

Title:	<b>MSP Respecting, Safeguarding Children and Young People Policy and Supporting Procedures</b>
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## **1.0 MSP Policy Statement for Respecting, Safeguarding Children and Young People in Sport and Physical Activity 2022-2027**

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 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 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 well-being 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 any way 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 practices in relation to respecting, and safeguarding 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 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 may 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 or governing body.

MSP – through its Host Authority, Board and Team Members – will:

1. 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 in an attempt to protect them from any form of abuse, harm, mistreatment or neglect.
2. Respect and promote the rights, wishes and feelings of children and young people at all times.
3. Ensure that children and young people have the right to be listened to and have their views heard, at all times.
4. Promote and enable adequate training and upskilling around safeguarding to meet the needs of Board and team members, stakeholders and partners and the wider community.
5. 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 recognise the additional vulnerability which may arise.
6. 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.
7. Promote understanding that as a direct result of COVID-19 there may be specific risks in respect of safeguarding 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>.
8. Ensure that policies and procedures for safeguarding 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>.
9. Take responsibility for actively promoting across our network of stakeholders, partners and the wider community, the overriding principle 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.

<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 2022-2027:

<https://merseysidesport.com/wp-content/uploads/2023/04/MSP-Governance-Framework-2022-27.pdf>

10. 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. To advocate and encourage the adoption of best practice in terms of their own policies, procedures and practices relating to children and young people.
11. 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.
12. Identify a Board member to act as an advocate and champion for the organisation's 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>9</sup>.
13. Identify and detail specific development priorities within MSPs Respecting, Safeguarding Children and Young People Action & Implementation Plan.
14. Ensure appropriate resources are committed to enable Team Members to specifically support the realisation of the development priorities identified within the Action and Implementation Plan.
15. 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.
16. Recruit, train and supervise Team Members and volunteers to adopt best practice to safeguarding children and young people from any form of abuse, harm or mistreatment and themselves against false allegations<sup>10</sup>.
17. 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.
18. 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>11</sup>.
19. Implement, maintain and continue to embed nationally recognised standards, specific guidance and practice – as advocated by the NSPCC Child Protection in Sport Unit<sup>12</sup>, NWG Exploitation Response Unit<sup>13</sup> and Sport England – for respecting, safeguarding and promoting the safety, welfare and wellbeing of children and young people.

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<sup>9</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: <https://www.ukssport.gov.uk/resources/a-code-for-sports-governance/tier-3>

<sup>10</sup> It is MSPs aspiration to not only ensure compliance with statutory requirements but to promote the adoption of best practice relating to respecting and safeguarding 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>11</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 Children and Young People Policy and Procedures, Update: November 2021.

<sup>12</sup> [NSPCC Child Protection in Sport Unit | CPSU \(thecpsu.org.uk\)](https://www.nspcc.org.uk/what-we-do/child-protection-in-sport/)

<sup>13</sup> [NWG Network](https://www.nwg-network.org/)

20. Engage with the NSPCC Child Protection in Sport Unit to support the organisation in realising its objectives.
21. 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>14</sup> and legislation<sup>15</sup>.
22. 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.
23. Conduct a progress review of MSPs Safeguarding 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 and Deputy Safeguarding Officers, in advance of the review<sup>16</sup>.
24. Review supporting procedures on a six-month basis or following any incident to ensure they remain fit for purpose.
25. Ensure the policy statement, action and implementation plans and supporting procedures are integral to and embedded within MSPs Governance Framework 2022--2027<sup>17</sup> and will remain in force until amended, replaced or withdrawn.

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

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<sup>14</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>15</sup> As required by the specific provision for sports organisations detailed in The Children and Social Work Act 2017.

<sup>16</sup> As per MSP Governance Framework 2017-2022: Appendix 3 – Delegation of Authority Non-Financial Status.

<sup>17</sup> MSP Governance Framework 2022-2027:

<https://merseysidesport.com/wp-content/uploads/2023/04/MSP-Governance-Framework-2022-27.pdf>

## **2.0 Policy Aims**

MSP has identified a number of aims it will undertake to ensure the safety 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).
- The Data Protection Act (including UKGDPR) (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 procedures will be applied when dealing with vacancies and appointments.

##### [Liverpool City Council - Employment Checks](#)

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

##### [Safe Recruitment, Selection and Supervision of Staff](#)

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 safeguard children, 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 Safeguarding Officers.

Details of generic and sport specific safeguarding training opportunities can be found on MSP Website: <https://merseysidesport.com/courses>

## **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 has sourced a library of relevant information to support everyone across Merseyside to safeguard 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
- Guide for Virtual Activity
- Guide for Safety Online

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

- MSP Website with a dedicated safeguarding and Welfare section.
- e-Newsletters
- Social media
- At network/forum meetings with system partners
- 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.

### [Recognition of Significant Harm](#)

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

### [Good Practice Supporting the Voice of the Child](#)

**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 Safeguarding 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 not 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 Concern Report Form) and report your concerns to a designated person within MSP who will usually decide on the necessary action to take.

#### **Lead Safeguarding Officer - Jennie Platt**

Mobile: 0773 925 4833

Email: [j.platt@merseysidesport.com](mailto:j.platt@merseysidesport.com)

#### **Deputy Safeguarding Officer – Calum Donnelly**

Mobile: 07739 254 835

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

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

#### **CEO - Justine Blomeley**

Mobile: 07935341360

Email: [j.blomeley@merseysidesport.com](mailto:j.blomeley@merseysidesport.com)

A designated officer with a serious concern about a child or young person who needs safeguarding will then contact Liverpool's Children's Advice & Support Service (CASS) - 0151 459 2606 in line with the Multi-Agency Referral protocol.

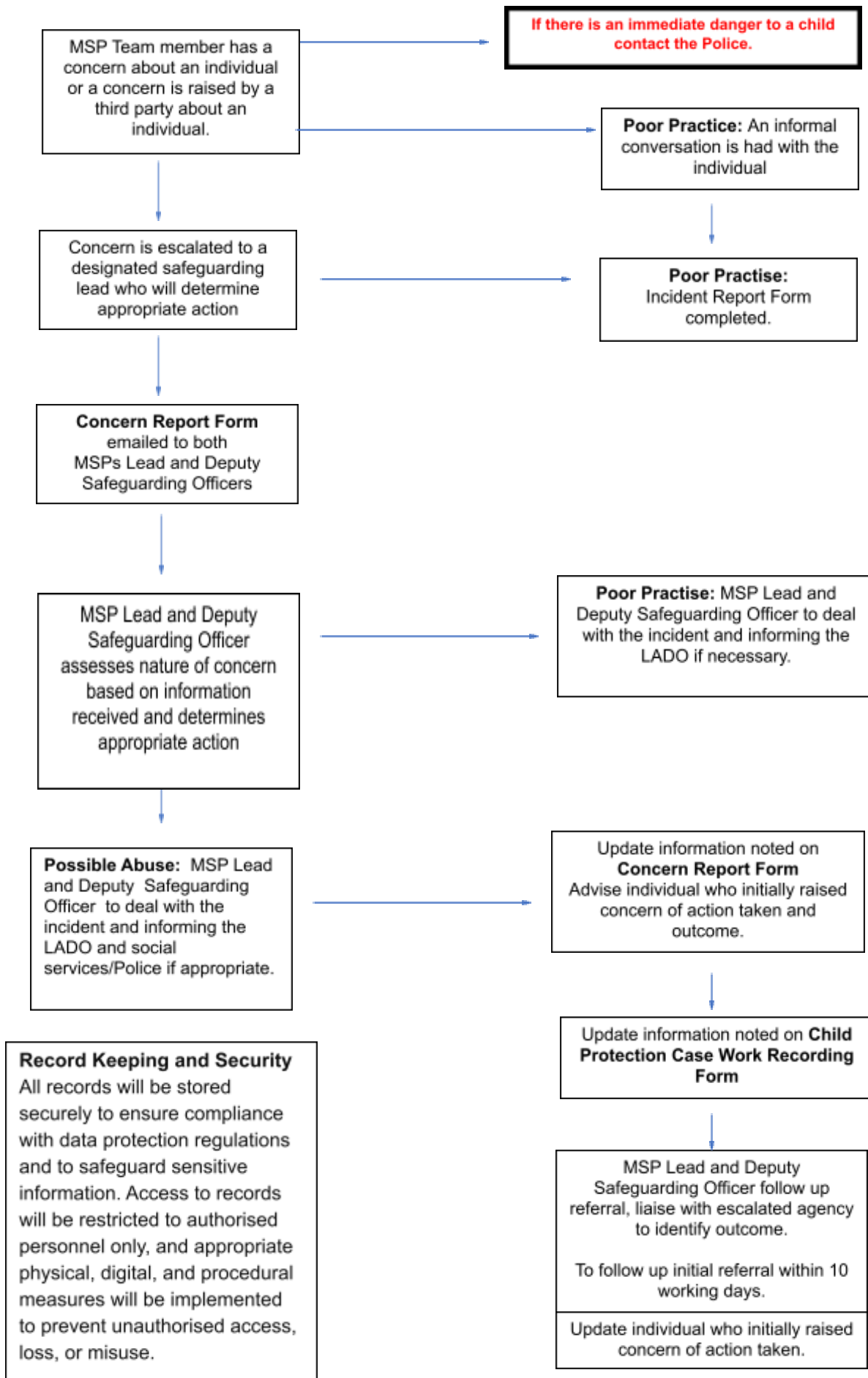
<https://liverpoolscp.org.uk/p/are-you-worried-about-the-safety-or-welfare-of-a-child>

<https://liverpool.gov.uk/referrals/childrens-social-care-referrals/make-an-urgent-marf-referral/>

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

If so, continue to report your concern to Liverpool's Children's Advice & Support Service (CASS) - 0151 459 2606, or Merseyside Police or 999.

## MSP Core Team Reporting Procedure



## **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 Safeguarding Officer - Jennie Platt**

Mobile: 0773 925 4833

Email: [j.platt@merseysidesport.com](mailto:j.platt@merseysidesport.com)

If the Lead Safeguarding Officer is unavailable you should contact:

**Deputy Safeguarding Officer – Calum Donnelly**

Mobile: 07739 254 835

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

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

**CEO - Justine Blomeley**

Mobile: 07935341360

Email: [j.blomeley@merseysidesport.com](mailto:j.blomeley@merseysidesport.com)

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

The LADO should be contacted by the Lead Safeguarding Officer or Deputy Safeguarding 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 safeguarding 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 multi-agency 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.

[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:

[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 to the MSP Director:

**CEO - Justine Blomeley**

Mobile: 07935341360

Email: [j.blomeley@merseysidesport.com](mailto:j.blomeley@merseysidesport.com)

Or alternatively through the Liverpool City Council Whistleblowing procedure:

[Whistleblowing - Liverpool City Council](#)

A complaint about the service provided by MSP can be raised through the MSP Director, or '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 copies upon request.



## 10. Useful Contacts

### MSP

**Lead Safeguarding Officer - Jennie Platt**

Mobile: 0773 925 4833

Email: [j.platt@merseysidesport.com](mailto:j.platt@merseysidesport.com)

If the Lead Safeguarding Officer is unavailable you should contact:

**Safeguarding and Welfare Officer - Matt Moran**

Mobile: 07730 028774

Email: [m.moran@merseysidesport.com](mailto:m.moran@merseysidesport.com)

**Safeguarding and Welfare Officer - Gemma West**

Mobile: 07739834611

Email: [g.west@merseysidesport.com](mailto:g.west@merseysidesport.com)

**CEO - Justine Blomeley**

Mobile: 07935341360

Email: [j.blomeley@merseysidesport.com](mailto:j.blomeley@merseysidesport.com)

MSP, Cunard Building (Third Floor), Brunswick Street, Liverpool, L3 1AH

[MSP | Safeguarding - MSP \(merseysidesport.com\)](#)

### Liverpool Safeguarding Children Partnership

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

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 – Mark Goddard**

Tel: 0771 6 702 034

**Deputy LADO – Pauline Trubshaw**

Tel: 07841727309

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 \(thecpsu.org.uk\)](#)

### Childline

Tel: 0800 1111

[Childline | Childline](#)