

Lincolnshire Sports Partnership

CHILD PROTECTION POLICY AND PROCEDURES

IMPLEMENTATION PLAN

Standard 1 – Child Protection Policy				
Criteria	Action Needed/Evidence Provided	By Whom	By When	Resources Req'd/ Comments
1.1 LSP has a child protection policy	<ul style="list-style-type: none"> CP policy produced and meets standards A CP steering group (CPSG) is set up to be responsible for the implementation of the policy 	LSP CPO LSP CPO, Deputy CPO, board member	Feb 05 May 05 then meet twice annually	Staff time Need to appoint a board member
1.2 The policy is written in a clear and easily understood way	<ul style="list-style-type: none"> CP policy produced and meets standards 	LSP CPO	Feb 05	Staff time
1.3 The policy is publicised, promoted and distributed to relevant audiences	<ul style="list-style-type: none"> Public launch of policy E-mail to all company members Communicated to all existing staff Included in staff induction for all new staff Policy put on company website Existing promotional leaflets distributed to parents Develop a user friendly version of the policy for parents/carers 	LSP CPO LSP CPO LSP CPO Managers LSP CPO LYG organiser CPSG	June 05 Apr 05 Apr 05 June 05 June 05 Oct 05	LYG - VIP's, promotion & announcements. All staff to sign up to at staff meeting Staff time At LYG Staff time
1.4 The policy is approved and endorsed by the LSP board	<ul style="list-style-type: none"> Approval detailed in board meeting minutes 	Chief Exec.	Apr 05	Next board meeting 7/4/05
1.5 The policy is mandatory for staff and volunteers	<ul style="list-style-type: none"> Detailed on page 1 of policy document 	LSP CPO	Feb 05	
1.6 The policy is reviewed every 3 years or whenever there is a major change in the organisation or relevant legislation	<ul style="list-style-type: none"> Policy reviewed and written record of changes kept see section 1.1 of policy CP steering group to be responsible for this 	LSP CPO CPSG	Feb 08 Meeting twice annually	Staff time Staff time

Standard 2 - Procedures and systems				
Criteria	Action Needed/Evidence Provided	By Whom	By When	Resources Req'd/ Comments
2.1 There are clear and unambiguous procedures in place, which provide step by step guidance on what action to take if there are concerns about a child's safety or welfare	<ul style="list-style-type: none"> See appendix 1 of policy document 	LSP CPO	Feb 05	Done
2.2 The child protection procedures are available to all (inc. young people and their parents/carers) and actively promoted on joining LSP	<ul style="list-style-type: none"> Procedures are produced in user friendly format for parents / carers Distribute 'Is your child safe in sport? – A guide for parents and carers' to parents of all children participating in LSP activities Explore the feasibility of producing a guide for children Explore feasibility of distribution through co members Promote these procedures on the LSP website All staff will sign up to the LSP CP policy and procedures at their staff induction as detailed in section 2.4 of the LSP CP policy – records should be kept 	LSP CPO Event & activity organisers CPSG CPSG LSP CPO Managers	Feb 05 June 05 onwards Oct 05 June 05 June 05	Staff time £1,000 if leaflets produced
2.3 At national level child protection procedures are consistent with 'Working Together to Safeguard Children'. At local level there is a need to be aware of the local Area Child Protection Committee (ACPC) arrangements	<ul style="list-style-type: none"> This policy and implementation plan meet the preliminary level of 'Standards for Safeguarding and Protecting Children in Sport' and these standards comply with 'Working Together to Safeguard Children' Our policy to be approved by Lincolnshire ACPC 	LSP CPO LSP CPO	Apr 05 June 05	Staff time Staff time
2.4 There is a designated person (and deputy) with a clearly defined role and responsibilities in relation to child protection, which are appropriate to the level at which he/she operates	<ul style="list-style-type: none"> LSP CPO (and deputy) identified Role and responsibilities agreed in writing by CEO 	CEO LSP CPO & CEO	Feb 05 Feb 05	

2.5 There is a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation	<ul style="list-style-type: none"> • Process is mapped out in writing, agree by LSP SMT • Secure storage is made available 	SMT / CPIG Chief Exec.	June 05 June 05	Staff time
2.6 There is a process for dealing with complaints by parents/carers and by young people and/or abusive behaviour towards children, with clear time-scales for resolving the complaint	<ul style="list-style-type: none"> • Complaints procedure developed, agreed by LSP SMT 	SMT	July 05	Staff time
2.7 There is guidance on confidentiality and information sharing	<ul style="list-style-type: none"> • See LSP data protection and information sharing policy 	SMT	Nov 05	Staff time

Standard 3 – Prevention				
Criteria	Action Needed/Evidence Provided	By Whom	By When	Resources Req'd / Comments
3.1 There are policies and procedures for recruiting staff and volunteers who have contact with children and for assessing their suitability to work with children	<ul style="list-style-type: none"> • See section 2 of CP policy • LSP to become an umbrella body for CRB • These procedures to be followed for the recruitment of all staff – records kept • Policy guidelines to be written or adopted for risk assessing and deciding suitability of working with children for when CRB checks are not clear 	LSP CPO LSP CPO Managers LSP CPO	Apr 05 Apr 05 Apr 05 June 05	Board will approve this policy by Apr 05 Staff time
3.2 All those who have significant contact with children complete a self-declaration about police convictions and are subject to safeguard checks, as required by legislation and guidance and these are properly recorded.	<ul style="list-style-type: none"> • All staff working with children to be CRB checked as detailed in section 2.3 of LSP CP policy 	LSP CPO	Feb 05	Already being done
3.3 There are well publicised ways in which staff and volunteers can raise concerns, confidentially if necessary, about unacceptable behaviour about other staff and volunteers. These include external contacts.	<ul style="list-style-type: none"> • Procedures to be highlighted at all staff inductions & included on induction checklist • Procedures to be put on LSP website • Procedures produced and distributed to all exiting staff 	HR & Managers LSP CPO HR & Managers	Apr 05 Nov 05 Nov 05	HR consultant time Staff time HR consultant time
3.4 A safe guarding plan are in place in relation to transporting children or taking them away on trips, tournaments and tours	<ul style="list-style-type: none"> • Plan written or adopted from key partner e.g. LCC or LEA and approved by LSP SMT • These guidelines are shared with company members as good practice guidelines 	CPSG CPSG	Nov 05 Dec 05	Staff time Staff time
3.5 Where there is direct responsibility for running/providing activities, operating standards are set out to ensure children are adequately supervised at all times	<ul style="list-style-type: none"> • See Appendix F Codes of Ethics and Conduct 	LSP CPO	Mar 05	Done

Standard 4 – Code of practice and behaviour				
Criteria	Action Needed/Evidence Provided	By Whom	By When	Resources Req'd / Comments
4.1 There is a code of ethics	<ul style="list-style-type: none"> • See appendix F in LSP CP policy 	LSP CPO	Feb 05	Done
4.2 LSP provides guidance on appropriate/ expected standards of behaviour of adults towards children and young people	<ul style="list-style-type: none"> • See section 3 and appendix D of LSP CP policy 	LSP CPO	Feb 05	Done
4.3 There is guidance on expected and acceptable behaviour of children towards other children	<ul style="list-style-type: none"> • Code of conduct for participants to be developed or adopted 	CPSG	June 2005	Staff time
4.4 There are processes for dealing with behaviour that is unacceptable	<ul style="list-style-type: none"> • Procedures / guidelines written or adopted from key partner 	CPSG	Nov 05	Staff time
4.5 All disciplinary measures/sanctions are non violent and do not involve humiliating children and you people	<ul style="list-style-type: none"> • See Appendix F code of ethics and conduct • Procedure / guidelines written or adopted from key partner • 	CPSG	Feb 05 Nov 05	Staff time
4.6 Managers and senior staff promote a culture that ensures children are listened to and respected as individuals	<ul style="list-style-type: none"> • This is intrinsic to our CP policy and codes of ethics and conduct which are signed up to by senior managers • Managers are committed to ensuring that all relevant staff attend child protection training as detailed in the CP policy section 2.5 	SMT SMT	Feb 05 Feb 05	Training costs detailed later

Standard 5 – Equity				
Criteria	Action Needed/Evidence Provided	By Whom	By When	Resources Req'd / Comments
5.1 The LSP CP policy makes it clear that all children have equal rights to protection	<ul style="list-style-type: none"> • See section 1.2 of LSP CP policy 	LSP CPO	Feb 05	Done
5.2 The CP procedures, guidance and training help staff and volunteers to recognise the additional vulnerability of some children and the extra barriers they face to getting help, because of their race, gender, age, religion, disability sexual orientation, social background or culture.	<ul style="list-style-type: none"> • See section 4.3 of policy 	LSP CPO	Feb 05	Done
5.3 The LSP Code of conduct includes statements about the responsibility of adults and children to treat one another with dignity, respect sensitivity and fairness	<ul style="list-style-type: none"> • See Appendix F Codes of ethics and conduct • LSP to develop a fair play charter 	LSP CPO	Feb 05	Done
		SMT	Jan 06	Staff time
5.4 The LSP Code of conduct makes it clear that discriminatory, offensive and violent behaviour are unacceptable and that complaints will be acted upon	<ul style="list-style-type: none"> • See appendix F of LSP CP policy 	LSP CPO	Feb 05	Done
5.5 The LSP process for dealing with complaints is fair and open to challenge through an appeals process	<ul style="list-style-type: none"> • LSP Complaints procedure 	SMT	Nov 05	Staff time

Standard 6 – Communication				
Criteria	Action Needed/Evidence Provided	By Whom	By When	Resources Req'd / Comments
6.1 Information about the LSP's commitment to safeguard children and young people is openly displayed to all	<ul style="list-style-type: none"> Statements on website along with LSP CP policy 	LSP CPO	May 05	Staff time
6.2 Children and young people are made aware of their right to be safe from abuse	<ul style="list-style-type: none"> See section 3 and appendix D of LSP CP policy 	LSP CPO	Feb 05	Done
6.3 Information for young people and for parents is made available, about where to go for help in relation to child abuse	<ul style="list-style-type: none"> Distribute 'Is your child safe in sport? – A guide for parents and carers' to parents of all children participating in LSP activities Leaflet to be produced for young people providing this information Leaflet to be distributed to all young people participating in LSP activities 	LSP CPO / LYG coordinator CPSG/ LSP CPO / Event managers	June 05 Apr 06 June 06	Cost of producing leaflet £500
6.4 Information provided is in a format and language that can be easily understood by all service users	<ul style="list-style-type: none"> Appropriate version of policy developed and distributed to staff Leaflet to be produced for young people providing CP information 'Is your child safe in sport? – A guide for parents and carers' produced 	CPSG CPSG	Sep 05 Apr 06 Feb 05	Staff time Cost of producing leaflet £500 Done
6.5 All LSP staff & company members to know who the LSP CPO is and how to contact them	<ul style="list-style-type: none"> Formal letter or e-mail to be sent to all current LSP staff Formal letter or e-mail to be sent to all company members Include on induction check list for all staff to ensure that all new staff are made aware 	LSP CPO & Managers LSP CPO HR	Apr 05 May 05 Apr 05	Cost of HR consultant
6.6 Contact details for the local social services department, police and emergency medical help and the NSPCC Child Protection helpline are readily available	<ul style="list-style-type: none"> See appendix B of LSP CP policy LSP CP policy to be put on LSP website Leaflet to be produced for young people providing this information 	LSP CPO LSP CPO CPSG	Mar 05 June 05 Apr 06	Cost of producing leaflet £500
6.7 Steps are taken to seek users views on policies and procedures and how they are working	<ul style="list-style-type: none"> Strategy is produced for consulting with end users of this policy 	CPSG	Apr 06	Staff time

Standard 7 – Education and Training				
Criteria	Action Needed/Evidence Provided	By Whom	By When	Resources Req'd / Comments
7.1 There is an induction process for all staff and volunteers who have significant contact with children and young people, that includes familiarisation with the LSP CP Policy and procedures	<ul style="list-style-type: none"> • See section 2.4 of LSP CP policy • Staff involved in providing staff inductions are given training re LSP CP policy and procedures • Detailed on the LSP induction checklist 	LSP CPO CPSG HR	Feb 05 Apr 06 Apr 05	Done Staff time HR consultant cost
7.2 All Staff and volunteers are provided with opportunities to learn about how to recognise and respond to concerns about child abuse	<ul style="list-style-type: none"> • See section 2.5 of LSP CP policy 	LSP CPO	Feb 05	Done
7.3 Staff and volunteers with special responsibilities in relation to safeguarding children have training to enable them to develop the necessary skills and knowledge and have regular opportunities to update their knowledge and understanding	<ul style="list-style-type: none"> • LSP CPO to attend 'Time to Listen' course for CSP lead CPO's • LSP Deputy CPO to attend 'Time to Listen' course for CSP lead CPO's 	LSP CPO	Feb 05	Done
7.4 Training is provided to those responsible for dealing with complaints and disciplinary processes in relation to child abuse and inappropriate behaviour towards children and young people	<ul style="list-style-type: none"> • As above • Chief Exec. and senior AM to seek appropriate training – meeting with LSP CPO to discuss procedures to ensure understanding across all relevant staff members 	LSP CPO LSP CPO, Chief Exec. Senior AM	Feb 05 April 05	Done
7.5 Training and written guidance on safer recruitment practice is provided for those responsible for selecting staff and volunteers	<ul style="list-style-type: none"> • Written recruitment procedures • Appropriate staff to receive training on these procedures • Access CPSU training on CRB checking 	HR CRB Lead Officer	Apr 05 When available	HR consultant cost Staff time

Standard 8 – Access to Advice and Support				
Criteria	Action Needed/Evidence Provided	By Whom	By When	Resources Req'd / Comments
8.1 Children and young people are provided with information on where to go for help and advice in relation to abuse, harassment and bullying	<ul style="list-style-type: none"> LSP CP policy to be put on LSP website Leaflet to be produced for young people providing this information 	LSP CPO CPSG	June 05 Apr 06	£500 for leaflet
8.2 The LSP CPO and deputy to have access to specialist advice, support and information	<ul style="list-style-type: none"> Links with CPSU Links with Social Services and local ACPC 	LSP CPO LSP CPO	Feb 05 Apr 05	
8.3 LSP to make and maintain contact with Lincolnshire Social Services and the local ACPC	<ul style="list-style-type: none"> As above ACPC to approve the LSP policy 	LSP CPO LSP CPO	Apr 05 June 05	
8.4 Arrangements are in place to provide support to individuals both during and following an incident or allegation of abuse or a complaint	<ul style="list-style-type: none"> Investigate what support is available from social services Steering group to provide support for the LSP CPO 	LSP CPO CPSG	June 05 Apr 05	
8.5 There are arrangements for providing supervision and support to staff and volunteers during and following an incident or allegation	<ul style="list-style-type: none"> In line with usual line management support responsibilities 	Managers	Apr 05	

Standard 9 – Implementation and Monitoring				
Criteria	Action Needed/Evidence Provided	By Whom	By When	Resources Req'd / Comments
9.1 LSP must have an implementation plan for their CP policy	<ul style="list-style-type: none"> This document 	LSP CPO	Feb 05	Done
9.2 LSP to provide the necessary resources for implementing the LSP CP policy and procedures	<ul style="list-style-type: none"> LSP board to approve the implementation plan and related costs 	CEO	Apr 05	At board meeting on 7/4/05
9.3 LSP CP policy to be reviewed at least every three years and revised in light of changing needs, changes to legislation and guidance	<ul style="list-style-type: none"> Policy reviewed and records kept as detailed in section 1.6 of this plan 	CPSG		Staff time
9.4 Consult with young and parents as part of the LSP CP policy review	<ul style="list-style-type: none"> Strategy is produced for consulting with end users of this policy 	Steering group	Apr 06	Staff time
9.5 All incidents, allegations of abuse and complaints to be recorded and monitored	<ul style="list-style-type: none"> Complaints procedure developed, agreed by LSP SMT Records to be kept Steering group to monitor how complaints etc. are monitored and report annually to LSP board 	SMT LSP CPO Steering group	July 05	Staff time
9.6 Arrangements to be in place to monitor compliance with the LSP CP policy and with the selection and recruitment procedures	<ul style="list-style-type: none"> Annual review of employment checklist produced and kept as part of personnel records System of monitoring developed to ensure compliance with codes of conduct Annual review of records of incidents, procedures, followed and annual report to the LSP board re monitoring of documents 	HR HR CPSG	Apr 05 Sep 05 Apr 06	HR consultant cost Staff time