



CHILD PROTECTION & SAFEGUARDING POLICY
AND PROCEDURES

KENT SPORT CHILD PROTECTION & SAFEGUARDING POLICY INDEX

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CHILD PROTECTION & SAFEGUARDING POLICY

1.0 POLICY STATEMENT

The University of Kent acknowledges that all children and vulnerable adults have a right to be safe and enjoy their sport or activity, and as such the following Child Protection & Safeguarding Policy document has been created specifically for the University of Kent Sports facilities (Kent Sport) but is implemented alongside the University's overall safeguarding policy [SafeguardingPolicyandProcedureJune2024.pdf \(kent.ac.uk\)](#).

The purpose of the policy is to safeguard children and vulnerable adults placed in Kent Sports' care from coercive acts or decisions made by adults and to facilitate the best possible professional practice from Kent Sport and its staff.

There are six key principles that underpin adult safeguarding, as set out in the Care Act 2014;

Empowerment: People are supported and encouraged to make their own decisions and informed consent. *"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."*

Prevention: It is better to take action before harm occurs. *"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."*

Proportionality: The least intrusive response appropriate to the risk presented. *"I am sure that the professionals will work in my best interest, as I see them, and they will only get involved as much as needed."*

Protection: To support and protect those in greatest need. *"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."*

Partnership: Working collaboratively with other agencies. *"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."*

Accountability: To be transparent about, and responsible for, our safeguarding practices. *"I understand the role of everyone involved in my life and so do they."*

The University of Kent follows the three main objectives of the Prevent Duty [What is Prevent? - Prevent Duty - University of Kent](#)

RESPOND to the ideological challenge of terrorism and the threat faced from those who promote it

PREVENT people from being drawn into terrorism and give advice and support

WORK with sectors and institutions where there are risks of radicalisation

Kent Sport is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with them.

We will endeavour to achieve this by:

- Having clear procedures in place for commercial customers and Kent Students' Union sports club activities with respect to risk assessment, safeguarding expectations and procedures.
- Ensuring that our staff and volunteers are carefully selected, trained and supervised.
- Providing clear procedures for all customers to voice their concerns or lodge complaints if they feel unsure or unhappy about any issue.
- That Kent Sport staff are aware of appropriate procedures to follow to ensure the safety of customers/users of our facilities.

1.1 Policy Aims

This Child Protection & Safeguarding Policy is provided as part of an induction package to all those employed by Kent Sport, whether paid or unpaid, who will have direct contact with children and vulnerable adults.

The aims are:

- To create a healthy and safe environment at all activities, sport programmes and sessions.
- To ensure children and vulnerable adults are listened to and kept safe from harm.
- To support and encourage parents to voice their opinions regarding the welfare of their children.
- To ensure staff and volunteers who administer sessions are well informed, supported and enabled to provide the best possible practice.

1.2 Objectives

The objectives are:

- To raise the level of awareness of staff and volunteers about child abuse and its various forms.
- To raise the level of awareness of staff and volunteers about what children and vulnerable adults are entitled to be protected from.
- To ensure that all staff can recognise signs which could signify the abuse of a child or vulnerable adult.
- To promote the general welfare, health and full development of children and vulnerable adults during all sessions.
- To develop effective procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse.

2.0 INTRODUCTION

Children and vulnerable adults may be abused regardless of their age, racial origin, social class, gender, culture, religious belief, disability or sexual identity. Most abuse is committed by those who are known to the child or vulnerable adult and who are trusted by them. This can be from within or outside the family including a sports situation.

As an organisation with responsibility for children, and that may work with vulnerable adults, we have both a moral and a legal obligation to ensure the highest possible standard of care for these individuals accessing our services.

A vulnerable adult can be defined as someone who may be for any reason unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

3.0 EMPLOYMENT ISSUES

3.1 Recruitment and Selection of Staff/Volunteers

The University of Kent is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, visiting academics, contractors and volunteers to share this commitment and adhere to the requirements of the Child Protection and Safeguarding Policy and Procedure.

The University Recruitment & Selection Policy and associated practices, provides the underpinning framework for safer recruitment and selection and continued monitoring based on statutory requirements and good practice.

The primary objective of this policy and associated recruitment practices, is to ensure that the University provides a robust recruitment process to try and identify those who would be unsuitable, to deter the small minority who seek to harm children, young people or vulnerable adults and to select and maintain a safe workforce. In this way, Kent Sport aims to ensure that it provides the highest possible level of protection.

The University is responsible for assessing which roles require a Disclosure and Barring Service (DBS) application to be made, and the appropriate level of check required. This assessment will be based on the nature of, and responsibilities within, the role, as defined within the job description. This information will be assessed in line with the eligibility guidance issued by the DBS. All employees, paid workers, visiting academics and volunteers who are in regulated activity will be required to have an Enhanced DBS with Barred List check carried out.

All new Kent Sport employees will be provided with the Child Protection & Safeguarding Policy as part of their induction process.

Application forms are designed to ascertain as much information as possible, such as but not limited to:

- Past career, any gaps in employment and reasons for leaving, educational, National Governing Body and First aid qualifications.
- Consent for a Disclosure and Barring Service check.

- We will take up references in line with our recruitment policy <https://livekentac.sharepoint.com/sites/HR/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2FHR%2FSiteAssets%2FSitePages%2Fpolicies%2Deployment%2Dreferences%2FEmployment%2DReferences%2DPolicy%2Epdf&parent=%2Fsites%2FHR%2FSiteAssets%2FSitePages%2Fpolicies%2Deployment%2Dreferences> .
- It is made clear that all information remains confidential.
- Personal identification and right to work checks will be confirmed in line with UK Government Right to work guidance and legislation.
- Aligned to the Kent Sport Coaching Policy, checking that coaches hold adequate professional indemnity and/or personal liability insurance to cover their coaching role is essential.

3.2 Induction and Training

The recruitment and selection process is followed up with relevant training.

- Staff are made aware that child abuse can and does occur and that it could be perpetrated by colleagues, who are Kent Sport members of staff.
- Staff are made aware that child abuse can and does occur and this it could be perpetrated by any member of university staff or any visitor to Kent Sport facilities.
- It is made clear that it is impossible to describe how an abuser looks, and they are often ordinary people, who at the extreme, are clever, manipulative, and powerful.
- Staff are made aware that children and vulnerable adults can find it very difficult to talk about abuse. They need to be listened to, taken seriously, and have their concerns acted upon.
- Staff are made aware of the actions they need to take in response to concerns they hear.
- Kent Sport will include and implement the University of Kent's 'Safeguarding For All' eLearning Module [SAFEALL | stafftraining \(kent.ac.uk\)](#).
- All customer facing substantive staff will complete the NSPCC 'Keeping 16- to 25-year-olds safe from abuse' eLearning Course online during their probation.
- All substantive staff who may be leading on working with children (under 16's) on children's holiday camps and activities will be asked to undertake the NSPCC 'Child protection in sport and physical activity' eLearning Course online during their probation.
- All substantive staff who may be leading on working with children (under 16's) on children's holiday camps and activities will be subject to a DBS check in line with the University of Kents recruitment policy detailed in point 3.1. above.
- All substantive staff will complete the "Action Counters Terrorism (ACT)" module as part of the PREVENT duty [PREVAWA | stafftraining \(kent.ac.uk\)](#)

- Kent Sport have named Local Safeguarding Officers (LSO's) who have received training and attend termly meetings and receive yearly briefings from the University's Designated Safeguarding Leads.

3.3 Supervision

In general, staff work most effectively where there is a line management structure that ensures they are supported, managed, and developed. Kent Sport will ensure that line managers are sensitive to any concerns about abuse, act on them immediately, and offer support to those who report.

It is the responsibility of the line manager to monitor good practice, this can be done in several ways, for example:

- Implementation and discussion of the coaching policy prior to any coach commencing work.
- Once approved, a coach's membership is issued on the leisure management system and relevant qualifications / DBS checks completed.
- Observation of coaching or instructor
- Regular meetings with instructors and coaches
- Provide feedback on performance against work programme.
- Feedback from participants attending activities

4.0 INFORMATION TO BE PROVIDED TO STAFF

4.1 Recognition of abuse

It is not always easy to recognise a situation where abuse may occur or has already taken place even for those experienced in working with child abuse. Kent Sport acknowledges its staff are not experts at such recognition. It is important therefore to recognise that **it is not the responsibility of Kent Sport staff to decide if abuse is taking place, or has taken place, but it is their responsibility to act on any concerns or suspicions where an allegation has been made and report it through the correct reporting channels detailed in Appendix A – C of this policy.**

The concern that the child or vulnerable adult may have been abused could relate to something which has happened whilst they are engaged in an activity run by Kent Sport, or it may be a disclosure made by them to a staff member or volunteer or a concern about something the child or vulnerable adult has experienced outside of the activity provided by Kent Sport. Either would require a proactive response.

There are many ways in which child abuse may manifest itself, for example:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- an injury for which the explanation seems inconsistent.
- the child or vulnerable adult describes what appears to be an abusive act involving him/her.

- someone else, a child or adult, expresses concern about the welfare of another child or vulnerable adult.
- unexplained changes in behaviour over time e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper.
- inappropriate sexual awareness.
- engages in sexually explicit behaviour in games.
- is distrustful of adults, particularly those with whom a close relationship would normally be expected.
- has difficulty in making friends.
- is prevented from socialising with other children or vulnerable adults.
- displays variations in eating patterns including overeating or loss of appetite.
- loses weight for no apparent reason.
- becomes increasingly dirty or unkempt.

This list is NOT exhaustive and the presence of one or more of the above is NOT proof that abuse is actually taking place.

4.2 Main Forms of Abuse

Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or breach of trust. Abuse can happen to a child, or vulnerable adult regardless of their age, disability, gender, or race. Abusers can be adults and other young people and are usually known to and trusted by the child and family.

- **Physical Abuse**

Where adults physically hurt or injure children or vulnerable adults by hitting, shaking, squeezing, burning and biting or by giving them alcohol, inappropriate drugs or poison. **In the sporting situation physical abuse can occur when the type of training exceeds the capacity of the child or vulnerable adults' physical capability.**

- **Sexual Abuse**

This occurs when children or vulnerable adults are abused by adults who use children or vulnerable adults to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, fondling and the showing of pornographic material. Physical contact with children or vulnerable adults could potentially create situations where sexual abuse may go unnoticed. **The role of a coach in a sporting situation could provide the means of an abusive situation occurring.**

- **Emotional Abuse**

This may be caused by a persistent lack of love and affection, where a child or vulnerable adult may be constantly shouted at, threatened or taunted. It may also occur when there is constant overprotection (which prevents children or

vulnerable adult from socialising), or there is neglect, physical or sexual abuse. Emotional abuse might occur if children or vulnerable adults are subjected to excessive criticism, inappropriate personal or sexual remarks, bullying, being exposed to undue or inappropriate pressure or exposed to danger.

- **Neglect** This occurs where adults fail to meet the child or vulnerable adults basic needs such as food or warm clothing, fail or refuse to give children or vulnerable adults love, affection and attention. Children or vulnerable adults might also be constantly left alone or unsupervised. Neglect could include not ensuring children or vulnerable adults are safe, exposing them to undue cold or to unnecessary risk of injury. **Neglect could occur during organised activities if young people are exposed to the risk of injury or there is a failure to ensure their safety.**
- **Financial Abuse and exploitation** this can be where a child or vulnerable adult is exploited for financial gain, it can go across the different types of abuse

4.3 Effects of Abuse

Abuse in all its forms can affect a child at any age. The effects can be so damaging that, if untreated, they may follow an individual into adulthood. For example, an adult who has been abused as a child may find it difficult or impossible to maintain a stable, trusting relationship, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

There have been several studies that suggest children or vulnerable adults with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred. Children or vulnerable adults from ethnic minorities who could also be experiencing racial discrimination may feel doubly powerless.

4.4 Bullying and harassment

Although anyone can be the target of bullying, victims are typically shy, sensitive, and perhaps anxious or insecure. Sometimes they are singled out for physical reasons - being overweight, physically small, having a disability or belonging to a different race, faith, or culture.

Bullying is in effect another form of abuse and can be either physical, psychological or verbal in nature. The competitive environment provided by the sports situation makes an excellent environment for the bully to ply their trade. In sports the bully can be

- A parent who pushes the child or vulnerable adult too hard
- A coach with a win at all cost attitude
- A player who intimidates
- An official placing unfair pressure on a person

Bullying can take many forms

- Physical: pushing, hitting, kicking etc
- Verbal: name calling, teasing, sarcasm, racist, homophobic taunts, threats, and gestures
- Emotional: tormenting, ridiculing, humiliating and ignoring

- Written: letter, graffiti, mobile text messages
- Sexual: unwanted physical contact or abusive comments

The damage inflicted by bullying can be frequently underestimated. It can cause considerable distress, to the extent that it affects health and development or, at the extreme, causes significant harm (including self-harm). There are several signs that may indicate that a child or vulnerable adult is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn,
- Being clingy, depressed, tearful, and emotionally up and down,
- Showing reluctance to go to school, training, or sports clubs.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes, and bingeing for example on food, cigarettes, or alcohol.
- A shortage of money or frequent loss of possessions

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is NOT proof that bullying, or harassment is taking place.

It is not the responsibility of those working at Kent Sport to decide that bullying or harassment is occurring, but it is their responsibility to act on any concerns.

5.0 PRINCIPLES OF PRACTICE

It is possible to reduce situations where abuse may occur. The following are more specific examples of care which should be taken when working within a sports/leisure context with children and vulnerable adults:

5.1 Principles of good practice:

- Ensure that the sport or activity is fun, enjoyable, and fair play is promoted.
- Treat all children and vulnerable adults equally, with respect and dignity.
- Be an excellent role model - this includes not smoking or drinking alcohol in the company of children or vulnerable adults
- Always put the welfare of each child and vulnerable adult first, before winning or achieving goals
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment, e.g. no secrets)
- Build a balanced relationship based on mutual trust, which empowers children or vulnerable adults to share in the decision-making process.
- Ensure that Kent Sport adopts Home Office guidelines which recommend the principle that people in positions of trust and authority do not have sexual relationships with children or vulnerable adults in their care.
- Ensure the activity is appropriate for the age, maturity, experience, and ability of participants.

- Recognise the developmental needs and capacity of children and young adults, avoiding excessive training or competition and not pushing them against their will.
- Give enthusiastic and constructive feedback, rather than negative criticism. Never ridicule or shout at a participant for making a mistake or losing.
- As much as is practicable each participant under the age of 18 is asked to complete a Registration Form providing details on:
 - name, address, date of birth
 - any special needs or requirements
 - any medicines being taken
 - existing injuries
 - emergency contact details of a parent or carer
- Ensure the information on the Registration Form is easily accessible, in case of emergency. If these are stored electronically, the folder must be password protected and relevant staff given access to this information. Paper versions should be either filed and stored in a lockable cupboard or scanned and stored electronically.
- Keep a written record of any accident/incident that occurs, along with the details of any treatment given. Health and safety accidents and incidents are to be logged on the University ISARRS system.
- Ensure that if any form of manual/physical contact is required, it should be provided openly and only when necessary. Always follow the guidelines of your National Governing Body for each sport.
- Keep up to date with the technical skills, qualifications, and insurance in the sport.
- If groups must be supervised in confined spaces e.g. changing rooms, always ensure parents/teachers/coaches/officials work in pairs.
- Ensure that if mixed teams or groups are taken away, they should always be accompanied by a male and female member of staff.
- Ensure that there is regular communication with parents/carers, gaining written consent:
 - To act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
 - Take responsibility for children and vulnerable adults in Kent Sports care until they have safely left Kent Sport facilities.

5.2 Principles of poor practice:

The following practice will place children and vulnerable adults and those working with them in a difficult position and is deemed to be poor practice. If poor practice is identified through a complaint or referral, this may result in an investigation and disciplinary action in terms of various relevant authorities (as listed at the end of this procedure).

- Engage in rough, physical and sexually provocative games

- Share a bedroom with a child or vulnerable adult.
- Allow or engage in any form of inappropriate contact
- Allow children or vulnerable adults to use inappropriate language unchallenged
- Make sexually suggestive comments to a child or vulnerable adult even in fun
- Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature that children or vulnerable adults can do for themselves
- Enter the changing room of the opposite sex
- Transport children or vulnerable adults in your car whilst alone

Failure to follow these guidelines may well result in formal action under the University of Kent disciplinary procedures – ordinance 39

Occasions may arise where a member of staff does things of a personal nature for children or vulnerable adults, particularly if they have disabilities. These duties should only be carried out with the full understanding and consent of parents/carers and the children or vulnerable adults involved.

If any of the above, or the following incidents occur or are observed, they must report them to the Local Safeguarding Officers or University of Kent Safeguarding Leads as detailed in Appendix E and make a written note, which is signed and dated and ensure wherever possible that parents/carers are informed if:

- You accidentally hurt a child or vulnerable adult
- A child or vulnerable adult seems distressed in any manner.
- A child or vulnerable adult appears to be sexually aroused by your actions.
- A child or vulnerable adult misunderstands or misinterprets something you have done.

6.0 WHAT TO DO IF YOU HAVE CONCERNS

It is not Kent Sport's responsibility to decide if a referral is child abuse. However, there is a responsibility to protect children and vulnerable adults by referring concerns to the appropriate agency which is the local social services who can then make enquiries and take any necessary action. Social services will take responsibility for informing the police. Where there is an immediate need to protect the child or vulnerable adult from danger the police must be advised

Children's Services are legally bound to make enquiries regarding referrals. They will always work in partnership with the Police, as necessary. Their primary duty is to safeguard and ensure the welfare of children and vulnerable adults and to work within Kent Safeguarding Children multiagency partnership procedures.

Where there is a complaint of abuse against a member of Staff, Coach, Adult or Volunteer, there may be three types of investigation:

- Disciplinary or misconduct – Kent Sport and possibly the National Governing Body (NGB) is involved.

- Criminal - the Police are involved.
- Child protection - Children's Services are involved (possible involvement by the Police)

Information passed to the NGB, Kent County Council or the Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

There should always be a commitment to work in partnership with parents or carers where there are concerns about their children or vulnerable adults. Therefore, in most situations it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child or vulnerable adult seems withdrawn, they may have experienced a family bereavement.

However, there are circumstances in which a child or vulnerable adult may be placed at even greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse, or not able to respond to the situation appropriately). In such situations, or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the person in charge as soon as possible.

Once the incident/allegation has been reported it is the responsibility of the person in charge to inform the social services (see Appendix E useful contacts) without delay. If the person in charge is not available, the person discovering or being informed of the abuse should immediately contact the social services, who will decide how and when parents/carers will be informed and ultimately become responsible for what steps to take next.

IT IS YOUR ROLE TO REPORT NOT TO JUDGE

6.1 What to do in responding to a child or vulnerable adult

Children or vulnerable adults who are being abused will only tell people they trust and with whom they feel safe. By listening to and taking seriously what a child or vulnerable adult is saying, will already be helping to protect them.

Guidelines

- In an emergency, or if a person is at risk of immediate harm, staff should contact emergency services or if on campus call Campus Security on 01227 823333
- If there are immediate concerns of risk of harm or abuse, the Local Safeguarding Officer or Deputy Safeguarding Officer must be notified verbally straight away, and a Safeguarding Report Form completed (Appendix D) as soon as reasonably possible thereafter.
- Create a safe environment by:
 - staying calm and not rushing into actions which may be inappropriate
 - confirming you know how difficult it must have been to confide in you and that they have done the right thing
 - reassuring the child or vulnerable adult and stressing they are not to blame
 - listening to what the child or vulnerable adults says. Show you are taking what is being said seriously
 - where possible remain in view, do not go somewhere on your own.

- **Be honest and do not make promises you cannot keep.** Explain you will have to tell other people to stop what is happening.
- **Ensure you** are quite clear about what the child or vulnerable adult says so you can pass it on to child protection professionals. Use open questions to encourage the child or vulnerable adult to use their own words but **do not** press for detailed information **NB** The law is very strict and a child abuse case can be dismissed if it appears the child or vulnerable adult has been led or words have been suggested.
- **Record** exactly what the child or vulnerable adult has said to you, in a legible and accurate format, as soon as possible after the incident. As far as possible use the child's or vulnerable adult's own words. Stick to the facts and do not give an opinion. (an incident report form is available for this – Appendix D of this document)
 - The child/vulnerable adults name, age, date of birth, full address, and telephone number
 - The child/vulnerable account, if it can be given, of what has happened and who was involved (the nature of the allegation)
 - A description of any visible bruising or other injuries
 - Details of any witnesses
 - Any observations that have been made by you or to you. (e.g. a description of the child or vulnerable adults behaviour and physical and emotional state)
 - Any times, locations, dates, or other relevant information
 - A clear distinction between what is fact, opinion or hearsay.
 - Information and details of the alleged abuser, where possible
 - Your knowledge of and relationship to the child/vulnerable adult
 - any action you took because of your concerns (e.g. who you spoke to and resulting action, including any contact with parents, managers or social services). Include names, addresses and telephone numbers
 - Sign and date what you have recorded.
 - Remember, this information should remain strictly confidential and stored in accordance with the University of Kent's Safeguarding policy. <https://www.kent.ac.uk/is/regulations/>. The completed Safeguarding Report Form should be sent to the Deputy Safeguarding Officer, who will keep a record centrally of all reported concerns and outcomes on a secure electronic case management system in line with the University's <https://www.kent.ac.uk/teaching/documents/quality-assurance/guidance/pdf/qaco2020-retention-policy.pdf>. It should be assumed that such records may later be used in formal/legal proceedings, if required.

- Do not take sole responsibility - consult someone else (local and designated safeguarding officers within the University of Kent are detailed in the flowcharts in Appendices A - C) as soon as possible so you can begin to protect the child and gain some support for yourself.

NB: In determining your actions, remember that only experienced and specifically qualified and trained professionals should deal with cases or suspicions relating to child abuse.

6.2 Dealing with Allegations against Staff/Volunteers

Should a member of staff become aware of an allegation (against a colleague) of an incident of child abuse taking, or having taken place, it is vital that the incident is reported, and the following procedures are followed:

- Take the allegation seriously. It is your duty to consider any allegation to be potentially dangerous to the child or vulnerable adult and therefore report it.
- Make a written record of any details of which you are aware, as part of the report.
- Report the allegation directly to the Deputy Safeguarding Officer (DSO), via the Local Safeguarding Officer (LSO), if available (as per Appendix A – C), and referred to Human Resources, giving details of the allegation, how you became aware of it and any other relevant details.
- If you are the person who is at the centre of an allegation, the situation will be explained to you, and you may be asked to stop working with children and vulnerable adults at Kent Sport. This is likely to result in suspension from all activity within Kent Sport facilities and the wider University campus whilst an investigation is completed. Where it is necessary to share information with other agencies to address the risk of harm, this will normally be done by the DSO or SSO, using the form detailed in Appendix D. This is not an assumption of guilt but is to protect all parties involved. The DSO in conjunction with HR will initiate the investigation, timelines are dependent on the severity of the allegation and are therefore dealt with on a case-by-case basis
- Do not judge or investigate. As an employee or volunteer it is important not to lose focus of your role. By reporting an allegation quickly, any necessary investigations and/or judgement can then be made by trained professionals.
- Maintain confidentiality. It is extremely important that any allegations are not discussed (unless necessary) as any breaches could be damaging to both the child or vulnerable adult and to any investigation that may follow.
- Any requests for information from members of the public (including parents) or the media should be directed to a designated member of staff and should be given the 'no comment' response.
- On completion of the investigation, depending on the outcome, Kent Sport and other relevant agencies will assess the appropriateness of the staff member returning to work with children and vulnerable adults at Kent Sport and how, if applicable, this will be managed.

6.3 Confidentiality

When dealing with any case/suspicion/allegation relating to child abuse, you must be made aware that any breaches in confidentiality can be very damaging to the child or vulnerable adult, family and any child protection investigations which may take place.

It is important that the rights of both the victim and the **alleged** perpetrator are protected by ensuring that only those who **need to know** are given the relevant information.

The Deputy Safeguarding Officer would contact any external agencies and depending on the case, would notify specific University of Kent staff, or , in the most severe cases this would be Gold Command.

This will mean, at the very least, informing:

- Kent Sport local safeguarding officer
- Director of Sport
- University of Kent Designated Safeguarding Team by emailing safeguarding@kent.ac.uk
- The parents of the child or vulnerable adult (only if social services ask for this to be done)

Informing the parents of a child or vulnerable adult about whom you are concerned will be handled in a sensitive way and only undertaken in consultation with the local social services.

Depending upon the outcome of initial inquiries, staff and other agencies who have contact with either the child or vulnerable adult concerned, or the alleged perpetrator may need to be given brief details of the incident and subsequent action. The statutory agency will provide advice as to who should be told, when they should be told, and the kind of information which it is appropriate to share.

6.4 Off Duty Contact between Staff and Children

Members of staff must maintain a professional relationship with children or vulnerable adults and during any off-duty contact, continuing to follow the guidelines and policies set out for working contact.

Staff should be particularly careful to limit and, if possible, eliminate any one-to-one contact. This should also include driving children or vulnerable adults to and from activity sessions. Where an arrangement is made in an emergency, it is important to ensure there is a second adult in the vehicle.

6.5 Dealing with the Media

Within the University of Kent, the Press Office contact is:

Press Officer Email: pressoffice@kent.ac.uk

This is the only person who may deal with the media in these cases.

6.6 Guidelines on Photography and Use of Video

Kent Sport recognises that photographs of children and vulnerable adults can pose direct or indirect risks to their subjects. For example, an individual may use images accompanied by personal information to learn more about a child or vulnerable adult prior to 'grooming' them for abuse. Or the content of a photograph featured on a website could be used or adapted for inappropriate use. This kind of adapted material has appeared on child pornography sites.

There is also evidence that certain individuals will visit sporting events to take photographs or video footage of children or vulnerable adults and disabled sports participants for inappropriate use.

Kent Sport is keen to promote positive images of all guests including children and vulnerable adults playing sport or participating in activities and is not banning the use of photographic or videoing equipment. The following guidelines apply to use of photography and video to regulate the taking of and publication of photographs and video footage:

Kent Sport will:

- Think carefully before using any images showing children or vulnerable adults on our website, social media or other publications
- Choose images that present the activity in a positive light, and promote the best aspects of the sport and organisation
- Respect all guests at our facilities. If any guest complains or expresses concern, the photographer/ film maker will be asked to stop taking photographs and filming immediately and consult with the relevant duty sports officer / manager on duty.
- Not allow images to be taken of or published of any third parties without their agreement.
- Not allow the taking of photographs within any changing and shower areas, toilet areas and without the strict authorisation of Kent Sport senior management.
- Always ask parents/guardians/carers to give their permission for photographs and/or video footage of their child(ren) or vulnerable adults to be taken and used to ensure that they are aware of the way the image will be used to represent Kent Sport or sport.
- Ask for the child or vulnerable adults' permission to use their image to ensure that they are aware of the way the image will be used to represent Kent Sport or sport.
- Avoid using a photograph of a child or vulnerable adult named in accompanying text unless it's considered necessary (e.g. for elite athletes), it's in their best interests and the child or vulnerable adult/parent have consented.
- Only use images of a child or vulnerable adult in appropriate dress or kit, including safety wear, to reduce the risk of inappropriate use and to provide positive images of them at our facilities.
- Encourage the reporting of inappropriate use of images of children and vulnerable adults. If you are concerned, report your concerns to the Local Safeguarding Officers and/or the Director of Sport.

- Provide coaches who use images of athletes as part of their training with clear guidelines by which they are required to comply, including: use of the images, consents, and retention, safe storage and confidentiality
- For elite athletes aged 18 years and under, Kent Sport will ensure that athletes, their parents, and media representatives are clear about appropriate arrangements and ground rules for interviews, and for filming and photo sessions.
 - o The parents/carers and children or vulnerable adults must provide written consent for the use of photography and video analysis by completing the Kent Sport Photography and Filming Consent Form.
 - o Images or video recordings of children and vulnerable adults are kept securely:
 - o hard copies of images are kept in a locked drawer
 - o electronic images are in a protected folder with restricted access
 - o images are not stored on unencrypted portable equipment such as laptops, memory sticks or mobile phones
 - o Kent Sport staff will avoid using any personal equipment to take photos and recordings of children or vulnerable adults – only cameras or devices belonging to Kent Sport or the University of Kent are to be used.
 - o Kent Sport complies with all legal requirements for handling personal information including personal ID photos.

6.7 Use of Electronic Communication and Social media

Contacting children and vulnerable adults by telephone, text or email should never be undertaken without parental / carer knowledge or consent. Ideally contact by coaches or staff members would be primarily on a face-to-face basis and parent/carer email addresses are collected at time of booking.

However, if it is necessary to contact a child under the age of 11 by text messaging or emailing, all mobile phone communication and emails should be made with parents or carers only. For children and vulnerable adults aged 11 and over, it is acceptable to send text messages or emails, but the messages should also be sent to parents. Messages could also be copied to a responsible person within Kent Sport.

Kent Sport will keep any details of phone numbers and email addresses securely in a password protected document stored on the system.

Barring the Sports Scholarship Instagram page, Kent Sport online and social media services are managed by the Commercial Services and Estates Marketing team who will vet and manage the services by regularly checking interactive services (e.g. Facebook, Instagram, and X, formally Twitter) for inappropriate content and by restricting editing access to the marketing team and a small group of line managers only. Our procedures remain up to date, are governed by the University of Kent guidelines and good practice is promoted.

Kent Sport recognises the use of online social media and other online services has become a very significant part of life for many people. There have however been occurrences where these services have been used for less positive reasons and the University of Kent has a policy on the use of social networking sites and the following guidelines apply to all staff, volunteers, coaches, officials/referees, or anyone working on behalf of the organisation who is using digital technology such as social media sites (e.g. e.g. Facebook, Instagram and X, formally Twitter), apps, mobile phones, game consoles and the internet:

- Adhere to relevant legislation and good practice guidelines
- Behave responsibly in terms of the content you access and how you go about the use of social media.
- Internet and social media are potentially visible to everyone in the online world and any issues involving your behaviour may be addressed by your line manager
- Do not deliberately create, browse or access material that could be considered offensive or illegal. If you accidentally come across any such material, you must report this to your line manager
- Social media or the internet will not be used to send anyone material that could be considered threatening, offensive, upsetting, bullying or illegal
- Do not give out your personal information or the personal information of staff and guests of Kent Sport such as name, age, address or telephone number online
- Staff will not share their passwords with anyone else.
- Do not meet anyone that you have met online unless accompanied by a member of staff

Reporting concerns

Should any online concerns about possible abuse be raised to the attention of a member of staff, they should follow the procedures outlined in section 8.0. If any member of staff becomes aware of any online breaches through social media platforms and codes of conduct, they should immediately report it to their line manager.

6.8 Commercial Customers, Kent Students' Union Bookings and 3rd Party hirers

The customer or hirer takes full responsibility for the safety and welfare of children and vulnerable adults within their group. They must complete documentation required by Kent Sport which will include a full risk assessment and details of their own safeguarding policy, procedures and officers including relevant DBS checks and provide details of their Designated Safeguarding Officers. Failure to provide this documentation within 30 days from the date of request will result in access to facilities being suspended.

- The hirers are responsible for administering the drop off and collection at Kent Sport facilities.
- The hirer will remain responsible for any uncollected children and vulnerable adults who were due to be collected by a parent/guardian/nominated adult.
- Children and vulnerable adults will be the responsibility of the coach(es) or instructor(s) for the duration of the activity.
- The hirer will ensure that all participants under the age of 12 years are always supervised during the activity within their sports ratios. This includes visiting the toilets, water fountains, or vending machines when they will be accompanied by a coach or parent.
- If there is a believed threat to an individual, action will be taken, and concerns will be passed onto the client and the Director of Sport notified. All incidences will be reported and there will be a need to communicate with the safeguarding officer of the club or school involved. This will then be discussed with the Safeguarding Leads who will take appropriate action.

Any concerns should be directed to the facility manager / operations team / senior management team.

6.9 Managing Challenging Behaviour

Staff/volunteers who deliver sports activities to children and vulnerable adults may, on occasions, be required to deal with challenging behaviour. Kent Sport promotes good practice for managing challenging behaviour based on the following principles:

- The welfare of the child or vulnerable adult is the paramount consideration.
- Children and vulnerable adults must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- The specific needs a child or vulnerable adult may have (e.g. communication, behaviour management, comprehension etc.) should be discussed with their parent/carer and where appropriate the child or vulnerable adult, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
- Every child and vulnerable adult should be supported to participate. Consideration to exclude a child or vulnerable adult from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or vulnerable adult or other children or vulnerable adults cannot be maintained.

6.9A Deaf and disabled participants

Deaf and disabled children or vulnerable adults are particularly susceptible to abuse, and Kent Sport takes the following steps to ensure sport and physical activity is accessible and safe as possible by:

- providing a welcoming environment.
- taking practical steps to ensure the children and vulnerable adults are appropriately and effectively included, including adapting equipment.
- meeting the individuals and their parents or carers to:
 - understand their needs, including personal or intimate care.
 - agree how the child or vulnerable adult will be supported and to consider their additional vulnerability.
 - ensure that any arrangements made address both inclusion and safeguarding requirements.

7.0 THE PREVENT DUTY

- The Prevent Duty forms Section 26 of the Counterterrorism and Security Act (2015), which places a statutory duty on 'specified authorities', including Universities, to have 'due regard to prevent people from being drawn into terrorism'.
- The University regards its Prevent duty as part of its community safeguarding responsibilities to protect the welfare and safety of our students. The University provides pastoral and wellbeing support for students through the Divisions and academic advising, Student Service Teams including Student Support and Wellbeing Student Engagement and Kent Students' Union Advice Centre.
- Should any member of staff become concerned that a student or user of Kent Sport facilities is exhibiting extremist beliefs or behaviours and/or that they are at potential risk of exploitation by radicalisers they must share these concerns with their Local Safeguarding Officer or line manager.

- In exceptional circumstances, for example, in cases where there might be a risk of immediate harm to an individual(s) or a third party, it would be open to Local Safeguarding Officer, Deputy Safeguarding Officer or a senior member of the University Campus Security staff, to consult directly with the Prevent Officer and/or Policy Adviser to the Vice-Chancellor about the need for direct contact with other external authorities (see Appendix E for Prevent contact details).

8.0 REPORTING PROCEDURES

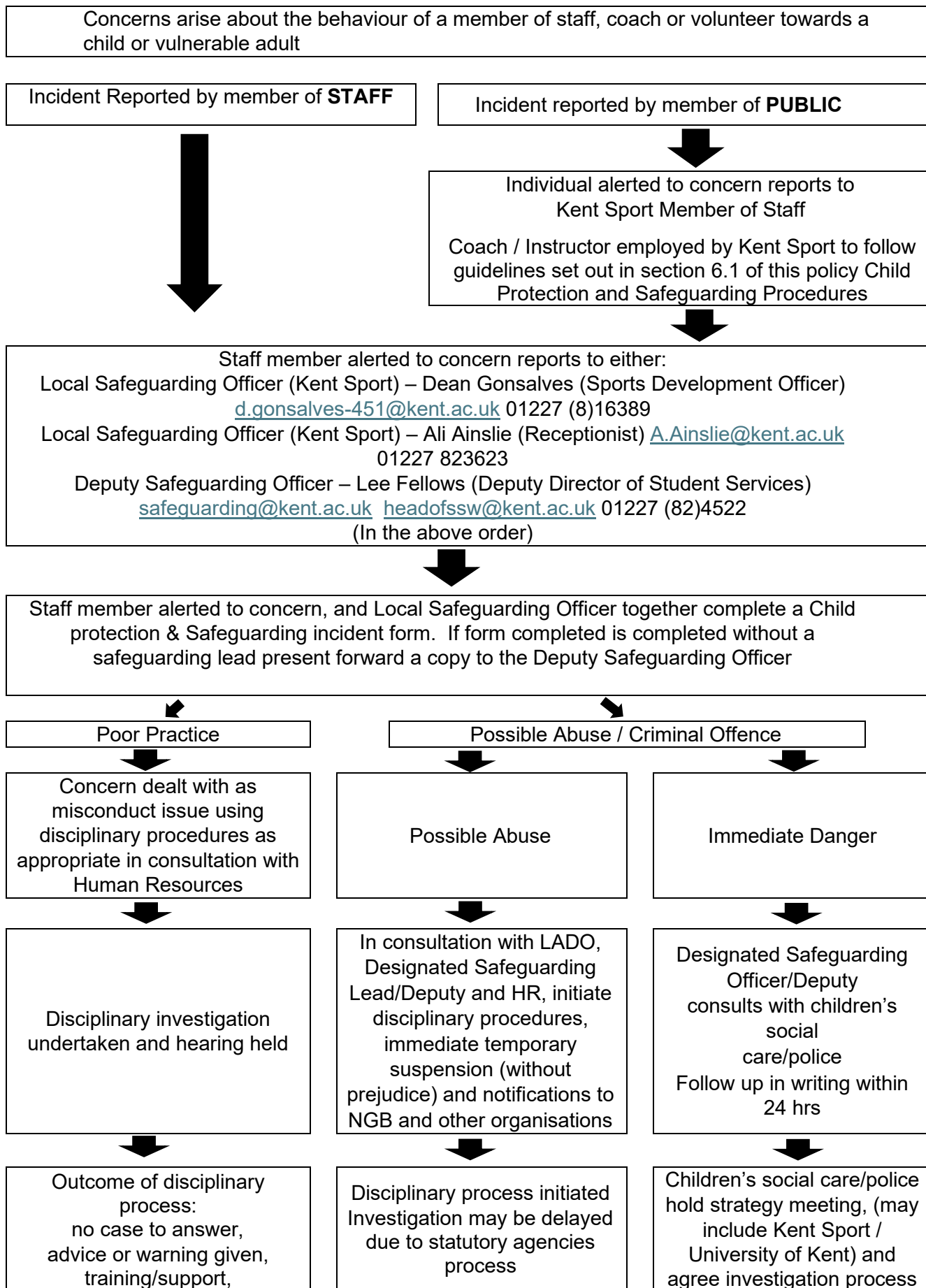
‘RESPONDING TO CHILD PROTECTION CONCERNS’

The following 3 flow charts guide the user through the process to take when dealing with:

- 1 Allegations about the behaviour of a University of Kent staff member or volunteer directly involved in the delivery or participation in sports activities.
- 2 Allegations about the behaviour of Kent Sport members, 3rd party, or commercial booking staff members or representatives of Kent Student Union club coaches or volunteers directly involved in delivering or participating in sports activities.
- 3 Allegations about children and vulnerable adults outside of sporting activities

The flow diagrams Appendix A – C provide clear, step-by-step guidance on what action to take if you have concerns about a child or vulnerable adults safety or welfare together with key contact details. Please note that you should complete the supporting **‘Incident Report Form’** (see Appendix D) in the event of any suspicions you may have to ensure there is an accurate, written record.

APPENDIX A: Quick Guide – Allegations about University of Kent staff members or volunteers directly involved in delivering or participating in sports activities



other sanctions or exclusions.
Possible referral to DBS &
NGB after consultation with
Local Authority Designated
Officer (LADO)



Disciplinary appeal process

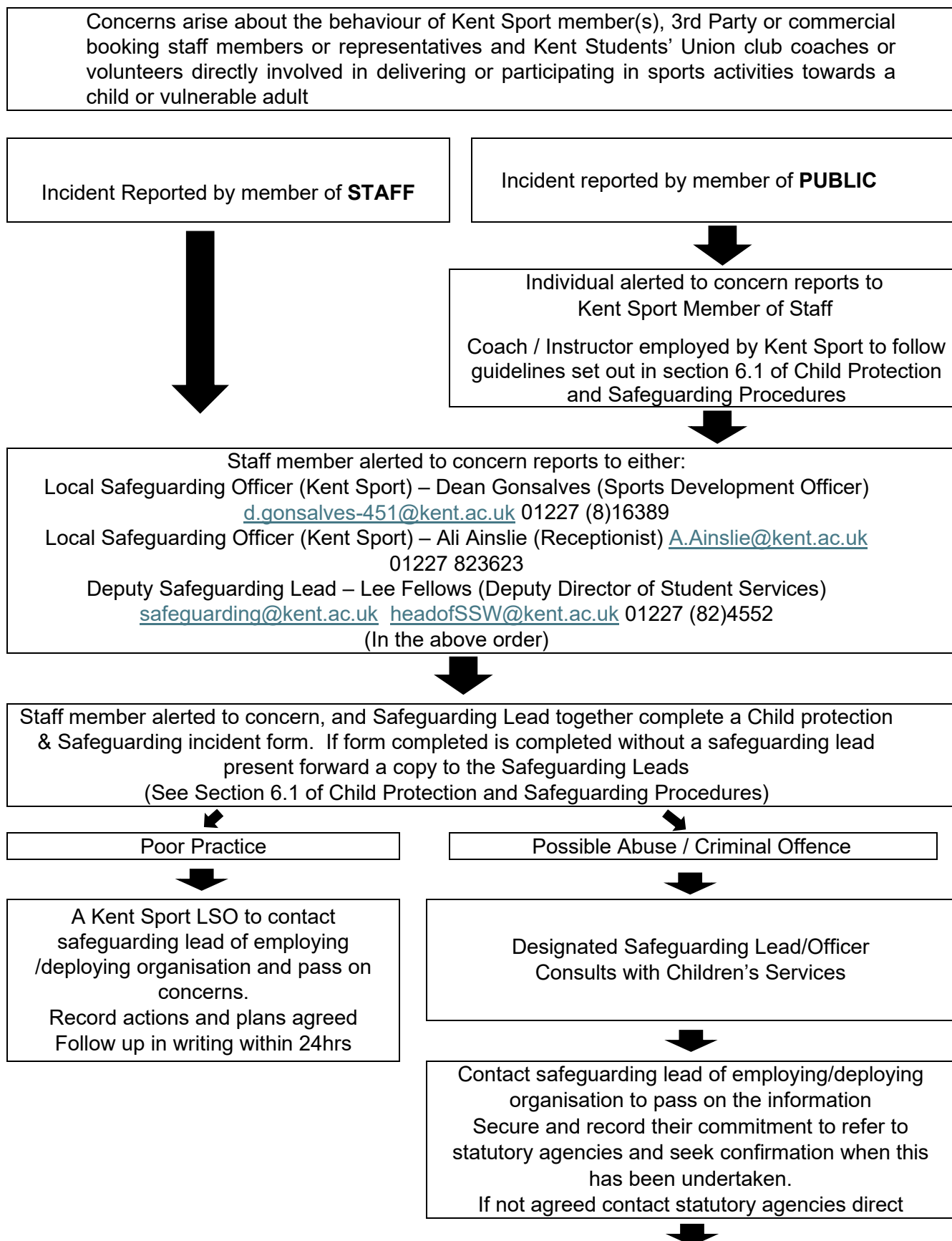


Full disciplinary undertaken
and hearing held outcomes
and possible appeal



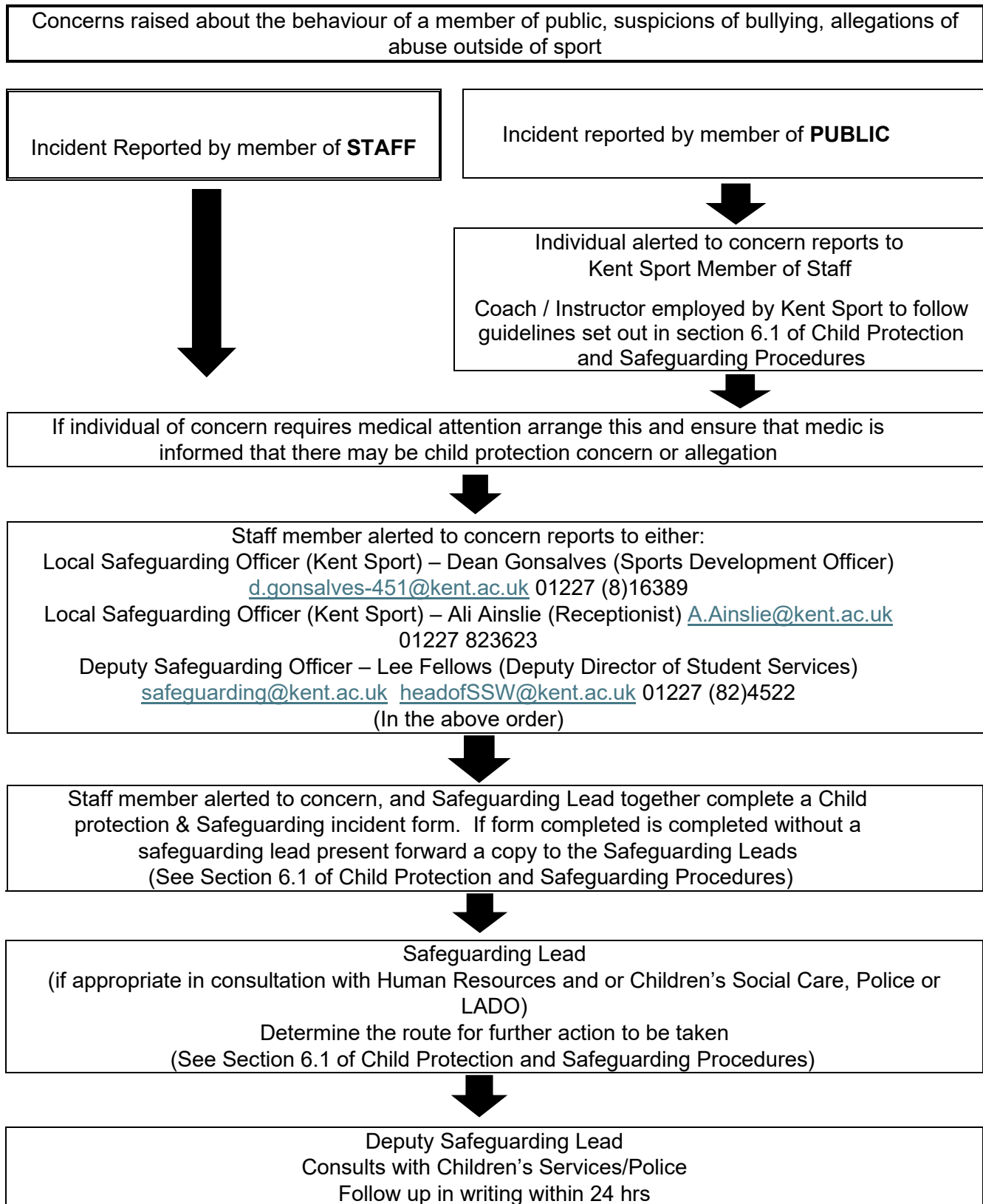
Outcome of Children's
social Care/Police
investigation

APPENDIX B: Quick Guide - Allegations about the behaviour of Kent Sport member(s), 3rd Party, or commercial booking staff members or representatives and Kent Students' Union club coaches or volunteers directly involved in delivering or participating in sports activities



Safeguarding Lead records actions and plans and follows up referrals in writing within 24 hrs

APPENDIX C: Allegations or concerns about children and vulnerable adults outside of sporting activities





Child Protection and Safeguarding Incident Report Form

Local Safeguarding Officer Safeguarding Reporting Form

This form is to be used by Local Safeguarding Officers to record and report a concern to the University’s Deputy/Senior Safeguarding Officer.

Local Safeguarding Officers should complete the form and send it to the appropriate safeguarding contact (see contact list). Referrals can also be taken over the phone. Information that identifies the personal details of staff/students should (if possible) be sent via a secure email or as a password protected document.

| | |
|---|--|
| 1. Local Safeguarding Officer’s name: | |
| Job Title: | |
| Contact details (address, email and contact number): | |

| | |
|---|--------------------------------------|
| 2. Name of individual : | |
| Age (delete as necessary): Under 18/ 18 years or over | Kent ID (if current student): |
| Home Address: | Term addresses: |
| Postcode: | Postcode: |
| Telephone Number/s: | |
| Course/activity: | |

| | |
|--|--|
| 3. Details of alleged incident/concern: | |
| Date reported: | |

| | |
|--|-----------------|
| Name of reporting person: | Job Title/Role: |
| Details of incident/concern (what the individual said, what someone told you, physical signs or behavioural indicators): | |
| | |
| Details of any immediate action taken (the response, what was said to the individual, who else has been told): | |

| | |
|---|------|
| 4. Declaration (Local Safeguarding Officer to sign and date the incident form) | |
| Print name | |
| Sign | Date |

Please email this the same day to the Deputy Safeguarding Officer at HeadofSSW@kent.ac.uk marked 'Private and Confidential: Safeguarding'. In case of urgency, please call campus security on 01227 823333 and ask them to alert the on-call person in Student Service to a report being made.

| | |
|---|--------|
| 5. To be completed by the Deputy/Senior Safeguarding Officer | |
| Referral to external agency | Yes/No |

| | |
|---|--|
| If yes, details of agency, including contact name, title and telephone number | |
| Date and time of referral | |

DECLARATION

Kent Sport fully committed to safeguarding the well-being of children by protecting them from physical, sexual and emotional harm.

As an employee of the University of Kent it is therefore important that you have taken the time to thoroughly read the Child Protection Policy. By being made aware of the policy, it is our intention to ensure that **all** employees are pro-active in providing a safe environment for the young people in their care. Any disciplinary measures required because of this policy will be dealt with in accordance with normal disciplinary procedures. Copies of which are available from the Personnel department.

.....

Employee Declaration

I have read and fully understood the Child Protection Policy, and hereby declare that I will carry out my role in line with policy statements and procedures contained therein.

Signed Date

APPENDIX E: Key Contacts

Designated Safeguarding Leads and Deputy Safeguarding Officers

The Senior Safeguarding Officer should be contacted by members of staff who need advice or have any safeguarding concerns. Their contact details are as follows:

| Name | Role | Email address | Telephone number |
|---------------|---------------------------------------|--|-------------------|
| Dr Lucy Foley | Director of Student Services | Directorofstudentservices@kent.ac.uk L.M.Foley@kent.ac.uk | 01227 (82)4130 |
| Lee Fellows | Head of Student Support and Wellbeing | headofSSW@kent.ac.uk l.fellows@kent.ac.uk safeguarding@kent.ac.uk | 01227 (82)4522 |

Kent Sport Local Safeguarding Officers

The Deputy Senior Safeguarding Officer will assume the responsibilities of the Senior Safeguarding Officer in the absence of the Director of Student Services. Their contact details are as follows:

| Name | Role | Email address | Telephone number |
|----------------|----------------------------|--|-------------------|
| Dean Gonsalves | Sports Development Officer | d.gonsalves-451@kent.ac.uk | 01227 (8)16389 |

| Name | Role | Email address | Telephone number |
|-------------|--------------|--|--------------------|
| Ali Ainslie | Receptionist | A.Ainslie@kent.ac.uk | 01227 (82) 3623 |

Prevent

The University's designated lead for PREVENT is the Policy Advisor in the Office of the Vice Chancellor (OVC)

| Name | Role | Email address |
|--------------|--------------------|--|
| David Powell | Policy Advisor OVC | prevent@kent.ac.uk |

Local Authority Designated Officer contacts (LADO)

LADO Officers provide advice and guidance to employers and voluntary organisations that have safeguarding concerns about a person working or volunteering with children and young people who may have behaved inappropriately or if information has been received that may constitute an allegation.

Contact details for reporting concerns to Kent County Council Social Services:

Website : <https://www.kent.gov.uk/social-care-and-health/report-abuse>

Email: Social.services@kent.gov.uk

Phone : 03000 416161 (adults at risk)

03000 411111 (children)
03000 419191 (out of hours)

Contact details for reporting concerns Medway Council Social Services:

Website : https://www.medway.gov.uk/info/200139/social_care_and_health

Phone : 01634 334 466 (adults at risk or children)
03000 419191 (out of hours)