



SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

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With thanks to the Child Protection in Sport Unit (<https://thecpsu.org.uk/>) , NSPCC (<https://www.nspcc.org.uk/>) and the Ann Craft Trust (<https://www.anncrafttrust.org/>).

Foreword

Sport and physical activity can transform the lives of children and young people; they can improve physical and mental wellbeing, build confidence and leadership skills and improve the life chances of some of our most disadvantaged populations.

Everyone has the right to feel safe while taking part in sport and physical activity. We believe that no child or young person should experience, or be at risk of experiencing, any form of abuse or neglect. We are dedicated to creating a culture of zero-tolerance within CIMSPA and the sector, where the various forms of abuse and neglect are understood, and where potential or actual issues are proactively identified and addressed.

The willingness to report safeguarding concerns, and the knowledge of how to do this, are vitally important as prompt action can make a significant difference in preventing harm and providing support to those in need. Safeguarding is everyone's responsibility, and we therefore encourage anyone reading this who is uncertain about whether to report something that they are concerned about, to follow the guidance in this policy and report it.

Through these concerted efforts, CIMSPA can set a strong example for the sector, fostering an environment where every individual is protected, respected, and encouraged to thrive.



Tara Dillon
Chief Executive Officer
CIMSPA



Joelle Conway
Welfare and Safety Lead
CIMSPA Board of Trustees

1 Policy Statement

CIMSPA acknowledges its duty of care to safeguard, protect and promote the welfare of children and young people, and is committed to ensuring its Safeguarding Children and Young People Policy and Procedures reflect statutory responsibilities, government guidance and best practice.

This policy recognises that the welfare and interests of children and young people are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background or any other characteristic, all children and young people:

- Have a positive and enjoyable experience of sport or physical activity in a safe and appropriate environment
- Are protected from abuse whilst participating in sport or physical activity, and outside of the activity.

For the purposes of this policy, a child or young person is anyone under the age of 18. Those aged 18 or over fall within the remit of CIMSPA's Safeguarding Adults Policy.

2 Purpose

The purpose of this policy is to demonstrate CIMSPA's commitment to safeguarding children and young people, and to ensure that everyone involved in CIMSPA is aware of:

- The legislation, policy and procedures for safeguarding children and young people,
- Their role and responsibilities for safeguarding children and young people,
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of a child or young person.

3 Principles

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children and young people is paramount in all the work we do and in all the decisions we take.



- Working in partnership with children and young people, their parents, carers and other agencies is essential in promoting children and young people's welfare.
- All children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Extra safeguards may be needed to keep children and young people who are additionally vulnerable safe from abuse.

4 Scope

4.1 Who should follow this policy?

This Safeguarding Children and Young People Policy and associated Procedures must be followed by all of CIMSPA's People, which includes but is not limited to: employees, Board trustees, sub-committee members, contractors, quality assurance assessors, internal verifiers, consultants and volunteers.

We expect our partner organisations, including but not limited to Education Partners, Employer Partners, Training Provider Partners, Awarding Organisations and Supplier Partners, to demonstrate the same level of commitment to safeguarding children and young people and to have appropriate policies and procedures in place.

4.2 Who can CIMSPA respond to concerns about?

First and foremost, CIMSPA will take the steps it believes necessary to protect the safety and welfare of a child or young person and to prevent harm or abuse (or further harm or abuse) from taking place.

Under this policy, CIMSPA has a responsibility to respond to concerns relating to the following:

- Any of CIMSPA's people:
 - Actually or potentially experiencing harm or abuse
 - Actually or potentially causing harm or abuse to a child or young person
- Any CIMSPA member actually or potentially breaching CIMSPA's [Member Code of Conduct](#) by failing to 'promote and undertake practices that reduce the potential for harm to occur, including discrimination, abuse or physical harm / injury', or any other breach of the Code relating to safeguarding children and young people.
- Any CIMSPA member actually or potentially 'failing to work within... safeguarding guidelines', as outlined in [CIMSPA's Malpractice or Maladministration of CIMSPA Members Policy](#)
- Any CIMSPA member actually or potentially breaching safeguarding guidelines, as outlined in [CIMSPA's Disciplinary Policy and Procedure for CIMSPA Members](#)

- Any CIMSPA partner actually or potentially breaching CIMSPA's [Partner Code of Conduct](#) by not 'providing sufficient safeguarding arrangements in accordance with relevant safeguarding guidelines', or any other breach of the Code relating to safeguarding children and young people.
- Any CIMSPA partner actually or potentially 'failing to work with integrity, inclusivity or within ethical and safeguarding guidelines', as outlined in [CIMSPA's Malpractice or Maladministration of CIMSPA Partners Policy](#)
- Any CIMSPA partner actually or potentially breaching safeguarding guidelines, as outlined in [CIMSPA's Disciplinary Policy and Procedure for CIMSPA Partners](#)

If a concern falls outside of the above list, CIMSPA will always endeavour to provide advice and signposting to the person making the report. CIMSPA also reserves the right to take appropriate action as outlined in our Safeguarding Procedures if we feel this is justified to protect the safety and welfare of an individual.

5 Commitments

In order to implement this policy, CIMSPA will:

- Promote and prioritise the safety and wellbeing of children and young people
- Value, listen to and respect children and young people
- Ensure robust safeguarding arrangements and procedures are in operation
- Adopt safeguarding best practices through our policies, procedures and other documentation
- Ensure CIMSPA's People understand their role and responsibilities in respect of safeguarding children and young people, and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about our policies, procedures and other documentation and follow them confidently and competently
- Ensure appropriate action is taken in the event of any incident or concern, and support is provided to the individual(s) who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy, Privacy Notice and Data Retention Schedule.
- Use safe recruitment practices and continually assesses the suitability of staff and volunteers to prevent the employment/deployment of unsuitable individuals in the organisation
- Make sure that members, partners and the wider public (including children and young people) know where to go for help if they have a concern.

- Act in accordance with best practice advice from organisations such as the NSPCC / Child Protection in Sport Unit and the Home Countries Sports Councils.
- Cooperate with the Police and the relevant Local Authority in taking action to safeguard a child or young person.
- Share information about anyone found to be a risk to children and young people with the appropriate bodies. For example: Disclosure and Barring Service, Police, Local Authority, Integrated Care Board. CIMSPA will follow current guidance (see [here](#)) when deciding whether to make a referral to the Disclosure and Barring Service.

6 Implementation

CIMSPA is committed to developing and maintaining its capability to implement this policy and associated procedures.

In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all children and young people.
- Access to relevant legal and professional advice.
- Regular management reports to the Board detailing how children and young people safeguarding risks are being mitigated and how any reports have been addressed.
- Safeguarding children and young people procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- At least one Safeguarding Lead.
- A Board Welfare and Safety Lead.
- A delegated Safeguarding Lead / Welfare Officer for events, where appropriate.
- A process for forming a Case Management Group on a case by case basis within clear terms of reference.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of children and young people, including arrangements for sharing information.
- Codes of conduct for Members that specify zero tolerance of abuse in any form.
- Codes of conduct for Partners requiring sufficient safeguarding arrangements to be in place
- Risk assessments that specifically include safeguarding of children and young people where appropriate, including for relevant events.
- Policies and procedures that address the following areas and which are consistent with this Safeguarding Children and Young People policy:

- Safeguarding Adults Policy
- Equal Opportunities Policy (includes Bullying and Harassment)
- Social Media
- Code of Conducts for Members and Partners, and a process for addressing breaches of these
- Disciplinary Policy
- Grievance Policy
- Whistleblowing Policy
- Recruitment Policy
- Partner Due Diligence process
- Privacy Policy
- Information security Policy
- Personal Data Protection Policy

7 Safeguarding Children Legislation

Each home nation within the United Kingdom has its own policies and law for education, health and social welfare, which cover most aspects of safeguarding.

An up-to-date list of legislation and guidance for each of the home nations can be found here: [Child protection system in the UK | NSPCC Learning](#)

Home Nation, and who is responsible for safeguarding and child protection	Legislation and Guidance
England The Department for Education (DfE) is responsible for child protection in England. At a local level, local safeguarding arrangements are led by the following statutory safeguarding partners: <ul style="list-style-type: none"> • The Local Authority • The Integrated Care Board • The Police 	Children Act 1989 Children Act 2004 Children and Social Work Act 2017 Working Together to Safeguard Children 2023 (statutory guidance) Children's Social Care: National Framework 2023 (statutory guidance) What to do if you're worried a child is being abused 2015 (guidance) Mandatory Reporting of Female Genital Mutilation 2016 (guidance)
Scotland The Scottish Government is responsible for child protection in Scotland. At a local level, Child Protection Committees (CPCs) are responsible for multi-agency child protection	Children (Scotland) Act 1995 Children and Young People (Scotland) Act 2014 United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Act 2024

	<p>Children's Services Planning 2020 (statutory guidance)</p> <p>National Guidance for Child Protection in Scotland 2023</p> <p>Getting it Right for Every Child 2022</p> <p>Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities 2019 (guidance)</p>
<p>Wales</p> <p>At a local level, regional safeguarding children boards are responsible for local child protection, these boards include:</p> <ul style="list-style-type: none"> • The Local Authority • Chief Office of the Police • Local Health Board • NHS Trust • Probation Services provider 	<p>Children Act 1989</p> <p>Children Act 2024</p> <p>Social Services and Well Being (Wales) Act 2014</p> <p>Well-being of Future Generations (Wales) Act 2015</p> <p>United Nations Convention on the Rights of the Child – Adopted 2019</p> <p>Rights of Children and Young persons (Wales) Measure 2011</p> <p>Working Together to Safeguard People 2019 / 21 (statutory guidance)</p> <p>Single Unified Safeguarding Review 2024 (statutory guidance)</p> <p>Wales Safeguarding Procedures and Practice Guides 2019</p>
<p>Northern Ireland</p> <p>The Northern Ireland Executive, through the Department of Health (DoH) is responsible for child protection in Northern Ireland. The Safeguarding Board for Northern Ireland (SBNI) co-ordinates work to protect children. The SBNI includes representatives from various statutory and voluntary agencies.</p>	<p>The Children (Northern Ireland) Order 1995</p> <p>Safeguarding Board Act (Northern Ireland) 2011</p> <p>Children's Services Co-operation Act (Northern Ireland) 2015</p> <p>Criminal Law Act (Northern Ireland) 1967</p> <p>Co-operating to Safeguard Children and Young People in Northern Ireland 2017 (policy framework)</p> <p>Children and Young People's Strategy 2020-2030 2021</p> <p>Regional Core Child Protection Policies and Procedures for Northern Ireland 2018 (guidance)</p>

Positions of Trust

In addition to the above legislation, in 2022 the law in England, Wales and Northern Ireland was amended to expand 'position of trust' roles to include those within sports organisations, such as a coach. Those in a position of trust cannot legally have a sexual relationship with a

young person they look after who is under 18 years of age, even if the young person is over the age of consent. 'Sport' is defined as the following, and includes Dance:

- Any game in which physical skill is the predominant factor and / or
- Any form of physical recreation which is also engaged in for the purposes of competition or display.

8 Abuse and Neglect

"Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Abuse can happen to a child regardless of their age, gender, race or ability. Children may be abused by adults or other children. Children and young people can also be harmed through bullying behaviour and poor practice." (Child Protection in Sport Unit)

Types of abuse include:

- Physical abuse
 - Sexual abuse
 - Harmful sexual behaviour
 - Child sexual exploitation
 - Emotional abuse
 - Bullying
 - Domestic abuse
 - Neglect
 - Bullying and cyberbullying
 - Non-recent abuse
 - Child trafficking
 - Female genital mutilation
-
- Low-level / poor practice concerns – in addition to the above categories of abuse, it is important that low-level or poor practice concerns are addressed to ensure they do not escalate and become a form of abuse.

Further information about each category of abuse, including definitions, and how this abuse may occur in a sport or physical activity setting, can be found here:

<https://thecpsu.org.uk/help-advice/introduction-to-safeguarding/child-abuse-in-a-sports-setting/>

9 Signs and Indicators of Abuse and Neglect

Children experiencing abuse often experience more than one type of abuse over a period of time. Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.



Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise the signs. These include a child:

- being afraid of particular places or making excuses to avoid particular people
- knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- having angry outbursts or behaving aggressively towards others
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or having thoughts about suicide
- showing changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child's wellbeing, you should report them following your organisation's safeguarding and child protection procedures.

Taken from the NSPCC's [Definitions and signs of child abuse \(nspcc.org.uk\)](https://www.nspcc.org.uk/definitions-and-signs-of-child-abuse/)

10 How to report a concern

Full details of how to report a concern, and what happens after we receive a report, can be found in the Safeguarding Children Procedures.

If a child or young person is in immediate danger, needs immediate medical attention or a serious crime is in progress or has been committed, dial 999 without delay.

Remember - It is not your responsibility to prove or decide whether a child or young person has been harmed or abused. It is, however, everyone's responsibility to report any concerns they have.

10.1 If you are a CIMSPA Member, Partner or member of the public

All safeguarding concerns must be submitted through the CIMSPA Safeguarding Report Form. To access the form and submit a concern please click [here](#). You will be asked to include all relevant information, so please make sure you provide as much detail as possible to enable CIMSPA to address the concern promptly.

CIMSPA will acknowledge receipt of the form within two working days and inform you of the next steps.

We appreciate that you may wish to remain anonymous when reporting a concern, and we will accept anonymous reports. However, please bear in mind the following:

- If we believe a child or young person could be at risk, we have a duty to share the information you have given us with other agencies such as the police or Local Authority.
- If you choose to report anonymously it will prevent us from contacting you for any additional information, which may make it harder for us to take appropriate action.

10.2 If you are one of CIMSPA's People

All safeguarding concerns should be reported to a Safeguarding Lead. Once reported, you may be asked to submit your concern on the Safeguarding Report Form. Details of the current Safeguarding Leads and the link to the form can be found on CIMSPA's intranet.

11 Information Recording and Sharing

All organisations, including CIMSPA, must comply with the Data Protection Act 2018 (DPA) and General Data Protection Regulations (GDPR) legislation. However, this should not prevent the sharing of information where it is in the interests of the welfare of the child or young person.

Information about concerns of abuse will include personal data. It is therefore important to be clear regarding the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored securely with access only to those with a need to know.

Sharing information with the right people is central to good practice in safeguarding children



and young people. However, information sharing must only ever be with those with a 'need to know'.

The Department for Education has produced [Information Sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers](#). This document outlines the seven golden rules for sharing information, including personal information, in a safeguarding context:

- 1. All children have a right to be protected from abuse and neglect. Protecting a child from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them.** The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) provide a framework to support information sharing where practitioners have reason to believe failure to share information may result in the child being at risk of harm.
- 2. When you have a safeguarding concern, wherever it is practicable and safe to do so, engage with the child and/or their carer(s), and explain who you intend to share information with, what information you will be sharing and why.** You are not required to inform them, if you have reason to believe that doing so may put the child at increased risk of harm (e.g., because their carer(s) may harm the child, or react violently to anyone seeking to intervene, or because the child might withhold information or withdraw from services).
- 3. You do not need consent to share personal information about a child and/or members of their family if a child is at risk or there is a perceived risk of harm.** You need a lawful basis to share information under data protection law, but when you intend to share information as part of action to safeguard a child at possible risk of harm, consent may not be an appropriate basis for sharing. It is good practice to ensure transparency about your decisions and seek to work cooperatively with a child and their carer(s) wherever possible. This means you should consider any objection the child or their carers may have to proposed information sharing, but you should consider overriding their objections if you believe sharing the information is necessary to protect the child from harm.
- 4. Seek advice promptly whenever you are uncertain or do not fully understand how the legal framework supports information sharing in a particular case.** Do not leave a child at risk of harm because you have concerns you might be criticised for sharing information. Instead, find out who in your organisation/agency can provide advice about what information to share and with whom... [in CIMSPA this would be the Head of Governance and Compliance or the Safeguarding Leads]
- 5. When sharing information, ensure you and the person or agency/organisation that receives the information take steps to protect the identities of any individuals (e.g., the child, a carer, a neighbour, or a colleague) who might suffer harm if their details became known to an abuser or one of their associates.**
- 6. Only share relevant and accurate information with individuals or agencies/organisations that have a role in safeguarding the child and/or providing their family with support, and only share the information they need to support the provision of their services.** Sharing information with a third party rarely requires you to share an entire record or case-file – you must only share information that is necessary, proportionate for the intended purpose, relevant, adequate and accurate.

7. **Record the reasons for your information sharing decision, irrespective of whether or not you decide to share information.** When another practitioner or organisation requests information from you, and you decide not to share it, be prepared to explain why you chose not to do so. Be willing to reconsider your decision if the requestor shares new information that might cause you to regard information you hold in a new light. When recording any decision, clearly set out the rationale and be prepared to explain your reasons if you are asked.

12 Multi-Agency Working

When a report of a concern is received by CIMSPA, the Safeguarding Leads will assess whether any external agencies need to be informed / involved, as part of following CIMSPA's Safeguarding Children and Young People Procedures.

These external agencies could include, but are not limited to:

- Statutory organisations – the Police and / or Children's Services
- The Local Authority Designated Officer (LADO) for the relevant Local Authority
- The Disclosure and Barring Service
- Any other organisations (such as the National Governing Body or employer of any individual suspected of abuse)

The Safeguarding Leads will also identify who within the organisation needs to be informed / involved.

CIMSPA may need to cooperate with statutory agencies to:

- Provide more information about the concern that has been raised.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.

13 Review

The Safeguarding Children and Young People Policy and the related Procedures will be reviewed by the Board of Trustees in July 26, unless changes in legislation, government guidance, CIMSPA policy, governance or other circumstances require a review prior to this date. It will then be reviewed at least annually in accordance with the Board's annual plan.

Appendix 1 - Role Description: Safeguarding Lead

The designated Safeguarding Lead(s) within CIMSPA have primary responsibility for putting into place safeguarding procedures and for managing concerns about potential or actual abuse or neglect.

Duties and responsibilities include:

- Working with others within CIMSPA to create a positive inclusive environment within the organisation.
- Playing a lead role in developing and establishing CIMSPA's approach to safeguarding and in maintaining and reviewing CIMSPA's implementation plan for safeguarding in line with current legislation and best practice.
- Coordinating the dissemination of the Safeguarding Policies, Procedures and resources throughout CIMSPA.
- Contributing to ensuring other policies and procedures are consistent with CIMSPA's commitment to safeguarding.
- Advising on CIMSPA's training needs and the development of its safeguarding training strategy.
- Receiving reports of, and managing cases of, poor practice and abuse reported to CIMSPA – including an appropriate recording system.
- Supporting the Chair of the Case Management Group to co-ordinate the case management process.
- Managing liaison with and referrals to external agencies, for example social care services and the police.
- Creating a central point of contact for internal and external individuals and agencies concerned about the safety of an individual from a safeguarding perspective.
- Representing CIMSPA at external meetings related to safeguarding.

Appendix 2 – Role and Responsibilities: Board Welfare and Safety Lead

Introduction

The Board of Trustees will nominate or recruit a member of the Board to fulfil the role of Board Welfare and Safety Lead. The Board as a collective are responsible for the welfare and safety of CIMSPA's People (including but not limited to employees, Board trustees, sub-committee members, contractors, quality assurance assessors, internal verifiers, consultants and volunteers). However, the Board Welfare and Safety Lead will undertake the additional responsibilities of ensuring that CIMSPA realises its commitments to its People, and also to its Partners and Members, ensuring that welfare and safety is considered in all decision-making processes, and that risks in this area are recorded and mitigated.

Role of the Board Welfare and Safety Lead

The Board Welfare and Safety Lead will act as an advocate for CIMSPA's responsibilities relating to welfare and safety, both physiologically and psychologically, including but not limited to; health and safety, safeguarding, mental health and wellbeing and employee engagement. The Welfare and Safety lead will support CIMSPA's Board of Trustees to establish a culture in which welfare and safety is paramount, and constructive challenge is encouraged to ensure this remains a key consideration during decision making and risk monitoring. The responsibilities highlighted below are in addition to the those outlined in the Board Trustee Role and Responsibilities.

Board Welfare and Safety Lead Responsibilities

The Board Welfare and Safety Lead will:

- Promote understanding amongst the CIMSPA Board of Trustees of the welfare and safety issues that CIMSPA may encounter, leading and engaging others in discussions in these areas.
- Advocate the incorporation of a culture founded on welfare and safety that underpins effective decision making informed by feedback.
- Check and challenge the Board and CIMSPA executive on decisions that affect welfare and safety across CIMSPA's work, ensuring that the implications are understood and considered.
- Maintain regular contact with the executive Safeguarding Leads so as to provide support and keep up-to-date with progress
- Work collaboratively with CIMSPA's executive team to understand the welfare and safety requirements of CIMSPA's People and to ensure that actions to provide support in this area are identified and implemented.
- Review and provide advice to the CIMSPA executive on practices and documentation that will influence the welfare and safety of CIMSPA's People and members, and that

will support CIMSPA's members and partners to implement their own appropriate welfare and safety practices. Ensure that appropriate standards are set and maintained in this area and that documentation is brought to the Board of Trustees for approval where appropriate.

- Advocate CIMSPA's work in the area of welfare and safety across CIMSPA's wider stakeholder network, and understand how CIMSPA can influence stakeholder welfare and safety practices.
- Develop personal knowledge and skills in relation to welfare and safety by undertaking training where appropriate and support other Board members in developing their own knowledge and skills. Provide advice and counsel to the CIMSPA Board and executive in the event of a welfare and safety issue.
- Ensure risks associated with the welfare and safety of CIMSPA's People, members, partners and the wider public are identified, assessed and recorded, and appropriate mitigating actions are implemented in line with CIMSPA's risk management processes.
- Ensure that CIMSPA maintains compliance with relevant legislation, including but not limited to; the Equality Act 2010, the Health and Safety at Work etc. Act 1974 and the Safeguarding Vulnerable Groups Act (SVGA) 2006 in its operations.

Board Welfare and Safety Lead Duties

The Board Welfare and Safety Lead must:

- Ensure that reporting by the executive to the Board on welfare and safety issues and employee engagement, including reporting on patterns, trends and performance, is appropriate and sufficient to enable the Board to make informed decisions.
- Attend CIMSPA sub-committee meetings where appropriate.
- Act as an alternative independent contact for CIMSPA's People wishing to raise welfare and safety concerns, ensuring that any such concerns are addressed in line with CIMSPA's policies and procedures.
- Support CIMSPA's Wellbeing Lead & People & Culture team with the development of OKRs aligned to the People & Culture strategy that support the welfare and safety of its People.
- Prepare and present an annual update to the Board of Trustees on progress against CIMSPA's People & Culture OKRs.
- Raise any concerns regarding welfare and safety at CIMSPA board meetings, or to the Chair of the Board and Chief Executive Officer in the event there is not an upcoming meeting.
- Advocate CIMSPA's values of teamwork, quality and respect in support of CIMSPA's People's welfare, and challenge in instances when this is not demonstrated.

Appendix 3 - Case Management Group

CIMSPA will utilise a Case Management Group when the need arises. This will normally be in cases of potential or actual abuse, although cases of serious poor practice may also require a Case Management Group meeting.

Where it is determined that a Case Management Group is required for a particular case, the Case Management Group will be formed immediately and the initial meeting will be convened as soon as possible.

The Case Management Group's role includes:

- to ratify any actions already taken by Safeguarding Lead Officer(s).
- to initially assess and agree the immediate response to a safeguarding case, including agreeing whether there appears to be a case to answer
- to identify the appropriate 'route' for each case (e.g. internal / disciplinary / complaints policy action alone or referral to statutory agencies plus internal / disciplinary action).
- to decide the level at which the organisation will deal with the concern.
- to consider the need for temporary / interim suspension
- to review progress of case(s).
- to identify / communicate learning from cases.

Where a safeguarding concern also falls within the boundaries of CIMSPA's complaints policy and processes and it is determined that a Case Management Group meeting is required, the Case Management Group will convene to agree the immediate response and to determine at what point, if appropriate, the safeguarding concern will be addressed through CIMSPA's complaints process.

Case Management Group membership

The Case Management Group will comprise a number of individuals with identified and relevant skills, knowledge, experience and/or status within and beyond the organisation, and include at least one member with safeguarding children and young people expertise. The membership of the group is flexible and will be determined based on the exact nature of each case. However, the group may include the following:

- A designated Chair identified from one of the members below
- A secretary (one of the designated Safeguarding Leads).
- A member of the Senior Leadership Team (normally the Chief Operating Officer)
- Managers from relevant parts of the organisation as appropriate to the case e.g. People and Culture, Memberships, Head of the relevant department
- Co-opted independent safeguarding expertise e.g. from an NGB or relevant profession such as the Police or Local Authority Designated Officer (flexible, dependent on the nature of the case)

A full record of any Case Management Group meetings will be made and kept. The Senior Leadership Team and Board of Trustees will receive regular reports from the Case Management Group summarising the cases that have been addressed and their outcomes, as well as any issues that require action by CIMSPA e.g. changes to policy or procedures.

Appendix 4 - Sources of Information and Support

NSPCC

Help for children and young people

Childline: 0800 1111 (24/7)

Web: childline.org.uk

Help for adults concerned about a child

Tel: 0808 800 5000

Email: help@nspcc.org.uk

Child Protection in Sport Unit (part of NSPCC)

Tel: 0116 366 5580

Email: cpsu@nspcc.org.uk

Kidscape

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

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

Email: parentsupport@kidscape.org.uk

National Bullying Helpline

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

Tel: 0300 323 0169 or 0845 2255787

Young Minds

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

Parent Helpline Tel: 0808 802 5544

Web: www.youngminds.org.uk



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