

## Safeguarding Children and Young People Policy

### 1 Introduction

Greater Manchester Sports Partnership (Greater Manchester Moving) is one of 43 County Sports Partnerships across England. The Partnership brings together a network of partners including local authorities, the public and private sector, Greater Manchester clubs, coaches and organisations involved in sport, Governing Bodies of Sport, Sport England and other national sports organisations to form the single largest Sports Partnership in the UK.

Our Vision: "Inspiring a healthier future in Greater Manchester through sport and physical activity"

We believe that sport and physical activity can make a contribution to the achievement of economic potential and social well-being of Greater Manchester, can enhance everyone's life, brings communities together, and should be a life-long habit. We believe that participation and excellence is a defining characteristic of Greater Manchester and should be celebrated and promoted to the benefit of all.

Through joint work, Greater Manchester Moving aims to change the way in which people take part in sport by creating a single, simple system accessible to all.

Underpinning all the work of Greater Manchester Moving is a fundamental awareness of, and concern for, the need for all young people to be able to take part in the programmes we co-ordinate in an environment which is safe and encourages them to achieve the very best that they can.

This policy is a statement of our intent, and the steps we will implement to ensure that this intention is realised in every area of our work.

### 2 Policy Statement

Greater Manchester Moving is committed to safeguarding the welfare of children involved in sport and physical activity in Greater Manchester.

Greater Manchester Moving acknowledges the duty of care the safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation, or socio-economic background, all children:

- Have a positive and enjoyable experience of sport at Greater Manchester Moving in a safe and child centred environment.
- Are protected from abuse whilst participating in all sport and physical activities
- Greater Manchester Moving acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Greater Manchester Moving will:

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual (or individuals) who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation
- The policies and procedures will be widely promoted and are mandatory for everyone involved in Greater Manchester Moving. Failure to comply with the policy and procedures will be addressed without delay and many ultimately result in dismissal/exclusion from the organisation.

## **Monitoring**

The policy will be reviewed every two years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, NSPCC/Child Protection in Sport Unit, UK Sport and/or Sport England
- As a result of any other significant change or event

## **3 Policy Aims**

### **Statement of Policy**

Greater Manchester Moving makes the following statements of general policy in relation to Child Protection for all those children and young people with whom it comes into contact through its work.

### **Principles**

Children and young people have a right to enjoy sport free from all forms of abuse and/or harm.

All children and young people, whatever their age, ethnic origin, disability, gender, language, race, religion or beliefs, and/or sexual orientation have equal rights to protection from harm and/or abuse.

All children and young people should be encouraged to fulfil their potential. Inequality will be challenged in whatever form(s) it may emerge.

Whilst it is the responsibility of the child protection experts to determine whether or not abuse has taken place, it is everyone's responsibility to support the care and protection of children.

Sporting organisations have a duty of care to children and young people who take part in sport.

The welfare of children and young people is paramount, including their rights to confidentiality.

Greater Manchester Moving will:

- accept the moral and legal responsibility to implement procedures to provide a duty of care for children and young people, safeguard their well-being and protect them from abuse.
- respect and promote the rights, wishes and feelings of children and young people.
- recruit, train and supervise our employees and volunteers to adopt best practice to safeguard and protect children from abuse, and reduce the likelihood of allegations being made against them.
- require all staff, coaches and volunteers to adopt and abide by the appropriate Codes of Conduct and the Child Protection Policy and Procedures outlined within this document.
- respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures, in conjunction with local LSCB procedures.
- fully support and protect anyone who in good faith reports his or her concern that a colleague is, or may be, abusing a child according to its Whistle-blowing Policy. Anyone having such concerns should feel able to contact the Greater Manchester Moving Child Protection Officer for an informal discussion without the need to submit a formal report.
- review this policy every two years, or whenever there is a major change in the organisation or in relevant legislation, or following a significant incident of abuse.
- support any Greater Manchester Moving worker who is involved in handling actual or alleged incidents of abuse to help them deal effectively with any emotional effects of this work

#### **4 Compliance with legislation and good practice/guidance**

Greater Manchester Moving will ensure that this policy and our procedures follow the guidance provided in relevant Government legislation and documents and will ensure that our procedures are in line with Greater Manchester Safeguarding Children Partnership. Greater Manchester Moving also will follow good practice and advice from key agencies including the NSPCC and the Child Protection in Sport Unit.

Greater Manchester Moving will work within statutory guidance including the Children Act (2004), Protection of Freedoms Act (2012) and Working Together to Safeguard Children (2015).

#### **5 Recruitment and selection (staff and volunteers)**

Greater Manchester Moving will ensure the safe recruitment of staff and volunteers. In order to be employed by Greater Manchester Moving all staff will have the following checks made prior to final appointment:

- Qualifications and certificates (where appropriate)
- Before an offer of employment is made, at least two confidential references will be sought including at least one regarding the applicant's previous work history.
- Disclosure and Barring Service check (where appropriate)
- Appointment in line with Greater Manchester Moving's Recruitment policy

All those offered employment in a regulated position will be required to obtain a Disclosure from the Disclosure & Barring Service (DBS) at a level appropriate to their position. Ideally the Disclosure should be obtained prior to commencement of employment; in all circumstances the applicant must have made application to DBS prior to starting with the Organisation.

In addition to the above, the Greater Manchester Moving Induction process includes a requirement to be fully familiar with the Greater Manchester Moving Safeguarding Policy and Codes of Conduct and any associated documents, guidance, best practice etc. and to sign that staff agree to abide by Greater Manchester Moving policies and procedures.

Greater Manchester Moving recognises that, when using volunteers to help with events on a 'one off' or occasional basis that it is not appropriate to undertake the pre-employment checks as above. As a minimum however, all such volunteers will undergo

induction training appropriate to the role that they are undertaking and, where relevant, familiarisation with event risk assessments, child protection policy etc.

As a minimum, all such volunteers are required to sign a Self-Disclosure form and their duties are restricted to accompanied access to children (by a member of staff having undergone the above checks).

## **6 Training and Development**

All new staff with Greater Manchester Moving will receive a copy of this Safeguarding Children Policy and the accompanying procedures as part of their induction, and this will be required reading during the induction process.

Child Protection training needs will also be identified during induction, and any training needs identified should be fulfilled within 6 months. Greater Manchester Moving intends that the training given should help staff to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

Greater Manchester Moving requires, and will facilitate, the following training as a minimum:

- Frontline staff to attend a recognised 3-hour Safeguarding and Protecting Young People awareness training workshop (or equivalent approved by the Child Protection in Sport Unit), to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice in Child Protection.
- Non-frontline staff to complete a recognised awareness training course on Child Protection.
- Attendance at ongoing training as appropriate (normally every 3 years)

### **Training of Volunteers**

All new volunteers with Greater Manchester Moving will receive a version of this Policy appropriate to the role they are undertaking, and this will be required reading during the induction process.

Child Protection training needs will also be identified during induction, and any training needs identified should be fulfilled within an appropriate timescale. Greater Manchester Moving intends that the training given should help volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Be aware of the procedure for reporting incidents.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children

As the roles of volunteers can vary greatly in nature and duration, the training given will also be tailored to fit the context. Volunteers may be required to complete a recognised awareness training course on Child Protection or be issued with written guidance appropriate to their role and level of access to children.

### **Supervision of Staff**

The working practices of Greater Manchester Moving mean that it is often not possible for staff to be supervised during the execution of their duties. However, staff are given feedback where appropriate, and any indications of poor practice are treated as a priority.

## **7 Promoting Good Practice**

All Greater Manchester Moving staff and volunteers should be encouraged to demonstrate exemplary behaviour in order to safeguard and protect young people from abuse and reduce the likelihood of allegations being made against them.

Below are common sense examples of how to create a positive culture and climate within sport – all Greater Manchester Moving staff and volunteers should be familiar with these principles and able to articulate them as statements of good practice, whether or not they are directly involved in sporting environments.

Further detailed information on good practice relating to child protection in sport is available on the Child Protection in Sport Unit website <https://thecpsu.org.uk/> . This includes links to excellent resources and publications, including the 'Safe Sport Away' guide for clubs taking children and young people away on trips.

For detailed good practice guidance and information relating to supervision ratios for specific sports, reference should be made to the NGB for that sport. The CPSU has also produced generic guidance on supervision ratios which is available from their website.

Additional resources can be found on the Greater Manchester Moving website <https://www.gmmoving.co.uk/>

## **8 What is child 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 a breach of trust. Abuse can happen to a child regardless of age, gender, race or ability.

There are four main types of child abuse:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- bullying

Abuse of disabled children and young people, and, instances of bullying, also fall within the wider definition of abuse.

An abuser may be a family member, or they may be someone the child encounters in residential care or in the community, including during sports and leisure activities. An individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming that child.

It is not the responsibility of staff or volunteers of Greater Manchester Moving to determine whether or not abuse is taking place in any individual situation; it is their responsibility to identify poor practice and possible abuse, and act where they have concerns about the welfare of a child by referring this information to the appropriate person or statutory agency.

### **Advice regarding specific sporting activities**

The nature of many sporting activities, and especially the level of physical contact and verbal encouragement involved in many coaching techniques, have led most National Governing Bodies of Sport to formulate guidance for their specific sports relating to Child Protection issues. Greater Manchester Moving staff and volunteers who have any involvement in these sports should familiarise themselves with these documents by contacting the relevant NGB.

## 9 Recognising signs of abuse

Greater Manchester Moving recognises that everyone is responsible for safeguarding and protecting children and young people. In essence, everyone involved in the delivery of sport and physical activity in Greater Manchester has a responsibility to respond to any concerns that they or others may have about a child or the behaviour of adults.

It is not always easy to recognise that a child is being hurt or is at risk, so abuse is often undetected. There are indicators (signs, symptoms or clues) that when found, either on their own or in various combinations, can point to possible abuse, neglect or family violence.

Indicators can be:

- Physical – such as bruises or burns and relate to a child’s physical condition.
- Behavioural – such as a child cringing or flinching if touched unexpectedly; or a caregiver constantly calling a child ‘stupid’ or ‘dumb’. Behavioural indicators can be displayed by a child or by the alleged abuser

Indicators do not necessarily prove that a child has been harmed. They alert us that abuse may have occurred and that a child may require help or protection.

The table below shows some possible indicators/signs of abuse. Some of these are very explicit and specific to the type of abuse. Care is always needed however as there may be other plausible reasons for the signs outlined.

It is not Greater Manchester Moving’s role to determine if a child is being abused but it is our responsibility to record and report any concerns that we may have – following the procedures outlined in this document.

Category of abuse	Physical signs	Behavioural signs
Physical abuse	Unexplained bruising, marks or injury, bruises which reflect hand marks, cigarette burns, bite marks, broken bones and scalds	Fear of parent being contacted, outbursts of aggression or anger, running away, fear of going home, flinching, depression, keeping arms/legs covered, reluctance to change clothes, withdrawn behaviour
Sexual abuse	Pain or itching in the genital area, bruising or bleeding near genital area, sexually transmitted disease, vaginal discharge or infection, stomach pains, discomfort when walking or sitting, pregnancy	Sudden changes in behaviour, child or young person becomes withdrawn and aggressive, apparent fear of certain people/person, running away, nightmares, unexplained sources of money, advanced sexual knowledge, language or drawings, eating disorders, self-harm e.g. mutilation, suicide, secrets which cannot be told to anyone, drug abuse, behaving inappropriately for age, telling about the abuse.
Neglect	Constant hunger, unkempt state, weight loss/underweight, inappropriate dress.	Missing appointments at doctors/hospital, truancy/late for school, tiredness or fatigue, few friends, regularly alone and unsupervised.

Emotional abuse	Developmentally delayed, sudden speech disorders.	Neurotic or paranoid, unable to take part or play, fear of making mistakes, sudden speech disorders, self-harm or mutilation, fear of parents being contacted.
Bullying	Weight change, unexplained injuries, bruising, stomach and/or headaches, disturbed sleep.	Difficulty making friends, anxiety, withdrawn, depressed, anger or mood swings, suicide attempts.

Children with disabilities, from Minority Ethnic Groups and those performing in elite sport may be particularly vulnerable because they:

Disability	Minority Ethnic Group	Elite Sport
<ul style="list-style-type: none"> <li>• Need personal, intimate care</li> <li>• Have communication difficulties</li> <li>• Have medical needs that are used to explain abuse</li> <li>• May not be believed</li> <li>• Lack of a support network normally more readily available to able-bodied children</li> <li>• Have reduced capacity to resist because of physical or mental abilities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience racism</li> <li>• Concerned over raising issues and being ignored or further abused</li> <li>• Ignored by people in authority due to racist attitudes</li> </ul>	<ul style="list-style-type: none"> <li>• May spend time away from home</li> <li>• Subject to a close relationship with a coach or mentor</li> <li>• Perform in an adult environment</li> <li>• Experience undue pressure to achieve</li> </ul>

## 10 Reporting child protection concerns

If information is disclosed to you it is important that you:

- Stay calm and listen
- Keep brief notes of any conversation (in person, by phone etc.)
- Complete the [Child Protection Information Reporting Form](#) (CPIRF) as soon as possible

If you feel that there is a serious risk of imminent child abuse or harm to a child then the statutory agencies must be contacted immediately:

- Greater Manchester Police – 999 or 101

Otherwise, report your concerns to the designated person as shown below:

- Lee Davies – Designated Safeguarding Lead for Greater Manchester Moving: 07740883084, [lee@gmmoving.co.uk](mailto:lee@gmmoving.co.uk)
- If not available please contact the Deputy Safeguarding Lead, Matt Stocks on 07726902888, [matts@gmmoving.co.uk](mailto:matts@gmmoving.co.uk)



## Reporting Child Protection concerns regarding a child

Suspicion that a child has been abused, or is at risk of abuse, outside the activities of Greater Manchester Moving

If a child says or indicates that he/she is suffering from abuse, or information is obtained pointing towards abuse of a child, the person receiving this information should;

- React calmly, so as to not frighten the child
- Tell the child it is not their fault – they are not to blame.
- Tell the child they were right to tell
- Take what the child says seriously, recognising the difficulties in interpreting what a child, who has a speech disability or a difference in language says.
- Reassure the child, but do NOT make promises of confidentiality.
- When recording allegations or suspicions of abuse it is important to record the facts. Make a full record of what had been said, heard and /or seen as soon as possible. Refer to Appendix 7 for further guidance.

Is the young person in need of immediate medical attention or in immediate danger?

**NO**

**YES**

Call an ambulance and/or the Police  
Inform staff that there are Child  
Protection concerns

Record as much detail as possible about the incident or allegation, using CPIRF (Appendix 7)

Report suspicions to Greater Manchester Moving CPO; deliver original CPIRF

**If CPO is unavailable, report suspicions to Greater Manchester Moving Chief Executive; deliver original CPIRF within 24 hours**

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**Responsibility of referrer ends**

Allegation referred to social services or the Police as soon as possible

Ensure that any evidence including a completed CPIRF is forwarded promptly and that there is evidence of receipt/follow up of information provided

**Maintain confidentiality on a 'need to know' basis**



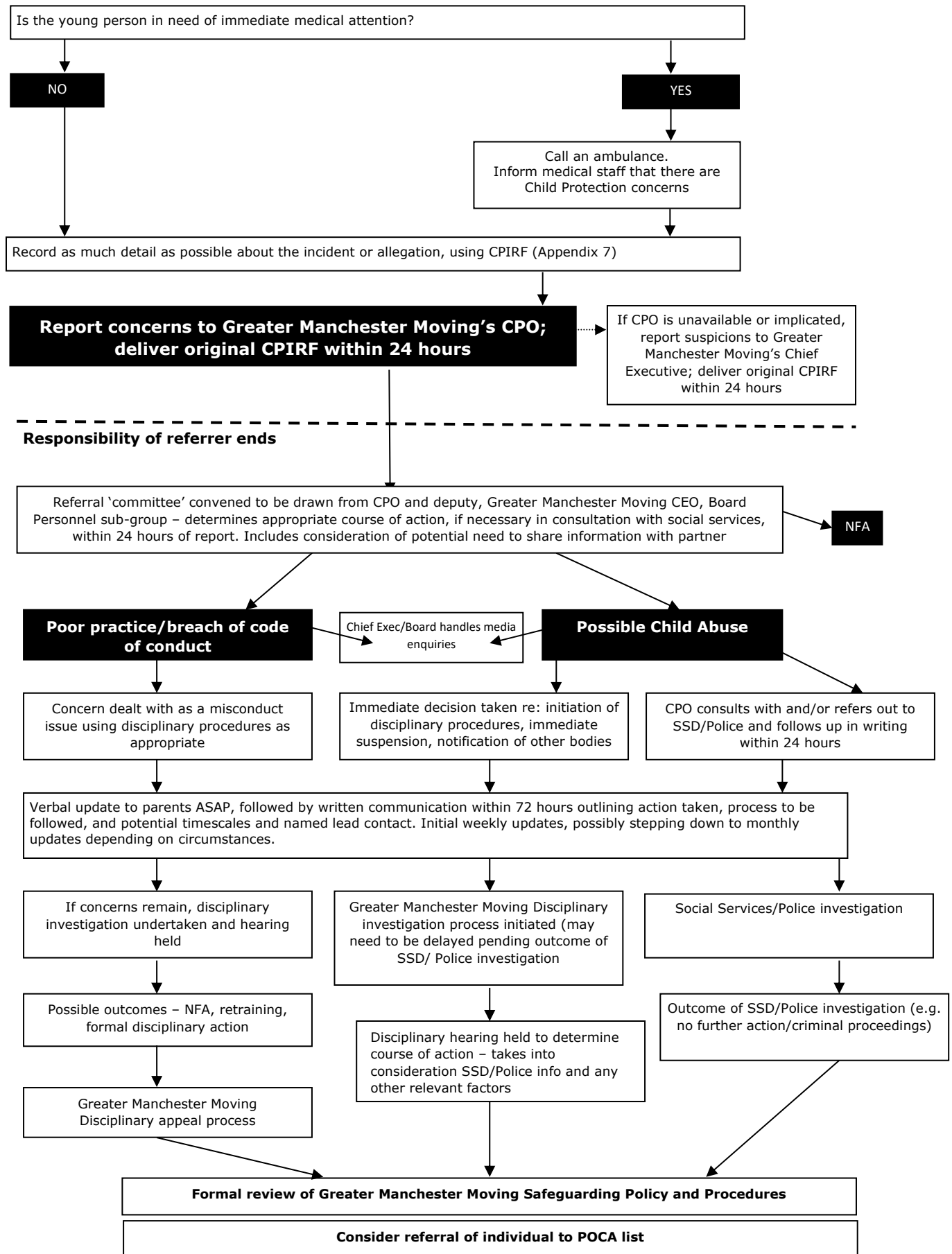
## **Allegations of abuse or poor practice made against those who work with children**

If an employee, coach, or volunteer receives an allegation (or has concerns themselves) about the behaviour of a member of staff working with children:

- Any suspicion that a child has been abused, or is at risk of abuse, by a member of staff, a coach or a volunteer should be reported to the Greater Manchester Moving CPO (or, in their absence, Deputy CPO) who will take such steps as considered necessary to ensure the immediate safety of the child in question and any other children who may be at risk.
- Any such report should be made using the Child Protection Incident Report Form (CPIRF), which will enable the individual making the report to ensure they have all the information social services, or the Police will need. If the initial report to the CPO is via telephone, the original copy of the CPIRF should be provided to the CPO within 24 hours of the report being made.
- If, following consideration, the allegation is clearly about poor practice, Greater Manchester Moving will deal with it as a disciplinary/misconduct issue.
- If, following consideration, the allegation is about actual or potential abuse, the CPO will refer the allegation to the appropriate Social Services department who may involve the Police.
- The parents or carers of the child will be contacted as soon as possible following advice on whether or not it is appropriate to do so, from the social services department.
- A decision will be made regarding possible suspension of the worker concerned (without prejudice) pending an investigation. Such decisions will be taken following advice from Social Services/Police.
- Greater Manchester Moving's Chief Executive will deal with any media enquiries – all such enquiries must be referred to the CEO. In the event of the CEO being the subject of the suspicion/allegation, or unavailable, the CPO/Deputy CPO will liaise with the Chair of the Board.
- If the CPO/Deputy CPO is the subject of the suspicion/allegation, or unavailable, the report must be made to the Greater Manchester Moving Chief Executive who will refer the allegation to Social Services. In such cases, the original copy of the CPIRF should be provided to the Greater Manchester Moving Chief Executive within 24 hours of the report being made.
- Where there is a complaint against a member of staff there may be three types of investigation:
  - A criminal investigation (Police)
  - A child protection investigation (Social Services/Police)
  - A disciplinary or misconduct investigation (Greater Manchester Moving/NGB)

The results of a Police and/or Child Protection investigation may influence the disciplinary investigation, but not necessarily.

# Reporting concerns about the behaviour of a member of staff, coach or volunteer of Greater Manchester Moving



## 11 Useful contacts

Greater Manchester Moving  
The National Squash Centre & Regional Arena  
Rowsley Street  
Manchester  
M11 3FF

Designated Safeguarding Lead	Lee Davies (07740883084)
Deputy Safeguarding Lead	Matt Stocks (07726902888)
Chief Executive	Hayley Lever (07712523259)

### National Agencies

NSPCC Child Protection Helpline	0808 800 5000
Childline	0800 1111
Child Protection in Sport Unit	0116 234 7278 <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>
Greater Manchester Police	101 or 999 in an emergency

### Local Agencies

GM Police Family Support Unit	0161 872 5050
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Chester House  
Boyer Street  
Stretford  
Manchester

#### Bolton

Lisa Kelly  
**E:** [lado@bolton.gov.uk](mailto:lado@bolton.gov.uk)  
**T:** 01204 337 474, 07824541233

#### Bury

Mark Gay  
**E:** [lado@bury.gov.uk](mailto:lado@bury.gov.uk) **T:** 0161 253 5342, 07583877250

#### Manchester

Majella O'Hagan, Ged Sweeney, Jackie Shaw  
**E:** [qualityassurance@manchester.gov.uk](mailto:qualityassurance@manchester.gov.uk) **T:** 0161 234 1214

#### Oldham

Colette Morris  
**E:** [colette.morris@oldham.gov.uk](mailto:colette.morris@oldham.gov.uk) **T:** 0161 770 8870 **F:** 0161 770 6684

#### Rochdale

Louise Hurst  
**E:** [lado@rochdale.gov.uk](mailto:lado@rochdale.gov.uk) **T:** 0300 3030 350/440

#### Salford

Elizabeth Peppiatt and Helen Lynam  
**E:** [elizabeth.peppiat@salford.gov.uk](mailto:elizabeth.peppiat@salford.gov.uk); [helen.lynam@salford.gov.uk](mailto:helen.lynam@salford.gov.uk) **T:** 0161 603 4350

#### Stockport

Ged Sweeney, Glenn Nash  
**E:** [gerard.sweeney@stockport.gov.uk](mailto:gerard.sweeney@stockport.gov.uk), [glenn.nash@stockport.gov.uk](mailto:glenn.nash@stockport.gov.uk) **T:** 0161 474 5657

#### Tameside

Tania Brown  
**E:** [tania.brown@tameside.gov.uk](mailto:tania.brown@tameside.gov.uk); [ladoreferrals@tameside.gov.uk](mailto:ladoreferrals@tameside.gov.uk) **T:** 0161 342 4398

**Trafford**

Anita Hopkins

**E:** [anita.hopkins@trafford.gov.uk](mailto:anita.hopkins@trafford.gov.uk); [lado@trafford.gov.uk](mailto:lado@trafford.gov.uk) **T:** 0161 912 5024/5125**Wigan**

Kath Vereycken

**E:** [lado@wigan.gov.uk](mailto:lado@wigan.gov.uk) **T:** 01942 486 034 **M:** 07917 560749

<b>Last review:</b> October 2022	<b>This review:</b> November 2023	<b>Next Review:</b> November 2025
<b>Approval by Board:</b> Board Lead	<b>Reviewer:</b> Strategic Lead Business Operations	