



**MSP**

UNLOCKING THE POWER  
OF SPORT & PHYSICAL ACTIVITY

Title:	<b>MSP Respecting, Safeguarding and Protecting Children and Young People Policy and Supporting Procedures</b>
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## **1.0 MSP Policy Statement for Respecting, Safeguarding and Protecting Children and Young People in Sport and Physical Activity 2017-2022**

MSP recognises the safety, welfare and wellbeing of children<sup>1</sup> and young people 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 and young people 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 seriously<sup>2</sup>, at all times.

MSP recognise that it is everyone's responsibility to ensure any concerns which relate to the safety, welfare and wellbeing of all our children and young people should be highlighted, challenged and addressed. All incidents of suspicious or poor practice, allegations of abuse or mistreatment raised, or issues where the wellbeing of a child or young person is in anyway perceived to be put at risk or harm, will be taken seriously and responded to swiftly and appropriately<sup>3</sup>.

Furthermore, we are committed to ensuring that every effort is made across our network of partners and stakeholders, and the wider community, towards the adoption of best practice in relation to respecting, safeguarding, and protecting children and young people in Merseyside.

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<sup>1</sup> A child is anyone who has not yet reached their 18<sup>th</sup> 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 / her status or entitlement to services or protection'. (Working Together to Safeguard Children, 2018 – Chapter 1, Footnote Page 5 and Glossary Page 102).

<sup>2</sup> In making this commitment we are specifically adopting the fundamental principles of "A Child-Centred Approach" - as outlined in Working Together to Safeguard Children, 2018. (Working Together to Safeguard Children, 2018, Introduction, Paragraphs 14-15, Pages 8-10).

<sup>3</sup> MSP will specifically refer any concern to the appropriate local statutory agencies responsible for providing children's services for review and action. In addition, guidance and advice may also be sought from national partners such as the NSPCC where this is appropriate. 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 and to the respective employing body. This referral mechanism is set out within MSPs Respecting Safeguarding & Protecting Children and Young People Policy and Procedures, Update: November 2021.

MSP – through its Board and Team Members – will:

- Accept the moral and legal responsibility to implement policies and procedures<sup>4</sup> to provide a duty of care for children and young people, safeguard their wellbeing and protect them from any form of abuse, harm, mistreatment or neglect.
- Respect and promote the rights, wishes and feelings of children and young people at all times.
- Ensure that children and young people have the right to be listened to and have their views heard, at all times.
- Promote and enable adequate training and up skilling around safeguarding to meet the needs of Board and Team Members, stakeholders and partners and the wider community.
- Promote understanding and recognition that children and young people from particular groups<sup>5</sup> 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, Diversity and Inclusion Policy and in recognition of the particular challenges which children and young people - from specific groups or communities<sup>6</sup> - 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.
- Promote understanding that as a direct result of COVID-19 there may be specific risks in respect of safeguarding, protecting and respecting which arise for children and young people. Recognise the existence and impact of these emerging or additional risks and challenges and ensure new approaches and practices are adopted which are flexible and responsive to the changing environment<sup>7</sup>.
- Ensure that policies and procedures for safeguarding, protecting, promoting and recognising the needs of children and young people are integral to and embedded within the realisation of all our Strategic Outcomes<sup>8</sup>.
- Take responsibility for actively promoting across our network of stakeholders, partners and the wider community, the overriding principal that the safety, welfare and wellbeing of children and young people is, without exception, paramount.

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<sup>4</sup> These procedures not only cover the events, activities or programmes which are directly delivered by MSP they are also designed to provide a framework to enable the organisation to appropriately handle any concerns, allegations or issues, raised by young people, their parents, carers, guardians or those providing sport or physical activity 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 and the Care Act 2014. Reference: MSP Safeguarding & Protecting Children and Young People Policy and Procedures, Update: November 2021.

<sup>5</sup> 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, 2018 – Identifying Children and Families Who Would Benefit From Additional Help Chapter 1, Paragraphs 4-6, Pages 12-13.

<sup>6</sup> 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. This additional recognition is aligned to the Equality and Diversity Policy Statement of Liverpool City Council.  
<https://liverpool.gov.uk/council/strategies-plans-and-policies/equality-diversity-and-cohesion>

<sup>7</sup> <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/coronavirus-abuse-neglect-vulnerable-children/>

<sup>8</sup>

MSP Strategic Framework 2017-2022:

[https://www.merseysidesport.com/wp-content/uploads/2018/07/MSP\\_Strategic\\_Framework\\_2017-2022.pdf](https://www.merseysidesport.com/wp-content/uploads/2018/07/MSP_Strategic_Framework_2017-2022.pdf)

- Actively work to support our partners and other organisations, recognise and understand their own moral and legal responsibilities in relation to all aspects concerning respecting, safeguarding and protecting<sup>9</sup>. To advocate and encourage the adoption of best practice in terms their own policies, procedures and practices relating to children and young people.
- Take responsibility for advocating across our network of stakeholders, partners and wider community, the fundamental right that children and young people 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 and young people are listened to and have their views heard.
- Identify a Board member to act as an advocate and champion for the organisation respect of safeguarding and welfare through providing leadership, guidance and support to the Board, Director and Team Members and connectivity to external stakeholders and representation. Ensuring the Board and Team are aware, understand and adhere to the moral, legal and organisational responsibilities and requirements associated with safeguarding and welfare<sup>10</sup>.
- Identify and detail specific development priorities within MSPs Respecting, Safeguarding & Protecting Children and Young People Action & Implementation Plan.
- Ensure appropriate resources are committed to enable Team Members to specifically support the realisation of the development priorities identified within the Action & Implementation Plan.
- 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 our networks.
- Recruit, train and supervise Team Members and volunteers to adopt best practice to safeguard and protect children and young people from any form of abuse, harm or mistreatment and themselves against false allegations<sup>11</sup>.
- Ensure that all Board, Team Members and any volunteers who directly support MSP 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<sup>12</sup>.
- Implement, maintain and continue to embed nationally recognised standards, specific guidance and practice – as advocated by the NSPCC Child Protection in Sport Unit<sup>13</sup>, NWG Exploitation Response Unit<sup>14</sup> and Sport England – for respecting, safeguarding, protecting and promoting the safety, welfare and wellbeing of children and young people.

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<sup>9</sup> Statutory guidance as specified in Working Together to Safeguard Children – A Guide To Inter-Agency Working to Safeguard and Promote the Welfare of Children, July 2018.

The Children and Social Work Act 2017 – detailing the specific requirement of sports organisations to join formal local arrangements for safeguarding and promoting the welfare of children as requested.

<sup>10</sup> To ensure as a Tier 3 organisation that MSP adheres to all the requirements of the A Code for Sports Governance, specifically those related to welfare and safety: [A Code for Sports Governance | UK Sport](#)

<sup>11</sup> It is MSPs aspiration to not only ensure compliance with statutory requirements but to promote the adoption of best practice relating to respecting, safeguarding and protecting not only across our network of stakeholders and partners but within the wider community. In addition, it is important to note that MSP Team Members must adhere to all the policies, procedures and code of conduct of Liverpool City Council, at all times.

<sup>12</sup> At all times where an issue or concern is initially raised directly with the MSP Core Team these will be referred to the statutory agencies in Merseyside and other external organisations to ensure a swift and appropriate resolution. Reference: MSPs Respecting, Safeguarding & Protecting Children and Young People Policy and Procedures, Update: November 2021.

<sup>13</sup> [NSPCC Child Protection in Sport Unit | CPSU \(thecpsu.org.uk\)](#)

<sup>14</sup> [NWG Network](#)

- Engage with the NSPCC Child Protection in Sport Unit to support the organisation realise their objectives.
- Respond to requests from partners and relevant agencies to join their formal local arrangements for safeguarding and promoting the welfare of children, in- line with statutory guidance<sup>15</sup> and legislation<sup>16</sup>.
- Present this policy statement for review and endorsement annually by the MSP Board. Proposed amendments to ensure this policy reflects current legislation or policy relating to children and young people will be presented for review by the Board – as and when specific changes are required or as part of the annual review, whichever comes first.
- Conduct a progress review of MSPs Safeguarding & Protection Children and Young People Action & Implementation, on a six-month basis. Review to be overseen by the Compliance, Scrutiny & Nominations Group and the Executive Director. The plan will be updated by the Lead Child Protection Officer, in advance of the review<sup>17</sup>.
- Review supporting procedures on a six-month basis or following any incident to ensure they remain fit for purpose.
- Ensure the policy statement, action and implementation plans and supporting procedures are integral to and embedded within MSPs Governance Framework 2017-2022<sup>18</sup> and will remain in force until amended, replaced or withdrawn.

This commitment to respecting, safeguarding, protecting children and young people is fully supported and endorsed on behalf of the MSP Board.

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<sup>15</sup> As detailed in Working Together to Safeguard Children – A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children, July 2018.

<sup>16</sup> As required by the specific provision for sports organisations detailed in The Children and Social Work Act 2017.

<sup>17</sup> As per MSP Governance Framework 2017-2022: Appendix 3 – Delegation of Authority Non-Financial Status.

<sup>18</sup> MSP Governance Framework 2017-2022:  
<https://www.merseysidesport.com/about-us/governance-board/>

## **2.0 Policy Aims**

MSP has identified a number of aims it will undertake to ensure the safety and protection of children and young people, these being: -

- To ensure core team members know what to do should they be contacted or need to raise an alert regarding a safeguarding issue.
- To ensure that any events directly organised by MSP have an adequate safeguarding plan, processes and procedures.
- Provide advice, guidance and support to partners regarding safeguarding best practices, policy and procedures
- Ensure any commissioned organisations delivering activity on behalf of MSP have appropriate safeguarding policies, procedures and processes in place.



### **3.0 Compliance with Relevant Legislation and Guidance**

We will ensure that this Policy and our procedures follow the guidance provided in relevant Government legislation and documents, and will ensure our procedures are in line with those identified by the Liverpool Safeguarding Children Partnership, including:

- The Children Act (1989 and 2004).
- Protection of Freedoms Act (2012).
- Working Together to Safeguard Children (2018).

#### **4.0 Recruitment and Selection**

MSP ensures the safe recruitment selection and induction of staff and volunteers through following Liverpool City Council's recruitment, appointment and induction policy, procedures and guidance:-

- The recruitment, appointment and induction procedure will be applied when dealing with vacancies and appointments.

[Our recruitment process \(liverpool.gov.uk\)](http://liverpool.gov.uk)

For further guidance on safer recruitment, selection and retention for staff and volunteers see the Liverpool Safeguarding Children Partnership:

[6.1 Safe Recruitment, Selection and Supervision of Staff \(proceduresonline.com\)](http://proceduresonline.com)

In addition to this, MSPs induction process includes requesting individuals to sign and say they agree to abide by the Liverpool City Council Officer Code of Conduct and this Safeguarding Policy and associated Procedures. MSP Advisory Board members will also complete a Declaration of Interest and Declaration of Good Character form on an annual basis.

With regard to identified roles, MSP, through Liverpool City Council may request a criminal records check through the Disclosure and Barring Service (DBS) as part of its safer recruitment process. For certain roles the check will also include information held on the DBS children and adults' barred lists, together with any information held by police forces that is reasonably considered to be relevant to the applied for post.

## 5.0 Training and Development

All MSP employees and volunteers will attend training in recognising and understanding possible signs of child abuse and know what steps need to be taken to provide child protection, as well as the early help provision. We will also offer opportunities to the wider sports and physical activity workforce across MSP to access a range of professional development opportunities.

This will include the provision of subsidised access to: -

- Generic Safeguarding training opportunities via Liverpool Safeguarding Children Partnership.
- Sport specific safeguarding training opportunities.
- Child Protection in Sport Unit training opportunities and events.
- NSPCC online training courses.
- Additional training will be mandatory for MSP Lead and Deputy Child Protection Officers.

Details of up and coming generic and sport specific safeguarding training opportunities and events can be found on MSP Website:

[MSP | Safeguarding - MSP \(merseysidesport.com\)](https://www.merseysidesport.com/safeguarding)

## 6.0 Promoting Good Practice

All personnel involved in the delivery of sport and physical activity should be required to demonstrate exemplary behaviour in order to promote the welfare of children and reduce the likelihood of allegations being made. MSP is keen to promote good practice, and have sourced a library of relevant information to support everyone across Merseyside to safeguard and protect children and young people. Including:

- Code of Conduct for Children and Young People
- Code of Conduct for Parents, Carers and Guardians
- Code of Conduct for Coaches, Leaders and Volunteers
- Photography and Video
- Delivery of Virtual Activity

MSP regularly communicates and promotes safeguarding messages and information including the following:

- MSP Website with a dedicated Safeguarding and COVID-19 Sector Support.
- e-Newsletters
- Twitter Feeds using #safeinsport
- Facebook posts
- At Network/ Forum Meetings.
- Directly to other organisations commissioned or funded by MSP who provide activities for children and young people on our behalf.

## 7.0 Understanding and Recognising Different Types of Child Abuse and Neglect

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to the child or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Further details of different types of child abuse and neglect can be found in 1.3 Recognition of Significant Harm within the Liverpool Safeguarding Children Partnership Policy and Procedures.

[1.3 Recognition of Significant Harm \(proceduresonline.com\)](http://proceduresonline.com)

**NOTE:** All Safeguarding Practice Guidance should be read in conjunction with Good Practice Supporting the Voice of the Child:

[1.12 Good Practice Supporting the Voice of the Child \(proceduresonline.com\)](http://proceduresonline.com)

**REMEMBER** It is not our role to determine whether a child or young person is being abused or neglected but to record and report our concerns as outlined in this policy.

## **8.0 Reporting Child Protection Concerns Regarding a Child**

All MSP employees and volunteers should be alert to the signs of abuse and neglect, that you question the behaviour of children and parents/carers and don't necessarily take what you are told at face value. You should make sure you know where to turn to if you need to ask for help.

### **8.1 Emergency**

If you think a child is in imminent danger or needs urgent medical attention don't delay – call 999.

### **8.2 Asking for Help**

Otherwise you should immediately record (MSP Referral and Information Form) and report your concerns to a designated person within MSP who will usually decide on the necessary action to take. In the first instance you should contact:

#### **Lead Child Protection Officer - Andrew Wileman**

Mobile: 07808 057105

Office: 0151 427 3889

Email: a.wileman@merseysidesport.com

If the Lead Child Protection Officer is unavailable you should contact:

#### **Deputy Child Protection Officer – Calum Donnelly**

Mobile: 07739 254 835

Office: 0151 427 3889

Email: c.donnelly@merseysidesport.com

If the disclosure is about the Lead Child Protection Officer or the Deputy Child Protection Officer you should contact:

#### **Director – Tom Douglas**

Mobile: 07895 330896

Email: t.douglas@merseysidesport.com

A designated officer with a serious concern about a child or young person that needs protection will then contact Liverpool Careline in-line with the Multi Agency Referral protocol.

[1.4 Responding to Abuse and Neglect \(proceduresonline.com\)](http://proceduresonline.com)

[Children at risk - Liverpool City Council](#)

### **Ask yourself - Does the child need an immediate child protection response?**

If so continue to report your concern to Liverpool City Council Careline, Merseyside Police or 999.

#### **Liverpool City Council – Careline**

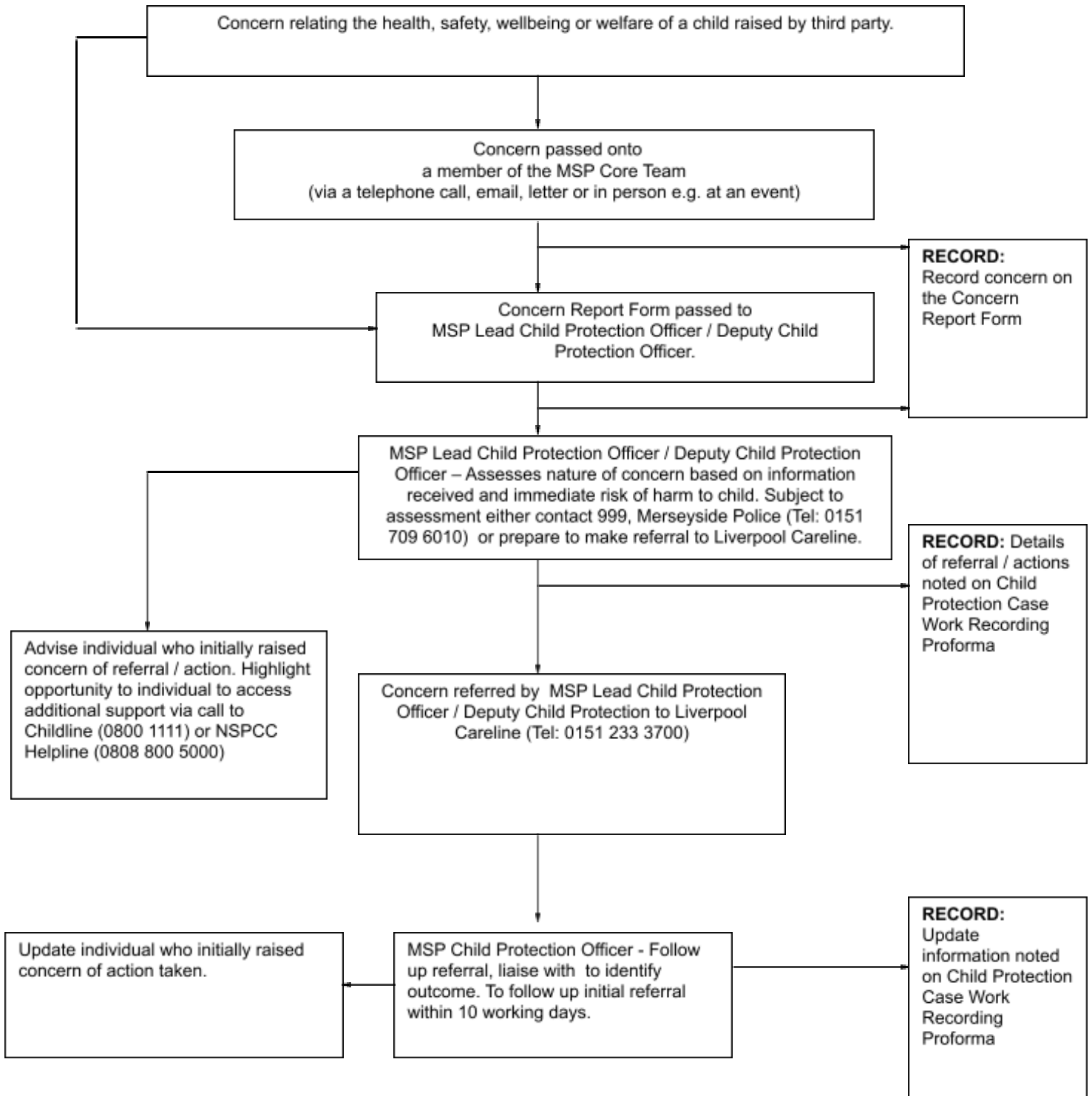
Tel: 0151 233 3700

#### **Merseyside Police**

Tel: 0151 709 6010

Outside office hours - The Emergency Duty Team (EDT) operates an out of hours service which is an emergency only response available to provide attention where the needs of the child indicate this is required as urgent.

**MSP Core Team Reporting Procedure For Concern Relating To Child  
Received Directly From A Third Party**



## **9.0 Allegations of Abuse or Poor Practice Made Against Those Who Work With Children**

If an employee or volunteer receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children that could amount to: -

- Behaving in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children that indicate that they may pose a risk of harm to children.

There is a duty on all MSP employees and volunteers to record and report all concerns, no matter how small, relating to the welfare of children. They should be reported according to the procedures outlined below: -

The concern should be reported to the most senior person not implicated in the allegation, a written record should be completed regarding the nature of the allegation, the person involved, whether there have been any previous allegations, witnesses to the incident, and child/children involved.

In the first instance you should contact:

**Lead Child Protection Officer - Andrew Wileman**

Mobile: 07808 057105

Office: 0151 427 3889

Email: [a.wileman@merseysidesport.com](mailto:a.wileman@merseysidesport.com)

If the Lead Child Protection Officer is unavailable you should contact:

**Deputy Child Protection Officer – Calum Donnelly**

Mobile: 07739 254 835

Office: 0151 427 3889

Email: [c.donnelly@merseysidesport.com](mailto:c.donnelly@merseysidesport.com)

If the disclosure is about the Lead Child Protection Officer or the Deputy Child Protection Officer you should contact:

**Director – Tom Douglas**

Mobile: 07895 330896

Email: [t.douglas@merseysidesport.com](mailto:t.douglas@merseysidesport.com)



## **9.1 Local Authority Designated Officer (LADO)**

The LADO should be contacted by the Lead Child Protection Officer or Deputy Child Protection Officer for advice. The allegation may meet the criminal threshold and any internal investigation could impact on Police and Social Care enquiries. The LADO will offer advice on immediate action required and will assist with employment and child protection issues.

[Liverpool Safeguarding Children Partnership \(LSCP\) - \(liverpoolscp.org.uk\)](http://liverpoolscp.org.uk)

If after initial discussion with the LADO it is agreed that the allegation meets the criteria a record will be logged on the LADO database. A multiagency meeting may be convened; this might result in a criminal investigation, Social Care investigation and /or an investigation to state whether disciplinary action is required.

As with raising a concern about a child, the process for raising a concern about an adult can

[Careline for children - Liverpool City Council](#)

Further information on the can be found in the Multi Agency Procedures on the Liverpool Safeguarding Children Partnership Website:

[2.2 Agency Roles and Responsibilities \(proceduresonline.com\)](http://proceduresonline.com)

[Liverpool Safeguarding Children Partnership \(LSCP\) - \(liverpoolscp.org.uk\)](http://liverpoolscp.org.uk)

## 9.2 Concerns or Complaints

It is also important that employees and volunteers within the organisation and people from outside the organisation have the ability to act and report a concern or complaint about a member MSP staff or volunteers if required.

A concern about the behaviour of a member of MSP staff or a volunteer can be made through the Liverpool City Council Whistleblowing procedure

[Whistleblowing - Liverpool City Council](#)

A complaint about the service provided by MSP can be raised through the Have Your Say mechanism:

[Make a formal complaint about most council services - Liverpool City Council](#)

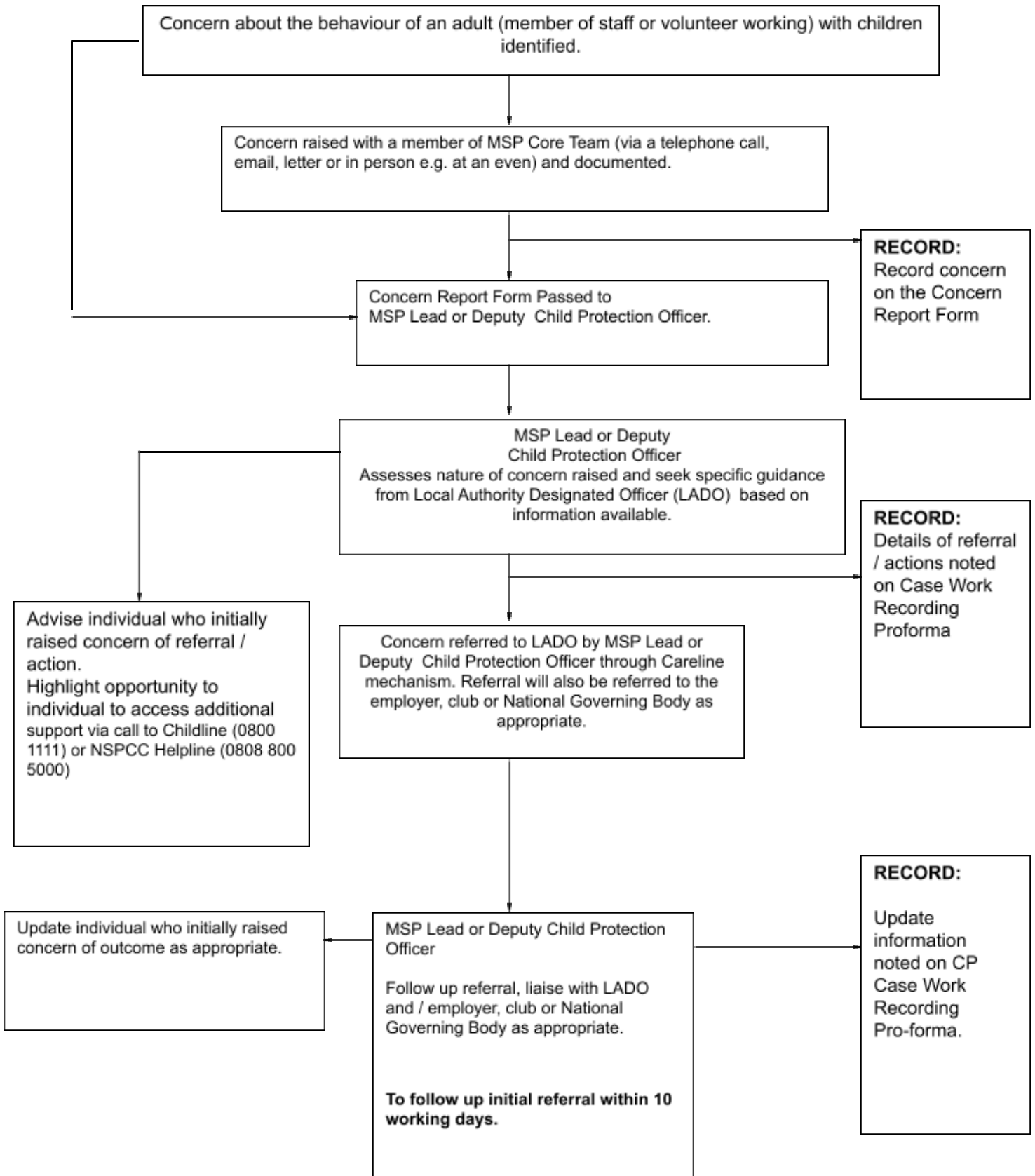
- Liverpool City Council's Disciplinary Policy and Procedure is intended to support managers and employees where misconduct issues arise.
- Liverpool City Council's Grievance Policy and Procedure is intended to help resolve concerns, problems or complaints which employees wish to raise in a prompt and fair manner.
- Liverpool City Council's Whistleblowing Policy and Procedure is designed to enable employees of the City Council and employees of external organisations, employed in service contracts, to notify Senior Officers of any reasonable suspicion of illegal or improper conduct.

Copies of these policies and procedures can be requested direct from Liverpool City Council through the following:

[General enquiries - Liverpool City Council](#)

Alternatively, MSP can provide a copy of the upon request.

**Reporting Procedure for Responding to Concerns Relating to the Behaviour of an Adult Towards a Child or Children Received From a Third Party by MSP or Identified by the Core Team**



## 10. Useful Contacts

### MSP

#### **Lead Child Protection Officer - Andrew Wileman**

Mobile: 07808 057105

Office: 0151 427 3889

Email: [a.wileman@merseysidesport.com](mailto:a.wileman@merseysidesport.com)

#### **Deputy Child Protection Officer – Calum Donnelly**

Mobile: 07739 254 835

Office: 0151 427 3889

Email: [c.donnelly@merseysidesport.com](mailto:c.donnelly@merseysidesport.com)

#### **Director – Tom Douglas**

Mobile: 07895 330896

Email: [t.douglas@merseysidesport.com](mailto:t.douglas@merseysidesport.com)

MSP, Unit 1, Dakota Business Park, Skyhawk Avenue, Garston, Liverpool, L19 2QR

[MSP | Safeguarding - MSP \(merseysidesport.com\)](https://merseysidesport.com/msp/safeguarding)

### **Liverpool Safeguarding Children Partnership**

[Liverpool Safeguarding Children Partnership \(LSCP\) - scp \(liverpoolscp.org.uk\)](https://liverpoolscp.org.uk)

Tel: 0151 233 0493/0510

Liverpool Safeguarding Children Partnership (LSCP), 5th Floor, Cunard Building, Water Street  
Liverpool, L3 1DS

### **Local Authority Designated Officer – Liverpool**

#### **LADO & Risk Manager – Ray Said**

Tel: 0151 233 0840

Mobile: 07841 727 309

#### **Deputy LADO – Pauline Trubshaw**

Tel: 0151 233 0846

Email: [LADO@liverpool.gov.uk](mailto:LADO@liverpool.gov.uk)

### **NSPCC Child Protection in Sport Unit**

Tel: 0116 366 5580

[NSPCC Child Protection in Sport Unit | CPSU \(the cpsu.org.uk\)](https://the cpsu.org.uk)

### **Childline**

Tel: 0800 1111

[Childline | Childline](#)