



**English Federation  
of Disability Sport**

Making **active lives** possible

# English Federation of Disability Sport

## Safeguarding event welfare plan



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## EFDS Events objectives

To provide a high quality, safe sports events and activities for disabled people.

To provide a platform for community based sports opportunities for disabled people to participate in sport.

To develop, nurture and support volunteers and provide workforce development opportunities directly and indirectly in partnership with other volunteering agencies.

To identify progression routes specifically for disabled athletes and where appropriate, provide opportunities through a range of events.

To provide support and training for parents, coaches, officials and volunteers.

## Purpose of the Welfare Plan

The purpose of the Sports Event Welfare Plan (SEWP) is to promote and ensure the well-being of those disabled children, young people and adults at risk taking part in any sporting event or activity promoted or run by EFDS.

The Sports Event Welfare Plan (SEWP) is guided by the EFDS Safeguarding policy which is based on the following principles:

- The welfare of disabled children, young people and adults at risk is paramount
- All disabled people, whatever their age, ability, culture, gender, language, race, ethnicity, religious belief, nationality, social/economic status and/or sexual identity have the right to protection from abuse
- All disabled people have the right to participate in sporting activities in an enjoyable and safe environment that takes account of their individual support, physical and or social development needs
- All incidents of suspected/alleged poor practice or abuse should be taken seriously, be responded to swiftly and appropriately, and in line with Local Safeguarding Children Board (LSCB), Safeguarding Adults Board (LSAB) multi-agency policy and procedures
- Confidentiality will be upheld in line with Data Protection and Human Rights legislation, but not at the expense of safeguarding disabled children and adults who may be at risk.

## Definitions

<b>Overall Events Manager or Designated Representative</b>	<p>Person appointed by EFDS, who is responsible for organising and running each National event. Overall responsibility for ensuring the Welfare Plan is developed and implemented in line with at least the minimum standards outlined in this plan.</p>
<b>EFDS Welfare Officer</b>	<p>Person appointed by EFDS with responsibility for implementation of the welfare plan at each event and co-ordination of welfare issues as they arise at the event.</p>
<b>EFDS Safeguarding Lead</b>	<p>Person appointed by EFDS, who is the lead in the organisation for Safeguarding.</p>
<b>Team Managers</b>	<p>The person nominated by the Region and EFDS to chaperone the participants when they are not playing sport.</p> <p>The Team Manager may act ‘in loco-parentis’.</p> <p>The Team Manager may appoint a welfare officer with relevant experience to deal with welfare issues and act as the main point of contact for communication at events</p>
<b>Team Welfare Officer</b>	<p>As appointed by the Team Manager to deal with welfare issues and act as the main point of contact for issues regarding the welfare plan and child/vulnerable adult protection at events.</p>
<b>Participants</b>	<p>Disabled athletes who have entered an event or competition</p>

# 1. Introduction

EFDS activity deliverers should fully incorporate safeguarding throughout the whole of the planning process. All staff and volunteers will be expected to read, understand and implement the requirements set out in this Safeguarding Event Welfare Plan.

It also provides clear guidance to both external and internal stakeholders including English Federation of Disability Sport (EFDS) staff and volunteers. This enables them to be clear of expectations around safe and effective practice as well as the management processes when safeguarding concerns arise.

## This plan aims to:

- minimise the risk to participants and any team/teaching staff or volunteers
- maximise the opportunity for disabled children, young and adults to enjoy themselves and participate to the best of their ability
- clearly identify who is the lead responsible designated person for managing any safeguarding allegations, incidents or complaints and any communication and reporting routes □
- Encourage enjoyment of all involved

Although incidents of serious poor practice and abuse do arise during events, according to the NSPCC (2013) the majority of incidents are lower level concerns. These are often associated with more general practicalities, e.g. confusing arrangements for care, poor refreshments and transport. Nevertheless, they can still have a significant impact on a child. Handover arrangements are a key risk at many events, especially where it involves a number of schools and colleges.

## EFDS activities will provide participants with:

- an opportunity for competitive and personal development
- an enjoyable and rewarding experience
- a taste of high quality competition
- an opportunity to socialise and interact with fellow peers and athletes

**The Welfare Plan is designed to minimise the risks to the children, young people and adults taking part in any EFDS activity and to maximise their enjoyment and wellbeing.**

This document is designed primarily for those involved in an EFDS activity. Many National Governing Bodies (NGBs) of sport, schools and local authorities already have comprehensive policies and procedures in place to cover the welfare and duty of care requirements for children, young people and adults at risk. This resource is intended to supplement and not replace or reproduce those details.

## 2. Code of Conduct for all staff/volunteers

Most National Governing Bodies (NGBs) and coaching organisations require staff/volunteers to adhere to their code of conduct or code of behaviour. All EFDS staff/ volunteers must be made aware of the code and remain vigilant through in ensuring that it is implemented by everyone involved in any activity.

By agreeing to take part in any EFDS activity and any other endorsed Events, individuals are agreeing to the principles suggested by the NSPCC and outlined in the following:

An environment which allows bullying, shouting, racism, or sexism is not acceptable.

- **Rights:** Staff/volunteers working at any event must respect the rights of children and young people, promoting their welfare and their individual needs.
- **Relationships:** Staff/volunteers should promote relationships with participants and others that are based on openness, honesty, trust and respect. They must not engage with participants in behaviour that is abusive or inappropriate, including inappropriate use of social media and technology to communicate with children and young people. They must respond to any concerns about a child's welfare, and work in partnership with other organisations in the child's best interests.
- **Responsibilities:** Staff/volunteers must demonstrate proper personal/professional behaviour at all times, promoting positive role models for the children and young people they are working with. Staff must ensure that children and young people are provided with a safe environment which maximises benefits and minimises risks to them. In addition staff/volunteers must take due account of their own use of social media both at events and their personal use. Blogging and social networking are popular hobbies; EFDS staff and volunteers are justifiably proud of their contributions to events and may mention this on their internet postings. However staff and volunteers must keep in mind the code of conduct when they engage in any activity within their personal social media environment. When posting information online that could relate to EFDS work or activity the following principles must be followed:
  - **Add a disclaimer:** If staff/volunteers mention that they work for EFDS in their profile on a social network you need to state that "all opinions expressed here are my own and not that of EFDS."
  - **Do not breach confidentiality:** Never make any reference to individual children, young person or adult participant or use their names.
  - **Be mindful:** Once you have mentioned your association with EFDS any negative behaviour or activity within the social media environment could be indirectly associated with the organisation.
- **Equity:** All staff/volunteers must demonstrate commitment to respecting differences between staff and participants in terms of gender, sexual orientation, race, ethnicity, disability, culture and religious belief systems.

## 2.1 Principles of Participation and Codes of Conduct

The success of the event depends on developing a positive and safe environment where everyone is treated with respect and **everyone takes responsibility for their own behaviour**. Everyone at the event will be asked to sign up to the Event's Principles of Participation and Codes of Conduct.

For participants these are about:

- fair play
- equality
- inclusiveness and tolerance
- responsibility
- friendship

Breaches of the code of conduct will be dealt with through disciplinary procedures and parents/carers will be made aware of the possibility that their child could be sent home at their own expense for a serious breach of the code of conduct.

All those responsible for implementing the Events Safeguarding Welfare Plan should ensure that all participants taking part are aware of this Code of Conduct. A child friendly version of a participant's code of conduct should be provided to all young people along with entry forms to the event.

## 3. Responsibilities for children, young people and adults at risk welfare

### 3.1 Overall Events Manager

This is the person appointed to be responsible for the organisation and overall running of the activity, including overseeing safeguarding all participants and attendees. This person should appoint and work in partnership with the appointed activity welfare officer and other key members of the event staff.

The event manager should not only try to establish best practice in the recommended standards in the event safeguarding plan, but also to ensure that minimum standards are met by constituent organisations responsible for teams of children, young people and adults at risk and/or the delivery of specific sports and activities.

The event manager is responsible for:

- Appointing/recruiting a suitable person to the role of event welfare officer and liaising with this person on all safeguarding related matters before, during and after the activity.
- Undertaking or delegating an event and facility risk assessment and co-ordinating venue site visit/s prior to the event to include the event safeguarding officer

- Ensuring the development, implementation and promotion of the event safeguarding plan that establishes minimum safeguarding standards for the event that are communicated to and agreed by constituent's sports, clubs, national or regional teams, or local authorities.
- Ensuring adequate first-aid/medical cover for the event, which will comply with national governing body, local authority or other requirements.
- In conjunction with the event welfare officer making decisions on appropriate responses to any safeguarding or disciplinary issues arising at the event/activity.
- Ensuring that a complaints/disciplinary procedure are in place and implemented for participants and staff or volunteers at the event/activity (this should have clear links to the policies and procedures of the participating national governing bodies, schools and local authorities).

### 3.2 Event Safeguarding Officer

Reporting to the event manager, the event welfare officer has overall responsibility for safeguarding at the event/activity. In best practice terms this should not be the same person as the event manager due to the complexity of these events and the number of other responsibilities the overall event manager will undoubtedly have, which will impact on their ability to focus on safeguarding.

The event welfare officer is responsible for:

- Promoting and implementing the event/activity safeguarding plan that provides minimum operating standards for the event/activity, including details of reporting and referral process.
- Linking with local statutory agencies to ensure that the event/activity safeguarding plan complies with relevant national and local guidance/procedures, and that those agencies are aware of event/activity details in case a significant incident occurs.
- Ensuring that plans cover all relevant aspects of the event/activity:
  - An agreed safe recruitment process for all event/activity and team/school staff and volunteers, including criminal record checks where eligible.
  - Registration and consent process
  - Reporting and recording procedures
  - Codes of conduct signed up to by staff and volunteers, participants and parents/spectators, and linked to a disciplinary/sanctions process
  - Basic safeguarding and disability awareness training requirements for staff and volunteers
  - Procedures for missing participants
  - Safeguarding staffing/roles requirements for participating teams, clubs or schools
  - How safeguarding concerns will be reported, responded to and managed at and after the event/activity (including communication with stator agencies, national governing bodies, schools and/or local authorities).
  - Keep an up to date record of all accidents and incidents on appropriate reporting forms

Liaising with relevant staff/volunteers with lead safeguarding responsibilities in participating national or regional or sports teams/clubs/schools/organisations to ensure understanding of and compliance with safeguarding requirements for the event/activity.

Ensuring that a complaints/disciplinary procedure is in place and implemented for participants and staff or volunteers at the event/activity (this should have clear links to the policies and procedures of the participating national governing bodies, schools or local authorities)

In conjunction with the event/activity manager, establishing a system to make decisions on appropriate response to any safeguarding or disciplinary issues arising at the event/activity – this may involve establishing an event/activity case management panel or triage system.

Agreeing event/activity communication processes with all event/activity safeguarding staff.

### **3.3 Team Manager**

The team manager is the person nominated to supervise and be responsible for participants when they are not playing sport at the event/activity. There should be a minimum of one team manager for every ten participants.

The team manager will act in loco parentis and should have demonstrable experience of working with, supervising and supporting young people (possibly by virtue of their profession, eg teacher or social worker). They should have received at least basic safeguarding awareness training and an induction to the requirements of the event/activity safeguarding plan.

Responsibilities of the team manager include:

- Acting in loco parentis for young people on behalf of the specific sport's team
- Being the first point of contact with the individual participants
- Being aware of their responsibility as detailed in the event/activity safeguarding plan
- Understanding what to do should any incident or concern be reported to them
- Attending pre-event briefing and event training, and familiarising themselves with the venue, accommodation and transport arrangements
- Ideally meeting the participants in their care prior to the event/activity

### **3.4 Responsibilities of parents and carers**

Parents/carers of participants in the event/activity are responsible for ensuring that:

- they have read the information about the Welfare Plan provided to them by the Team Manager or Welfare Officer
- they have given their written consent to their child young people and adults at risk attendance
- they have provided information about any medical needs/allergies that their child may have and provided sufficient medication for the event/activity where necessary
- where a child or vulnerable adult has any additional care needs, information must be provided related to these needs. Consent must be given if any intimate care needs have to be provided for at the event/activity
- they have provided information about any specific dietary needs their child may have
- they have read the event/activities Participation Code of Conduct and, where one exists, those of their child's NGB and discuss with their child how they will abide by these

- they have provided emergency contact details, including whom has legal parental responsibility for the child.

Parents should advise their Team Manager/Safeguarding Officer of any non-sport related issues which may affect their child's / young people and adults at risk participation at the event/activity. This may include:

- a participant who may be affected by bereavement
- a participant who is 'looked after' by the local authority
- a participant who is being bullied in another setting
- any participant with safeguarding disclosure issues.

### **3.5 Participants' (Children, young people and adults at risk) responsibilities**

Children, young people and adults at risk participating in the event/activity are responsible for:

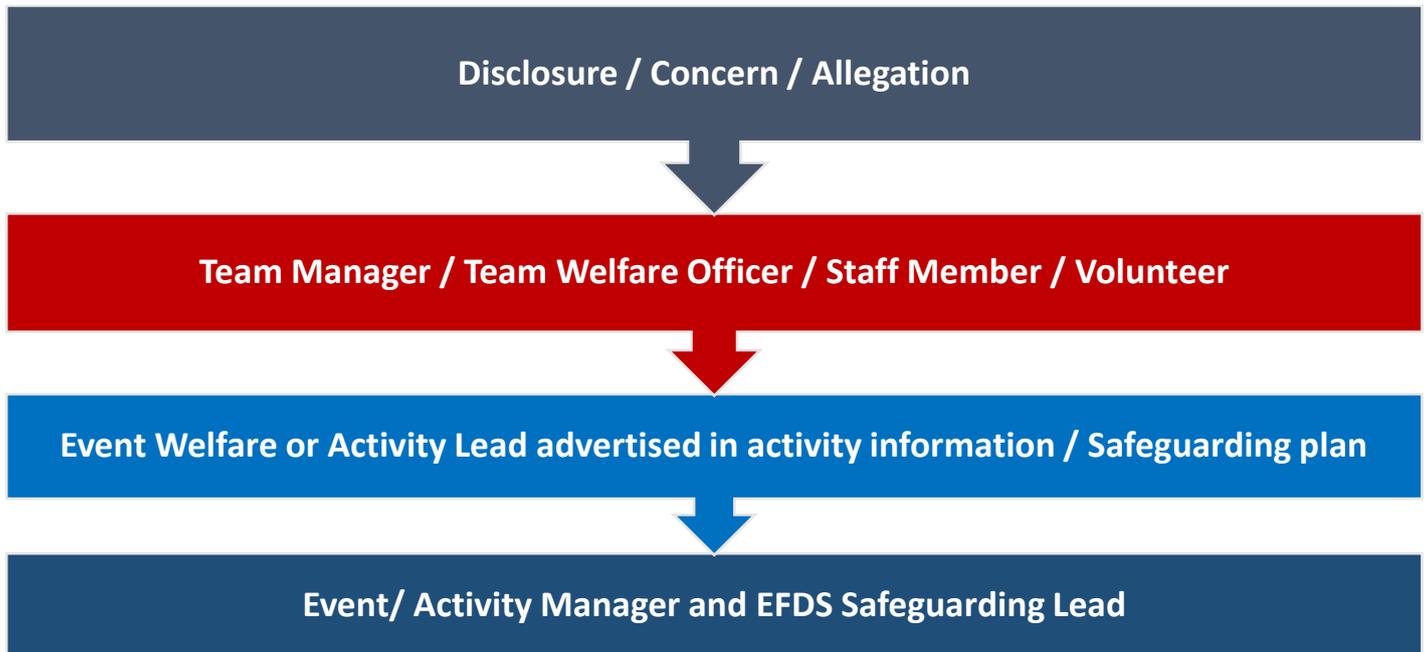
- reading and agreeing to abide by the Principles of Participation and Code of Conduct for the event/activity
- following the Code of Conduct that governs behaviour within their sport
- ensuring that they know who their Team Manager /Welfare Officer is and how to contact them.

Participants will be informed that their parents/carers will be contacted if they become involved in an accident or serious breach of safety.

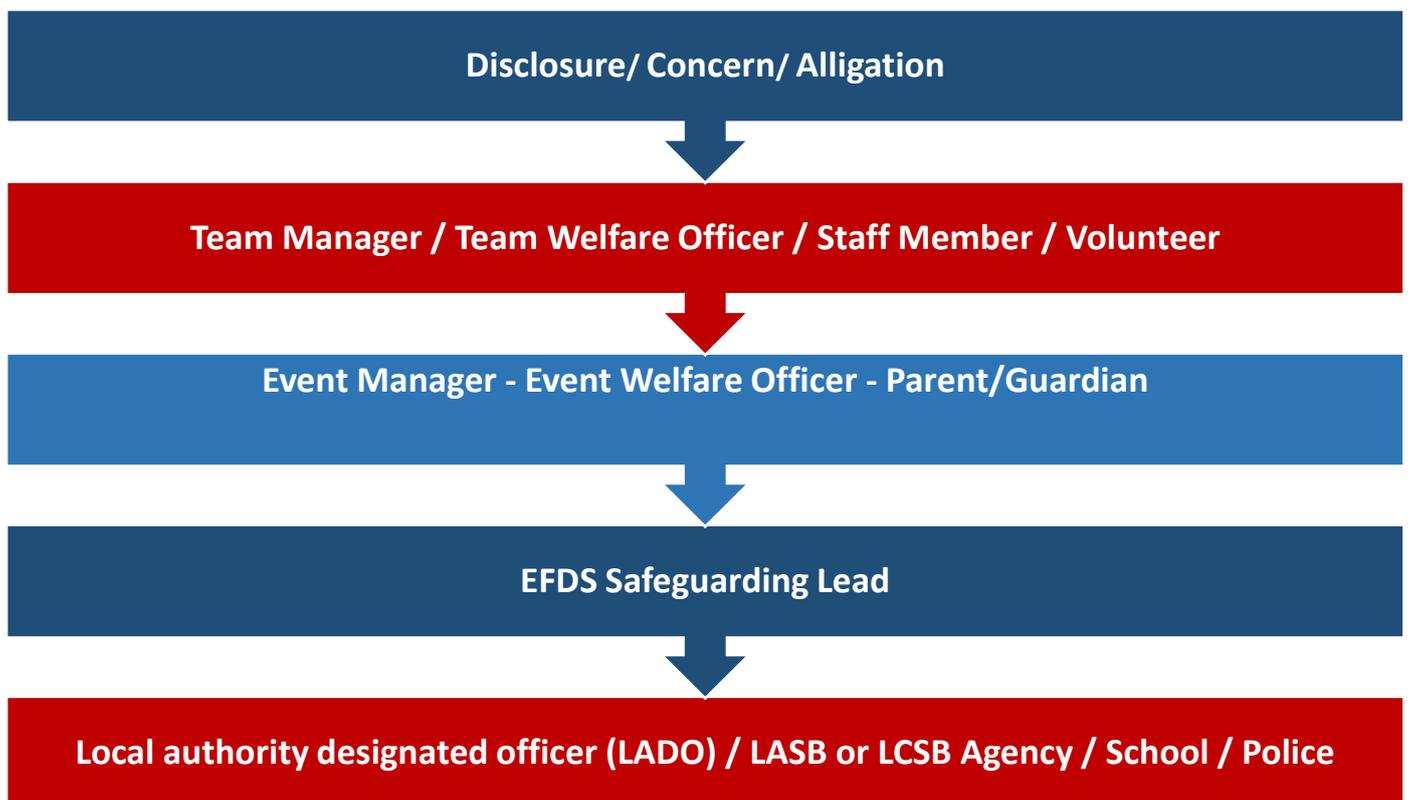
### 3.6 Safeguarding reporting structure

It is important that all staff know what to do relating to the welfare of participants and who to report to.

#### Concerns about poor practice



#### Concerns about suspected abuse:



## 3.7 The Reporting of Welfare Issues

The Event Manager needs to ensure that there are clear reporting procedures in place for responding to the range of welfare issues, which may affect children, young people and adults at risk at the event/activity. Clear reporting guidance will be given to everyone, staff and volunteers, working at the event/activity of whom they should report their concerns. All participants should be given information about who to speak to and who their Welfare Officer is.

The welfare officer will have specific responsibility as the 'designated person' for the response to concerns. The Event Manager has overall responsibility for the management of welfare issues at the event/activity.

### (1). Responding to allegations or suspicions

It is not the responsibility of anyone working in EFDS, in a paid or unpaid capacity to decide whether or not abuse has taken place. There is however a responsibility to act on any concerns through contact with the appropriate safeguarding leads.

EFDS will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child, young person or adult at risk. **All paid staff and volunteers have the right to protection from false allegations.**

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation,
- A safeguarding investigation,
- A disciplinary or misconduct investigation.

The results of the police and safeguarding investigation may well influence the disciplinary investigation, but not necessarily.

### **Actions if there are concerns**

#### (2). Concerns about poor practice

If, following consideration, the allegation is clearly about poor practice; the Safeguarding Officer will deal with it as a misconduct issue.

If the allegation relates to poor practice by the Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant Event manager or lead activity officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

#### (3). Concerns about suspected abuse

Any suspicion that a child, young person or adult has been abused by either a member of staff or a volunteer should be reported to the Event Welfare officer, who will take such steps as considered necessary to ensure the safety of the participant in question and any other participants who may be at risk.

The Event welfare officer will refer the allegation to the EFDS Safeguarding Lead and Local Safeguarding Children's Board (LSAB) or Local Safeguarding Adult Board (LSAB) /LADO who may involve the police, or go directly to the police if out-of-hours.

The parents or carers of the participant will be contacted as soon as possible following advice from the Local Safeguarding Children's Board (LSCB) or Local Safeguarding Adult Board (LSAB).

The Event welfare officer should also notify the relevant (Sport Governing Body) Safeguarding Officer who may need to deal with any media enquiries.

If the Event welfare officer is the subject of the suspicion/allegation, the report must be made to the appropriate Lead Activity Officer who will refer the allegation to the Safeguarding Lead and LSCB, LSAB.

#### **(4). Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Event welfare officer
- The person making the allegation.
- LSCB, LSAB, LADO/the Police.
- The Event Manager and if necessary the NGB Safeguarding Officer.
- The alleged abuser (and parents if the alleged abuser is a child).
- LSCB or LSAB, LADO will advise on who should approach the alleged abuser.

**Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).**

#### **(5). Internal enquiries and suspension**

The Event welfare officer will advise the Event Manager who will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and LSCB, LSAB inquiries.

#### **(6). Support to deal with the aftermath of abuse:**

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British

Association for Counselling Directory is available from The British Association for Counselling, BACP House, 15 St John's Business Park, Lutterworth, Leicestershire, LE17 4HB, Tel: 01455 883300, E-mail: bac@bacp.co.uk, Internet: <http://www.bacp.co.uk>.

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

- Allegations of previous abuse
- Allegations of abuse may be made some time after the event/activity (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the EFDS Lead should follow the procedures as detailed above and report the matter to the LSCB/LSAB/LADO or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

## **(7). Action if bullying is suspected**

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. **Create an open environment.**
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully (ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom and when).
- Report any concerns to the EFDS Safeguarding Officer or the school (wherever the bullying is occurring).

## **(8). Action towards the bully(ies):**

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of 'borrowed' items and that the bully (ies) compensates the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully (ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

## **(9). Concerns outside the immediate sporting environment (e.g. a parent or carer):**

- Report your concerns to the Event safeguarding officer, who should contact LSCB, LSAB, LADO or the police as soon as possible.
- If the Event welfare officer is not available, the person being told of or discovering the abuse should contact LSCB, LSAB or the police immediately.
- LSCB, LSAB and the Event welfare officer will decide how to involve the parents/carers.
- The Event welfare officer should also report the incident to the relevant Sports Governing Body.
- Maintain confidentiality on a strict 'need to know' basis only.

## **(10) Information for LSCB/LSAB/LADO or the police about suspected abuse:**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or LSCB, LSAB should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.
- If you are worried about sharing concerns about abuse with a senior colleague, you should contact LSCB, LSAB, LADO or the police directly.

## **(11) General Welfare Issues**

Team Managers and Welfare Officers (where applicable) at 'away' events will most commonly come across concerns for children such as: home-sickness, forgetting to bring things with them; anxiety about how they will get on with other children young people and adults at risk; and so on.

Most of these issues will be able to be managed by the team manager. All welfare issues should be reported to the team's welfare officer and a record kept of incidents in line with the Event welfare plan. Regular briefing sessions should be held throughout the event/activity at residential event/activities. This will help to pick up any emerging themes such as bullying behaviour and provide support to the welfare officers.

## **(12) Supervision and missing participants**

Prevention is the most important thing. From the moment children young people and adults at risk arrive at the event/activity (or from when they are handed over by parents to be transported to the event/activity), staff and volunteers are acting in 'loco parentis' and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times, who in the team is responsible for supervision. This is particularly important where event/activities are held on large sites and at residential venues.

The Events Manager has provided clear guidance on reporting missing participants and what action staff/volunteers should take. It will be a maximum of twenty minutes before the police would be called.

Times of particular concern are when children are arriving at/leaving the Event/activity and when they are transferring between venues/facilities. Parents, children young people and adults at risk should be advised that any changes in arrival/collection plans by families (e.g. a child being collected or not going on the team coach) must be notified to the Team Manager or Team Welfare officer.

### **(13) Breaches of Code of Conduct, Complaints and Disciplinary Procedures**

All breaches of the Event/activity code of conduct, whether by adults or participants, must be reported through the event/activity procedures. All sports now have national governing body codes of conduct and staff/volunteers will also need to report through their own sport's structure. At the event/activity, it will remain the overall responsibility of the Events Manager to decide on the appropriate response. For the purposes of event/activity safety, it will be the Events Manager or designated representative who decides if a member of staff/volunteer should or should not be removed from the Event/activity, if there is any conflict between them and the team manager.

The events manager, team managers and welfare officers have clear mechanisms for ensuring that any incidents related to: breach of the sports code of conduct; complaints about bullying or poor practice; possible disciplinary proceedings; are reported through the sport's organisations existing procedures.

## **4. Recruitment, selection and training**

This section sets out the minimum requirements for recruitment, selection and training of staff/volunteers for all those working at an EFDS event/activity.

Those working with children, young people and adults at risk need to have a basic awareness of safeguarding issues and know what to do if they have concerns or if allegations of abuse are made. They need to be aware of the signs and symptoms of abuse and how to respond if a child, young person or adult at risk discloses abuse to them. They need to be aware of their own organisation's safeguarding policies and procedures.

Those staff/volunteers with a significant level of direct contact with children, young people and adults at risk and those with a higher level of responsibility for safeguarding will require more in-depth knowledge and training.

### **4.1 Recruitment and selection of staff**

All staff/volunteer positions must have a clear job description and person specification and have been through an interview process where their attitudes and experience/skills have been tested. They must

have provided appropriate references, which have been verified. The person must also have provided proof of identity (e.g. a passport or driving licence) and where they live.

## 4.2 Self-disclosure forms

As an important safeguard, all staff, whether paid or unpaid, must be asked to complete a self-declaration form regarding their suitability to work with children, as part of their application process. Anyone who refuses to do so must be deemed ineligible to work or assist with the EFDS activity.

Example forms can be downloaded from [www.efds.co.uk](http://www.efds.co.uk)

## 4.3 Disclosure and Barring Service

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

Employees of statutory agencies are required to be subject to CRB disclosure checks. People who have direct contact with children, young people and vulnerable adults, who meet the criteria for regulated activity as stated in the DBS rule may be eligible for CRB check. For further information on who the applies to : <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

If a role within EFDS as a member of staff or volunteer requires this check the Designated Safeguarding Lead will ensure this happens.

# 5. Disciplinary Procedures

- Parents/carers may be asked to remove their child, young person or adult from the event/activity at their own cost. The child, young person or adult at risk must be sent home if they engage in any illegal behaviour.
- The Overall Events Manager will be responsible for ensuring that disciplinary procedures are in place and are implemented for all their staff/volunteers at the event/activity. They should reserve the right to investigate and act upon any complaint. The first point of contact will be the Event welfare officer in the case of child, young person or adult safeguarding related matters. They will report to the overall event manager.

# 6. Photography and the media

Unfortunately, in the past there has been evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of disabled children, young people and adults at risk. With the extensive use of mobile phones with cameras built in, it is almost impossible to monitor use. However:

- All staff must be vigilant with any concerns, and report any inappropriate use to a Safeguarding Officer, official or responsible person at an Event/activity.
- All professional photographers will be made aware about child protection issues, and what is expected of them to ensure that the welfare plan is implemented.

- A clear brief will be provided about what is considered appropriate in terms of content and behaviour.
- All commissioned photographers will be provided with identification, which must be worn at all times.
- All participants, parents, carers, coaches, spectators and any unofficial photographers must register their camera/equipment at the event/activity Registration where they will receive an identification bracelet. Any spectator, parents, carers, coaches maybe seen as suspicious without the relevant identification.
- Participants and parents will be informed that a photographer will be in attendance at an event/activity. Their consent will be sought relating to both the taking and publication of films or photographs.
- Unsupervised access to athletes or one to one photo sessions at any event/activity is not permitted.

### Videoring as a coaching aid

There is no intention to prevent coaches using video equipment as a legitimate coaching aid. However, participants and their parents/guardians should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

## 7. Supporting resources

The following websites all contain excellent support and resources to assist you with your learning and development.

**NSPCC**- for any information on safeguarding, child protection and in sport, sport standards.

[www.nspcc.org.uk](http://www.nspcc.org.uk)

**NSPCC Child Protection in Sport Unit (CPSU)** [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

**CEOP** – The Child Exploitation and Online Protection (CEOP) Centre is dedicated to eradicating the sexual abuse of children. It specialises in reporting internet abuse and has training and support resources to help you with internet and other safety issues.

[www.ceop.police.uk](http://www.ceop.police.uk)

**Sports and Recreation Alliance** provides good information on among other things changes to legislation and guidance around safe recruitment, safeguarding adults.

[www.Sportsandrecreation.org.uk](http://www.Sportsandrecreation.org.uk)

**Safe Network** – provides free information to any voluntary group, individual or organisation, once you register (it's free) you can download a lot of resources to assist you in developing policies or guidance - <http://www.safenetwork.org.uk>

**NAPAC-National Association for People Abused in Childhood** - provides help and support

<http://www.napac.org.uk>

## 8. Glossary of terms

### Adult at Risk

The definition of a vulnerable adult is currently set out in No Secrets (2000). The Law Commission review in 2011 suggested a revised definition of an 'adult at risk'. The steering group for safeguarding in sport agreed to us the revised definition and have added some sport context for clarity.

When we are speaking of adults at risk we are referring to those who have health or social care needs (irrespective of whether or not those needs are being met by social care) and who are unable to safeguard themselves as a result.

In sport this may look like:

- An elite athlete being groomed for sexual abuse by his or her coach
- A member of a learning disabled sports club being financially exploited by another club member
- A young woman confiding in her coach about forthcoming holiday where she believes she will be married against her will.
- A coach who regularly neglects the individual needs of disabled participants when training.

### Barred

Refers to people who are barred from the Children or/and Vulnerable Adult workforce. It is an offence to knowingly employ a barred person in Regulated Activity. It is an offence for the applicant to knowingly apply for such work.

### Chaperone

A person with responsibilities for supervising and supporting a specific child or an adult at an activity

### Child

Anyone under the age of 18

### Child Protection

Action taken to protect individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect as a result of the behaviour of an adult or another young person **deaf or disabled participants**

Any sports person who is deaf and uses signing or other non-verbal methods of communication, or has a physical or sensory impairment, or with a learning disability; and whose needs require assessing and addressing by sports organisers, and who may be additionally vulnerable to abuse

### **Designated safeguarding officer or welfare officer**

A person in a club, school or sports organisation with responsibility for ensuring there are policies, procedures, systems and resources in place to promote the welfare and protection of children **Criminal**

### **Record Check**

This is used to be known as a CRB check. In 2012 the Criminal Record Bureau was merged with the Independent Safeguarding Authority (ISA) in 2012 to form the Disclosure Barring Service (DBS), so now CRB checks are called DBS checks.

### **Disclosure Barring Service (see above CRB)**

Service established in December 2012 (England, Wales and Northern Ireland) to combine the services provided previously by the Criminal Records Bureau

(CRB) and ISA

### **Disclosure Certificate**

The term used to describe the document provided by the DBS and issued to the applicant and Registered Body when a DBS check has been completed.

### **Local authority designated officer (LADO) – England**

LADOs work within children's services and should be alerted to all cases in which it is alleged that a person who works with children (in a paid, unpaid, volunteer, casual, agency or self-employed capacity) has behaved in a way that has harmed, or may have harmed, a child; possibly committed a criminal offence against children; related to or behaved towards a child or children in a way that indicates s/he is unsuitable to work with children. The LADO will support the organisation with advice and guidance from the initial phase of a concern arising to the conclusion of the case, whether or not a police

Investigation continues. The LADO helps coordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

### **English Federation of Disability Sport (EFDS)**

EFDS was established in September 1998 as the national body and charity dedicated to disabled people in sport throughout England. We work closely with a number of key partners to improve and increase the opportunities offered, ensuring disabled people have a memorable experience of sport and physical activity.

## Multi Agency Safeguarding Hub (MASH)

The Multi Agency Safeguarding Hub (MASH) provides triage and multi-agency assessment of safeguarding concerns in respect of vulnerable children and adults. It brings together professionals from a range of agencies into an integrated multi-agency team.

## **Parent or guardian**

The person with parental responsibility for a child or adult.

## **Poor practice**

Behaviour that contravenes the code of conduct for the activity or of the organisation.

## **Safeguarding**

Safeguarding children, young people and adults at risk and promoting their welfare means protecting them from maltreatment, preventing impairment of their health and development, and ensuring that they grow up in circumstances consistent with the provision of safe and effective care.

## **Safeguarding Welfare Plan (SWP)**

All EFDS activities must have a Safeguarding Welfare Plan (SWP) which sets out the minimum expectations for all participating individuals and organisations about all aspects of keeping participants safe at an Activity, including the policies and practices that will operate throughout the Activity

## **Safeguarding Activity Manager**

Person appointed and responsible for organising and running each activity. Overall responsibility for ensuring the Safeguarding Welfare Plan is developed and implemented in line with at least minimum standards outlined in this plan.

## **Safeguarding Activity Officer**

Person appointed with responsibility for implementation of the welfare plan at each activity and coordination of welfare issues as they arise at the activity.

## **Sport Manager, or National Governing Body Co-ordinator**

NGB co-ordinator is responsible for the development and co-ordination of the sport specific programme. Responsible for identifying regional NGB co-ordinators.

## **Umbrella Body**

An Umbrella Body is a Registered Body that provides access to the DBS to other non-registered organisations.

## **Vetting and Barring Service (VBS)**

A record of convictions held on the Police National Computer for individuals convicted of crimes. The parts of the Criminal Record released on the Disclosure will depend on the type of Disclosure applied for.

## **Volunteer**

Volunteer to be 'a person who performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives'.

For more information, please contact [federation@efds.co.uk](mailto:federation@efds.co.uk) or call 01509 227750  
[www.efds.co.uk](http://www.efds.co.uk)

## 9. Sample Forms



## EFDS Accident Report Form

### Injured Person

Event Name		Incident Date			
Nature of Activity		Event Manager			
Venue Name and Address					
Name					
Address					
Contact Phone Number		Gender		Date of Birth	

### Details of the Incident

Time of incident	
Exact location of the incident	
Describe what happened and how	

**Details of the Injury**

Nature of injury eg. burn, cut, sprain	
Severity of injury	
Location on body eg. back, left leg	

**Action Taken**

First Aid treatment given	
First Aider name	

**Were any of the following contacted?**

Parents/Carers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ambulance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Police	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**After the incident**

What happened to the injured person after the incident? Eg. Continued with the session, went home, went to hospital etc	
---	--

**All of the above facts are a true record of the incident**

	Print Name	Sign
<b>Injured Party</b>		
<b>First Aider</b>		
<b>Event Manager</b>		



# English Federation of Disability Sport

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## EFDS Safeguarding Incident Report Form

Event Name		Incident Date	
Your Name		Your position	
Your contact information			
Email Address		Contact Number	
Name			
Address		Contact Number	
Gender		DOB	
			Ethnicity

**Parent/Carer Details**

Name			
Address			
Email Address		Contact Number	

**Have parents/carers been notified of the incident?**

Yes:		No	
If YES please provide details of what was said:			

**Are you reporting your own concerns or responding to concerns raised by someone else?**

Responding to my own concerns:	
Responding to concerns raised by someone else: (If responding to concerns raised by someone else: Please provide further information)	

**Concerned raised by someone else:**

Name			
Relationship with child			
Email Address		Contact Number	

**Details of the Incident**

Time of incident	
Details of the incident or concerns: Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.	
Child, young person or adult at risk account of the incident:	

Please provide any witnesses accounts of the incident:

--	--

**Please provide details of any witnesses to the incident:**

Name			
Relationship with child		Age if Child	
Email Address		Contact Number	

**Please provide details of any person involved in this incident or alleged to have caused the incident / injury:**

Name			
Relationship with child		Age if Child	

Email Address		Contact Number	

**Please provide details of action taken to date:**

--

**Has the incident been reported to any external agencies?**

<b>Yes</b> (if yes please provide further details)		<b>No</b>	
Agency			
Contact Person		Email Address / Contact Number	
Agreed action or advice given			

Your Signature:

Please Print:

Date:



## English Federation of Disability Sport

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### EFDS code of conduct for competitors Age 16 +

Everyone at any activity will be asked to sign up to the activities' Principles of Participation and Codes of Conduct.

These are about:

- fair play
- equality
- inclusiveness and tolerance
- responsibility
- friendship

I am aware that I am an ambassador for my family and my sport and I take full responsibility for my actions. I have read this contract and understand the guidelines set out below and agree to comply with the following contract.

#### **I agree that I will not:**

- 1) possess any prohibited substances or performance enhancing drugs as set out within the national policies adopted by UK Sport and any other Governing Body
- 2) consume alcohol
- 3) smoke
- 4) engage in sexual activity
- 5) use bad language
- 6) tolerate or be involved in discrimination of any kind
- 7) leave the venue/site during the Event unless accompanied by a member of staff
- 8) enter any accommodation block/room other than my own.
- 9) behave in an inconsiderate way towards fellow participants, officials, event organisers or venue/hotel staff.

NB. The Event Manager reserves the right to send participants home if they do not keep to the signed code of conduct. We do hope this will not be necessary.

Name (please print).....

Sport:.....

Signature:..... Date.....



## English Federation of Disability Sport

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### EFDS code of conduct for competitors Participants Behaviour Promise, Age 12 +

Everyone taking part in this activity will be asked to sign up to the activities' behaviour promise

This is about:

- fair play
- equality
- inclusiveness and tolerance
- responsibility
- friendship

I know that I am representing my family and my sport.

I agree that I will behave in the best way I can.

I agree to:

1. Stay in the venue/site unless I am with a member of my staff or Family.
2. Behave in a sensible and polite way towards competitors, officials and event organisers

I agree never to:

1. Drink alcohol or smoke
2. Use bad language
3. Be unkind to anyone
4. If I am Staying in a Hotel I will not leave my room without permission from my staff or family
5. Disturb other people

I understand that if I am worried about anything I must tell a member of my staff straight away.

I have read this agreement with my parent/guardian.

I understand what is expected of me.

Signed \_\_\_\_\_ Dated \_\_\_\_\_



## English Federation of Disability Sport

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### EFDS code of conduct for competitors Participants Behaviour Promise , Age 6-12

Everyone taking part in this activity will be asked to sign up to the activities' behaviour promise

This is about:

- Everyone being fair
- everyone being equal
- Including everyone and being patient
- friendship

I promise to behave in the best way that I can

I promise to:

1. Behave in a polite way to everyone
2. Stay in my room/dormitory unless I am with a member of my staff

I promise not to:

1. Use bad language
2. Be unkind to anyone
3. Wander off without a member of my staff

If I feel worried about anything I promise to tell a member of my staff straight away.

I have read this promise with my parent/guardian.

I understand how I should behave.

Signed \_\_\_\_\_ Dated \_\_\_\_\_



## English Federation of Disability Sport

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### EFDS voluntary and professional employment self-declaration form

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

#### Part One

For completion by the organisation:	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male      Female
Identification (tick box below):	
I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.	<input type="checkbox"/>
<b>Either</b>	
UK Passport Number and Issuing Office	
UK Driving Licence Number (with picture)	
<b>Plus</b>	
National Insurance Card or current Work Permit Number	
<b>Signature of authorised Employing Officer:</b>	
<b>Print name:</b>	
<b>Date:</b>	

**Part Two**

**NOTE:** If the role you are in or have applied for involves frequent or regular contact with or responsibility for children or vulnerable adults you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

For completion by the individual (named in Part one):	
Have you ever been known to any Children’s Services department, social services or Police as being a risk or potential risk to children	YES      NO (if Yes, provide information below):
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES      NO (if Yes, provide information below):
Confirmation of Declaration (tick box below)	
I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.	<input type="checkbox"/>
In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.	<input type="checkbox"/>
I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.	<input type="checkbox"/>
I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.	<input type="checkbox"/>
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	



## English Federation of Disability Sport

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### Information on the Event Welfare Plan for Parents/Carers

#### **What is a 'Event Welfare Plan'?**

When children, young people and adults at risk are looked after by other adults when attending sports events, it is important that parents/carers are reassured that every effort is made to ensure their safety and wellbeing.

The overall Event Manager and Events Team for this Event are committed to providing a safe and enjoyable, fun event for children, young people and adults at risk involved.

The overall Event Manager is responsible for developing and implementing a 'Event Welfare Plan' for this event. The 'Event Welfare Plan' outlines the roles and responsibilities of everyone who is involved in working with children, young people and adults at risk at the Event.

#### **What does the Event Welfare Plan mean for my Child?**

#### **Who has responsibility for my child's welfare at the Sports Events?**

The overall Event Manager, his/her staff, and the adults from your child's, young persons or adult at risks sports' team all have responsibility for your child, young person or adult at risks welfare.

The Event Manager and your child's, young persons or adult at risks sports'' team manager will support children, young people and adults at risk who may experience any difficulties when they are away from home.

#### **What do I need to do to help the organisers look after my child, young person or adult at risk?**

You will be asked to provide details of any particular needs that your child may have in terms of their:

- health
- disability
- diet

If your child requires any medication, you will be asked to ensure that they have sufficient for the Event.

- You will also be asked if your child has any allergies.
- You will also be asked to provide emergency contact details.

There will be a consent form given to you to sign, concerning these issues. This needs to be signed by someone with **'legal parental responsibility'** for the child.

If you think that your child, young person or adult at risk may be affected by anything not related to the sporting event we would recommend that you speak to your Team Manager in advance of the event. This

may be if this is your their first time away from home, for instance, or there may be changes in family circumstances, such as bereavement.

You are responsible for ensuring that you have discussed the principles of participation and code of conduct with your child, young person or vulnerable adult.

### **What other things are being done to help ensure my child's, young person or adult at risks welfare?**

#### **Recruitment and Selection of Staff**

All staff and volunteers in contact with children, young people or vulnerable adult will have been subject to appropriate checks to ensure their suitability to work in this setting

Whilst all checks cannot provide a complete guarantee, other measures are in place about best practice in working with children, young people and adults at risk, such as staff/volunteers never being alone with participants. The Event Welfare Officer has agreed minimum standards of child, young person and adults at risk safeguarding training for staff and volunteers.

#### **Principles of Participation and Codes of Conduct**

The success of the Event depends on developing a positive and safe environment where everyone is treated with respect and **everyone takes responsibility for their own behaviour**. Everyone at the Event will be asked to sign up to the Event's Principles of Participation and Codes of Conduct. These will be provided to you and your child, young person and adult at risk.

For participants these are about:

- fair play
- equity
- inclusiveness and tolerance □ responsibility □ friendship.

For adults working at the Event the code of conduct reflects those adopted by most Sports' National Governing Bodies and Coaching Organisations.

Breaches of the code of conduct will be dealt with through disciplinary procedures and parents will be made aware of the possibility that their child could be sent home at their own expense for a serious breach of the code of conduct.

#### **Medical Assistance and First Aid**

Medical assistance will be provided at all event sites where children, young people and vulnerable adults are training/playing. Trained First Aid staff will be available 24 hours a day. Staff will have emergency contact details for evening/night time for medical emergencies (where appropriate).

#### **Sexual Activity**

Essentially, sexual activity between young people will be prohibited at the Event.

The Event welfare officer has in place procedures to follow in the event of any inappropriate behaviour.

Sexual activity between adults and children under the age of 16 is illegal and any allegations against an adult would result in a referral to the police and LSCB, LSAB for a Child Protection Investigation.

Sexual activity is also prohibited at the Event between adults in a position of trust and young people aged between 16–18 years old.

### **What do I do if I have a complaint about my child's welfare at the Event?**

You should contact your child, young person or adults at risks Team Manager. If the complaint is about either of these people then you should contact the Event welfare officer or Events Manager (who will be informed of all complaints in any event).

If an allegation is made, which is, or may be about abuse by an adult at the Event there are procedures, which will be followed in conjunction with the police and LSCB, LSAB. If an allegation is made about an adult member of a team, the EFDS Safeguarding Disciplinary Procedures will also be followed. The National Governing Body for the sport will also be contacted and the National Governing Body Child Protection Officer will be informed. Every National Governing Body has a Safeguarding Policy and Procedures in place. They also have a named 'lead person' safeguarding.

If an allegation is made by a participant which is not related to the Event then the Team Manager will follow their Sports' NGB Policy and Procedures and refer the information to statutory agencies to investigate under the local Area Child Protection Committee Guidelines.

### **Media and Photography**

There are careful safeguards in place to ensure that no unauthorised photography occurs at the events. Your consent has to be requested for your child to be photographed.

Please contact the Event Manager if you have any questions related to photography.

### **What does my child need to know?**

Children, young people and adults at risk participating at this Event are responsible for:

- reading and agreeing to abide by the Principles of Participation and Code of Conduct for the Event
- following the Code of Conduct which governs their sport □ being aware of the Code of Conduct for the Event.

Please note that breaking the rules will result in appropriate action being taken, which may result in those responsible being sent home at their own expense.