



# Safeguarding Children and Young People

**Updated policy** May 2021  
**Review of Policy:** April 2024

This policy has been reviewed, updated and signed off by Active Oxfordshire's CEO and Board of Trustees in May 2021 and will next be reviewed in April 2024 or earlier if there is a major change in the organisation or in relevant legislation.

**Note:** As of July 2022, Josh Lenthall is now the Chief Executive at Active Oxfordshire  
Update regarding change in legislation for positions of trust included in section 2

Paul Brivio  
Chief Executive Officer

Alan Webb  
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# Section 1: Introduction and Policy

## 1.1 Policy Statement

We have worked closely with the NSPCC Child Protection in Sport Unit (CPSU) and Oxfordshire Safeguarding Children Board (OSCB) to ensure that Active Oxfordshire has the necessary standards in place. Active Oxfordshire believes that every child and adult who takes part in sport and physical activity has the right to be protected from abuse and to take part in sport and physical activity without risk of harm.

This policy and the related procedures demonstrate our commitment to the welfare and safety of children and adults at risk engaged in all our sport and physical activity sessions. The safeguarding procedures should be followed by all those working with children and adults, whether in a paid or voluntary capacity.

Under the terms of Working Together to Safeguard Children guidance 2018, the Race Relations Act 1976, Sex Discrimination Act 1975, the Children Act 1989 and 2004 and the Disability Discrimination Act 1995, we will work to enable every child and adult who participates in a physical activity and / or sport in Oxfordshire, to do so in a safe and protective environment, free from harm.

All staff and Board members involved with Active Oxfordshire, whether in paid or a voluntary capacity, recognise they have a duty of care towards the safety and well-being of children, young people and adults.

Active Oxfordshire will provide guidance to partners to ensure sporting and physical activity opportunities within Oxfordshire is provided to the highest possible standard of care.

Active Oxfordshire is committed to maintaining and embedding the Standards for Safeguarding Children in Sport through the Safeguarding Framework process as required by Sport England and the NSPCC Child Protection in Sport Unit.

## 1.2 Key Principles for Safeguarding Children and Adults

- This policy recognises and builds on the legal and statutory definitions of a child
- The distinction between ages of consent, civil and criminal liability are recognised but in the pursuit of best practice in the delivery and management of sporting activities and events across Oxfordshire, a child is recognized as being under the age of 18 years (Children Act 1989 definition)
- The child's welfare is paramount
- All children, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse and poor practice
- All incidents of suspicious or poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All children have a right to engage in sporting activity in Oxfordshire in an enjoyable and safe environment.
- Young people have a right to expect appropriate management, support, personal and social development with regard to their involvement in sport, whether they are playing, officiating or volunteering.
- It is the responsibility of the statutory authorities to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns.
- Confidentiality should be upheld in line with the Data Protection Act 1999 and the Human Rights Act 1998.
  - Working in partnership with children, their parents and other agencies is essential for the protection of children. Partner organisations recognise the statutory responsibility of Children's Services Departments to ensure the welfare of children and work with the Local Safeguarding Children Boards to comply with its procedures.

## Strategic Responsibilities

To our partners:

- Active Oxfordshire is committed to increasing awareness around the importance of safeguarding adults at risk in sport and physical activity and will promote this policy to its partners to support the development of best practice throughout the County. Partners of Active Oxfordshire can be defined as:
- Organisations that make partnership funding contributions.
- Organisations that are awarded funding from Active Oxfordshire.
- Organisations with whom Active Oxfordshire has a service level agreement or other partnership agreement.
- Organisations that Active Oxfordshire commissions to provide a service.
- Local authorities, sports clubs, governing bodies of sport, leisure/activity providers, schools, school games partnerships, community sports networks, media agencies, event management companies, training providers, youth service and sports facilities.

As part of its commitment to safeguarding adults at risk Active Oxfordshire will:

- Advise partner organisations to develop adequate policies and procedures in respect of the safeguarding of adults at risk.
- Expect partners to respond to any allegations appropriately and implement their own procedures. ***Need to keep us informed of any incidents if we are the funders***
- Ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements.
- Active Oxfordshire will seek to lead by example, freely share our learning in the area of safeguarding with our partners, and encourage a culture in which all participants can engage safely in sport and physical activity.

### 1.3 Who is Responsible for Safeguarding Children?

It is the responsibility of **every** adult and young person working in sport and physical activity to ensure every engagement with children is to the highest professional standard, no matter what organisation or whether on a paid or voluntary basis.

This safeguarding policy has been created to assist and guide safeguarding policy and procedure implementation and development across Active Oxfordshire's sphere of influence in its role as a strategic body for sport and physical activity locally.

### 1.4 Safeguarding Values

- **Empowerment** - Presumption of person led decisions and informed consent by the individual or their parent/guardian.
- **Protection** - Support and representation for those in greatest need.
- **Prevention** - It is better to take action before harm occurs. This includes safer recruitment practices, codes of conduct, sharing best practice and appropriate training.
- **Proportionality** – Proportionate and least intrusive response appropriate to the risk presented.
- **Partnership** - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** - Accountability and transparency in delivering safeguarding.

### 1.5 The Role of Active Oxfordshire

Active Oxfordshire is committed to promoting the safety and welfare of children engaged in sporting and physical activity locally. It aims to contribute to safeguarding children by:

- Meeting the requirements of the Standards for Safeguarding and Protecting Children in Sport (CPSU 2002) <http://www.thecpsu.org.uk>
- Implementing and demonstrating best safeguarding practice when core staff, volunteers or others are providing services, activities and programmes for children and adults at risk
- Working with partners to establish and implement agreed, consistent minimum safeguarding standards for sport and physical activity locally
- Requiring those individuals or organisations that are funded to provide any service for children and adults at risk to effectively address safeguarding requirements
- Maximising its influence to promote safeguarding practice and principles within its wider partnership role and relationships.

#### 1.5.1 Who does the Policy apply to?

It is acknowledged that individual partners may have their own safeguarding policies and procedures. However, these policies may not all meet the highest standards and reflect current legislation.

In situations where multiple policies may apply the Partnership Check and Challenge Tool will be undertaken to confirm which policy applies in which situation:

- Active Oxfordshire Core Team
- Volunteers recruited by the Active Oxfordshire Core Team

- Any temporary staff or contractors working on behalf of the Core Team

'Partners':

- It is the intention that partners and their staff, volunteers, coaches who do not meet the standards for safeguarding and protecting children and adults at risk will adopt Active Oxfordshire's safeguarding policy and procedures.

#### 1.5.2a Working in Partnership to Safeguard Children

Active Oxfordshire will work with partner agencies to adopt and adhere to this policy document, where appropriate.

The partners within Active Oxfordshire will:

- Work with the Core Team of Active Oxfordshire to agree to, and formally adopt (where appropriate) the standards and procedures set out in this policy.
- Implement best working practice protocols and procedures are implemented to ensure safe environments.
- Ensure everyone involved in physical activity and sport provision for children and young people is appropriately trained and qualified to undertake the duties they are required to do, in accordance with local and national guidance.
- Be aware of safeguarding issues both in the context of organised activities and within the home and community.
- Ensure policies and procedures are in place to report suspected or actual abuse and poor practice, and that everyone involved within Active Oxfordshire understands and is aware of the procedures to follow.
- Respect and promote the rights, wishes and feelings of children and young people.

The policy and procedures are mandatory for all Active Oxfordshire and will consist of:

- Procedures and systems to ensure a prompt response to concerns about a child's or adult's safety or welfare.
- Policies and procedures to minimise the possibility of children and adults being abused by those in a position of trust.
- Agreed confidentiality, communication and information sharing procedures.
- Appropriate recruitment, employment and deployment procedure.
- Codes of conduct to describe what is an acceptable standard of behaviour and promote good practice.
- Education and training opportunities to maintain the necessary skills and understanding to safeguard children and adults at risk.
- Communication arrangements to provide essential information and support to those responsible for safeguarding children and adults at risk.

#### 1.5.3 Oxfordshire Safeguarding Children Board

The Board is the means by which organisations come together to agree on how they will cooperate with one another to safeguard and promote the welfare of children. The role of the Oxfordshire Safeguarding Children Board (OSCB) is to scrutinise and monitor this process, and to ensure that local agencies co-operate and work well to achieve this.

Further information on the Oxfordshire Safeguarding Children Board can be found at <http://www.oscb.org.uk/>. Local policies for safeguarding issues and referrals can also be found at this address.

#### 1.5.4 Children's Services

Children's Services have a statutory duty to ensure the welfare of children and work with the Local Safeguarding Children Boards (LSCB) to comply with its procedures. Children's Services will work in conjunction with the Police to investigate concerns about the safety and welfare of children and young people. When a child protection referral is made, Children's Services staff have a legal duty to investigate under section 47 of the Children Act (1989). This will involve talking to the child and may include talking with family members or parents/carers, and gathering information from other people who know the child. Enquiries may be carried out jointly with the Police.

#### 1.5.5 NSPCC

The NSPCC operates a free 24 hour helpline (0808 800 5000) to provide advice and support to anyone with concerns about the welfare or safety of a child. In addition, the Child Protection in Sport Unit (CPSU) has been established to assist sports organisations and individuals in developing and implementing effective safeguarding policies and procedures. The CPSU website is a valuable source of information and advice ([www.thecpsu.org.uk](http://www.thecpsu.org.uk)).

### **1.6 Communication of the Policy**

To ensure the successful implementation of this policy it is essential that Active Oxfordshire communicates to partners its commitment to safeguarding children and young people, and that this is openly displayed and available to all. This Policy has been agreed and formally approved by the Active Oxfordshire Board. Communication of the Safeguarding Policy and discussion regarding the Implementation Plan will take place with partners, including relevant bodies such as the NSPCC, the LSCB and National Governing Bodies.

In addition, the Policy is available to all partners, customers, parents, participants and the general public at large via the Active Oxfordshire website. This ensures people have access to this information, and are able to understand how the Policy will be implemented, and the process they should follow should an issue arise.

### **1.8 Implementation and Monitoring**

Active Oxfordshire will review its existing Safeguarding Children and Adults Policy and procedures every 2 years or as needed, which have been produced in line with the Standards for Safeguarding and Protecting Children in Sport that have been developed by the NSPCC Child Protection in Sport Unit (CPSU). The original implementation and monitoring plan was produced for the achievement of the three levels of safeguarding standards, preliminary, intermediate and advanced.

A revised implementation and monitoring plan will be produced bi-annually to ensure the continuation of safeguarding implementation throughout the partnership with the overall aim to ensure that all providers of services to children and adults within the wider partnership network will operate to consistent standards of best safeguarding practice.

## Section 2: Procedures and Reporting

### 2.1 Introduction

#### 2.1.1 What is child protection?

Any adult working in the provision of sport/physical activity for young people, in either a paid or voluntary capacity, has a duty to the young people to provide a safe and caring environment. It is vital that any coach, umpire, official or any other person assisting with young people's activities has the ability to be patient, understanding and encouraging. Knowledge of young people's emotional and physical development and the ability to communicate with them is more important than knowledge of the sport.

Young people have a right to protection from the risk of child abuse. They must be protected from all forms of discrimination and abuse and treated equally, regardless of age, gender, race, culture, religion, language, sexual orientation or ability. Agencies which utilise the services of employees, volunteers, sessional workers and others, whether paid or unpaid, and the person undertaking the work themselves must be aware of dangers of child abuse, how to identify possible signs, symptoms or indicators of abuse, and be able to demonstrate good practice.

#### **Update in "Position of Trust" legislation (28<sup>th</sup> June 2022):**

The Government has amended Section 21 of the Sexual offences Act 2003 to extend the settings and roles where it is illegal for an adult holding a position of trust to enter into any form of sexual activity with a 16 or 17 year old in their care in sports organisations, faith groups, and a restricted number of additional circumstances.

For more information, visit: [Positions of Trust CPSU](#)

#### 2.1.2 Categories of abuse

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online

Working Together to Safeguard Children 2018 sets out definitions and examples of types of abuse:

- **Neglect**

Neglect is the ongoing failure to meet a child's basic needs. It's dangerous and children can suffer serious and long-term harm.

- **Online abuse**

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones.

- **Sexual abuse**

A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online.

- **Physical abuse**



Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

- **Emotional abuse**

Children who are emotionally abused suffer emotional maltreatment or neglect. It's sometimes called psychological abuse and can cause children serious harm.

- **Child sexual exploitation**

Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status.

- **Female genital mutilation (FGM)**

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.

- **Bullying and cyberbullying**

Bullying can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

- **Domestic abuse**

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

- **Child trafficking**

Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

- **Grooming**

Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

- **Radicalisation**

Children and young people can be made or persuaded to to adopt increasingly extreme political, social, or religious ideals and aspirations that (1) reject or undermine the status quo or (2) reject and/or undermine contemporary ideas and expressions of freedom of choice.

- **Harmful sexual behaviour**

Children and young people who develop harmful sexual behaviour harm themselves and others.

### 2.1.3 Potential indicators of abuse or harm

- 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.
- Living in a home where there is domestic abuse (which may be physical, sexual, emotional or financial).
- An injury for which the explanation seems inconsistent or for which multiple explanations are given.
- The child describes what appears to be an abusive act involving him/her;
- Someone else (a child or adult) expressing concern about the welfare of another child.
- Unexplained changes in behaviour over time e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper.
- Inappropriate sexual awareness and sexualised behaviour.
- Engaging in explicit sexual behaviour or being over-familiar with unknown adults and peers.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- An apparent difficulty in making friends.
- The prevention by an adult from socialising with other young people.
- Displaying variations in eating patterns including overeating or loss of appetite.
- Weight loss/gain for no apparent reason.

- An increasingly dirty or unkempt appearance.
- Over-tiredness.
- Suicidal threats or behaviours.
- Displaying frequent unexplained minor injuries.

Factors described above are frequently found in cases of abuse and/or neglect. Their presence is not proof abuse has occurred, but must be regarded as indicators of possible significant harm. Such indications justify the need for careful assessment and discussion with the designated officer, and may require consultation with and/or referral to Local Social Services.

It is not the responsibility of those working with children and young people to determine whether child abuse has occurred. But it is their responsibility to recognise and act on any concerns by reporting it to the Active Oxfordshire Designated Safeguarding Officer and completing an Incident Report Form for referral to the appropriate authority.

#### 2.1.4 Additional vulnerability

Active Oxfordshire acknowledges that certain groups will face additional vulnerability to abuse when taking part in sport and/or physical activity and will make appropriate arrangements within any activities they lead including in risk assessing activities and events. Groups potentially facing increased vulnerability include disabled young people, young talented/elite participants, BAME, LGBT, young people at risk of social exclusion.

Where partners are leading activities, Active Oxfordshire will check and challenge that partners have acknowledged the increased vulnerability of certain groups and have made suitable arrangements to mitigate this risk.

## 2.2 Reporting

### 2.2.1 Contacts

2.2.1a In the first instance you should contact the Active Oxfordshire Designated Safeguarding Officer, unless the concern is about the Designated Safeguarding Officer themselves:

**Designated Safeguarding Officer: Stephanie Hall** [stephaniehall@activeoxfordshire.org](mailto:stephaniehall@activeoxfordshire.org)  
**07435 015 751**

2.2.1b If the Active Oxfordshire Designated Safeguarding Officer is unavailable, or the concern is about the Designated Safeguarding Officer, contact the Deputy Safeguarding Officer. This includes potential abuse taking place outside of the sporting environment, or within the sporting environment but not involving an Active Oxfordshire employee / volunteer:

**Deputy Designated Safeguarding Officer: Josh Lenthall,**  
[joshlenthall@activeoxfordshire.org](mailto:joshlenthall@activeoxfordshire.org)  
**07741 733 718**

### 2.2.2 Procedures

There are a number of ways in which abuse can become apparent. In any of the following circumstances, an Incident Report Form should be immediately referred to the Designated Safeguarding Officer (see Appendix B) and the reporting procedures followed (see Appendix A).

- **a disclosure** by a child of poor practice/abuse

- **a suspicion or observation** that poor practice/abuse has taken place
- **an allegation** by a third party of poor practice/abuse

### 2.2.2a **A disclosure** by a child

Children 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 is telling you, you will already be helping to protect them.

If a child starts to disclose abuse, use the following guidelines:

- React calmly so as not to frighten or deter the child.
- Reassure the child that s/he is right to tell you and is not to blame.
- Do not make promises of confidentiality; explain that you have to make sure that s/he is safe, and that you may need to ask other adults to help you to do this.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said. Questions should only consist of Who...? What...? When...? Where...? Questions should not be leading.
- Let the child tell you what s/he wants to tell you and no more. S/he may have to disclose to a specialist later, and too much detail now may interfere with later investigations.
- When the child has finished, make sure s/he feels secure. Explain what you will do next.
- Make a full written record of what has been said, heard and/or seen, including the date and time, and sign them. Record as much as you can remember, using the child's own words.
- Fill in the Incident Report Form (see Appendix B).
- Ensure the safety of the young person – if they need immediate medical attention, call an ambulance, inform doctors of concerns and ensure that they are aware it is a child protection issue.
- Immediately inform the Designated Officer/Deputy/Manager (see Appendix D).

### 2.2.2b **A suspicion** or observation

Any suspicion that a child has been abused should be reported to the designated person, who will take the necessary steps to ensure the safety of the child in question and any other child who may be at risk. The designated person will seek advice from Children's Services who may involve the police and invoke the Thames Valley and Oxfordshire Safeguarding Children Procedures.

The parents or carers of the child will be contacted as soon as possible following advice from the Children's Services.

#### 2.2.2b.1 Sharing Concerns with Parents

Active Oxfordshire is committed to working in partnership with parents where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. S/he may have experienced an upset in the family, such as a parental separation, divorce or bereavement. If you are unsure what to do, discuss this with the Designated Safeguarding Officer.

However, there are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still

exist, any suspicion, allegation or incident of abuse must be reported to the designated person in charge as soon as possible and recorded.

#### 2.2.2b.2 An allegation

Any concerns for the welfare of the child, arising from abuse or poor practice by a member of staff or volunteer, must be dealt with in the same way as allegations against other people, and reported immediately to the Designated Safeguarding Officer, who will inform the Local Authority Designated Officer (LADO) (see Active Oxfordshire website for further details). The LADO will decide whether a Referral is required, will invoke the Oxfordshire Safeguarding Children's Board Procedures as appropriate, and will also decide who will deal with any media enquiries.

Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation:

- Criminal
- Child protection
- Disciplinary or misconduct

Civil proceedings could also be initiated by the person/family of the person who alleged the abuse.

#### 2.2.3 Allegations against a member of Active Oxfordshire Core Team

If the allegation is against a member of the Active Oxfordshire Core Team, the report should be made to the Designated Safeguarding Officer. If the allegation is made against the Designated Safeguarding Officer, the report should be made to the Deputy Designated Safeguarding Officer, or the Active Oxfordshire CEO.

Active Oxfordshire's disciplinary investigations will take into account all relevant information, including the results of any police and social services investigations and those of other partners.

This could result in a suspension whilst an investigation is carried out.

The full policy can be found in Appendix C.

### **2.3 Allegations of Previous Abuse**

Allegations of abuse may be made some time after the event (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 procedures as detailed above should be used and the matter reported to the police, as other children, either within or outside sport, may be at risk from this person.

### **2.4 Referrals to the DBS**

The Safeguarding Vulnerable Groups Act (2006) places a legal duty on employers to make a referral to the Disclosure and Barring Service (DBS) if a member of staff or a volunteer is considered to have harmed, or poses a risk of harm to a child.

The DBS uses this information to help employers make safer recruitment decisions and prevent unsuitable people from working with children and other vulnerable groups.

## 2.5 Safe Recruitment

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid and unpaid, full and part time staff, coaches, volunteers and officials. Under the Protection of the Children Act 1999, all individuals working on behalf of, or otherwise representing an organisation are treated as employees whether paid or voluntary.

Active Oxfordshire strongly recommend all organisations adhere to the CPSU Safe Recruitment Guidance, available at [Safe recruitment CPSU](#) .

### 2.5.1 Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions. It also prevents unsuitable people from working with vulnerable groups, including children, through its criminal record checking and barring functions.

DBS was established when the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) merged in 2012.

This guide describes how the DBS criminal record checking service works. It also provides details of how and when to make referrals to DBS. It includes details of fees, links to factsheets for referral bodies. You can also see [the guide to requesting checks for employers](#).

Where a person may not meet the criteria for a DBS check, good practice is for each person will a duty of care over children and young people to complete a self-declaration form (Appendix D).

#### **Disclosure and Barring Service (DBS)**

The checking service allows employers to access the criminal record history of people working, or seeking to work, in certain positions, especially those that involve working with children or adults in specific situations. If you have a query about an application, find out [how to contact the DBS](#).

#### **Eligibility to ask 'an exempted question'**

An exempted question is a valid request for a person to reveal their full criminal history, including spent convictions. Access to the DBS checking service is only available to [registered employers](#) who are entitled by law to ask an individual to reveal their full criminal history, including spent convictions - also known as asking 'an exempted question'.

An exempted question applies when the individual will be working in specific occupations, for certain licenses and specified positions. These are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

The minimum age at which someone can be asked to apply for a criminal record check is 16 years old. To find out more information about who is eligible for a criminal record check, download the [DBS eligibility guide](#).

Active Oxfordshire has made the decision for all new trustees and employees to undertake a basic DBS Check as a minimum. Anyone requiring a more thorough check will do so in line with what is necessary.

## Stages of the DBS checking process

The DBS checking process involves several different stages before an applicant receives their certificate.

### Stage 1 - application form received and validated

The application form is checked for errors or omissions. Within 24 hours of receipt the form is either scanned onto the DBS computer system or returned for correction to the counter signatory.

### Stage 2 - Police National Computer searched

### Stage 3 - children and adults lists searched, where applicable

### Stage 4 - records held by the police searched

Enhanced checks are sent by secure, electronic means to the police for an additional check of local records before the information is sent back to the DBS.

### Stage 5 - DBS certificate printed

All the information to be disclosed is printed under highly secure procedures and sent to the applicant.

## Types of check

Organisations who are entitled to use the DBS checking service can ask successful job applicants to apply for one of the following types of check depending on the job role:

- **Basic check** – can be used for any position or purpose. Details of any convictions or cautions from the police national computer that are considered to be unspent
- **Standard check** - details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions
- **Enhanced check** - the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for
- **Enhanced with a barred list check:**
  - Child barred list information is only available for those individuals engaged in regulated activity with children and a small number of posts as listed in the Police Act regulations, for example prospective adoptive parents
  - Adult barred list is only available for those individuals engaged in regulated activity with adults and a small number of posts as listed in the Police Act regulation
  - child and adult barred list is only available for those individuals engaged in regulated activity with both vulnerable groups including children and a small number of posts as listed in the Police Act regulations
- **Adult first** - an individual can be checked against the DBS adult barred list while waiting for the full criminal record check to be completed

## Fees

Both standard and enhanced checks require a fee. The fees to process criminal record checks are<sup>1</sup>:

- Basic DBS check - £23

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<sup>1</sup> Correct on <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers> as of 10/12/20.

- standard DBS check - £23
- enhanced DBS check - £40
- enhanced DBS criminal record check and barred list check (child) - £40
- enhanced DBS criminal record check and barred list check (adult) - £40
- enhanced DBS criminal record check and barred list check (both) - £40
- DBS adult first check - £6
- Standard and enhanced check for volunteers - Free

### **Criminal record checks for volunteers**

DBS criminal record checks are free of charge to volunteers. The DBS defines a volunteer as: 'A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than, or in addition to, a close relative.'

Oxfordshire Youth are an umbrella organisation for DBS, and can submit requests on behalf of other organisations. To obtain a DBS through Oxfordshire Youth, visit <http://www.oxfordshireyouth.org/dbs/>.

The **Safe Network** is jointly managed by the NSPCC and Children England, and was recently created as a result of the Government's Staying Safe Action Plan.

## **Definitions**

### **Abuse & Neglect**

'Child abuse and neglect' are forms of maltreatment of a child. These terms include physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm.

### **Barred Person**

A person who is barred from working within regulated activity with children.

### **Bullying**

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical, verbal and emotional. Bullying is not defined as a form of abuse in Working Together but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse.

### **Child or Young Person**

Anyone who has not yet reached their 18<sup>th</sup> birthday, or 19<sup>th</sup> birthday if disabled, as per the Children's Acts 1989 and 2004.

### **Child Protection**

Process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.

### **CPSU**

Child Protection in Sport Unit.

### **DBS**

A Disclosure and Barring Service check which comprises a search of several national databases for information relevant to accessing the suitability of a person to work with children.

**Designated Safeguarding Officer (DSO) / Deputy Safeguarding Officer (DDSO)**

The Active Oxfordshire DSO who is responsible for safeguarding issues. In the absence of the DSO, the DDSO will be the designated Lead Officer.

**LSCB**

Local Safeguarding Children Board.

**NSPCC**

National Society for the Prevention of Cruelty of Children.

**Active Oxfordshire**

The partnership of organisations committed to achieving the Oxfordshire physical activity and sport vision.

**Active Oxfordshire Core Team**

The central team, funded by Sport England, responsible for leading the work of the partnership.

**Parent**

The term 'parents' also refers to carers or guardians, or people with parental responsibilities.

**Person of Concern**

A person whose reported or alleged behaviour has raised concerns about a child / children's welfare, whether or not this resulted in a criminal conviction.

**Poor Practice**

Poor practice includes any behaviour that contravenes the Code of Conduct (see Information and Guidance) which is based around:

- Rights of the player, the parent, the coach, the official
- Responsibilities for the welfare of the players, the sport, the profession of coaching, and their own development
- Respect for other players, officials and their decisions, coaches, the rules

**Safeguarding**

The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

**Adult at risk**

A person aged 18 or over who is or may be in need of community care services and is or may be unable to protect themselves from harm.

Active Oxfordshire recognises that it is not appropriate to operate combined policies regarding the safeguarding of children and of adults at risk, due to the vast differences in legal and statutory requirements. Therefore, the information in this document cannot be assumed to apply to adults at risk.

For information regarding Active Oxfordshire policies and procedures regarding its work with adults at risk, please contact Stephanie Hall, [stephaniehall@activeoxfordshire.org](mailto:stephaniehall@activeoxfordshire.org)



## Wellbeing

The five outcomes that are key to children's and young people's wellbeing, as first set out in Every Child Matters are to: be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic wellbeing. The Children Act 2004 requires local agencies to co-operate with a view to improving the wellbeing of children in relation to these outcomes.

## Working Together to Safeguard Children 2018<sup>2</sup>

Government guidance that sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children. The guidelines set out core legal requirements, making it easier for what individuals and organisations should do to keep children safe and promote their welfare.

## Young Person

Reference to 'children' and 'young people' throughout this document apply interchangeably.

## Appendix A - SAFEGUARDING INCIDENT REPORT FORM

|   |                   |
|---|-------------------|
| <b>Your name:</b>   |                   |
| <b>Name of your organisation:</b>   | <b>Your role:</b> |
| <b>Contact information (you):</b><br><i>Telephone numbers:</i><br><i>Email address:</i>   |                   |
| <b>Are you reporting your own concerns or responding to concerns raised by someone else:</b><br><input type="checkbox"/> Responding to my own concerns<br><input type="checkbox"/> Responding to concerns raised by someone else<br><i>Please complete the rest of the form accordingly</i> |                   |
| <b>Details of the reported incident or concerns:</b><br><i>Include all relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>   |                   |
| <b>Date, time and how the incident or concern was received:</b>   |                   |
| <b>Name of the person reporting the incident or concern:</b><br><i>Position within the club/group or relationship to the child:</i><br><i>Telephone numbers:</i><br><i>Email address:</i>   |                   |

|  |  |
|--|--|
| <p><b>Please provide details of any other person involved in this incident or concern:</b></p> <p>Name of club/group/organisation:<br/>         Position within the club or relationship to the child:<br/>         Date of birth (if child):<br/>         Address:<br/><br/>         Postcode:<br/>         Telephone number:<br/>         Email address:</p> |  |
| <p><b>Name of child concerned:</b></p>   | <p><b>Child's date of birth:</b></p>   |
| <p><b>Child's ethnic origin:</b></p>   | <p><b>Does the child have a disability? If yes, please give additional details of what the disability is</b></p> |
| <p><b>Child's gender:</b><br/> <input type="checkbox"/> Male<br/> <input type="checkbox"/> Female</p>  |  |
| <p><b>Child's account of the incident:</b></p>   |  |
| <p><b>Have parent's / carer's been notified of this incident?</b><br/> <input type="checkbox"/> Yes <i>If YES please provide details of what was said/action agreed:</i><br/><br/> <input type="checkbox"/> No</p>   |  |
| <p><b>Parent's / carer's name(s):</b></p>  |  |
| <p><b>Contact information (parents/carers):</b><br/>         Telephone numbers:<br/>         Email address:<br/>         Address:<br/><br/>         Postcode:</p>  |  |
| <p><b>Please provide any witness accounts of the incident:</b></p>   |  |
| <p><b>Please provide details of any witnesses to the incident:</b><br/>         Name:<br/>         Position within the club or relationship to the child:<br/>         Date of birth (if child):<br/>         Address:<br/><br/>         Postcode:<br/>         Telephone number:<br/>         Email address:</p>  |  |

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

Yes *If YES please provide further details:*

*Name of organisation / agency:*

*Contact person:*

*Telephone numbers:*

*Email address:*

*Agreed action or advice given:*

No

**Your Signature:**

**Print name:**

**Date:**

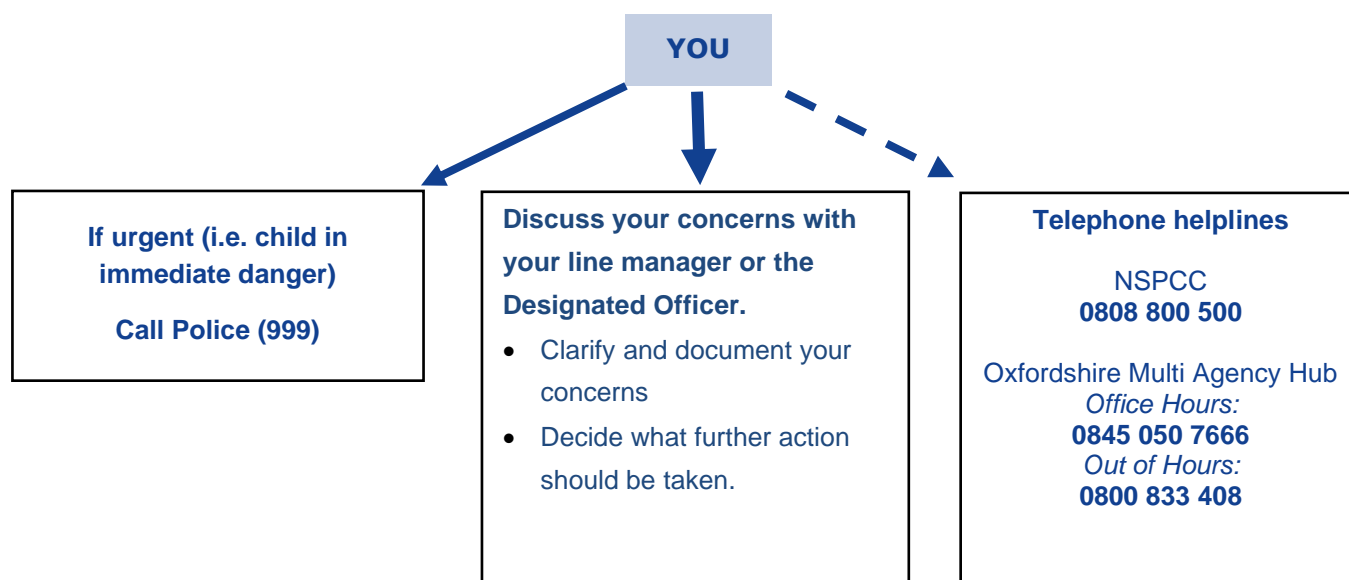
***Once completed this form must be passed to:***

***Stephanie Hall; Designated Safeguarding Lead Officer***  
***[stephaniehall@activeoxfordshire.org](mailto:stephaniehall@activeoxfordshire.org)***

***Josh Lenthall; Deputy Designated Safeguarding Lead Officer***  
***[joshlenthall@activeoxfordshire.org](mailto:joshlenthall@activeoxfordshire.org)***

## Appendix B - PROCEDURE FOR REPORTING A CONCERN ABOUT A CHILD

Recognise → Record → Report



You do not need consent from the child or parent/guardian to report a concern although it is good practice to inform them of any decision to refer on unless this would put the child at greater risk of harm. A child is anyone under the age of 18.

| Do                          | Do not                            |
|-----------------------------|-----------------------------------|
| Stay Calm                   | Make promises you can't keep      |
| Ensure child is safe        | Keep it to yourself               |
| Listen to the child         | Re-act in an inappropriate manner |
| Reassure the child          |                                   |
| Be honest                   |                                   |
| Make accurate notes         |                                   |
| Maintain confidentiality    |                                   |
| Tell the designated officer |                                   |
| Follow the guidelines       |                                   |

The Designated Officer for Active Oxfordshire is Stephanie Hall,  
[stephaniehall@activeoxfordshire.org](mailto:stephaniehall@activeoxfordshire.org)

## **Appendix C - Reporting Concerns about Members of Staff and Volunteers working on behalf of Active Oxfordshire (Whistle Blowing)**

The following circumstances may lead to suspect that a fellow member of staff, coach or volunteer has abused a child or adult or has demonstrated poor practice.

- An allegation is made by a child or adult
- An allegation is made by the hosting Local Authority, against a member of staff
- An allegation made to an Active Oxfordshire colleague
- A member of staff sees, receives a report or has a concern about inappropriate behaviour by a colleague.

The Designated Officer should be informed of all concerns including where the referrer is unsure if the allegation constitutes abuse or not.

The Designated Officer must consult with the relevant statutory authority where abuse is suspected and all incidents including poor practice must be recorded and kept on file in a secure location (access to these files will be strictly limited).

Information should be recorded and shared in an appropriate manner because it may be one of a series of instances that cause concern.

### **Procedures to Follow**

Anyone with concerns about the behaviour of anyone working on behalf of the Active Oxfordshire should complete the Incident Report Form and must contact the Active Oxfordshire Designated Officer immediately unless they are implicated in the concern in which case it should be referred to the Deputy Designated Officer. It is the responsibility of the Deputy or Designated Officer to decide whether the matter relates to poor practice alone, or could also be abuse.

In addition to a referral to the statutory authorities where abuse is suspected, the Designated Officer will ensure that the organisation's disciplinary procedure is followed. This procedure will be followed to completion even if the person subsequently resigns.

**NB:** Consideration will need to be given to the appropriateness of an immediate suspension; pending the outcome of the disciplinary investigation-this step should be taken in consultation with the appropriate statutory agency.

The internal disciplinary investigation will usually be held in abeyance until the conclusion of any investigation by a statutory agency, and no action should be taken that may compromise that process.

If the allegation is against a casual employee then safeguarding procedures from the local authority / employing organisation will again be followed.

It is acknowledged that the feelings generated by the discovery that a member of staff or volunteer is, or may be abusing a child or adult at risk will raise concerns amongst other staff and volunteers. This includes the inherent difficulties in reporting such matters.

The Partnership assures all staff and volunteers that it will fully support anyone who, in good faith (without malicious intent), reports his / her concerns about a colleagues practice or possibility that a child or adult at risk may be being abused.

## Appendix D – Useful Contacts

**Active Oxfordshire Designated Safeguarding Officer – Stephanie Hall**  
[stephaniehall@activeoxfordshire.org](mailto:stephaniehall@activeoxfordshire.org)  
07435015751

**Active Oxfordshire Deputy Designated Safeguarding Officer–Josh Lenthall**  
[joshlenthall@activeoxfordshire.org](mailto:joshlenthall@activeoxfordshire.org)  
07741733718

**LADO – Alison Beasley** Interim Designated Officer (LADO)  
[LADO.SafeguardingChildren@Oxfordshire.gov.uk](mailto:LADO.SafeguardingChildren@Oxfordshire.gov.uk)  
01865 810603

**MASH – 0845 0507666 / [mash-childrens@oxfordshire.gcsx.gov.uk](mailto:mash-childrens@oxfordshire.gcsx.gov.uk)**

**Police – 121**

[www.oscb.org.uk/reporting-concerns/](http://www.oscb.org.uk/reporting-concerns/)