



CREATING A SAFE ENVIRONMENT FOR CHILDREN AT THE LEVEL THREE MERSEYSIDE SCHOOL GAMES



MSP

Welfare & Safeguarding Policy



1.0 Introduction

The MSP Core Team is commissioned by Sport England to organise – in partnership with the 14 School Games Organisers – the Level Three Merseyside School Games events. The primary purpose of these events is to provide opportunities for those schools - which have progressed from local Level One and Level Two School Games events organised by the School Games Organisers - to represent their respective boroughs and compete against one another.

The primary aim of this document is to provide an overview of the specific actions which the MSP Core Team have taken in order to safeguard and protect children who are participating in the Level Three Merseyside School Games events. All the documents referred to in this overview can be accessed through the following link:

<http://www.merseysidesport.com/msg-2018-information-for-schools/>

While the MSP Core Team has taken the actions outlined, everyone attending the events has an individual responsibility and duty of care to ensure that the any concerns or issues which may arise are highlighted and appropriate action taken.



2.0 MSP Policy Statement for Respecting, Safeguarding and Protecting Children, Young People & Vulnerable Adults in Sport and Physical Activity (2015-2017)

MSP recognises the safety, welfare and well-being of children¹, young people & vulnerable adults² is without exception our primary concern. We are committed to ensuring that regardless of age, culture, disability, gender, language, racial origin, religious belief or sexual identity they have the right to be safeguarded and protected from any forms of abuse, harm, mistreatment or neglect.

Not only are MSP committed to ensuring that children, young people & vulnerable adults have the right to be safeguarded and protected, we are equally committed to ensuring they have the fundamental right to be respected, to be listened to, have their views heard and to ensure that they are taken seriously³, at all times.

MSP recognise that it is everyone's responsibility to ensure any concerns which relate to the safety, welfare and well-being of all our children, young people and vulnerable adults should be highlighted and challenged. All incidents of suspicious or poor practice, allegations of abuse or mistreatment raised, or issues where the well-being of a child, young person or vulnerable adult is in anyway perceived to be put at risk, will be taken seriously and responded to swiftly and appropriately⁴. Furthermore, we are committed to ensuring that every effort is made across the Partnership, sport and the wider community towards the adoption of best practice in relation to respecting, safeguarding, and protecting children, young people & vulnerable adults in Merseyside.

¹ A child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people does not change his or her status or entitlement to services or protection'. (Working Together to Safeguard Children, 2015 – Chapter 1, Footnote Page 5, Glossary Page 92)

² MSP adopts the definition of vulnerable adult as stated of Safeguarding Vulnerable Groups Act 2006.

³ In making this commitment, MSP are specifically adopting the fundamental principle of "A Child-Centred Approach" - as outlined in Working Together to Safeguard Children, 2015 – and expanding the premise to include the application to include vulnerable adults. (Working Together to Safeguard Children, 2015, Introduction, Paragraphs 14-23, Pages 8-11)

⁴ In the first instance, MSP will specifically refer the initial concern to the appropriate statutory agencies responsible for providing children's or adult services for review and action. Where a concern or allegation relates to the specific actions or behaviour of an adult, such as a coach, MSP will ensure that the matter is both referred to the appropriate statutory agency for children's or adult services and to the respective employing body. This referral mechanism is set out within MSP, Safeguarding & Protecting Children, Young People and Vulnerable Adults, Policy and Procedures, Update: September 2016.

MSP will:

- Accept the moral and legal responsibility to implement policies and procedures⁵ to provide a duty of care for children, young people & vulnerable adults, safeguard their well-being and protect them from any form of abuse, harm, mistreatment or neglect.
- Respect and promote the rights, wishes and feelings of children, young people and vulnerable adults at all times. Ensure that children, young people and vulnerable adults have the right to be listened to and have their views heard at all times.
- Promote understanding and recognition that children and young people from particular groups⁶ may be more vulnerable to abuse, harm, mistreatment or neglect. Work to ensure that where appropriate safeguards are implemented these recognised the additional vulnerability which may arise.
- In line with our Equality Standard and in recognition of the particular challenges which children, young people and vulnerable adults face - from specific groups or communities⁷ - work with partners at a local, regional or national level to address barriers that may exist to ensure equality of access to sporting and physical activity opportunities for all.
- Take responsibility for actively promoting across the Partnership, sport and the wider community the overriding principal that the safety, welfare and well-being of children, young people & vulnerable adults is, without exception, paramount.
- Actively work to support our partners and other organisations, recognise and understand their own moral and legal responsibilities in relation all aspects concerning respecting, safeguarding and protecting. To advocate and encourage the adoption of best practice in terms their own policies, procedures and practices relating to children, young people & vulnerable adults.

⁵ These procedures not only cover the events, activities or programmes which are directly delivered by the MSP Core Team they are also designed to provide a framework to specifically enable the Core Team to appropriately handle any concerns, allegations or issues, raised by young people, their parents, carers, guardians or those providing sporting opportunities at any time. This policy commitment and procedures is based on the requirements for inter-agency working originally embedded within Working Together to Safeguard Children, 2006. Reference: MSP, Safeguarding & Protecting Children, Young People and Vulnerable Adults, Policy And Procedures, Update: September 2016.

⁶ Some groups of children and young people may be particularly vulnerable due to specific circumstances or background: these are defined within Working Together to Safeguard Children, 2015 – Identifying Children and Families Who Would Benefit From Additional Help Chapter 1, Paragraph 5, Page 13.

⁷ In addition to the protected characteristics - as detailed in the Equality Act 2010 (age; disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation), MSP recognises that specific groups or communities may also be disadvantaged due to their economic or social circumstances or offending history.

- Take responsibility for advocating across the Partnership, sport and the wider community the fundamental right that children, young people & vulnerable adults should be respected, have their views taken seriously and acted upon. To advocate and work with partners and other organisations to encourage the adoption of best practice in relation to ensuring that children, young people & vulnerable adults are listened to and have their views heard.
- Ensure appropriate resources are made available to specifically support the realisation of these commitments and enable the MSP Core Team to address identified or agreed development priorities. The development priorities for MSP Core Team to be identified within underpinning implementation & action plan which will be subject to review on a six monthly basis.
- Provide information and assistance to partners and other organisations in order to identify and access appropriate support and resources – local, regional or national - in order to contribute to realising this policy commitment across the Partnership. Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect children, young people & vulnerable adults from any form of abuse, harm or mistreatment and themselves against false allegations.⁸
- Ensure that MSP Core Team staff and volunteers adopt and abide by the commitments outlined in this statement and procedures which underpin this, at all times.
- Respond to any allegations, concerns or issues raised appropriately and as a matter of priority. Implement the appropriate procedure for handling the specific allegation, or issue, and ensure that actions are taken to address and resolve it to the satisfaction of all concerned as quickly as possible.⁹
- Implement, maintain and continue to embed nationally recognised standards - advocated by the NSPCC Child Protection in Sport Unit and Sport England – for respecting, safeguarding, protecting and promoting the safety, welfare and well-being of children, young people and vulnerable adults within the MSP Core Team.
- Ensure this policy and the supporting procedures in place remain relevant. The MSP Core Team will, on behalf of the MSP Board, review and update this policy to ensure that it reflects any changes in legislation or policy relating to children, young people or vulnerable adults. Any proposed changes to the policy statement will be presented to the MSP Board as soon as possible for endorsement. If there are no changes the policy statement will be subject to an annual review by the Board to ensure that it remains current.

MSP's commitment to respecting, safeguarding, protecting children, young people and vulnerable adults is fully supported and endorsed by the undersigned on behalf of the MSP Board:

Cameron Jones
Chair, MSP Board
December 2017

Jean Stephens
Director, MSP
December 2017

⁸ As MSP represents a range of individual employers it is our aspiration to not only ensure compliance with statutory requirements but to promote the adoption of best practice relating to respecting, safeguarding and protecting in terms of recruitment, training and supervision not only across the Partnership but also within the wider community. It is noted that members of the MSP Core Team, and any volunteers working directly for the Core Team, are subject to the policies and procedures of Liverpool City Council.

⁹ At all times where an issue or concern is initially raised directly with the Core Team these will be referred to the statutory agencies in the Partnership and other external organisations to ensure a swift and appropriate resolution. Reference: MSP, Safeguarding & Protecting Children, Young People and Vulnerable Adults, Policy and Procedures, Update: September 2016.

3.0 Minimum Requirements for All Schools

The following outlines the minimum requirements which all schools participating in the Level Three Merseyside School Games must adhere to.

3.1 Pre-Event Registration

All schools participating in the Level Three Merseyside School Games are required to register their attendance, in advance of the event. The online pre-event registration process requires the school to confirm that they have read and adhere to the information contained in the following documents:

- School Representative's Information
- Codes of Conduct
- Policy Statement for Safeguarding and Protecting Children & Vulnerable Adults in Sport
- Photographic Equipment Statement
- School Games Values and Organisers

3.1 Parental Consent Forms

All schools participating in the Level Three Merseyside School Games are required to have in their position parental consent forms for each child attending the event. It is the responsibility of the School Representative (Team Manager) to ensure that they have these in their possession for all the children.

Parental consent forms must include emergency contact details for parents or guardians as well as any information on existing medical and allergy conditions.

3.2 Medication

All schools participating in the Merseyside Level Three School Games must ensure any children with existing medical conditions which requires medication – including but not limited to inhalers to control asthma or epinephrine auto injector (EpiPen) for the treatment of anaphylaxis – have these with them, on the day of the event.

In the event that a child arrives at the event without medication for a pre-existing medical condition they should not be allowed to take part in the competition; there will be no exceptions. It is the responsibility of the School Representative (Team Manager) to ensure that the children have their medication available at all times; if it is not present they are required to ensure the child is excluded.

3.3 Medical Emergency

In the event of a medical emergency, the lead adult School Representative (Team Manager) accompanying the young people to the event will ensure that any child is accompanied by an adult until their parent(s)/ guardians arrive to take care of them.

Where a child requires emergency hospital treatment, the school representative needs to make arrangements for an adult from the school to accompany the child until such time as the parent(s)/ guardians arrive. **With this in mind MSP strongly recommends that schools send both a Team Manager, plus one other responsible adult with the team to each event, so that in the event one pupil needs to be taken to hospital the other staff member can look after the other team members.**

4.0 Rules and Regulations for All Schools Participating

The rules and regulations for each event are written by the respective National Governing Body for the sport (NGB) where applicable and outline the specific requirements which all participants taking part in the competitions must adhere to, at all times. These documents set out information all aspects of the format of the competition and requirements relating to the team including clothing and use of personal protective equipment such as shin or mouth guards.

It is the responsibility of the School's Representative (Team Manager) present at the event to ensure that they are familiar with the rules and regulations of the respective competition and in turn to ensure that the participants adhere to these, at all times.

The Event Organiser will be responsible for ensuring that the rules and regulations are applied during the running of the competition. In the event that the Event Organiser identifies a team to be in breach of any of the rules and regulations they will raise this with the School's Representative (Team Manager) immediately. Should a team be identified to be in breach, the Event Organiser has the authority to suspend the team with immediate effect from the event. If the breach cannot be rectified to the satisfaction of the Event Organiser then the team may have to be withdrawn; a situation that it is hoped will be avoided.

5.0 Photography

There have been concerns about the risks posed directly and indirectly to young people through the use of photographs. As a result, a photographic equipment statement and supporting procedures will be implemented at the Level Three Merseyside School Games.

Photographs can be used as a means of identifying young people when accompanied with personal information. This information can make young people vulnerable to an individual who may wish to “groom” that young person for abuse. Secondly the content of the photo can be used or adapted for inappropriate use.

As part of our commitment to the safety of all participants, MSP will do everything in its power to prevent the use of photographs, video or other images of young people to be taken or used without the prior consent of the parent/guardian of the young person, but it should be recognised that, in this age of smartphones and social media, all parties need to be vigilant to the possibility of unauthorised photography taking place. Steps will be taken to ensure that all images commissioned professionally by the event organisers are used appropriately, that means solely for the promotion and celebration of the activities of the Level Three Merseyside School Games.

6.0 Codes of Conduct and Principles of Participation for All Schools

Codes of Conduct are in place at all the Merseyside Level Three School Games events. The purpose of these codes is to outline the principles of participation and expected levels of behaviour for:

- Participants
- Coaches, Officials and Volunteers
- Parents, Guardians and Spectators

Should a team be found to be in serious breach of the Code of Conduct they may be excluded from continuing to take part in the competition.

The Codes of Conduct are underpinned by the overarching School Games Values which all participants should adopt at all times:

- Determination
- Honesty
- Passion
- Respect
- Self-Belief
- Teamwork

Each School's Representative (Team Manager) present at the event should be aware that their children should make every effort to uphold and compete within the spirit of the School Games Values.

7.0 Event Management Procedures Adopted

MSP have implemented the following procedures across all the Level Three Merseyside School Games

7.1 Risk Assessments

MSP will ensure risk assessments are completed for all venues where Level Three Merseyside School Games events will be taking place:

Each risk assessment identifies:

- The potential hazards which have been identified for each event,
- The existing controls in place to reduce or eliminate the potential hazards,
- The additional specific action taken by MSP to reduce or eliminate the potential hazards.

7.2 First Aid

As part of the risk assessments undertaken, MSP will identify and assess the potential first aid requirements for each event and the capacity of trained first aiders available to be able to respond to any potential incident which may arise.

Where the nature of the event is such that there is a greater chance of injuries occurring, or capacity of trained onsite first aiders available to quickly respond has been highlighted, MSP have organised additional cover.

Should first aid treatment be administered, a patient reporting/ presenting form will be issued to the casualty. It is the responsibility of the School Representative (Team Manager) to ensure that the advice of the first aider is followed at all times. Where the advice be that a child no longer participate in the event due to the injury, or that a medical condition may be exacerbated by continuing to play, it is the responsibility of the School Representative (Team Manager) to ensure that the child is withdrawn in-line with the recommendation of the first aider.

For each incident where first aid is administered, a record will be held by MSP. These documents will be retained for a minimum six years, mirroring the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

In the event of a first aid incident occurring MSP will follow the guidance laid out in <http://www.hse.gov.uk/riddor/examples-reportable-incidents.htm> (Sporting Injuries section) in terms of reporting incidents to the Health and Safety Executive.

7.3 Traffic Management Plans

In addition to completing risk assessments, MSP have produced Traffic Management Plans (TMPs) for each venue. Within each TMP a separate risk assessment has been undertaken in recognition of the potential hazards which may arise as a result of traffic movements in or around the site.

7.4 Insurance

MSP is a department within Liverpool City Council.

The Level Three Merseyside School Games events which MSP organise are insured through Liverpool City Council's combined insurance policy. Details of the policy can be obtained from MSP's Finance Officer via admin@merseysidesport.com

MSP are specifically required to notify colleagues within the council that these events are taking place and to confirm the measures which have been taken to mitigate the potential risks identified.



8.0 Procedures for Handling and Responding to a Concern

In order that the MSP Core Team are able to handle a concern arising at one of our events, or raised during the course of our day-to-day business, clear reporting procedures exist to ensure that appropriate action is taken.

Without a clear reporting procedure we would not be fulfilling our duty to safeguard and protect children, young people or vulnerable adults. The procedures in place aim to ensure that appropriate action is taken in response to a concern relating to a child, young person or vulnerable adult. Equally, they are also designed to ensure that where a concern is raised in relation to inappropriate behaviour by an adult, or poor practice by a coach or volunteer, that appropriate action can be taken. While the focus of the MSP is sport and physical activity the procedures which exist can equally be applied to concerns raised at any time.

It is important to remember that it is not the responsibility of the MSP Core Team to investigate concerns or to judge whether or not a child, young person or vulnerable adult has been subjected to abuse. However, it is their responsibility to act immediately by reporting concerns so that appropriate action can be taken to protect a young person. The reporting and accurate recording of concerns is of vital importance in ensuring there is an effective response to incidents coming to light at any event.

8.1 Reporting Procedures

Our procedures are designed to handle both a concern relating to a child, young person or vulnerable adult who is believed to be at some form of risk but also designed to handle a concern relating to a coach or adult raised directly with the MSP Core Team.

As highlighted, it is not the role of the MSP Core Team to investigate a concern but to ensure that the available information provided can be referred to the appropriate body. All members of the Core Team are trained to collect information using the Concern Report Form.

It is the responsibility of the Lead Child Protection Officer (LCPO) or Deputy Child Protection Officer (DCPO) to assess the information as detailed on the Concern Report Form.

If the nature of the concern relates to a child, young person or vulnerable adult information will be documented on:

Appendix A: Concern Report Form – Child, Young Person or Vulnerable Adult

If the nature of the concern relates to an adult or coach whose actions or behaviours are causing concern, information will be documented on:

Appendix B: Concern Report Form – Adult / Coach / Volunteer

The Concern Report Form is then passed to the LCPO or DCPO.

The LCPO or DCPO will then open a Case Work Record – using the Case Work Recording Pro-Forma – to document the actions that are subsequently taken based on the information received.

Appendix C: Case Work Recording Pro-Forma

It is the responsibility of the LCPO or DCPO to assess the information, and nature of the concern, and take appropriate action in-line with the appropriate reporting procedure through referring the issue to the appropriate statutory agency or body:

Appendix D: Reporting Procedure for Concern Relating To Child, Young Person or Vulnerable Adult Received Directly From a Third Party by MSP Core Team

Appendix E: Reporting Procedure for Concern Relating to Adult, Coach or Volunteer Received Directly From a Third Party by MSP Core Team

Where appropriate the LCPO or DCPO will seek guidance from colleagues in one of the local statutory agencies, as necessary, if there are any doubts as to whom a referral should be made.

All assessments of concerns and details of referrals made will be documented by the LCPO or DCPO on the Case Work Recording Pro-forma.

The LCPO or DCPO will not only use the Case Work Recording Pro-forma to document the details of the referrals it will also be used to record any subsequent conversations or follow up actions with the individual agencies.

Each individual case will be recorded on a Case Work Recording Pro-forma.

Any decisions taken, in terms of referrals, will be made on the information provided and in line with the requirements outlined in Working Together to Safeguard Children HM Government 2016.

At all times the over-riding concern of the LCPO or the DCPO will be the concern for the safety and well-being of the child, young person or vulnerable adult.

8.2 Lead Child Protection Officer

MSP Core Support Team has a nominated Lead Child Protection Officer to take the lead in ensuring that the reporting procedures are followed, at all times, and to liaise with the appropriate agencies.

Andrew Wileman
Tel: 0151 427 3889
Mobile: 07808 057105
Email: a.wileman@merseysidesport.com

8.3 Deputy Child Protection Officer

In the absence of Andrew Wileman, Calum Donnelly fulfils the role of Deputy Child Protection Officer.

Calum Donnelly
Tel: 0151 427 3889
Mobile: 07739 254835
Email: c.donnelly@merseysidesport.com

Both the Lead and Deputy Child Protection Officer have received specific training – Time to Listen for CSPs - from the Child Protection in Sport Unit at the NSPCC on all aspects of handling a concern.

8.4 MSP Core Team

All members of the MSP Core Team have received specific training in the process for handling a concern. In addition to training on handling a concern, all members of the Core Team have undertaken sport coach UK's Safeguarding and Protecting Children awareness course.

Guidance is also provided to enable the Core Team to recognise potential signs of abuse.

Appendix F: Recognising Signs of Abuse



8.5 Recruitment and Selection

MSP will undertake all reasonable steps to ensure that unsuitable individuals are prevented from working with children, young people and vulnerable adults not only within our own activities, and events, but those of our partners.

All individuals employed within the Core Team, or those directly engaged as staff in a voluntary capacity at the events organised on behalf of the Partnership by the Core Team, will be subject to the Recruitment and Selection Procedures of Liverpool City Council, our host authority. This will ensure that all staff have undergone the following checks prior to appointment:

- Qualifications and certificates
- Asylum and immigration
- Disclosure and Barring Service check (where appropriate)
- Pre-employment medical check
- Employment and character references
- Professional registration checks (where appropriate)

In addition to this, our induction process includes requesting the individual to sign to say they agree to abide by the 'MSP Code of Conduct' and this Safeguarding Policy and Procedures.

8.6 Self Declaration

All applicants whether for paid or voluntary, full or part time positions – which are not eligible for a Disclosure & Barring Service - will be required to complete a Self- Declaration Form.

Where an individual is not eligible for a Disclosure & Barring Service check, they will at no time be left un-attended with children, young people or vulnerable adults and will be paired up with an experienced member of staff who has already undergone screening as outlined above.

Based on an assessment of the information detailed in the Self-Declaration, MSP Core Team reserves the right to prevent an individual from participating as a volunteer if it is deemed that the nature of the information provided indicates a potential risk to children, young people or vulnerable adults.

Information provided on a Self-Disclosure Form will only be disclosed to those who are involved in the risk assessment of the information. The information will only be used for the specific reason for which it was collected, and not passed on to any other organisations or individuals.

- Appendix A:** Concern Report Form – Child, Young Person or Vulnerable Adult
- Appendix B:** Concern Report Form – Adult or Coach
- Appendix C:** Case Work Recording Pro-forma
- Appendix D:** Reporting Procedure for Concern Relating To Child, Young Person or Vulnerable Adult Received Directly From a Third Party by MSP Core Team
- Appendix E:** Reporting Procedure for Concern Relating to Adult, Coach or Volunteer Received Directly From a Third Party by MSP Core Team
- Appendix F:** Recognising Signs of Abuse

Appendix A

Concern Report Form – Child, Young Person or Vulnerable Adult

Date	
Time	
Method of Communication	
Telephone call	
Email	
Letter	
In Person	

Concern Report Form

It is our responsibility to ensure the safety and welfare of all young people and volunteers. If you are subjected to first-hand knowledge of a concern, use this form to detail the concern.

Complete in as much details as possible

Name of child/ volunteer	Who brought them to the event?
Age and date of birth	Ethnicity
Disability	Any special factors
Parent's/carer's name(s) (if applicable)	
Home address (and phone number)	
Are you reporting your own concerns or passing on those of somebody else? Give details	
Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents	
Any physical signs? Behavioural signs? Indirect signs?	
Have you spoken to the child/volunteer? If so, what was said?	

Has anybody been alleged to be the abuser? If so, give details
Have you consulted anybody else? Give details
Your name, position and contact number
To whom reported and date of reporting
Signature
Today's date

Once complete give this form to a member of the MSP Core Team / Event Organiser and ensure the young person(s) / volunteers are safe.

Appendix B

Concern Report Form – Adult / Coach / Volunteer

Date	
Time	
Method of Communication	
Telephone call	
Email	
Letter	
In Person	

Concern Report Form

It is our responsibility to ensure the safety and welfare of all young people and volunteers. If you are subjected to first-hand knowledge of a concern, use this form to detail the concern.

Complete in as much details as possible

Name of adult, coach or volunteer	
Sport	
Employer / Club	
Address of Employer / Club if known	
What is the nature of your concern? (Poor practice, abuse, neglect, bullying)	
Are you reporting your own concerns or passing on those of somebody else? Give details	
Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents	
Have you consulted anybody else? Give details	
Your name, position and contact number	
To whom reported and date of reporting	

Signature

Today's date

Once complete give this form to a member of the MSP Core Team / Event Organiser.



Appendix C

Case Work Recording Pro-forma

To be completed by the MSP Lead or Deputy Child Protection Officer upon receipt of Concern Report.

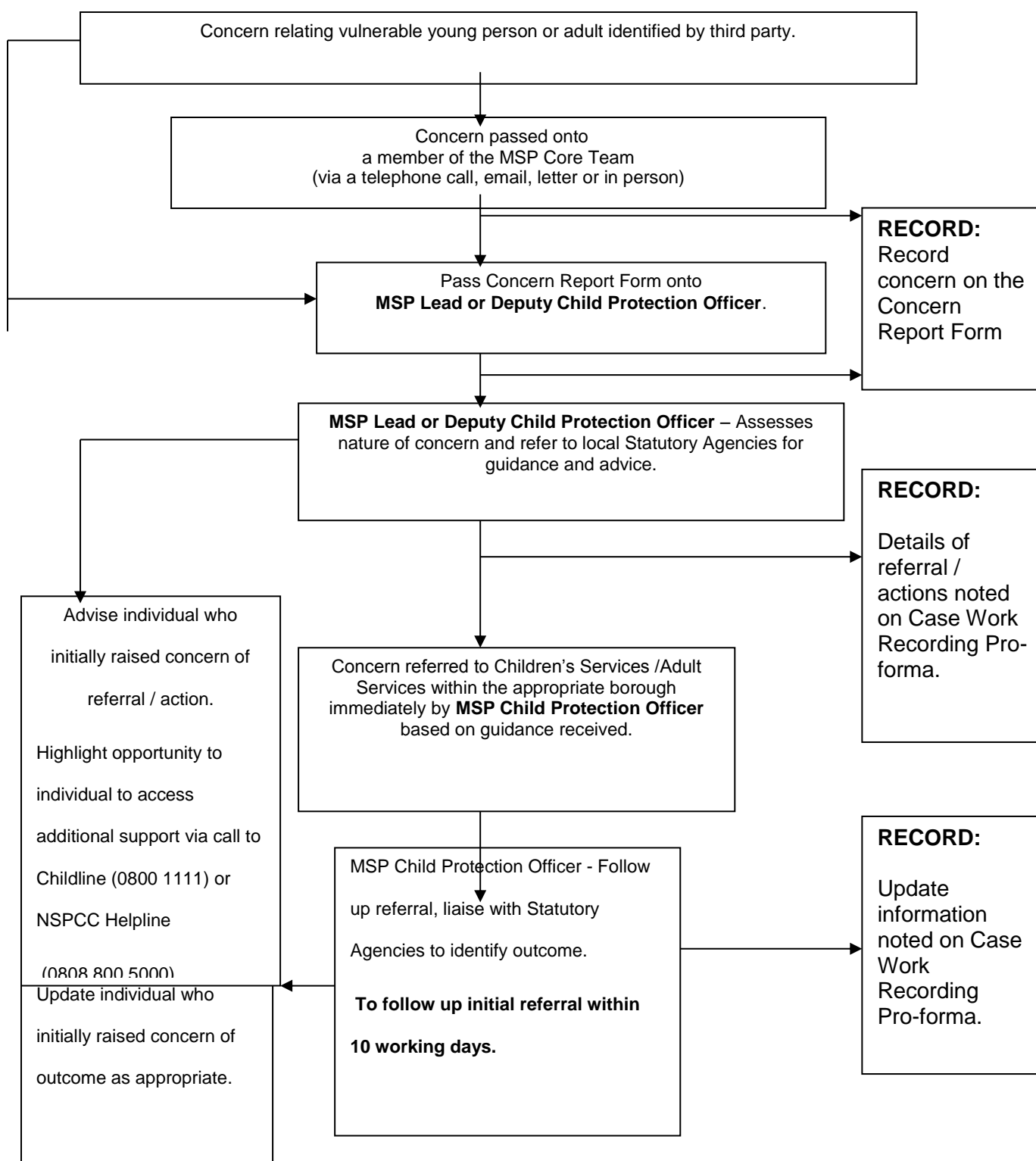
Remember

- Record as much detail as possible including **dates and times** of telephone calls / conversations/ meetings; record **name/designation and contact details** of all other parties (e.g. all attendees at a meeting); attach hard copies of emails to your paper record
- Record **facts** whenever possible; when recording opinion / inference / 2nd hand information, this should be made clear.
- Record any agreed **actions** to be taken by the different parties involved (Police, Social Services, you) – who and what is to be done? Timescales for action? Seek (and record) agreement for other parties to provide feedback or update you whenever possible.
- Any information you record may need to be disclosed to the individuals concerned under 'Subject Access' provisions, so make sure it is worded appropriately.
- Ensure that these records are maintained **securely** (i.e. in a lockable cupboard, cabinet or drawer), and with separate files for each case
- **Sign your records**, as it is possible for several people to be recording their actions on the same case

Date	Type of Contact (Telephone call, email, or letter from whom; meeting/conversation with whom etc.)	Actions Agreed (What, by who, when)	Officer Name and Signature

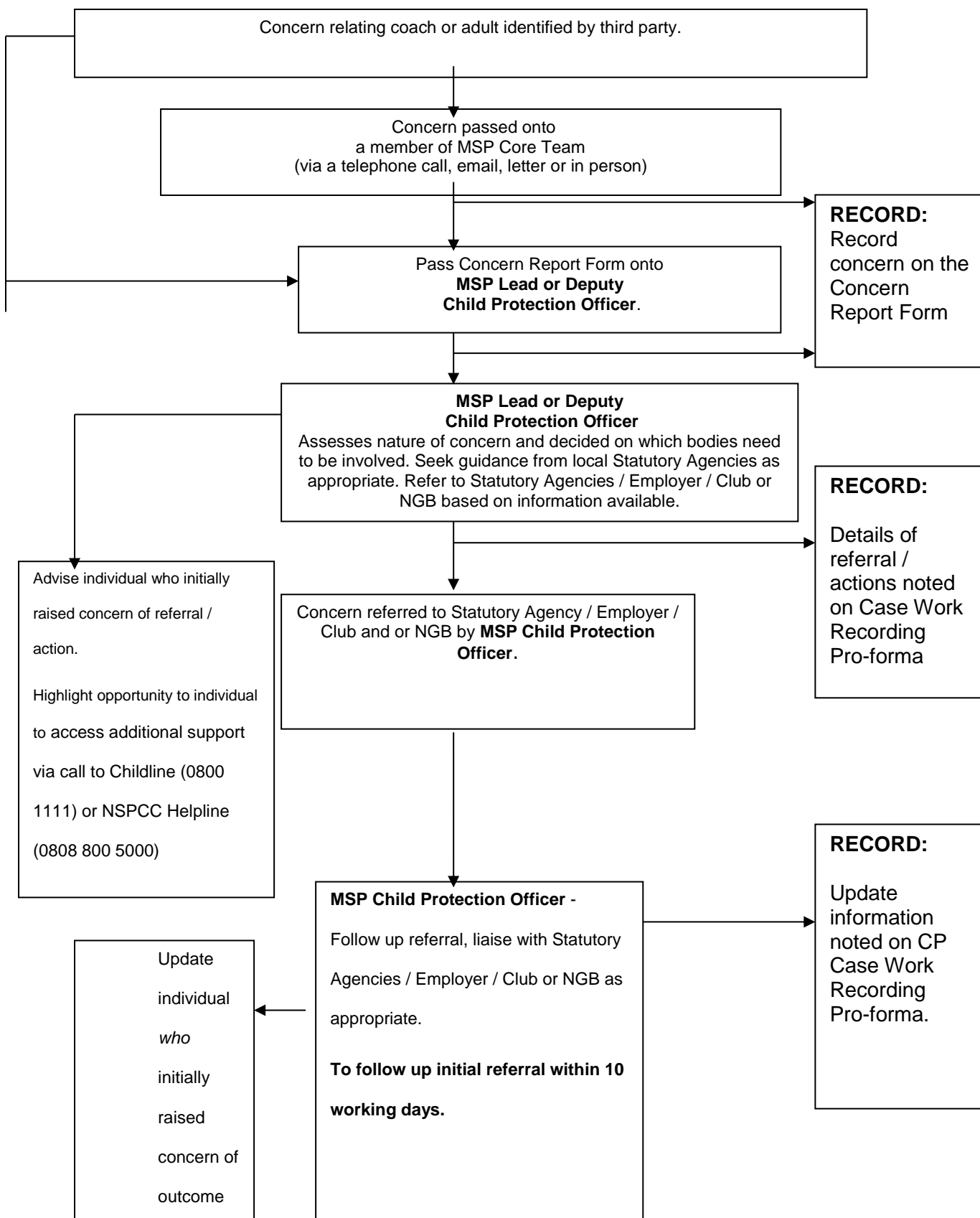
Appendix D

Reporting Procedure for Concern Relating To Child, Young Person or Vulnerable Adult Received Directly From a Third Party by MSP Core Team



Appendix E

Reporting Procedure for Concern Relating to Adult, Coach or Volunteer Received Directly From a Third Party by MSP Core Team



Appendix F

Recognising Signs of Abuse

MSP understands that safeguarding children and young people is everyone's responsibility. This means that everyone involved in the delivery of sport and physical activity in Merseyside has a responsibility to respond to any concerns that they or others may have about a child, or the behaviour of an adult.

Children are reluctant to tell someone when they are being abused, so it is essential that every adult is aware of the possible signs that a child's welfare or safety is being threatened. However, there is rarely a clear sign and often various snippets of information have to be pieced together as well as reliance on instinct that something does not seem quite right. MSP recognises that the vast majority of people involved in sport are there for the best of reasons and with the best of intentions, and they do play a pivotal role in identifying possible situations where abuse can and is potentially taking place.

A person may have one piece of information that, when added to that of others, forms a clear picture of abuse. This is often compared to fitting pieces of a jigsaw together. Only when there are a few pieces can the true picture start to be seen.

The table below shows some possible physical and behavioural signs of abuse. Some are very explicit and specific to the type of abuse, others are much more general. However, care is needed as any one of these signs might have another very plausible explanation. However, concerns may arise over time if there is a combination of unexplained changes. Additionally, a child's disability or cultural difference should not be used to explain away concerns.



Category of Abuse	Physical Signs	Behavioural Signs
Physical abuse	Unexplained and unusual bruising, finger, strap and bite marks, injuries, cigarette burns, fractures, scalds, missing teeth. Injuries that a child/young person with limited mobility would find it difficult to get.	Fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, cowering, bullying or abuse of others.
Neglect	Constant hunger, ill-fitting or inappropriate clothes, weight change, untreated conditions, continual minor infections, failure to supply hearing aids, glasses and or inhalers.	Always being tired, late, absent, few friends, regularly left alone, seeks adult company or withdraws from people, stealing, no money, parent or carer not attending or interested.
Sexual abuse	Genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STDs, thrush, anal pain on passing motions.	Apparent fear of someone, nightmares, running away, age inappropriate sexually explicit knowledge or behaviour, bedwetting, eating problems, substance abuse, unexplained money or gifts, inappropriate masturbation, sexual approaches to others, sexual games with toys.
Emotional abuse	Weight change, lack of growth / development, unexplained speech disorders, self-harm, clothing inappropriate for child/young person's age, gender or culture.	Unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends.
Bullying	Weight change, unexplained injuries and bruising, stomach and headaches, incontinence, disturbed sleep, hair pulled out.	Difficulty making friends, anxiety over school/sport truancy, withdrawn, depressed, anger, moodiness, suicide attempts, reduced performance, money or possessions reporting as 'lost', stealing from the family, distress and anxiety on reading emails or texts.

As stated earlier, it is not our role to determine if a child is being abused but is our responsibility to record and report our concerns following the procedures outlined in this document.

This Safeguarding Policy is inclusive and the same actions should be taken regardless of the needs and background of the child. However we recognise that some children are disadvantaged by their experiences as follows.

Children with disabilities

Children with disabilities might be additionally vulnerable because they may:

- Lack a wide network of friends who support and protect them
- Have significant communication differences - this may include very limited verbal communication or they may use sign language or other forms of non-verbal communication
- Require personal intimate care
- Have a reduced capacity to resist either verbally or physically
- Not be believed
- Depend on the abuser for their involvement in sport
- Lack access to peers to discover what is acceptable behaviour
- Have medical needs that are used to explain abuse.

Children from minority ethnic groups

Children from minority ethnic groups are additionally vulnerable because they may be:

- Experiencing racism and racist attitudes
- Experiencing racism being ignored by people in authority
- Afraid of further abuse if they challenge others
- Subjected to myths, e.g. all people of a particular culture are good with or hit their children
- Wanting to fit in and not make a fuss
- Using or learning English as a second language.

Children performing in elite sport

Children performing at the elite end of sport are additionally vulnerable because they may be:

- Experiencing burn-out due to early pressure of competition
- Likely to spend significant time away from home and support networks
- Performing in an adult focused environment
- Adopt a win at all costs mentality
- Subject to and dependent on an unhealthy coach – athlete relationship

