

# Safeguarding and Welfare Policy

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## **Policy Review and Distribution**

This policy will be reviewed annually and amended as appropriate to take account of any local or legislative changes.

The policy will be published on the Norwich Road Runners website and a copy will be available on the club notice board. The policy is specifically mentioned on the Junior Road Runners page so that parents can read it.

The policy will be sent to all coaches and they will be asked to sign a declaration that they have understood it and will abide by it.

## **1.0 Introduction**

**1.1** Everyone who takes part in athletics is entitled to participate in an enjoyable and safe environment. Norwich Road Runners is committed to devising, implementing and updating policies and procedures to promote best practice when working with children, and to ensure that everyone in the club understands and accepts their responsibilities to safeguard children from harm and abuse. This means taking action to report any concerns about their welfare.

This policy will give clear direction to coaches, members, volunteers and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of children at our organisation.

## **2.0 Policy Statement**

**2.1** Norwich Road Runners fully accepts its legal and moral obligations to provide a duty of care, to protect all children and safeguard their welfare, irrespective of age, disability, ethnicity, gender identity, religion or belief, sex or gender and sexual orientation.

- The welfare of the child is paramount;
- All children have the right to protection from abuse;
- All suspicions and allegations of abuse or poor practice will be taken seriously and responded to swiftly and appropriately;
- All individuals involved in the club understand and accept their responsibility to report concerns to the appropriate officer;

In order to meet these obligations, Norwich Road Runners will:

- Provide and enforce procedures to safeguard the wellbeing of all participants and protect them from abuse;
- Ensure all children who take part in athletics are able to participate in a safe and fun environment;
- Establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe;
- Respect and uphold the rights, wishes and feelings of children;
- Recruit, train and supervise their employees/volunteers to adopt best practice, to safeguard and protect young people from abuse, and themselves from false allegations;
- Require employees/volunteers to adopt and abide by their Safeguarding Policy and Procedures, Codes of Conduct, and the relevant grievance, investigatory and disciplinary procedures;
- Respond to any allegations appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures;
- Review policies regularly;

- Appoint a Club Welfare Officer (Beryl Knowles, 07445277684) and a Deputy Club Welfare Officer (Sarah-Jayne Lumley, 07767882886), to cover for absences. The Club Welfare Officer sits on the Management Committee of the club.

### 3.0 Terms and Abbreviations

CPLO	Child Protection Lead Officer for UK Athletics, or the Nominated Deputy
CWO	Club Welfare Officer
LSCB	Local Safeguarding Children Board
DBS	Disclosure and Barring Service
ISA	Independent Safeguarding Authority
CPSU	Child Protection in Sport Unit (NSPCC)

With regard to the Children Act 1989, a child is anyone who has not reached his or her 18<sup>th</sup> birthday. In this document, the terms child/children refer to children and young people not yet 18.

Disabled children may be more vulnerable and at great risk of all forms of abuse. The presence of multiple disabilities increases the risk of both abuse and neglect.

Some common factors that can lead to increased vulnerability include social isolation, communication and learning difficulties or disability, lack of understanding of boundaries, need for assistance with personal care and more likely target for bullying and abuse. Children with disabilities have the same right to protection as any other child and clubs working with these children need to be especially alert to the signs and symptoms of abuse, and have strategies in place to ensure all children are able to raise concerns.

### 4.0 Best Practice and Poor Practice

To provide everybody with the best possible experience and opportunities in athletics, it is important that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour.

There is no training or coaching of juniors outside the club. Any coach that does this will be excluded immediately from the club.

The Norwich Road Runners will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any adult within the club if they are worried or concerned about something.

#### **Best Practice means:**

- Being open and conducting all interactions with children in a public place and with appropriate consent;
- Avoiding situations where you are alone with one child;
- Never sharing a room on your own with a child;
- Challenging bullying, harassment, foul or provocative language, or controlling behaviour that could upset individuals or reduce them to tears;
- Never ignore bullying by parents, coaches or children. Listening to and supporting the person being bullied;
- Maintaining an appropriate relationship with children; this means treating people fairly, with respect, and avoiding favouritism;

- Being friendly and open, and ensuring that relationships are appropriate for someone in a position of power and trust;
- Respecting all athletes and helping them to take responsibility for their own development and decision making;
- Avoiding unnecessary physical contact. In certain circumstances, physical contact is perfectly acceptable and appropriate, as long as it is not intrusive or disturbing to the athlete and that consent for contact has been given by the individual and appropriate parental consent.
- Being qualified and insured for the activities you are coaching, and ensuring that your licence remains valid and in date. Ensure that your practice is appropriate for the age and development stage of each athlete.

Adopting best practice not only ensures the individual's welfare, it also protects you from possible wrongful allegations.

### **Poor Practice**

The following are examples of poor practice and should be avoided:

- Engaging in rough, physical or sexually provocative games, including horseplay;
- A coach shouting comments at athletes when they are not perceived 'to be working hard enough';
- A coach using harassing and/or discriminatory language, such as 'you run like a girl';
- A coach engaging in an intimate relationship with one of his/her athletes;
- A group of athletes ganging up on a new athlete and refusing to talk to him/her
- A coach taking a group of children away to a weekend event on his/her own.

The list above is not exhaustive and many other examples exist.

If any of the following incidents occur you should report them immediately to another colleague, make a written note of the event and inform parents and/or appropriate adults of the incident, and inform the Club Welfare Officer, who will contact the appropriate agency.

- If you accidentally hurt a child athlete;
- If a child appears distressed in any manner;
- If a child appears to be sexually aroused by your actions;
- If a child misunderstands or misinterprets something you have done.

## **5.0 Working Together to Safeguard Children**

All reasonable steps will be taken, at all levels, to ensure that unsuitable people are prevented from working in athletics, especially with children.

When recruiting, Norwich Road Runners will be clear about:

- The responsibility of the role;
- The level of experience or coaching qualification(s) required;
- Obtaining and checking personal details of applicants;
- Taking a positive stance on all aspects of welfare and safeguarding children.

Application forms are available at the club, and on the website.

## **5.1 Recruitment of Volunteers and Coaches.**

Any volunteers wanting to work with Juniors will have an informal interview with the Lead Junior Coach, prior to completing an application form.

All volunteers must complete an application form that includes:

- Name and address;
- Relevant experience, qualifications and training undertaken;
- A self-declaration form to establish whether they are known to any Children's Social Care (social services) as being an actual or potential risk to children or whether they have ever had action taken against them (criminal/civil/disciplinary) that might indicate that they are unsuitable to work with or have responsibility for children. This should be considered the first step in safeguarding.
- Contact details for two referees. Where the applicant is to work with children at least one reference will be associated with former work with children or young people. Referees (not relatives) should provide written references that comment on the applicant's previous experience of, and suitability for, working with children, and permission to clarify information with these referees. Ideally one reference should be from paid employment or education and the other reference should be in a sporting capacity, ideally in a role similar to the one they are applying for. A minimum of two written references will be taken up
- Applicants may undertake a DBS check, particularly if they want to take on a coaching role (this is usually mandated as a requirement by UK Athletics) or a role which gives them greater access to children;

Application forms, original ID and qualifications, reference requests and replies are seen and checked by the Club Welfare Officer and the Lead Junior Coach.

## **6.0 Training**

All coaches and volunteers who work with children will be expected to undertake relevant training, on a three yearly basis, in child safeguarding procedures, procedures for taking children away, and sources of education and training. For all coaches and volunteers with roles in relation to children, this should include attendance at a recognised direct delivery safeguarding workshop (e.g. SportsCoach UK Safeguarding and Protecting Children workshop, LSCB Basic Awareness workshops). The Club Welfare Officer and Membership Secretary will keep a record of those attending training sessions.

When new coaches, volunteers or regular visitors join Norwich Road Runners, they will be informed of the safeguarding arrangements in place. They will be given a copy of this policy and asked to read and sign that they will adhere to it.

## **6.1 UKA Coaching Qualifications**

As an affiliated club with UK Athletics (registration number 2658376), the club follows the coaching framework set out by UK Athletics. All information below is accurate as of 30<sup>th</sup> May 2017. Please consult UK Athletics' website, and [www.ulearnathletics.com](http://www.ulearnathletics.com), for the latest information.

The club follows the UKA Coaching framework because:

- It is a requirement of our affiliation with UK Athletics, and ensures that all activities are completed within the requirements of UK Athletics;
- It provides a standard level of training, which all our coaches will have completed;
- It provides insurance cover to the club, the coach/leader, and the session participants;
- It provides our coaches with a wealth of sessions, advice and techniques they can apply to their sessions;
- It meets our legal and statutory safeguarding requirements (through DBS checks of coaches and leaders).

The Norwich Road Runners follows 'the off track pathway' for its senior and junior coaching team, due to the type of activities undertaken within the club. There are two entry points: Coach and Leader.

The difference between the two is that a coach can plan sessions and provide tailored athletic development advice to individual runners. A leader can only deliver a set programme of exercise, approved by a coach, in a large group, and not provide tailored athletic development advice.

All coaches (senior and junior), as a minimum, must have attained a 'Leader in Running Fitness 'LIRF' qualification. This allows them to deliver coaching sessions to a group of participants. This session must be created and agreed with a coach (who holds a CiRF qualification – see below)

For Senior leaders, it is the responsibility of the Head Coach(es) to ensure all leaders have a minimum qualification of the LiRF. The membership secretary will keep a record of coaches and their qualification, as this is held on the UKA Membership Secretary Portal. Any coaches or leaders who do not have a valid, in date licence, must not be allowed to coach during Norwich Road Runner sessions.

For Junior leaders, it is the responsibility of the Head Junior Coach to ensure all leaders have a minimum qualification of the LiRF. The membership secretary will keep a record of coaches and their qualification, as this is held on the UKA Membership Secretary Portal. In addition to this, junior leaders must undertake, as a minimum, Safeguarding training, such as UK Athletics' Educare online safeguarding.

For junior coaches, in addition to the aforementioned, it is highly recommended that the UK Athletics' Children's Coach Qualification is undertaken and achieved. Any coaches or leaders who do not have a valid, in date licence, must not be allowed to coach during Norwich Road Runner sessions.

## **6.2 Monitoring and Appraisal**

All coaches should be given the opportunity to receive regular feedback through observed practice, formal appraisal, or informal feedback, to identify training needs. Concerns about misconduct, poor

practice or abuse will be acted upon as they arise. Appropriate support will be offered to those who report concerns, incidents or complaints.

### 6.3 Grievances, Complaints, Appeals and Disciplinary Procedure

Norwich Road Runners has a Grievance and Disciplinary Procedure, available at the club and on the website. This compliments, but does not supersede, UK Athletics own disciplinary and appeals procedure. Athletes, coaches and parents/guardians are advised to make themselves aware of the procedures put in place by Norwich Road Runners and UK Athletics.

UK Athletics also licence coaches and officials under a specific licencing scheme, with their own Terms and Conditions. The documents relevant to licence application, disciplinary and appeals procedures, are available as separate documents on the UK Athletics website.

### 7.0 Types and Definitions of Abuse

Abuse and neglect is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children can be abused in a family or in an institution or community setting by those known to them or, more rarely, by others (via the internet) They may be abused by an adult or adults, or another child or children.

Child abuse can take many forms, but there are four main definitions:

**Physical abuse** occurs when someone causes physical harm or injury to a child. Examples may involve:

- Hitting, shaking, throwing, poisoning, burning or scalding, drowning, or suffocating a child;
- Giving a child drugs or alcohol;
- Causing deliberate harm to a child;
- Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Physical abuse in a sport situation may be deemed to occur if the nature and intensity of training and competition exceeds the capacity of the child's developmental stage. This includes instances where prohibited substances are used to delay the onset of puberty, control diet or enhance performance. Another example of abuse in sport is a coach physically punishing a child for performance.

**Emotional abuse** is the persistent emotional ill treatment of a child that results in severe and persistent adverse effects on the child's emotional development. It may involve serious bullying (including cyber bullying) causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all forms of maltreatment of a child, though it may occur alone. Children of all ages can be emotionally abused in a number of ways, such as:

- Imposing developmentally inappropriate expectations on them;
- Making them feel worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Making their positive self-image entirely dependent on sporting achievement and success;

- Not given the child opportunities to express his/her views, deliberately silencing him/her or making fun of what he/she says or how he/she communicate;
- Shouting at, threatening or taunting them;
- Overprotecting them, or conversely, failing to give love and affection.

Emotional abuse may occur in sport if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to consistently perform to high expectations. This may come from parents and coaches. The inappropriate use of availability of personal information or images can be distressing for a performer.

Bullying is deliberate, serious and hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can be verbal, written or physical and can include actions such as:

- Physical assaults;
- Name calling, sarcasm or racist taunts;
- Threats or gestures;
- Unwanted physical contact;
- Graffiti;
- Stealing or hiding personal items;
- Being ostracised or ignored.

Bullying can also occur via the internet, through blogging and social medial sites, and by phone, through text messaging.

The competitive nature of sport makes it an ideal environment for a bully, who could be:

- A parent who pushes his/her child too far;
- A coach who shouts at or humiliates a child;
- A child who actively seeks to make sport a difficult or unhappy experience for others.

**Sexual Abuse** involves forcing or enticing a child or young person to take part on sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. Sexual abuse is not only perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. This could include:

- Physical contact, including assault by penetration (e.g. rape or sexual intercourse)
- Non penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- Non contact activities such as involving a child in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways (photos, videos)



- Showing a child pornographic material (photos, videos, magazines).

There are situations where the potential for this form of abuse exists:

- Some individuals deliberately target sports activities to gain access to and abuse children;
- Some individuals have ignored codes of practice and used physical contact within a coaching situation to mask inappropriate touching of children;
- Some coaches consider it an acceptable part of the sport's culture to have a sexual relationship with the children they teach;
- Some people have used sporting events to take inappropriate photos or videos of children in vulnerable positions.
- Some people have used involvement in sports clubs as a method of 'grooming' children.

The term 'grooming' refers to the way in which sexual abusers (or potential abusers) manipulate targeted victims, professional carers, colleagues and their environment. Grooming behaviors may appear to be positive, providing a particular child or group with extra attention or the individual making him/herself highly thought of and indispensable within a club. The plausibility of the individuals concerned often makes it difficult for others to identify their real motivation. However, they will also ignore, undermine or resist the application of best practice and other safeguarding guidelines. Concerns about an adult's behavior should be reported to the Club Welfare Officer.

**Neglect** occurs when adults fail to meet a child's basic physical and/or psychological needs and is likely to result in the serious impairment of the child's health or development. Examples include:

- Failing to provide adequate food, clothing and shelter;
- Regularly leaving a child alone or unsupervised;
- Failing to protect a child from physical and emotional harm or danger;
- Failing to ensure access to appropriate medical care or treatment;
- Refusing to give the child affection and attention.

Neglect in a sports situation could include a coach failing to ensure a pitch is suitable to train on, or exposing children to extreme temperature during a training session.

Disabled children are vulnerable to abuse and are at least three times more likely to be abused than non-disabled children. Those working with them must be aware of this and willing to acknowledge their concerns. There can be a tendency to make allowances for families with sick or disabled children. Practitioners may over-identify with the child's parents/carers and be reluctant to accept that abuse or neglect is taking or has taken place, or seeing it as being attributable to the stress and difficulties of caring for a disabled child. When suspecting abuse, practitioners should always ask: "Would this be acceptable if the child were not disabled?"

## **8.0 Responding to Disclosures and Reports of Abuse**

Concerns may arise in a number of ways and while it is not the responsibility of club members to decide whether a concern constitutes abuse, it is their responsibility to report the concerns.

These concerns may arise due to:

- A direct disclosure of abuse to you;
- A conversation with an adult or another child;
- Direct observation of a worrying incident;
- Observation of signs or behaviour that suggest possible abuse;
- Receipt of an anonymous allegation (by phone, text, email or letter).

Any concerns must be reported to the Club Welfare Officer immediately. The CWO will report any concerns within 24 hours by phone and this will be followed up in writing a NSBC1 within 24 hours after the phone referral.

Telephone Norfolk MASH 0344 800 8020

- Referral forms sent to: -
- Email: [mash@norfolk.gcsx.gov.uk](mailto:mash@norfolk.gcsx.gov.uk)
- Fax: 01603 762445
- Post: The MASH Team Manager, Floor 5, Vantage House, Fisher's Lane, Norwich NR2 1ET

For specialist Police advice, you can contact the Duty Detective Sergeant within the MASH.

- Email: [MASHSupervisors@norfolk.pnn.police.uk](mailto:MASHSupervisors@norfolk.pnn.police.uk)
- Call: Direct dial 01603 27(6151)

Professional consultations can be sought via the MASH on 0344 800 8020.

The Norfolk MASH (Multi Agency Safeguarding Hub) brings key professionals together and is a partnership between:

- Norfolk County Council Children's and Adult Care Services;
- Police;
- Leeway and Orwell, Independent Domestic Violence Advisory Service;
- Magdalene Group, ROSE project (CSE and Young Runaways);
- Children Health Services;
- Probation.

If no one is available and there is no one obvious to whom you can report your concerns, follow this process:

- Phone Norfolk MASH (0344 800 8020) and speak to the Duty Officer or the police and explain that your call involves child protection. You should have all information ready such as name, date of birth of child - what you have observed or been told – use the information you have recorded on the safeguarding incident report form;
- If the child needs urgent medical attention as a result of suspected abuse, seek this as a matter of urgency, informing medical staff of your suspicions of possible abuse and contact social services as soon as possible to obtain advice about contacting parents;
- Record carefully what you have heard, seen and done, including conversations with other professionals. (Use safeguarding incident report form).

If the concerns relate to a coach/volunteer within the club, it will be necessary to take account of the Allegations against Staff Procedure. The first priority must be to ensure the immediate safety of the child and any other children affected and consider what supervision / risk assessments arrangements are required to safeguard the child.

An allegation may relate to a person who works with children who has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates that they may pose a risk of harm to children.

Should an allegation be made against the Club's Welfare Officer, or if the Welfare Officer is implicated, then the incident must be reported to the LADO via email. See [www.norfolkscb.org](http://www.norfolkscb.org) for details. Non-action is not an option in the protection of children and all staff have a duty to act. Failure to do so may be considered gross misconduct and appropriate disciplinary action will be taken.

All concerns must be referred to Local Authority Designated Officer (LADO) 01603 223473 within 1 working day.

#### Confidentiality and Information Sharing

Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's file. These files will be the responsibility of the Club Welfare Officer and information will only be shared within the organisation on a need to know basis for the protection of the child.

Any safeguarding information will be kept in the file and will be added to. Copies of referrals will be stored in the file.

All information is confidential, however if there is a safeguarding or child protection concern about a child then information can be shared with other agencies, namely the Police or Children's Services. Reports of a concern to the Club Welfare Officer must be made in writing and signed and dated by the person with the concern.

It should be noted that it is the Police and Children's Services that lead any investigation.

#### Useful Contact Numbers:

Club Welfare Officer – Beryl Knowles 07445 277684

Deputy Club Welfare Officer – Sarah-Jayne Lumley

07767882886

MASH Hotline 0344 8008020

Child Protection in Sport Unit

0116 234 7278

## 9.0 Guidance on Responding to a Child

**Think about where you are** – you might have to check on other children and make sure they are safe before you can respond. Although you will need a degree of privacy, do not listen to a child's disclosure in a completely private place – try to ensure other adults are present or at least nearby. Ensure that you protect yourself against misinterpretation or potential allegations.

- Do not panic – react calmly so as not to frighten the child;
- Acknowledge that what the child is doing is difficult but they are right to confide in you;
- Reassure the child that they are not to blame;
- Make sure that, from the outset, you can understand what the child is saying;
- Be honest straight away and tell the child that you can not make promises that you will not be able to keep;
- Do not promise that you will keep the conversation a secret. Explain that in order to help them, you will have to involve other people and that you will need to write things down.
- Listen carefully to the child – take them seriously;
- Do not allow your shock or distaste to show;
- Keep any questions to a minimum required for you to clarify the facts or words that you do not understand – do not speculate or make assumptions;
- Do not probe for any more information than is offered as this may affect any future investigations by statutory agencies;
- Encourage the child to use their own words;
- Do not make negative comments about the alleged abuser
- At the end of the conversation, ensure that the child is either being collected or is capable of going home on their own
- Do not approach the alleged abuser.

Agreed by Norwich Road Runners Management Committee

June 6<sup>th</sup> 2017



# CHILD PROTECTION REFERRAL FORM

Your Name:	_____
Your position:	_____
Your Knowledge of and relationship to the child/young person/vulnerable adult:	_____
Child's/young person's/vulnerable adult's name:	_____
Child's/young person's/vulnerable adult's address:	_____
Child's/young person's/vulnerable adult's date of birth:	_____
Date(s), time(s) and location(s) of incident(s):	_____
Nature of the concern/allegation:	_____
Observations made by you or to you (e.g. description of visible bruising, other injuries, child's or young person's or vulnerable adult's emotional state etc): <i>NB Make a clear distinction between what is fact, opinion or hearsay</i>	
Exactly what the child/young person/vulnerable adult said and what you said (Remember, do not lead the child or young person – record actual details. Continue on a separate sheet if necessary):	
<b>Actions Taken so far:</b>	_____

External agencies contacted:

**Police** Yes  No  If yes, which: \_\_\_\_\_

Date and time: \_\_\_\_\_

Name and Contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

**Social Services** Yes  No  If yes, which: \_\_\_\_\_

Date and time: \_\_\_\_\_

Name and Contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

**UK: Athletics** Yes  No  If yes, which department: \_\_\_\_\_

Date and time: \_\_\_\_\_

Name and Contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

**Local Authority** Yes  No  If yes, which: \_\_\_\_\_

Date and time: \_\_\_\_\_

Name and Contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

**Other** (e.g. NSPCC) Yes  No  If yes, which: \_\_\_\_\_

Date and time: \_\_\_\_\_

Name and Contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If the incident has been reported to Social Services, a copy of this form must be sent to them within 24 hours of the telephone report.

Remember to maintain confidentiality (on a need to know basis)-only share if it will protect the child. Do not discuss the incident with anyone other than those who need to know.

A copy of this form must be sent to Athletics Welfare PO Box 332 Sale Manchester M33 6XL



**References**

- UKA Safeguarding and protecting children in athletics, Policy and Procedures 2013
- Safeguarding and Protecting Children : A Guide for Sportspeople 2016
- The Children Act 1989
- The Children Act 2004
- Working Together to Safeguard Children 2015
- What to do if you're worried a child is being abused 2015.

**Changelog**

Date	Changed Made	Author	New Version No.
22/06/17	Added UKA Referral Form. Added References. Minor spelling and grammar corrections. Added sign off by NRR Committee	Beryl Knowles Nick Gurney	1.1