of what has prompted the concerns include dates, times etc	
Any physical signs?	
Have you spoken to the young person/ If so what was said by you and them?	
Have you spoken to the parent/carer, any member of the event staff or others? State to whom and what said:	
Please give details of anyone against whom an allegation was made	
Has the Welfare Manager been informed?	
Time Reported:	
<b>This form must be returned to the Welfare Manager</b>	
For Event Staff Use only:	

**Appendix 3**

**Missing Young Person Form**

Name of child:	Activity involved in:
Age:	Ethnicity:
DOB:	
Disability if any:	Team/School:
Parents/Carers Name:	School Sport Network Area:
Home Address:	Your Name and position:
Phone number:	
Description of young person:	
Who first noticed young person was missing:	Where was the young person last seen: Location:  Time:
Did you notice anything suspicious or see anyone suspicious?	Where have you searched and for how long?
List of those involved in the search:	
Police contacted YES/NO  Time:	Name of police officer:  Contact number:
<b>OUTCOME</b>	
Young Person was found  Location:  Time:	Name of person who found young person:  Contact number:
Police were notified of young person's return  Time:	Please state if this is now a Police investigation:
<b>This form must be returned to the Welfare/Event Manager</b>	
For Event Staff Use only:	

**Appendix 4****Rivertime Accessible Regatta Incident/Accident Report**

Name of Child/Adult:	Activity involved in:
Age: DOB:	Ethnicity:
Disability if any:	Team: School sport Network Area:
Parent/Carers name if a child:	Home Address: Contact number:
Your name, position, contact details	
Brief description of what happened include dates, times, location, weather etc	
What is the nature of the injury?	
What treatment was given?	
Was the person admitted to hospital?	
Any additional information including witness contact details	
Signature:	
Date:	
<b>This form must be returned to the Welfare/Event Manager</b>	
For Event Staff Use only:	