



Safeguarding children and young people procedures

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Introduction

CIMSPA is committed to providing a safe environment for everyone to participate in our organisation and its activities. These procedures must be followed in any circumstances where a child or young person is, or could be, at risk of harm.

The procedures should be implemented with reference to CIMSPA Safeguarding Children and Young People Policy.

These procedures detail the steps to be taken in responding to any concern that a child or young person is at risk of or is experiencing harm.

The procedures have two main sections:

Section 1: Reporting concerns - **For everyone**

Section 2: What happens next – **For Safeguarding Leads and organisational response**

The information is presented in flow charts with accompanying text. Please refer to both as the text contains more detail.

Glossary of Terms

For more details please see the CIMSPA Safeguarding Children and Young People Policy.

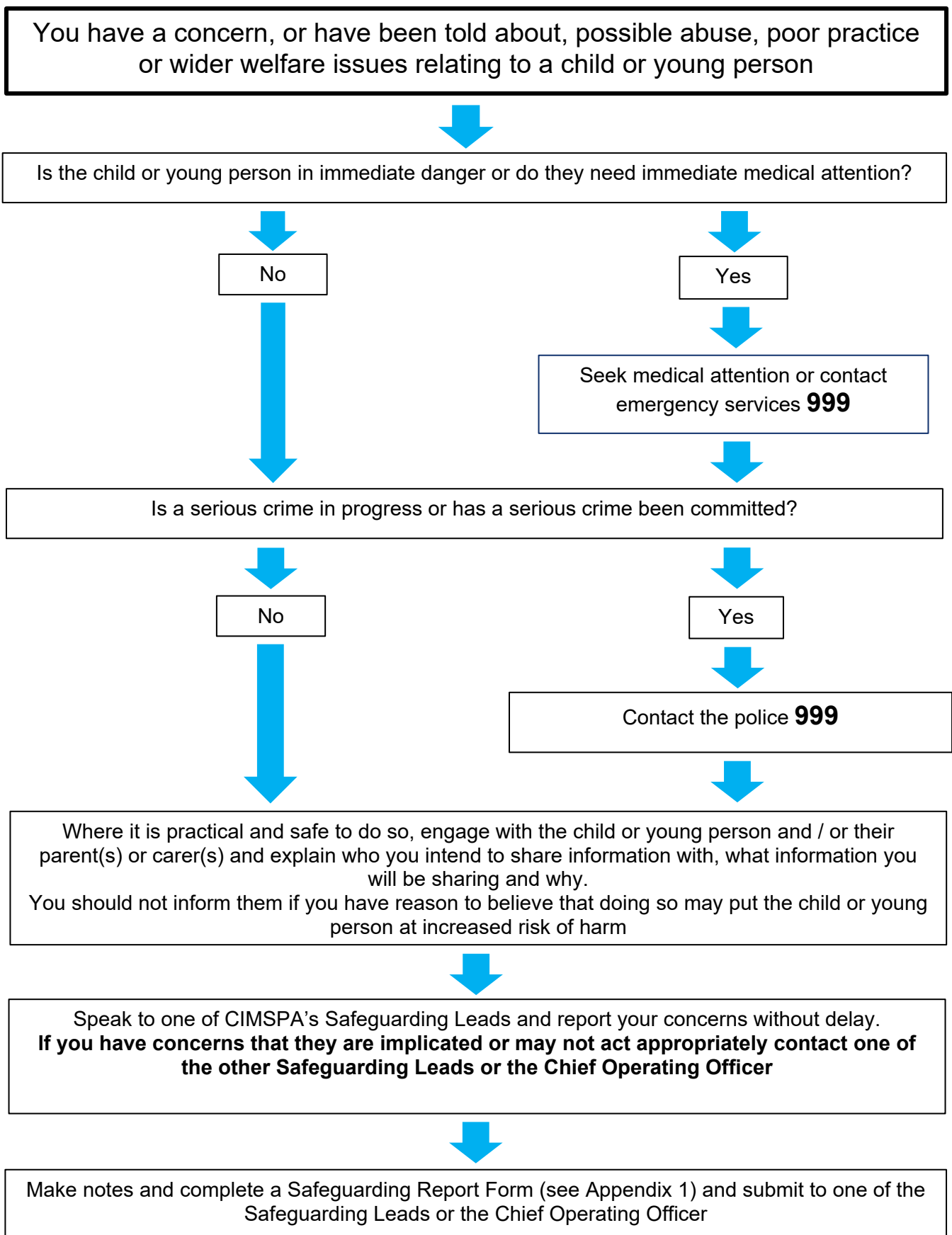
Term	Definition
Abuse	A violation of a person's physical, emotional or mental integrity by any other person.
Case Management Group	A group created to ensure the organisation effectively carries out its role/s in individual cases of abuse or neglect
Harm	Damage done to a person's well-being.
Local Authority Designated Officer (LADO)	An individual within a Local Authority who is responsible for managing allegations against adults who work with children
Local Safeguarding Children Boards	A key statutory mechanism for agreeing how the relevant organisations in each local area co-operate to safeguard and promote the welfare of children
MASH	Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.
Neglect	Not meeting someone's basic physical or psychological needs
Safeguarding	Work to prevent and to stop abuse and neglect.
Young Person	Anyone under the age of 18

1 Reporting Concerns

1.1 Reporting Concerns - CIMSPA's People

CIMSPA's People includes but is not limited to: employees, Board trustees, sub-committee members, contractors, quality assurance assessors, internal verifiers, consultants and volunteers.

1.1.1 Reporting concerns if you are one of CIMSPA's People (Flowchart 1)



1.1.2 Reporting concerns if you are one of CIMSPA's People

You may be concerned about harm to a child or young person because of something you have seen or heard, information you have been told by others or because a child or young person has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and / or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact one of the CIMSPA Safeguarding Leads as soon as you can.

If one of the Safeguarding Leads is implicated or you think has a conflict of interest, then report to one of the other Safeguarding Leads or the Chief Operating Officer.

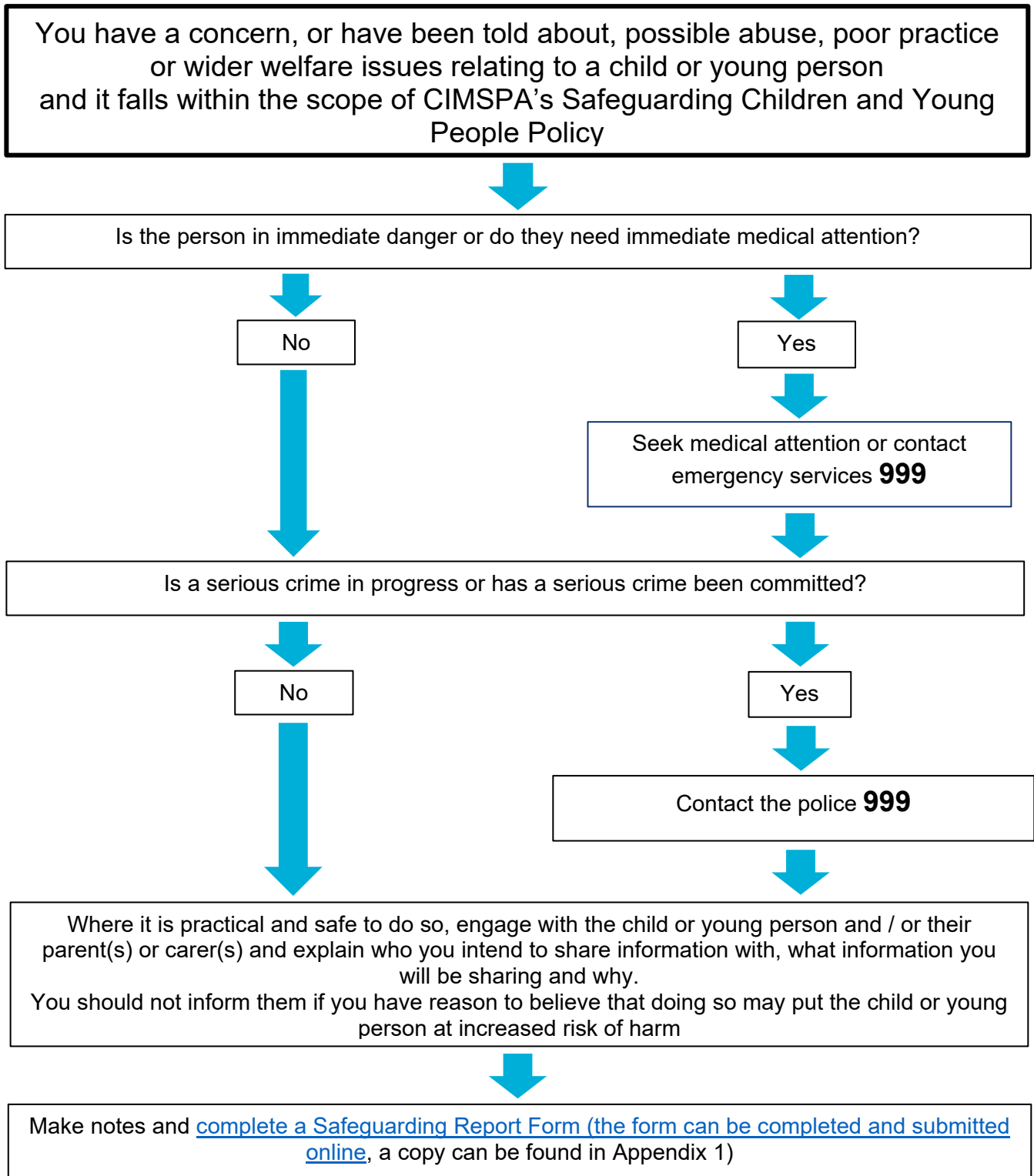
You should make notes and complete a Safeguarding Report Form (see Appendix 1) and submit this to one of the Safeguarding Leads, or the Chief Operating Officer, as soon as possible.

If you are concerned about harm being caused to **a child or young person**, please follow the guidance below.

- It is not your responsibility to prove or decide whether a child or young person has been harmed or abused. It is, however, everyone's responsibility to report any concerns they have.
- If someone has a need for **immediate medical attention** call an ambulance on 999.
- If you are concerned someone is in **immediate danger** or a **serious crime** is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If it is practicable and safe to do so, engage with the child or young person and/or their parent(s) or carer(s), and explain who you intend to share information with, what information you will be sharing and why. You are not required to inform them if you have reason to believe that doing so may put the child at increased risk of harm (e.g., because the parent or carer may harm the child or react violently to anyone seeking to intervene, or because the child might withhold information or withdraw from services).
- **Remember not to confront the person thought to be causing the harm.**

1.2 Reporting Concerns – CIMSPA members, CIMSPA partners and members of the public

1.2.1 Reporting concerns if you are a CIMSPA member, CIMSPA partner or member of the public (Flowchart 1)



1.2.2 Reporting concerns if you are a CIMSPA member, CIMSPA partner or member of the public

You may be concerned about harm to a child or young person because of something you have seen or heard, information you have been told by others or because a child or young person has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and / or you are told about possible or alleged abuse, poor practice or wider welfare issues, and it falls within the scope of CIMSPA's Safeguarding Children and Young People Policy, you should submit a [Safeguarding Report Form](#) as soon as you can.

If you are concerned about harm being caused to **a child or young person**, please follow the guidance below.

- It is not your responsibility to prove or decide whether a child or young person has been harmed or abused. It is however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for **immediate medical attention** call an ambulance on 999.
- If you are concerned someone is in **immediate danger** or a **serious crime** is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If it is practicable and safe to do so, engage with the child or young person and/or their parent(s) or carer(s), and explain who you intend to share information with, what information you will be sharing and why. You are not required to inform them if you have reason to believe that doing so may put the child at increased risk of harm (e.g., because the parent or carer may harm the child, or react violently to anyone seeking to intervene, or because the child might withhold information or withdraw from services).
- **Remember not to confront the person thought to be causing the harm.**

1.3 Responding to a Direct Disclosure

If a child or young person indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing the child or young person to continue at their own pace,
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the child or young person is telling you.
- Reassure the child or young person that they have done the right thing in revealing the information.
- Explain what you would like to do next.
- Explain that you will have to share the information with CIMSPA Safeguarding Lead.



- Help them to contact other organisations for support if appropriate (e.g. Childline - see Appendix 2).
- Act swiftly to report and carry out any relevant actions.
- Record in writing what was said using the child or young person's own words as soon as possible.

It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

1.4 Record Keeping

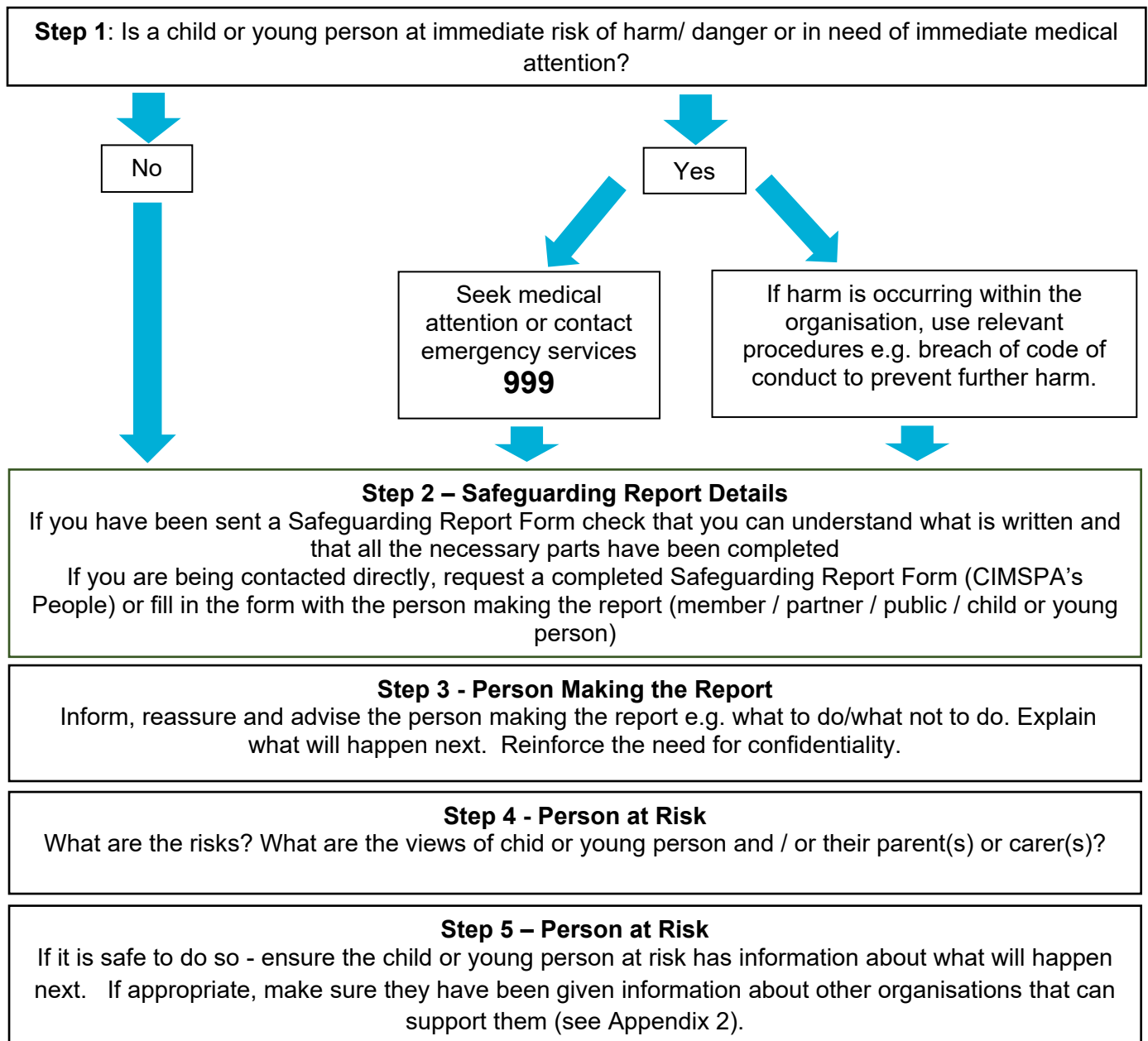
- [Complete a Safeguarding Report Form and submit it without delay \(the form can be completed and submitted online\)](#), a copy can be found in Appendix 1).
- Describe the circumstances in which the concern came about and what action you took / advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or overheard and opinions, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

Be mindful of the need to be confidential at all times. This information must only be shared with the Safeguarding Lead and others that have a need to know, e.g. to keep the person safe whilst waiting for action to be taken.



2 What happens next? (Procedure for Safeguarding Leads)

2.1 Initial Response: Steps 1 to 5 (as soon as you receive the Safeguarding referral) (Flowchart 2.1)



2.2 Steps 6 - 14 Taking Action (Flowchart 2.2)

Step 6 – Consult and Decide

As needed, consult the Case Management Group and the Local Authority / the Police and decide which one or more of the following actions need to be taken.

<p>Step 7</p> <p>If a crime is suspected contact the police</p>	<p>Step 8</p> <p>If you believe that a someone who works with children (paid or unpaid) has harmed a child or young person, or that a child / young person is at risk of significant harm contact the relevant Local Authority</p>	<p>Step 9</p> <p>If harm is suspected of being caused within CIMSPA (e.g. by an employee, volunteer, member, partner etc.) follow relevant internal process</p>	<p>Step 10</p> <p>Signposting</p>
<p>Criminal enquiry, investigation, proceedings</p>	<p>Safeguarding process led by Local Authority</p>	<p>CIMSPA takes short term steps within relevant policy to prevent harm e.g. suspension</p>	<p>CIMSPA is not able to take action under Steps 7-9</p>

Step 11

Take advice from and **coordinate actions** taken by CIMSPA with those of **other agencies**. **Attend and contribute to Safeguarding Children and Young People strategy meetings**

Step 12

Hold Case Management meeting to coordinate actions by CIMSPA

<p>Possible outcomes: e.g.</p> <ul style="list-style-type: none"> • Criminal Caution or Conviction • Referred back to CIMSPA for internal process • Referral to Independent Barring Board • Unsubstantiated– no further action 	<p>Possible outcomes: e.g.</p> <ul style="list-style-type: none"> • LA enquiries triggered • Other children or young people at risk identified • Multi-agency meetings to coordinate actions • Referred back to CIMSPA for internal process • Unsubstantiated– no further action 	<p>Possible outcomes: e.g.</p> <ul style="list-style-type: none"> • Informal resolution • Education and training • Formal warning • Dismissal • Role conditions applied • Contract ended • Referred to Independent Barring Board • Membership terminated • Unsubstantiated – no further action 	<p>Possible Outcomes: e.g.</p> <ul style="list-style-type: none"> • CIMSPA provides signposting to support from other agencies
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Steps 13 and 14

Recording and reporting

Ensure decisions made, actions taken, and outcomes logged and reported



Once a concern has been passed to the CIMSPA Safeguarding Lead, they will coordinate the CIMSPA Safeguarding Children and Young People Procedure (see Flowchart 2).

The Safeguarding Lead will keep clear records of decision making, actions taken, and the outcomes achieved.

The Safeguarding Lead, where appropriate, in consultation with the Case Management Group, will take the following actions:

2.3 Immediate Response

1. Ensure any **immediate actions** necessary to safeguard anyone at risk have been taken.

If the risk is said to be due to the behaviour of one of CIMSPA's People, use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the child or young person being harmed.

2. If you have been sent a **Safeguarding Report Form** check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly by one of CIMSPA's People, request that they complete a Safeguarding Report Form if they have not already done so (see Appendix 1) as soon as possible.

If the report is being made by the child or young person themselves or a Member, Partner or member of the public fill in the Safeguarding Report Form yourself gaining the details from the person contacting you.

3. Inform, reassure, and advise the **person making the report** e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
4. Consider what is known about the situation, what the risks are, what is known of the views of the child or young person and / or their parent(s) or carer(s).
5. If it is safe to do so - ensure the child or young person at risk has information about what will happen next. If appropriate, make sure they have been given information about other organisations that can support them (see Appendix 2).

2.4 Taking Action

In all situations you should ensure that those within CIMSPA who can act (within their remit) to prevent further harm, have the information to do so. This includes supporting the person at risk. Depending on the situation you may need to pass information to and work together with other organisations such as the Police and the Local Authority.



6. Consult and Decide

If necessary, consult with Case Management Group, its chair and with the Local Authority or the Police, and decide which of the following actions need to be taken.

7. **Contact the police** (where the crime took place) if a crime has been committed.

8. **Make a referral/report to the relevant Local Authority** if you believe that someone who works with children (paid or unpaid) has harmed a child or young person, or you believe a child or young person is at risk of significant harm

If you are unsure whether or not to make a referral/report you can ask for advice by contacting the Local Authority Safeguarding Team/Multi-agency Safeguarding Hub and discuss the situation with them

9. Use policy and procedures to stop harm within the organisation

If the person who may be causing harm is a person involved in CIMSPA in whatever capacity inform the Chief Operating Officer.

Decide which policy and procedures the organisation will use to decide which actions will be taken e.g. breach of code of conduct, disciplinary procedures (for staff, members or partners), breach of contract.

Agree what short term arrangements can be put in place to prevent further harm, e.g. suspension

The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant policy and procedures.

10. If the report does not fall within the scope of CIMSPA's Safeguarding Children and Young People Policy, and is not serious enough to need reporting to the police or Local Authority, provide appropriate signposting information to the person making the report.

11. If statutory agencies are involved, **work together** with them to agree the next steps, e.g. the Police may need to interview an employee before a disciplinary investigation is conducted.

Attend and contribute to any safeguarding strategy or case meetings that are called by the Local Authority.

If statutory agencies say that they will not be taking any action in relation to a referral this should not stop CIMSPA taking internal steps to safeguard a child or young person, e.g. the Police may decide not to pursue a criminal investigation where there is an allegation against an employee, but the CIMSPA should still follow its disciplinary procedure.

12. Convene a **Case Management Group** meeting to coordinate actions internally to your organisation:

- share information about what has happened with those within CIMSPA who have a role in safeguarding the child or young person.
- share the views of the child or young person, and / or their parent or carer.
- share any actions being taken by the Police/Local Authority.



- agree who will coordinate between CIMSPA and other agencies.
- decide what actions CIMSPA will take place and coordinate.

These actions can include:

- Use of internal procedures such as breach of code of conduct/disciplinary procedures to address any behaviour that may have caused harm.
- Reporting any employee or volunteer found to have caused harm to the Disclosure and Barring Service.
- Communication with the child or young person, and / or their parent or carer, about the safeguarding process,
Offering support to staff, volunteers and members affected by the circumstances.
- Ensuring senior managers are updated as needed.

13. Minutes from Case Management Group meetings must be **recorded** so that decision making is transparent, and actions agreed are followed. **Follow up meetings** should be held as necessary until the actions needed are complete.

14. Ensure **records are complete and stored securely**. Collate monitoring information, including feedback from the person who was at risk of harm and **report to the Senior Leadership Team / the Board as requested**.

3 Further Information

For CIMSPA employees, policies, procedures and supporting information are available on CIMSPA's intranet. This also lists the current Safeguarding Leads.

For members, partners and members of the public, policies, procedures and supporting information are available on the [CIMSPA website](#).



4 Appendices

Appendix 1: Safeguarding Children and Young People Report Form

If you have concerns about a child or young person, please complete this form and submit it without delay to one of CIMSPA's Safeguarding Leads. [An online version of this form is available.](#) Please note that the online version is for reporting concerns about adults as well as children and young people.

Please complete the form with as much detail as you can, but do not worry if you are not able to complete all the sections or if some are not relevant.

Where it is practical and safe to do so, engage with the child or young person and / or their parent(s) or carer(s) and explain who you intend to share information with, what information you will be sharing and why. You should not inform them if you have reason to believe that doing so may put the child or young person at increased risk of harm.

Section 1 – Your details (the person completing the form)	
Your name	
Your contact phone number(s)	
Your email address	
Name of organisation if working in a paid or voluntary capacity	
Your role in organisation	
Are you completing the form on behalf of someone else?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please complete the following details for the person you are completing the form on behalf of	
Their name	
Their contact phone number(s)	
Their email address	
Name of organisation if working in a paid or voluntary capacity	
Their role in organisation	

Section 2 – Details of the child or young person that you have concerns about	
Name	
Gender	
Address	
Date of Birth / Age (please give approximate age if date of birth or actual age is not known)	
Any other information about the child or young person which it would be useful for us to consider	

Section 3 – Details of the parent(s) or carer(s)		
Name(s)		
Contact number(s)		
Email		
Have they been notified of your concerns?	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed:
	No <input type="checkbox"/>	Please explain why this decision has been taken:

Section 4 – Details of the concern / incident	
Date(s) and time(s) of incident(s)	
Please explain why you are concerned about the child or young person. Please include any details you feel may be relevant, such as exactly what happened, a description of any injuries, and state whether you witnessed anything yourself or whether you were given the information by the child / young person or someone else.	

Section 4 – Details of the concern / incident	
If the child / young person has given you an account of what happened, outline it here	
If you have spoken to the child / young person about what you are going to do about your concerns, outline this here	
If any other individuals have given you an account of what happened, outline it here	
Name of witness(es)	
Contact number of witness(es)	
Role or relationship to the child or young person	

Section 5 – Details of the person thought to be causing harm (if known)	
Name	
Gender	
Address	
Contact number(s)	
Date of Birth / Age (please give approximate age if date of birth or actual age is not known)	
Relationship / connection to the child or young person	
Role in organisation	
Details of any contact they have with children or young people in another capacity (e.g. in their work / family / as a volunteer)	
Any other information about the person thought to be causing harm which it would be useful for us to consider	

Section 6 – External Agencies		
Has this incident / concern been reported to any external agencies (e.g. the police)?	Yes <input type="checkbox"/>	Please provide further details below
	No <input type="checkbox"/>	

Section 6 – External Agencies	
Name of organisation / agency	
Contact person	
Role in organisation	
Contact number(s)	
Contact email	
Agreed action or advice given	

Section 7 – Other Actions	
Details of any other actions taken to date	
Details of any other relevant individuals or organisations who have been informed of the issue	
Details of what information was shared	
Reasons for sharing this information	

Section 8 – Additional Evidence	
If you have any additional evidence such as emails, texts etc. please attach them to this form and list them here	

Signed:
Date:

The information provided on this form will only be used to enable CIMSPA to follow its safeguarding procedures. We may need to share this information with other organisations as part of these procedures. We will only share information with individuals or organisations that have a role in safeguarding the child or young person and/or providing their family with support, and will only share the information they need to support the provision of their services.

Any personal information provided on this form will be used and stored by CIMSPA in line with our Privacy Notice and Data Retention Schedule, which can be found here: <https://www.cimspa.co.uk/footer/privacy-notice/>

I give my consent for my personal information to be used by CIMSPA for the purposes of following its safeguarding procedures and for no other purpose.

I understand that protecting a child from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them. I also understand that the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) provide a framework to support information sharing where practitioners have reason to believe failure to share information may result in the child being at risk of harm.



Appendix 2: Sources of Information and Support

NSPCC

Help for children and young people

Childline 0800 1111 (24/7)

Web: childline.org.uk

Help for adults concerned about a child

Tel: 0808 800 5000

Email: help@nspcc.org.uk

Child Protection in Sport Unit (part of NSPCC)

Tel: 0116 366 5580

Email: cpsu@nspcc.org.uk

National Bullying Helpline

Provides assistance to individuals struggling with bullying issues, whatever the nature of the abuse

Tel: 0300 323 0169 or 0845 2255787

Young Minds

Advice and support for young people worried about their mental health, and for parents and carers concerned about their child or young person's mental health

Parent Helpline Tel: 0808 802 5544

Web: www.youngminds.org.uk

Kidscape

Advice and support for parents and carers who are concerned about a child or young person because they are being bullied or may be involved in bullying others

Parent Helpline Tel: 0300 102 4481 / WhatsApp: 07496 682785

Email: parentsupport@kidscape.org.uk



E info@cimspa.co.uk
T 03438 360200

**Chartered Institute for the Management
of Sport and Physical Activity,**
SportPark,
Loughborough University,
3 Oakwood Drive,
Loughborough,
Leics. LE11 3QF

cimspa.co.uk

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