



Youth Sport Trust



Legacy Trust UK  
LOTTERY FUNDED

NSPCC 

Cruelty to children must stop. **FULL STOP.**



**play sport stay safe**

**Child Protection in Sport Unit**

## WELFARE PLAN

BRISTOL AND BATH

28 AUGUST-1 SEPTEMBER 2008



## Contents

<b>Section</b>	<b>Page Number</b>
1. Glossary	3
2. Introduction	4
3. UK School Games Overview	6
4. Welfare Structure	10
5. Welfare Roles and Responsibilities	11
6. Welfare Procedures Prior to the UKSG	13
7. Welfare Provision at the UKSG	14
8. Behaviour at the UKSG	16
9. Codes of Conduct	18
10. UKSG Child Protection Procedures	21
11. Reporting	22
12. Disciplinary Procedures	23
13. Child Protection Guidance	23
14. Missing Young People	27
15. References and Resources	28
16. Acknowledgements	28
17. Appendices	
Appendix One Indicators of abuse	30
Appendix Two Child Protection incident/concern/disclosure Referral Form	31
Appendix Three Accident Report Form	34
Appendix Four Missing Young Person Form	36
Appendix Five Welfare Panel Terms of Reference	38
Appendix Six Guidelines for the Welfare of Young Officials in Accommodation	40

## 1. Glossary

<b>Codes of Conduct</b>	Recognised good behaviour for a variety of audiences
<b>Child or Young Person</b>	Defined as 0 – 18 years or 0 – 19 years if disabled under The Children Act 1989
<b>CPSU</b>	NSPCC Child Protection in Sport Unit
<b>LSCB</b>	Local Safeguarding Children Board
<b>NGB</b>	National Governing Body of Sport
<b>NSPCC</b>	National Society for the Prevention of Cruelty to Children
<b>Parents</b>	a generic term to represent parents, carers and guardians unless otherwise stated
<b>UKSG</b>	UK School Games
<b>B&amp;NES</b>	Bath and North East Somerset
<b>UWE</b>	University of West of England
<b>WESPORT</b>	West of England Sports Partnership

## **2. Introduction**

The UK School Games (UKSG) represents an unprecedented opportunity to bring about systemic change in the way in which competitive opportunities are developed for young people and create a lasting legacy of success. The first UKSG took place in Glasgow in September 2006; this was followed by Coventry in August 2007.

The UKSG include athletics, badminton, fencing, gymnastics, judo, swimming, table tennis and volleyball, plus disability events in athletics, swimming and table tennis. Table tennis will also include an event for athletes with a learning disability. This year the sport of hockey will also be represented. Each sport's representative Governing Body, working in partnership with their school association, is using the UKSG as a catalyst to review and modernise their competitive structures for young people in sport.

The UKSG aims to provide an experience that reflects an Olympic/Paralympic experience including an opening and closing ceremony, medal presentations and accommodation in an Athletes' Village.

### **Welfare**

All sporting events for young people take place within the broad context of the United Nations Convention on the Rights of the Child (1989). Whilst most children and young people thoroughly enjoy their sport and the camaraderie that goes with it, some experience disruption, danger or injury and others bring with them the impact of issues at home or school.

**THIS WELFARE PLAN IS DESIGNED TO MINIMISE THE RISKS TO THE CHILDREN AND YOUNG PEOPLE TAKING PART AND TO MAXIMISE THEIR ENJOYMENT AND WELL BEING**

In order to achieve this everyone who receives this Plan is required to read it carefully and to fulfil their respective responsibilities in order to ensure that all the procedures are followed in a consistent and co-ordinated manner.

It is recognised that all National Governing Bodies already have comprehensive policies and procedures in place to cover the welfare and duty of care requirements of taking children away for overnight stays. This Plan is intended to supplement, not replace or reproduce those policies.

### **Mission Statement**

The UKSG will seek to create an inspirational and motivational environment which will encourage more young people to take part in sport.

## **Visions of the UK School Games**

- Planning and delivery of a UK level sports event showcasing talented young sports people
- Using the event to bring about a step change in the content, structure and presentation of competitive sporting opportunities for young people
- Developing a themed branding programme for local and regional level competitive activity managed by the sports engaged in the event
- Integrating an Olympic and Paralympic theme into the event ensuring that the Olympic and Paralympic values are promoted through the event, including volunteer training, opening and closing ceremonies and an Athletes' Village
- Using the event to profile, at a local and regional level, young people taking part and, through this, to promote the work undertaken in each nation to improve PE and school sport
- Using the event to create opportunities for young people to become engaged in volunteering at major sports events
- Ensuring that the event advocates and demonstrates the highest level of child protection and welfare systems

## **Purpose of the Welfare Plan**

The purpose of the welfare plan is to promote and ensure the well being of those children and young people taking part in the UKSG. The plan will also ensure that all those responsible for the welfare of children and young people:

- Understand their safeguarding role and responsibilities
- Are suitably recruited, selected and trained to fulfil these
- Understand the procedures for responding to concerns about children's welfare
- Are able to act on these appropriately and effectively

## **Values and Principles**

This Welfare Plan is underpinned by the following values and principles, which have been agreed with all stakeholders involved in its development, through an extensive consultation process:

- The welfare of the athletes and all young people is paramount
- All competitors and young volunteers, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability, have equal rights to safety and protection against harm
- All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately.

### 3. UK School Games Overview

#### Athletes' Village

Access to all accommodation will be controlled as follows:

- Residence outer doors will be permanently secured with entry by individually provided key only
- Each resident must visibly wear his/her accreditation badge at all times
- Authorised personnel given access for support purposes are required to wear their identification when entering and when in residences
- There will be no unaccredited staff given access to the residences apart from University staff given access as above
- Security patrols will be in operation 24 hours a day throughout the residential areas
- British Olympic Foundation will staff the Athletes' Village Hub. The Hub will be open from 7.00am – 10.00pm each day.
- Residential accommodation for teams and Team Support Staff will be assigned and designated on the basis of gender.

#### Accreditation

There will be a full accreditation <sup>1</sup> system in place for the duration of the UKSG. Only people who have been provided with the appropriate accreditation will be allowed access into accredited areas. The Athletes' Village will be an accreditation only zone, managed by 24 hour security personnel for the duration of the UKSG.

Due to this accreditation system parents will not be able to gain unrestricted access to their children during the UKSG. Parents will only be permitted to mix with their children in allocated areas at competition venues following express permission from Team Managers. Parents will also not be permitted access to the Athletes' Village (ie any area that requires appropriate accreditation).

#### Emergency Procedures

In the event of a fire alarm activation at any UKSG venue **immediate evacuation** is the mandatory response.

From the venue, everyone should make their way immediately to the nominated assembly point under the direction of the Team Managers and Support Staff.

From all venues the specific evacuation plan will be followed. All staff and volunteers will be briefed as to the relevant evacuation procedures and will have the responsibility of ensuring their team/competitors evacuate the building immediately the alarm activates (false or otherwise). At the assembly point each Team Manager, or their Support Staff if the Team Manager is absent, will complete a roll call and inform the person in charge of the evacuation of any individual unaccounted for, together with their last known location.

---

<sup>1</sup> Anyone connected with the UK School Games event will be wearing identification, photographic or non photographic. This identification will indicate the areas of each venue to which that individual will have access. Anyone without the correct identification will be refused access to that area/venue/facility. Any individual persistently attempting to breach this system may be evicted from the event.

## Event Management

The Event HQ in the days leading up to the UKSG will be at Hilton Hotel in Bath. During the UKSG each of the competition venues will have an Event Office, with a member of the event organising team on duty at all times. The Media HQ will be at the Hilton Hotel throughout the UKSG.

The following table shows the location and contact number of each of the Event Offices.

Venue	Event Office Location	Event Office Contact Number
University of Bath – Sports Training Village	Indoor Throws Hall, Sports Training Village  (adjacent to indoor sprint track)	Ron Stewart (Facilities Manager) <a href="mailto:r.a.g.stewart@bath.ac.uk">r.a.g.stewart@bath.ac.uk</a>  01225 383888
University of West of England (UWE) – Centre for Sport	Ground floor office (opposite squash courts)	Stuart Vanstone (Head of Sport) <a href="mailto:stuart.vanstone@uwe.ac.uk">stuart.vanstone@uwe.ac.uk</a>  0117 328 6203
Bristol Academy of Sport, Filton College	Filton College WISE Campus	Nick Martin <a href="mailto:nick,martin@filton.ac.uk">nick,martin@filton.ac.uk</a>  0117 919 2641
Millfield School – Swimming Pool	Swimming Coaches Office, Swimming Pool, Millfield Senior School	Rob Cox Senior Events & Courses Co-ordinator <a href="mailto:robcox@millfieldschool.com">robcox@millfieldschool.com</a>  01458 444519

## Medical Provision

Athletes will receive 24-hour medical and physiotherapy support at the UKSG. Doctor and physiotherapists will be present at all venues during training and competition, and the Athletes' Village will have a staffed medical facility.

## Photography and Media

### UKSG Photography and Media Policy

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs, images or film footage of young sports people in vulnerable positions or to use such photographs in an improper manner. This policy covers both the taking and the use of photographs at the UKSG and afterwards in order to safeguard children and young people.

### **Prior to the UKSG**

Parents will be given the opportunity to sign a form giving or declining permission for their child to be photographed. If there are any Athletes whose photograph is not to be taken, then the details will be logged by the media team and no photographs of those young people will be taken by the Event Photographers. This may mean that no team photos are taken of teams that include a child whose parents have declined to give permission.

- All photographers, including those from national, regional and local media will undergo an accreditation process to allow them to attend the UKSG, which will include them signing a declaration undertaking to use any photographs/images in an appropriate manner (see below). All such accredited photographers will be provided with UKSG identification, which must be worn at all times.

### **At the UKSG**

*Please note that these are the minimum requirements – some sports require parents to register prior to Events to take photographs and this will apply at the UKSG this year.*

- All parents and spectators wishing to take photographs and or use a camcorder will be required to register at each sport's competition arena. Identification will be required. People wishing to take photographs of more than one sport will be required to register at each location. This applies to mobile phones that are to be used as cameras. On registering, each person will be given a wrist band to wear at all times whilst taking photographs.
- There will be representatives from national, regional and local media in attendance at the UKSG who will be accredited (see above).
- All staff and volunteers must be vigilant at all times and report any concerns to the sport's Welfare Co-ordinator
- The following will not be permitted at the UKSG:
  - Unsupervised access to competitors or one to one photo sessions
  - Unsupervised photo sessions outside of the sports competitions
  - Photography in the changing rooms
- All requests for interviews, photographs etc. from any media personnel must be referred to the Media Team at each competition venue. If any member of staff or volunteer is approached for a quote or interview, the journalist should be directed to the media team.

### **After the UKSG**

- Only official photographs of children/young people whose parents have given their signed consent to photographs of their child being taken at the UKSG will be used for publicity purposes.
- The organisers will take the audience and purpose into proper consideration when publishing any photographic material featuring young people from the UKSG:
  - Identification – Neither the visual content nor any captions will be able to be used as a means of identifying where the young person/people live. Caption will be restricted to name and team name.
  - Dress – Any young person featured in publicity will be wearing suitable dress. As some of the sporting activities at the UKSG have a higher risk for potential misuse of imagery than others, i.e. swimming and gymnastics, the photographs will focus on the activity rather than a full body shot.
  - Safety equipment, jewellery and clothing – Photographs used will not feature young people wearing jewellery, body piercing or clothing that could cause safety issues. In Fencing action shots, for example, the competitors will be wearing all the appropriate safety equipment and clothing.

All images will be stored securely to ensure access is restricted to appropriate staff. This will help to prevent potentially inappropriate use of the collection.

## **Refreshments and Entertainment**

The UKSG will provide all athletes, staff and volunteers with full board catering for the duration of the Event. Everyone being accommodated with the UKSG will receive a full hot/cold breakfast, hot buffet lunch and an evening meal. Accredited personnel attending the UKSG on a daily basis will receive refreshments and lunch at the competition venues.

A full programme of activities will be under the control of the Event Manager, including an opening and closing ceremony.

## **Transport and Travel**

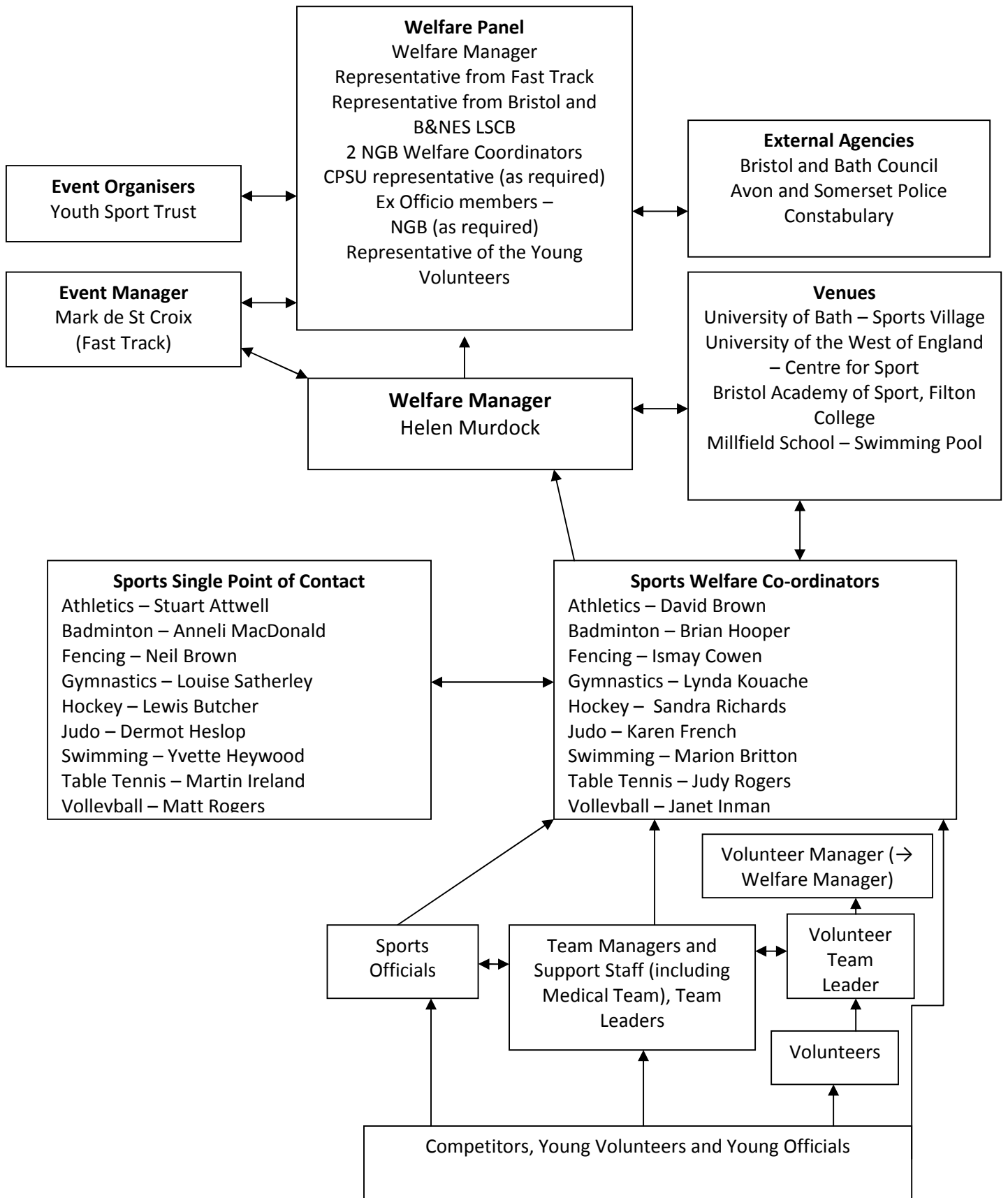
A network of hubs will be created to co-ordinate all team travel by either coach or aeroplane (location specific). The appointed travel company will liaise with Team Managers to agree the points for departure and arrival and the onward travel logistics to and from Bath. Team Managers will be responsible for managing this process for their team and all team members will travel together where possible. Coaches will go straight to the University of Bath on arrival in Bath.

Teams will arrive between 2.00 and 4.00pm on Thursday 28<sup>th</sup> August and depart by 10.00am on Monday 1<sup>st</sup> September.

UKSG vehicles will transport participants around Bristol and Bath for the duration of the UKSG. There will be no transport provision for spectators.

The appointed travel company, FCm Travel Solutions is providing coach transport both to, from and during the UKSG undertakes CRB disclosures for all of their staff as part of the recruitment process. The company operates according to the latest legislation regarding seat belts and the provision of booster seats for children as appropriate.

#### 4. Welfare Structure



## 5. Welfare Roles and Responsibilities

<b>Name</b>	<b>Position</b>	<b>Responsibilities</b>
Mark de St Croix Fast Track	Event Manager	The Event Manager is responsible for the overall smooth running of the event.
Kristin Nopson Fast Track	Welfare Link Officer	Will be the link with the Welfare Manager and the Welfare Panel on behalf of Fast Track
Steve Boocock NSPCC CPSU Unit Director	Child Protection in Sport Unit Lead Officer for UKSG	Provision of specialist expertise and support in safeguarding and protecting children and young people throughout development of the UKSG Welfare Plan and at the event
Helen Murdock Child Protection in Sport Unit	Welfare Manager	The UKSG Welfare Manager will offer support and advice to the sport specific Welfare Co-ordinators and other individuals dealing with issues around safeguarding and child protection. She will be responsible for taking concerns forward to either Social Services or the police, following decision-making by the Welfare Panel. The UKSG Welfare Manager will maintain regular contact with the sports specific Welfare Co-ordinators and will co-ordinate the daily meetings of the Welfare Panel.
David Brown Athletics	Welfare Co-ordinator	Sports specific Welfare Co-ordinators will have a good knowledge of their own sport and be aware of any particular hazards/danger. They will be available to support athletes, taking time to listen to any concerns, issues or fears and respond appropriately and in accordance with the UKSG Welfare procedures. They will be wearing gold polo shirts and will be located at their sport's competition venue most of the time.
Brian Hooper Badminton	Welfare Co-ordinator	
Ismay Cowen Fencing	Welfare Co-ordinator	
Lynda Kouache Gymnastics	Welfare Co-ordinator	
Sandra Richards Hockey	Welfare Co-ordinator	
Karen French Judo	Welfare Co-ordinator	
Marion Britton Swimming	Welfare Co-ordinator	
Judy Rogers Table Tennis	Welfare Co-ordinator	
Janet Inman Volleyball	Welfare Co-ordinator	

Liz Price B&NES Children's Services	Floor 2, North Block, Riverside, Keynsham BS31 1LA	The Welfare Panel will make the decisions as to when to contact the relevant Children's Social Care team.
Bristol Children and Young People's Services	Room 237, Floor 2, The Council House, College Green, Bristol, BS99 7EB	Office hours are 9.00am – 5.00pm on Monday to Thursday and 9.00am – 4.30pm on Friday.
Emergency Duty Team	Tel: Bristol and BANES 01454 615165	In the event of an emergency outside the hours above, the Emergency Duty Team will be contacted.
University of Bath – Sports Training Village	Venue Manager	The Managers will ensure that their venue is a safe and enjoyable environment for the athletes and everyone else involved with the UKSG. They will also ensure that all staff on duty are fully briefed on Welfare issues relating to the UKSG.
University of West of England – Centre for Sport	Venue Manager	
Bristol Academy of Sport, Filton College	Venue Manager	
Millfield School	Venue Manager	
Sarah Hawkins	Volunteer Manager	
Stuart Attwell Athletics	Single Point of Contact	Each Single Point of Contact is responsible for the organisation and structure of the Event for their individual sport. They will ensure that the competition is run to the highest standards and that risk assessments have been carried out for each activity and venue prior to the start of the UKSG.
Anneli MacDonald Badminton	Single Point of Contact	
Neil Brown Fencing	Single Point of Contact	
Louise Satherley Gymnastics	Single Point of Contact	
Lewis Butcher Hockey	Single Point of Contact	
Karen French Judo	Single Point of Contact	
Yvette Heywood Swimming	Single Point of Contact	
Martin Ireland Table Tennis	Single Point of Contact	
Matt Rogers Volleyball	Single Point of Contact	

If parents/carers need to call to speak with their child urgently due to circumstances at home they should use the following number at the University of Bath 01225 386000. A message will be taken and appropriate arrangements made in the best interests of the child/young person, depending on the individual circumstances. This number is available between 07:00 and 22:00.

Outside of these hours parents should contact their child's Welfare Co-ordinator or in an emergency the duty phone: 07528 620140 and a message will be passed via the Team Manager.

## 6. Welfare procedures prior to the UKSG

### The Welfare Manager will have:

- Developed the Welfare Plan
- Undertaken a risk assessment of the accommodation sites
- Organised the *UKSG Welfare Training* for relevant personnel
- Organised a pre-event site visit for the Welfare Co-ordinators
- Ensured all relevant local agencies are fully informed and involved in the UKSG
- Constituted the Welfare Panel

### All participating NGBs will have:

- Appointed a Welfare Co-ordinator in line with the agreed Person Specification and Job Description
- Appointed additional Welfare Officers according to the needs of the sport and the number of competitors. This could be a person (people) to 'shadow' the Welfare Co-ordinator, to be available as a reserve for the Welfare Co-ordinator, or to assist them at the UKSG
- Undertaken a risk assessment of their sport's facilities and reported any issues or concerns to the Event Manager
- Appointed sufficient staff and volunteers in addition to the Welfare Co-ordinators to ensure a supervision ratio of at least 1:10 for the athletes

### All Sports Specific Welfare Co-ordinators will have:

- Attended a *UKSG Welfare Training* course to be arranged by the Welfare Manager
- Attended the *Empower to Deliver* – Team Manager Development and Orientation Programme
- Attended a sports coach UK *Safeguarding and Protecting Children* workshop or a recognised equivalent, or provided evidence of appropriate training undertaken in the last three years
- Provided evidence to the Welfare Manager that all staff and volunteers have attended the appropriate training and undergone enhanced level CRB disclosures and safeguarding checks as agreed by the UKSG Operations Group
- Ensured all of their staff are familiar with their National Governing Body's child protection policy and procedures and the Event Welfare Plan, and know how to respond and who to report to should concerns arise.
- Attended a pre-event site visit, including a visit to the accommodation. The Welfare Manager will arrange this.

### All Team Managers will have:

- Attended a sports coach UK *Safeguarding and Protecting Children* workshop or a recognised equivalent, or provided evidence of appropriate training undertaken in the last three years
- Familiarised themselves with the Event Welfare Plan
- Signed up to the Welfare Plan on behalf of their Team and Team Support Staff
- Attended the Team Manager Development and Orientation Programme, *Empower to Deliver*.

### **All Team Support Staff will have:**

- Attended a sports coach UK *Safeguarding and Protecting Children* workshop or a recognised equivalent, or provided evidence of appropriate training undertaken in the last three years
- Familiarised themselves with the Event Welfare Plan

The number of Team Managers and Team Support Staff will be in a ratio of 1:10 to the athletes, and they will supervise the athletes at all times during the UKSG. They will act in 'loco parentis', – which literally means, 'being responsible for a child while the child's parents are absent'

### **All Staff (paid or unpaid) will have:**

- Undergone the appropriate level of child protection training, as agreed by the UKSG Operations Group, or provide evidence of having done so within the last three years
- Undergone an enhanced level CRB check (or a self-disclosure if under the age of 18) and had any information arising through this process assessed as part of a recruitment process for the role
- Familiarised themselves with the sections of this Plan that they are given and the appropriate lines of communication
- Read and signed the appropriate Event Code of Conduct

### **All Volunteers who have roles in relation to children and young people will have:**

- Attended a sports coach UK *Safeguarding and Protecting Children* workshop or a recognised equivalent, or provided evidence of appropriate training undertaken in the last three years
- Undertaken or provided evidence of an enhanced level CRB disclosure or if under 18 years completed a self - declaration form
- Attended volunteer training, which included customer care, problem solving, disability awareness and role specific information.
- Been given a copy of the Event Welfare Plan at their training.

## **7. Welfare provision during the UKSG**

The Welfare procedures outlined in this Plan come into effect from when the young volunteers arrive on Tuesday 26<sup>th</sup> August. The athletes will be classed as being at the UKSG when they arrive at their designated UKSG meeting points on Thursday 28<sup>th</sup> August until they are returned to the meeting point on Monday 1<sup>st</sup> September.

**PLEASE NOTE TEAM MANAGERS ARE FULLY RESPONSIBLE FOR THEIR ATHLETES FOR THE DURATION OF THE SCHOOL GAMES**

To assist the Team Managers in the supervision and welfare of their teams, the following staff will be available:

- UKSG Welfare Manager
- Sport Specific Welfare Co-ordinators
- British Olympic Foundation Staff – managing the Athletes' Village Hub
- Travel staff – on duty at the Athletes' Village Hub

Each Sport Specific Welfare Co-ordinator will be available to support the athletes taking part in their sport. Their role will include:

- Ensuring a safe environment at the competition venues
- Liaising with security, medical and other relevant individuals with a care role for the competitors
- Passing relevant information onto the UKSG Welfare Manager and working in accordance with this plan

A synopsis of the Welfare Plan with key information will be issued to all staff and volunteers. A full copy of the Welfare Plan will be distributed to the following:

- Sport Specific Welfare Co-ordinators
- Bristol City Children and Young Peoples Services
- B&NES Children's Services
- WESPORT
- Bristol Safeguarding Children Board
- B&NES Safeguarding Children's Board
- NSPCC Child Protection in Sport Unit – England, Wales and Northern Ireland
- CHILDREN 1<sup>ST</sup> (Scotland)
- Avon and Somerset Police
- Competition Venue Managers
- Competition Managers
- Team Managers
- Youth Sport Trust
- British Olympic Foundation
- Fast Track

During the UKSG a Welfare Panel (see page 10 for membership) will meet daily to:

- Make decisions on the initial responses to all reported cases in line with the Welfare Plan. These decisions will relate to:
  - the immediate response at the event
  - decisions about what level each case will be dealt with (minor poor practice through to suspected abuse), and
  - the route a case will take (no further action, referral in writing to employing/deploying organisation or NGB for disciplinary proceedings to be initiated and/or external referral to statutory agencies)
- Identify and act on any emerging themes such as bullying behaviour

In cases where a faster response is required than the Panel can give, e.g. an incident during the night a 'Rapid Response Team' (RRT) made up of members of the Panel on a shift basis will be on duty to make decisions, over the telephone if necessary. If the issue is specific to a particular sport then the relevant representative will also be involved if they are not part of the RRT at that particular time.

The full Terms of Reference for the Welfare Panel can be found at Appendix 5. A formal record of the meetings will be kept and these records will be used at the end of the UKSG to anonymously inform the evaluation reports for the UKSG. The records will be held in the NSPCC Child Protection in Sport Unit offices for six months, after which time they will be archived appropriately.

## **8. Behaviour at the UKSG**

### **Smoking**

Smoking is no longer allowed in the majority of enclosed public places in England, including workplaces, to protect people from the harmful effects of passive smoking.

The Smoke-free (Premises and Enforcement) Regulations 2006 came into force on July 1<sup>st</sup> 2007. 'No-smoking premises' include premises such as restaurants, bars, shops, cinemas, offices, hospitals, work vehicles and sports centres. Those premises will then be no-smoking premises if they are wholly or substantially enclosed.

### **Alcohol**

#### **UKSG Alcohol Policy**

##### Context

- This is a high profile event for young people, which is leading the way in terms of best practice.
- All competitors are asked to sign a code of conduct that states that they will not drink alcohol whilst at the UKSG.
- Many NGBs have a policy of adults not drinking whilst attending events with young people.

##### Policy

- The Athletes' Village within the University of Bath, and all the competition venues will be 'dry' areas; that is there will be no alcohol on sale or consumed in these places.
- Welfare Co-ordinators, Team Managers and Team Staff will not drink alcohol for the duration of the UKSG.
- All other adults may drink in moderation but not in the presence of competitors or young volunteers or within the Athletes' Village.

### **Sexual activity**

Within sport, as within other activities, sexual relationships can and do occur. Team Managers, Team Support Staff and Welfare Co-ordinators must be aware of the law relating to sexual behaviour and observe their own sport's code of conduct.

Sexual activity between young people is prohibited at the UKSG. Inappropriate or criminal sexual behaviour committed by young people may result in disciplinary action as well as being investigated under the South West Child Protection Procedures for children and young people who sexually abuse.

Sexual relationships between adults and children under the age of 16 are illegal. Relationships between adults and young people over the age of 16 raise serious questions about the power imbalance inherent in the relationship. A coach or other adult in a position of authority has significant power over a young person's career. Under the Sexual Offences Act 2003, this could constitute abuse of a position of trust and contravenes all NGB codes of conduct.

Inappropriate or illegal behaviour will lead to suspension and disciplinary action and will be referred to the Police/Children's Social Care for investigation.

### **Criminal/anti-social behaviour**

No type of criminal activity will be tolerated at the UKSG. Appropriate action will be taken which could result in criminal charges being made against the offender if criminal activity is observed or suspected.

## 9. Codes of Conduct

<b>Code of Conduct for Athletes</b>
-------------------------------------

**(This document may be accessed and agreed online, as part of the accreditation process)**

The UK School Games' organisers hope that all athletes will have fun at the UKSG within the parameters of this Code of Conduct

I am aware that I am an ambassador for my country and my sport and I take full responsibility for my actions. I have read this code of conduct with my parent/guardian, I understand the points set out below and agree to comply fully with them.

- 1) I will treat others with the respect and fairness that I would like them to show me, including other athletes who are still competing when I have finished my event
- 2) I will compete within the rules, and respect officials and their decisions
- 3) I will wear my accreditation pass at all times when not in my room or competing
- 4) I will demonstrate fair play on and off the sporting arena and will not use foul or abusive language
- 5) I will respect others regardless of age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability
- 6) I will not smoke or possess or consume alcohol or illegal and performance enhancing drugs
- 7) I will not engage in sexual activity
- 8) I will not leave the campus or any competition or training venue during the UK School Games unless accompanied by a member of staff
- 9) I will not enter any accommodation block other than my own and will return to my own room by 11.00pm each night at the latest (unless my own sport states an early time).

Name (please print) .....

Sport:.....

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

NB We reserve the right to send athletes home if they do not keep to this signed code of conduct, but hope this will not be necessary.

**Code of Conduct for Welfare Co-ordinators, Team Managers and Team Staff**

**(This document may be accessed and agreed online, as part of the accreditation process)**

The UK School Games’ organisers hope that everyone involved will have fun at the UKSG within the parameters of this Code of Conduct

I am aware that I am an ambassador for my organisation and I take full responsibility for my actions. I have read this code of conduct, I understand the points set out below and agree to comply fully with them.

1. I will respect the rights of the athletes and young officials and promote their welfare and individual needs.

2. I will respect the differences between everyone at the UKSG in terms of age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability.

3. I will promote relationships with athletes, young officials and others that are based on openness, honesty, trust and respect.

4. I will demonstrate proper personal and professional behaviour at all times, providing a positive role model for the athletes and young officials.

5. I will not possess or consume alcohol or illegal and performance enhancing drugs for the duration of the UKSG

6. I will respond to any concerns about a child’s or young person’s welfare, working in partnership with others in the young person’s best interests.

7. I will fully uphold the policies and regulations of my National Governing Body/ Organisation in relation to my role at the UK School Games

8. If a child or young person shares their concerns with me I will listen, stay calm, not make judgements or false promises and will inform the correct person in line with the Event Welfare Plan.

Name (please print):.....

Position/Sport: .....

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

NB. The UK School Games reserves the right to send individuals home if they do not keep to this signed code of conduct. We do hope this will not be necessary.

**Code of Conduct for Officials, Event Management Staff and Volunteers**

**(This document may be accessed and agreed online, as part of the accreditation process)**

The UK School Games’ organisers hope that everyone involved will have fun at the UKSG within the parameters of this Code of Conduct

I am aware that I am an ambassador for my organisation and I take full responsibility for my actions. I have read this code of conduct, I understand the points set out below and agree to comply fully with them.

- 1. I will respect the rights of the athletes and young officials and promote their welfare and individual needs.
- 2. I will respect the differences between everyone at the UKSG in terms of age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability.
- 3. I will promote relationships with athletes, young officials and others that are based on openness, honesty, trust and respect.
- 4. I will demonstrate proper personal and professional behaviour at all times, providing a positive role model for the athletes and young officials.
- 5. I will respect and adhere to the no alcohol policy in the Athletes’ Village; in addition, I will not drink alcohol in front of any young people.
- 6. I will respond to any concerns about a child’s or young person’s welfare, working in partnership with others in the young person’s best interests.
- 7. I will fully uphold the policies and regulations of my National Governing Body/ Organisation in relation to my role at the UK School Games.
- 8. If a child or young person shares their concerns with me I will listen, stay calm, not make judgements or false promises and will inform the correct person in line with the Event Welfare Plan.

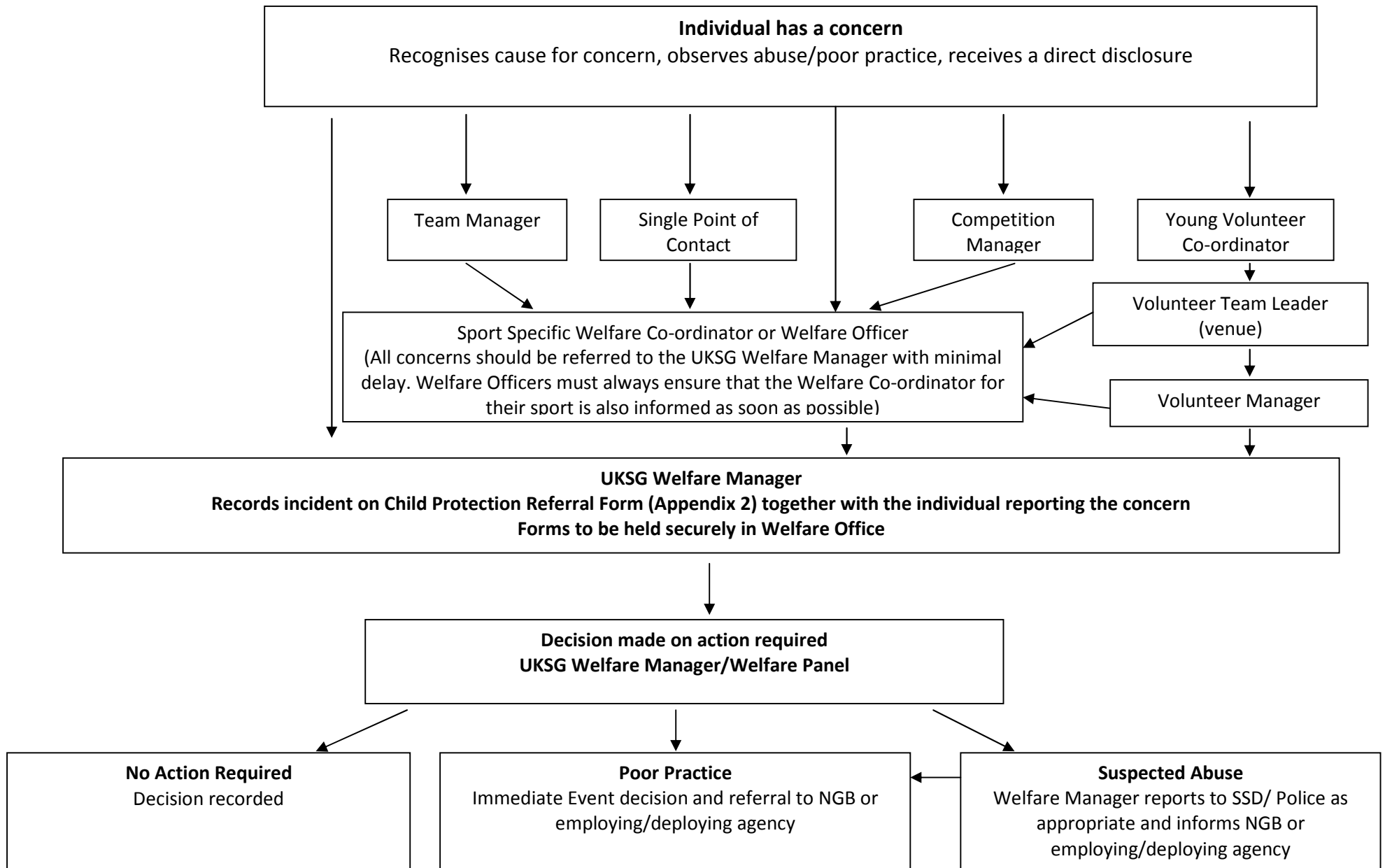
Name (please print):.....

Position/Sport: .....

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

NB. The UK School Games reserves the right to send individuals home if they do not keep to this signed code of conduct. We do hope this will not be necessary.

## 10. UKSG Child Protection (Welfare) Reporting Procedures



## 11. Reporting

### What should be reported?

#### **Category A**

Concerns to be reported may include:

- General concerns about a child/children's welfare
- Any event or circumstance related to a child protection/welfare incident including bullying, poor practice and prejudicial behaviour
- Suspicions or allegations of:
  - Misconduct/breach of code of conduct made against any member of staff, volunteer or against the UK School Games Code of Practice
  - Abuse made against any member of staff or volunteer, or other party on site
  - Misconduct/breach of code of conduct made against an athlete or young official
  - Abuse within a child's family or community abuse made against an athlete or young official

#### **Category B**

All accidents and incidents, no matter how trivial they might appear, should be reported. The following list highlights the types of incident that provide good indicators of safety performance and from which lessons can be learned.

- Any injury to any part of a person's body
- Any case requiring medical or first aid treatment
- Any event or circumstance, which is believed could have resulted in bodily injury, illness, shock or other condition requiring immediate treatment
- Any event or circumstance which resulted in, or in which it is believed could have resulted in, a person's exposure to a substance hazardous to health
- Any event or circumstance, which resulted in, or in which it is believed could have resulted in, damage to the site, equipment, vehicle or personal property

### Reporting procedure

All Team Managers/Welfare Co-ordinators must make a report if an injury, accident, incident or near miss occurs or if they have any concerns in line with the above. The two forms and their respective uses are:

- Child Protection (Incident/Concern/Disclosure) Referral Form – Category A (Appendix 2)
- Accident/Incident Report Form – Category B (Appendix 3)

If the incident occurs at one of the competition venues, the venue staff will require some of the information on the Accident/Incident Report Form for their records.

All relevant forms are held by the Welfare Officers and at the competition venues by the Manager and at the Hub in the Athletes' Village.

Those reporting should not contact the Police/Ambulance/Children's Social Care directly but follow the welfare reporting procedure (see Page 21).

## 12. Disciplinary Procedures

The Event Manager will have the authority to make the final decision in terms of removing an individual from working on the UKSG. The organisation for which the individual works will then carry out their own investigation according to their disciplinary procedures once the event is over.

National Governing Bodies of Sport will be responsible for following their own procedures and guidance and for ensuring that all staff and volunteers working on their sport are aware of these standards, procedures and guidelines.

All concerns regarding the behaviour of staff or volunteers will be dealt with according to the procedure on page 21.

## 13. Child Protection Guidance

### Procedures for handling concerns

If any member of staff has concerns about an incident involving a child or young person that seems untoward or unusual they must report their concerns as soon as possible to an identified Welfare Co-ordinator. Please refer to the structure on page 10 for information on who the relevant Welfare Co-ordinators are and page 11 for their contact details. Please note Welfare Co-ordinators will be wearing gold polo shirts. The reporting process will follow the structure as set out in this plan. Remember that concerns need to be recorded but this should not delay referral. A Child Protection incident/concern/disclosure Referral Form is at Appendix 2.

### Throughout the UKSG remember the 4 Rs: Recognise, Respond, Refer, Record

<b>Recognise</b>	You have a concern, notice a problem or receive a direct disclosure
<b>Respond</b>	Reassure the individual, tell them what you will need to do
<b>Refer</b>	Make contact with a Sport Specific Welfare Co-ordinator or the UKSG Welfare Manager
<b>Record</b>	Who, what, where, when – use the reporting form at the back of this document

### Refer if any of the following occur:

- If a child/young person has been accidentally or otherwise hurt
- If a child/young person seems distressed in any manner
- If you receive a direct disclosure
- If you have any concerns at all even if they seem unclear
- If a child/young person needs to be restrained

**Remember it is not your responsibility to decide whether or not a child has been abused.**

**It is however everyone's responsibility to report any concerns.**

## Responding to a disclosure

Information you receive about or from a child/young person may fall into one of the following categories:

- Concerns about **abuse** that has occurred outside a sporting environment
- Suspicion or allegation of **misconduct** by a participant
- Suspicion or allegation of **abuse** by a participant
- Suspicion or allegation of **inappropriate behaviour** by a coach, official, volunteer or other professional
- Suspicion or allegation of **abuse** by a coach, official, volunteer or other professional

It is very important that all staff and volunteers understand what is meant by the term 'abuse' and are able to recognise sources of concern. The different types of abuse are:

- Emotional
- Neglect
- Physical
- Sexual
- Harassment or Bullying

The definitions for the types of abuse and signs that may suggest abuse are detailed at Appendix 1. It is very important that this Appendix is read and understood.

## Disclosures

Quiet rooms are available in the Athletes' Village Hub if required for welfare issues.

It is important to listen carefully to the information a child/young person discloses. A child/young person may tell you something because they are away from their usual environment and feel that they can trust you. If necessary, take the child/young person somewhere that they can talk more freely but always inform someone of where you have gone and ensure that you are **not alone** with the child/young person out of sight from others for any period of time.

When listening to a disclosure the following good practice must be followed:

- React calmly so as not to frighten the child/young person
- Show you are listening to the child/young person with positive body language and eye contact
- Reassure the child/young person and emphasise that he/she was right to tell
- Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what a child/young person in distress says, especially if they have communication difficulties such as a speech disability and/or differences in language
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Record what the child/young person has said and what you have observed
- Be honest and say:

**You will need to tell someone else if the abuse is to stop.**

## **Disclosure Don'ts**

When receiving a disclosure, do not:

- Panic
- Show shock, distaste or disbelief
- Probe for more information than is offered
- Speculate or make assumptions
- Make comments about the person against whom the allegation has been made
- Introduce personal information from either your own experiences or those of other children
- Approach the individual against whom the allegation has been made
- Make promises or agree to keep secrets
- Give a guarantee of confidentiality

## **Responding to a suspicion or allegation of inappropriate behaviour or misconduct against a member of staff at the UKSG**

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct by a staff member, the matter must be referred in accordance with the reporting procedures outlined in this document (see flowchart on page 21) and will be investigated in accordance with the South West Child Protection Procedures.

If an offence occurs at the UKSG and it meets the threshold for referral to the statutory agencies, then it would be investigated by Avon and Somerset Police and/or Bristol or B&NES Children's Social Care. If, however, it is a disclosure regarding an incident that has occurred within the community in which the child/young person lives at home the agencies in that locality will be contacted.

If the disclosure is about an incident that occurred during the UKSG then the following actions should take place:

- Listen to the individual with the concern as detailed above
- Record and refer the information received in accordance with the Welfare Plan. Use the form at Appendix 2
- Sign and date the record then pass it to the UKSG Welfare Manager

## **Establishing the basic facts**

The UKSG Welfare Manager will clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. If the timing is appropriate required this would then be dealt with by the UKSG Welfare Panel at their next meeting. If a faster decision is required the Rapid Response Team will be consulted.

## **Responding to a suspicion or allegation of abuse against someone who is not present at or involved in the UKSG**

The information above would also apply if you receive a report regarding suspicion or allegation of inappropriate behaviour or misconduct against someone who is not present at or involved with the UKSG. You would gather the information in the same way and pass on to the UKSG Welfare Manager. This information would then be dealt with in the most appropriate way.

All allegations of abuse must be taken seriously. If a child/young person says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, you must react as soon as possible and take forward the concern.

On receiving information about someone not present at the UKSG you, should follow the steps above and ensure that the UKSG Welfare Manager is taking your concern forward.

## **Suspension**

Suspension is not a form of disciplinary action. Suspension is a neutral act. Any member of staff working on the UKSG may be suspended whilst an investigation is carried out.

The Event Manager or the Welfare Manager, depending on the nature of the incident leading up to an investigation, will carry out this suspension. The information will then be passed onto the relevant organisation as stated in the Procedure on page 21. Records will be held in a welfare file and passed onto the relevant organisation at the end of the UKSG.

## **Managing allegations of historical abuse**

Allegations of abuse may be made some time after the event, e.g. an adult who was abused as a child. Where such an allegation is made the procedures for managing allegations of abuse detailed earlier must be followed. Remember – record and refer.

## **Sharing concerns with Team Managers, parents, guardians or carers**

- **Where it is not abuse**

There is always a commitment to work in partnership with parents where there are concerns about a child/young person. Therefore in most situations, not involving the possibility of the abuse of a child/young person, it would be important to talk to parents/guardians/carers to help clarify any initial concerns. For example, if a child/young person or vulnerable adult seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce, bereavement or simply homesickness. Common sense is advised in these situations; however advice should be sought from the UKSG Welfare Manager if there is any uncertainty about the appropriate course of action.

- **Allegations of abuse**

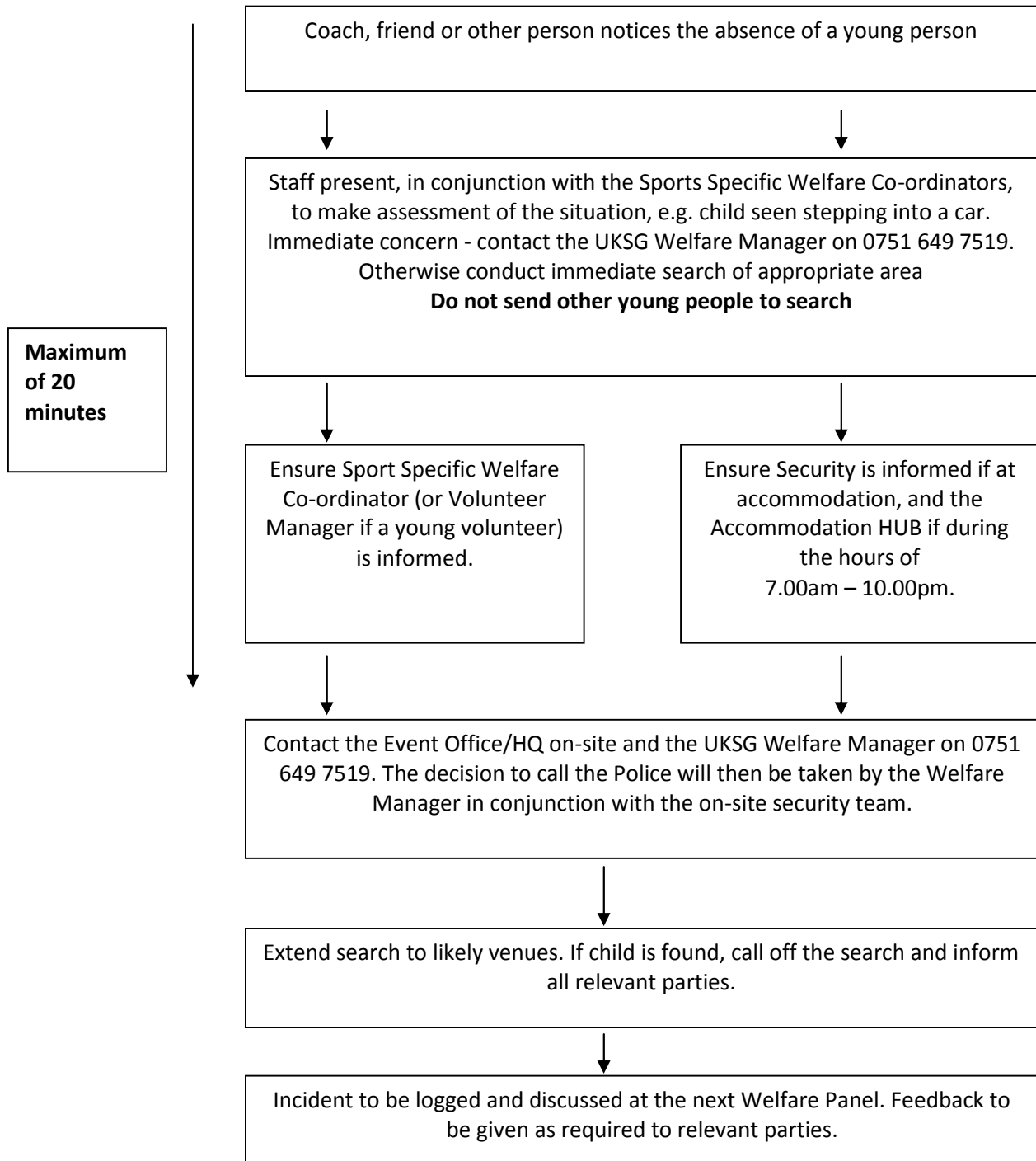
There are circumstances in which a child/young person might be placed at even greater risk if concerns are shared, e.g. where a coach, parent, guardian or carer may be responsible for the abuse or not able to respond to the situation appropriately.

**In all cases of suspected or alleged abuse, advice and guidance must first be sought from the UKSG Welfare Manager who will refer the matter to the Welfare Panel.**

**Where concerns are of a significant nature and/or require follow up they will be formally reported in writing to the relevant National Governing Body and where appropriate the relevant Local Safeguarding Children Board (LSCB).**

## 14. Missing young people

If an athlete or young volunteer is suspected of being missing, the flow chart below must be followed. Photographs of every young person will be held in the Event Welfare Office and will be used to help provide the police with a description should this be necessary.



## 15. References and resources

- *Safe Sports Events*; Sport England and NSPCC
- *A Guide for the Head of Delegation*: British Gymnastics
- *Welfare/Child Protection Introductory Briefing Pack*: Youth Sport Trust
- *Photography and Use of Cameras/Videos Guidelines*: English Table Tennis Association

## 16. Acknowledgements

Helen Murdock would like to thank everyone who has contributed to the development of the UKSG Welfare Plan.

## 17. Appendices

1. Indicators of abuse
2. Child Protection incident/concern/disclosure Referral Form
3. Accident Report Form
4. Missing Participant Form
5. Welfare Panel Terms of Reference
6. Guidelines for the Welfare of Young Officials

Helen Murdock  
UKSG Welfare Manger



**NSPCC** <sup>TM</sup>  
Cruelty to children must stop. **FULL STOP.**



**play sport stay safe**  
**Child Protection in Sport Unit**

## Appendices



## INDICATORS OF ABUSE

TYPE OF ABUSE	PHYSICAL INDICATORS	POSSIBLE CHANGES IN BEHAVIOUR
Physical	<ul style="list-style-type: none"> <li>➤ Bruising – to different parts of body, prints of hands, belts, shoes, etc, no obvious explanation</li> <li>➤ Burns or scalds with clear outlines, small round burns possibly from cigarettes</li> <li>➤ Bites – clear impression of teeth</li> <li>➤ Scars – large numbers of different aged scars, unusual shaped scars</li> <li>➤ Broken bones/fractures</li> </ul>	<ul style="list-style-type: none"> <li>➤ Fear of parents being approached for an explanation</li> <li>➤ Aggressive behaviour or severe temper outbursts</li> <li>➤ Flinching when approached or touched</li> <li>➤ Reluctance to get changed, for examples wearing long sleeves in hot weather</li> <li>➤ Depression</li> <li>➤ Withdrawn behaviour</li> <li>➤ Running away from home</li> </ul>
Neglect	<ul style="list-style-type: none"> <li>➤ Constant hunger, sometimes stealing food from other children</li> <li>➤ Constantly dirty or ‘smelly’</li> <li>➤ Loss of weight or being constantly underweight</li> <li>➤ Inappropriate dress for the conditions</li> </ul>	<ul style="list-style-type: none"> <li>➤ Complaining of being tired all the time</li> <li>➤ Not requesting medical assistance and/or failing to attend appointments</li> <li>➤ Having few friends</li> <li>➤ Mentioning their being left alone or unsupervised</li> </ul>
Sexual Abuse	<ul style="list-style-type: none"> <li>➤ Pain or itching in the genital/anal areas</li> <li>➤ Bruising or bleeding near genital/anal areas</li> <li>➤ Sexually transmitted disease</li> <li>➤ Vaginal discharge or infection</li> <li>➤ Stomach pains</li> <li>➤ Discomfort when walking or sitting down</li> <li>➤ Unexplained pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn</li> <li>➤ Fear of being left with a specific person or group of people</li> <li>➤ Having nightmares</li> <li>➤ Running away from home</li> <li>➤ Sexual knowledge which is beyond their age or developmental level</li> <li>➤ Sexual drawings or language</li> <li>➤ Bedwetting</li> <li>➤ Eating problems such as overeating or anorexia</li> <li>➤ Self harm or mutilation, sometimes leading to suicide attempts</li> <li>➤ Saying they have secrets they cannot tell anyone about</li> <li>➤ Substance or drug abuse</li> <li>➤ Suddenly having unexplained sources of money</li> <li>➤ Not allowed to have friends (particularly in adolescence)</li> <li>➤ Acting in a sexually explicit way towards adults</li> </ul>
Emotional abuse	<ul style="list-style-type: none"> <li>➤ A failure to grow, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from their parents’ care</li> <li>➤ Sudden speech disorders</li> <li>➤ Developmental delay, either in terms of physical or emotional progress</li> </ul>	<ul style="list-style-type: none"> <li>➤ Neurotic behaviour, e.g. hair twisting, rocking</li> <li>➤ Being unable to play</li> <li>➤ Fear if making mistakes</li> <li>➤ Self harm</li> <li>➤ Fear of parent being approached regarding their behaviour</li> </ul>

Please note this is not an exhaustive list.

## Child Protection (Incident/Concern/Disclosure) Referral Form

**PLEASE READ CAREFULLY.** Data Protection Act 1998. The details you provide on this form will only be used in connection with the UK School Games.

Please note: from time to time incidents will occur that may upset a young person, or an adult's actions or language may be misinterpreted. These incidents must be reported using this form as soon as the incident occurs. The completion of this form for this type of incident should be viewed as a quality assurance procedure.

**PLEASE COMPLETE IN BLOCK CAPITALS. REMEMBER TO MAINTAIN CONFIDENTIALTY AND DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE THAT NEED TO KNOW.**

<b>Name of Child</b>	<b>Sport participating in</b>
<b>Age</b> <b>Date of Birth</b>	<b>Ethnicity</b>
<b>Disability (if any)</b>	<b>Team</b>
<b>Parent's/carer's name(s)</b> <b>Team Manager's Name</b>	<b>Local Safeguarding Children Board in home area (if known)</b>
<b>Home address (not UKSG accommodation)</b>	
<b>Phone number</b>	
<b>Your name, position and contact details (address and phone number during UKSG)</b>	

<b>Are you reporting your own concerns or those of somebody else? If appropriate give details and include their contact details (name and address)</b>
<b>Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents</b>
<b>Any physical signs? Behavioural signs? Indirect signs?</b>
<b>Have you spoken to the young person? If so, what was said by you and them? (Remember do not lead the young person – record actual details)</b>
<b>Have you spoken to the parent/carer, any member of the Team Support Staff or others? State to whom and what was said.</b>
<b>Please give details of anyone against whom an allegation has been made</b>
<b>Has the sport specific Welfare Co-ordinator been informed?</b>
<b>Has the UKSG Welfare Manager been informed?</b>

**To whom reported and time of reporting**

**Any additional information. If giving details of any witnesses include the contact details (name, address and phone number).**

**Signature**

**Date**

**To be completed by the Welfare Manager  
Record any action taken/additional referral made**

**This form must be taken to the UKSG Welfare Office**

# UKSG Accident/Incident Report

**PLEASE READ CAREFULLY.** Data Protection Act 1998 The details you provide on this form will only be used in connection with the UK School Games.

**PLEASE COMPLETE IN BLOCK CAPITALS.**

<b>Name of Child</b>	<b>Sport participating in</b>
<b>Age</b> <b>Date of Birth</b>	<b>Ethnicity</b>
<b>Disability (if any)</b>	<b>Team</b>
<b>Parent's/carer's name(s)</b>	<b>Team Manager's Name</b>
<b>Home address (not UKSG accommodation)</b>	
<b>Phone number</b>	
<b>Your name, position and contact details (address and phone number during UKSG</b>	

<b>Brief description of what happened, e.g. date, time, location of incident, venue, weather conditions (if appropriate)</b>	
<b>What is the nature of the injury?</b>	
<b>What treatment was given?</b>	
<b>Was the person admitted to hospital?</b>	
<b>Any additional information. If giving details of any witnesses include the contact details (name, address and phone number).</b>	
<b>Signature</b>	<b>Date</b>
<b>To be completed by the Welfare Manager Record any action taken/additional referral made</b>	
<b>This form must be taken to the UKSG Welfare Office</b>	

## Missing Young Person Reporting Form

**PLEASE READ CAREFULLY.** Data Protection Act 1998 The details you provide on this form will only be used in connection with the UK School Games.

**PLEASE COMPLETE IN BLOCK CAPITALS.**

<b>Name of Child</b>	<b>Sport participating in</b>
<b>Age</b>  <b>Date of Birth</b>	<b>Ethnicity</b>
<b>Disability (if any)</b>	<b>Team</b>
<b>Parent's/carer's name(s)</b>  <b>Team Manager's Name</b>	<b>Local Safeguarding Children Board in home area (if known)</b>
<b>Home address (not UKSG accommodation)</b>	
<b>Phone number</b>	
<b>Your name and position</b>	
<b>Description of the young person – clothes, hair colour, glasses etc.</b>	
<b>Who first noticed that the young person was missing?</b>	

<p><b>Where was the young person last seen?</b></p> <p><b>Location:</b></p> <p><b>Time:</b></p>
<p><b>Did you notice anything suspicious or see any unauthorised persons in the vicinity?</b></p>
<p><b>Which areas/venues were searched and for how long?</b></p>
<p><b>List of names of individuals involved in the search</b></p>
<p><b>The Police were contacted at (time)</b></p>
<p><b>Name and telephone number of person contacting the Police</b></p> <p><b>How long had the young person been missing at this point?</b></p>
<p style="text-align: center;"><b>OUTCOME</b></p>
<p><b>The young person was found at</b></p> <p><b>(Time)</b></p> <p><b>Location</b></p>
<p><b>Name and telephone number of the person who found the missing young person</b></p>
<p><b>The Police were notified of the young person's return at (time)</b></p>
<p><b>Please state if this issue is now a Police investigation</b></p>
<p style="text-align: center;"><b>This form must be taken to the UKSG Welfare Office</b></p>

## Welfare Panel – Terms of Reference

### Purpose

To contribute towards ensuring the well being of those children taking part in the UK School Games by:

- Making decisions on the initial responses to all reported cases in line with the Welfare Plan. These decisions will relate to:
  - the immediate response at the event
  - decisions about what level each case will be dealt with (minor poor practice through to suspected abuse), and
  - the route a case will take (no further action, referral in writing to employing/deploying organisation or NGB for disciplinary proceedings to be initiated and/or external referral to statutory agencies)
- Supporting the Welfare Team – Welfare Co-ordinators and Officers
- Identifying and acting on any emerging themes such as bullying behaviour
- Capturing the learning for future events.

### Principles

- **The Welfare of the Child is Paramount**

This principle is enshrined in the Children Act 1989. In any decision taken by the Panel, the welfare of the child will be the paramount concern and will take precedence over those of any adult where there is a perceived conflict of interest.

- **Confidentiality**

All child welfare/protection matters must be regarded as highly confidential and not for discussion outside the Panel unless so agreed, and then on a strictly need to know basis in line with the Data Protection Act and Human Rights Act.

- **Scope**

A case is any concern communicated verbally or in writing during the period of the UK School Games (Thursday 28<sup>th</sup> – Monday 1<sup>st</sup> September inclusive)

- **Equity and anti-discriminatory practice**

All decisions made by the Panel need to be fair, open and transparent. An open mind must to be kept in all cases until they have been investigated and concluded. The Panel will be guided by the principle that all children have the right to protection from abuse regardless of their race, ethnic origin, gender, disability, religious belief or sexual orientation.

- **Independence**

The Panel has been empowered by the key stakeholders to make decisions on the 'route' that cases will take without influence or prejudice by others involved in the UK School Games.

- **Expertise**

The group will be lead by the Games' Welfare Manager. The Membership includes representatives from some of the sports and key stakeholders along with experts with current child protection and statutory agency knowledge and experience.

## **Membership**

Helen Murdock – Welfare Manager (Chair)

Kristin Nopson - Representative from Fast Track

Liz Price - Representative of Bristol and B&NES Safeguarding Children's Board

2 Welfare Coordinators and a third as required

Sports venue management will be co-opted on to the Panel as appropriate in the case of an incident/accident at their venue. Sarah Hawkins – the Volunteer Manager will be co-opted on to the Panel as appropriate in the case of an incident/accident involving the young volunteers. NGB representatives will be co-opted where appropriate to provide background information related to the individual and/or sport.

A member of the CPSU will be co-opted on to the Panel as appropriate to provide expert advice.

Of the five members above, at least four must be present at each meeting for the Panel to operate.

## **Process**

The Panel will meet twice daily, morning and evening, from Thursday 28<sup>th</sup> August until Monday 1<sup>st</sup> September.

Meetings will be held at the Games Welfare Office in the Athletes Village, University of Bath.

The Panel will review all incident report forms to determine:

- The nature and severity of each incident reported
- Whether or not the action recorded on the form is appropriate to the incident
- Whether or not further action may be necessary, and by whom
- Whether or not procedures at the Games need to be changed as a result of a particular incident
- In the event of a criminal offence being suspected or a child protection matter having been raised, that the appropriate statutory agencies have been notified

In cases where a faster response is required than the Panel can give, e.g. an incident during the night a 'Rapid Response Team' (RRT) made up of members of the Welfare Team on a shift basis will be on duty to make decisions, over the telephone if necessary. If the issue is sport specific then the relevant representative will also be involved if they are not part of the RRT at that particular time.

A formal record of the meetings will be kept and these records will be used at the end of the UKSG to anonymously inform the evaluation reports for the UKSG. The records will be held in the NSPCC Child Protection in Sport Unit offices for six months, after which time they will be archived appropriately.

## Guidelines for the Welfare of Young Officials in Accommodation

### (Other than the University of Bath)

These guidelines are to be read in conjunction with the Welfare Plan – Bristol and Bath 2008. They are designed to highlight the support that will be offered to all young officials that are accommodated off the main University of Bath campus.

It will be the overall responsibility of the Single Point of Contact in conjunction with Fast Track for each sport to ensure that these guidelines are implemented.

1. Prior to the start of the Games, all young officials (under the age of 18) to have completed a self declaration form or a Criminal Record Bureau Disclosure (for those over the age of 18) for their sport.
2. Young officials will share a room with another young official of the same gender and age (i.e. an under 18 with share with another under 18).
3. Single Point of Contact will be aware of which specific rooms accommodate young officials.
4. A named mentor will be identified for each young official.
5. There will be an overnight on call mentors rota set up and distributed to team officials and young officials.
6. The young official will have the contact number for:
  - i. Named mentor
  - ii. The overnight on call mentor
  - iii. Sport specific Welfare Coordinator and Officer (likely to be based at University of Bath)
7. Contact numbers will be provided on a sticker/label so this can be added to the accreditation of the young official.
8. Single Point of Contact to ensure:
  - a. On call mentors have familiarised themselves with and will respect the no alcohol policy of the UK School Games
  - b. Under 18 young officials will fall under the no alcohol policy for the games
  - c. On call mentors have familiarised themselves with and will respect the no sexual activity policy of the UK School Games
  - d. Under 18 young officials will fall under the no sexual activity policy for the games.
9. All young officials will be back in their own rooms by 11.00pm unless the sport has an earlier stated time.
10. Any concerns or issues will be recorded and referred as per the Welfare Plan.