Hi 5 - Safeguarding and Protecting Children in Modern Pentathlon Policies and Procedures:

(What abuse is, how to recognize it, how to report instances of abuse, how it is managed and will be dealt with within Pentathlon GB)

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FOREWORD

Message from the CEO, Pentathlon GB

*Hi 5* has been chosen as a suitable slogan for promoting Pentathlon GB’s Safeguarding Policies and Procedures since it represents an appropriate way for adults to greet/congratulate young children, reinforces our association with 5 disciplines and is easy to remember.

There are certainly more than five good reasons to take part in Modern Pentathlon in its various formats ranging from simply having fun and making friends to developing complex skills and fitness to win medals in major competitions. However, like in all sports and organisations, there is also the potential for misconduct. Like all responsible and compliant organisations, policies and plans are in place to mitigate that risk and deal with it wherever it might arise.

*Hi 5* demonstrates *Pentathlon GB* ’s commitment to ensuring that opportunities are created for young people to take part in our sport in ways in which they feel safe; are treated with respect and should any problems arise know that their concerns will be dealt with sensitively, appropriately and as a matter of urgency.

All our staff and our volunteers are responsible for the successful implementation of *Hi 5*. By working together and partner organisations and agencies we aim to ensure a sustainable solution to this important challenge.

Our commitment to providing young people with opportunities for participation where they feel safe and free from abuse is matched by our support for coaches and volunteers who may themselves be subject to false allegations. Our staff and volunteers will benefit significantly from the guidance that this document provides.

Please take the time to read this and follow it up by consulting the additional documents that have been produced to support you in your specific roles within Modern Pentathlon.

It could make a big difference and change a young person’s life for the better.

Dani Every

CEO *Pentathlon GB*

January, 2017
PART A. POLICIES, PRINCIPLES, DEFINITIONS & RECOGNITION OF ABUSE

1. Safeguarding and Protecting Children Policy

1.1 Introduction

In line with Pentathlon GB’s policy to periodically review all its policies and procedures in light of changing circumstances, this document had been drafted by the Safeguarding and Child Protection Lead Officer for the Development Steering Group to consider and in its final form recommend to the Board. It takes into account the need to separate its child and vulnerable adults policy into separate documents for children and adults in line with new legislation creating new definitions and categories of abuse, new agencies for safeguarding adults and therefore reporting structures.

It relies heavily of the work of the Child Protection in Sport Unit and the policies developed by a number of other NGBs.

The primary target audience for this comprehensive document are external safeguarding bodies seeking a detailed overview of Pentathlon GB’s policies and procedures, Pentathlon GB staff and Club/Event Welfare Officers (CWO).

Its structure is simple,

i.   - What abuse is,
ii.  - how Pentathlon GB attempts to prevent it and
iii. i- where cases arise, manage it.

This structure will be mirrored on the Safeguarding section of the Pentathlon GB website and documents mentioned and listed in this document, hyperlinked to the latest on-line versions.

1.2 Policy statement

_Pentathlon GB_ has a duty to safeguard all young people and vulnerable adults involved with _Pentathlon GB_ from harm. All such individuals have a right to protection, and the needs of disabled young people and others who may be particularly vulnerable must be taken into account. _Pentathlon GB_ will use its best endeavours to ensure the safety and protection of all children involved in the sport through strict adherence to the Safeguarding policies and procedures adopted by the Association.

1.3 General principles

Pentathlon GB is committed to:

- Everyone who participates in Modern Pentathlon is entitled to do so in a safe and enjoyable environment.
- Making the welfare of children paramount, even where the rights and needs of the other adults that work with them are overridden in order to provide the necessary protection to these individuals,
- Enabling everyone, whatever their age, culture, disability, gender, first language, racial origin, religious belief and/or sexual identity, to participate equitably in Modern Pentathlon in a fun and safe environment,
• Taking all reasonable steps to protect children from harm, discrimination and degrading treatment and have respect for their human rights, wishes and feelings.
• Taking all suspicions and allegations of abuse or poor practice seriously and responding swiftly and appropriately to them in accordance with current procedures (found in the accompanying procedural documents),
• Ensuring that all Pentathlon GB employees working who work with children are competent and appropriate for the role and responsibilities and provided with relevant training,
• Requiring all affiliated member clubs, competitions and regional councils to accept responsibility for the welfare of children in their care in accordance with all the Pentathlon GB policies and procedures, and that they incorporate these into their constitutions and rules,
• Recognizing that children and families from minority group backgrounds may face additional barriers to accepting help and reporting concerns in respect of safeguarding issues.
• Ensuring all Pentathlon GB clubs, academies and training centres, competitions and associated individuals follow the policies and procedures defined in this document.

1.4 Scope

These policies apply to all pentathletes, carers, coaches, volunteers, employees and anyone involved in Pentathlon GB activities. All these people have a duty of care to safeguard the welfare of children and prevent their abuse.

1.5 Why these policies are needed

Abuse can occur in many situations including the home, school and at events as well as in the club/academy/training centre. We know that some individuals will actively seek access to children through sport in order to harm them.

The practices and procedures within this document are based on the principles contained within UK and International legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy & procedures, and take the following into consideration:

• The Children’s Acts 1989, 2004
• Data Protection Act 1994 and 1998
• The Human Rights Act 1998
• Rehabilitation of Ex-Offenders Act 1974
• The Safeguarding Vulnerable Groups Act 2006
• The Equality Act 2010
• The Protection of Freedoms Act 2012

1.6 Effects, Types and Indicators of Child Abuse (Also see the glossary of terms used in Appendix 2.)
1.6.1 Introduction

Abuse has many forms and can affect children of any age, gender, race, ability or disability.

Children with disabilities may be at an increased risk of abuse through various factors such as:

- stereotyping
- prejudice
- discrimination including ethnic or racial, sexual, disability orientated, etc.
- isolation
- low self image and low self esteem resulting in vulnerable self presentation
- lack of knowledge about appropriate behaviours by others
- desire for acceptance, affection and attention
- powerlessness to protect themselves
- dependency upon others to care for them
- difficulty in communicating that abuse has occurred

1.6.2 Effects

The effects of abuse can be degrading, impact on all areas of life and be damaging in the longer term following an individual throughout their lives.

1.6.3 Indicators of abuse

Even for those experienced in working with the abuse of children, it is not always possible to recognise potential abusive situations or situations where abuse is ongoing. Personnel involved in the work of Pentathlon GB do not have responsibility for assessing and deciding situations where abuse may be occurring. It is however the responsibility of everyone in Modern Pentathlon to be alert to the indicators of abuse and to act upon any concerns in line with Pentathlon GB policy and procedures relating to the protection of children.

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent and improbable
- a disclosure made by an individual describing what appears to be an abusive act involving him/her
- an expression of concern from a third party about the welfare of an individual unexplained changes in an individual’s behaviour, such as loss of confidence, low self-esteem,
- becoming quiet and withdrawn, sudden outbursts of temper or uncharacteristic changes in behaviour, tearful, depressed, angry, watchful and frightened
- engaging in sexually explicit behaviour
- distrust of others, particularly those with whom a close relationship would normally be expected
- difficulty in making friends and socialising contrary to previous social behaviour
- being prevented from socialising with other individuals by a carer or person in a position of authority
- displaying variations in eating patterns including overeating, loss of appetite or stealing and concealing food
- unexplained weight loss deterioration in personal hygiene and physical appearance
- refusal/reluctance to undress or change for sporting activities

1.6.4 Types of abuse

Abuse has many forms and can affect a child of any ability, age, gender, race, etc. The most common forms of classification are:

1.6.4.1 Physical abuse

where adults or other young people physically hurt or injure children, it

*may involve hitting, slapping, pushing, kicking, and may also be caused when a parent or carer fabricates the symptoms or induces illness in a child.*

Examples of physical abuse in modern pentathlon may be when a child is forced into training and competition that exceeds the capacity of his or her immature and growing body; or where the child is given drugs to enhance performance or delay puberty. The shooting, fencing and riding disciplines of Modern Pentathlon carrying special risks for which great care should be taken to prevent them occurring. Detailed risk assessments (templates available for the main website) need to be undertaken as a matter of course to ensure, for example that pistols are not carried by children, ranges accessible in front of the firing points, epee blades not fractured, riding hats and body protectors worn in riding.

1.6.4.2 Sexual abuse

Sexual Abuse involves forcing or enticing a Child or young person to take part in sexual activities, whether or not the Child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. It may also include non-contact activities such as involving Children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging Children to behave in sexually inappropriate ways.

In a Modern Pentathlon situation indicators could include a coach engaging in unnecessary and inappropriate physical contact e.g. massaging the shoulders of the athletes in a suggestive manner. A coach making suggestive comments to their child pentathletes, an individual spending an unnecessary amount of time in the changing area where children are changing.
1.6.4.3 Emotional and Psychological abuse

Emotional Abuse is the persistent emotional ill treatment of a Child such as to cause severe and persistent adverse effects on the Child’s emotional development. It may involve making the Child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on Children. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing Children to frequently feel frightened or in danger, or the exploitation or corruption of Children. Some level of emotional Abuse is involved in all types of maltreatment of a Child, although it may occur alone.

In a Modern Pentathlon situation this could include a parent/carer or coach subjecting a Pentathlete to constant criticism, shouting, name-calling, sarcasm, bullying or discriminatory behaviours or prejudicial attitudes. A parent/carer or coach putting a Pentathlete under unrealistic pressure in order to perform to high expectations.

1.6.5 Neglect and acts of omission

Neglect is the persistent failure to meet a Child’s basic physical and/or psychological needs, likely to result in the serious impairment of the Child’s health or development. It may also include neglect of, or unresponsiveness to, a Child’s basic emotional needs.

In a Modern Pentathlon situation this could include a coach not keeping children safe by exposing them to undue cold, heat or the unnecessary risk of injury e.g. allowing Athletes under their supervision to train or race inappropriately clothed for the prevailing conditions. A parent, guardian or carer consistently leaving a child without adequate provisions e.g. food, water, clothing, sun block where they are unable to provide themselves with these provisions.

1.6.7 Bullying

*Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves*

Bullying can be:

- Emotional - being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focussing on the issue of sexuality
- Verbal name - calling, shouting, sarcasm, spreading rumours, teasing
1.6.7.1 Anti-Bullying Policy

Pentathlon GB is committed to fostering a caring, friendly and safe environment for everyone involved in Modern Pentathlon so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in Modern Pentathlon. If bullying does occur, all Athletes, coaches, volunteers or carers should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullies come from all walks of life; they bully for a variety of reasons and may even have been bullied or abused themselves. Typically bullies can have low self-esteem, be excitable, aggressive or jealous.

Bullies can be boys or girls, men or women. Although bullying often takes place in schools and care homes, research shows it can and does occur anywhere where there is inadequate supervision—on the way to and from school/college or the sports club, at a sporting event or in the changing rooms. Competitive sports such as Modern Pentathlon are an ideal environment for the bully. The bully in Modern Pentathlon can be a:

- Carer who pushes too hard
- coach who adopts a “win at all costs” philosophy
- Pentathlete who intimidates or ridicules a peer
- club official who places unfair pressure on a person
- spectator who constantly shouts abuse

1.6.7.2 Why is it Important to Respond to Bullying?

Bullying results in pain and distress to the victim. No one deserves to be a victim of bullying.

Everybody has the right to be treated with respect. Athletes who are bullying need to learn different ways of behaving.

Everyone involved in Modern Pentathlon has a responsibility to respond promptly and effectively to issues of bullying.

1.6.7.3 Signs and Symptoms of Bullying

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to all individuals, particularly vulnerable groups. An individual may indicate, by signs or behaviour, that he or she is being bullied. Coaches and those in positions of authority should be aware of these possible signs that they should investigate, especially where a child:

- says they are being bullied
- is unwilling to go to club sessions
- becomes withdrawn, anxious, or lacking in confidence
- regularly feels ill before training sessions
- has clothes torn or possessions damaged
- has possessions go “missing”
• asks for money,
• steals money or parts with their own money (to pay bully)
• has unexplained cuts, bruises or injuries
• is frightened to say what is wrong
• gives improbable excuses for any of the above

In more extreme cases:

• starts stammering cries themselves to sleep at night,
• has nightmares or demonstrates any other form of unusual behaviour during the evenings
• becomes aggressive,
• disruptive or unreasonable
• is bullying other individuals
• stops eating
• self harms
• attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.
PART B. PREVENTION

2 Related Policies

2.1 Related and Specialist Policies

There are several other policies directly or indirectly related to safeguarding and child protection. Pentathlon GB’s Code of Ethics, Equal Opportunities Policy, etc. inform and underlie many of its more specific safeguarding policies on:

- Disability
- The Employment of Ex-Offender
- Late Collection of Children
- Managing Challenging Behaviour
- Overnight Accommodation
- Photography
- Physical Restraint
- Transportation,
- Whistle Blowing etc.

These can be identified in Appendix 1.

2.2 Designated authorities with responsibility for safeguarding children in Pentathlon GB

The Pentathlon GB Board and Chief Operating Officer are ultimately responsible for the safeguarding of children within the organisation but everyone has a legal duty of responsibility to protect children from harm.

2.2.1 Board Champion

A member of the Board with a specific responsibility to champion Safeguarding and Child Protection Board members and across the organisation.

2.2.2 Development Steering Group

Safeguarding is included in the Terms of Reference of the Pentathlon GB Development Steering Group and is a standing agenda item. It is responsible for overseeing the implementation of these policies and procedures and to monitor their application in practice. Also that Pentathlon GB’s procedures continue to reflect the current recommendations of external agencies that specialise in Child protection.

The DSG will make an annual report to Pentathlon GB’s Executive Board on the progress of its activities in implementing and monitoring these procedures, and on the incidence and outcome of cases that have arisen in the year.

The DSG may from time to time call upon external expert advice in auditing its procedures and improving its policies.
2.2.3 Pentathlon GB Safeguarding and Child Protection Lead Officer (S&CPLO)

Appointment of a Lead Officer. This should be someone with good knowledge and understanding of the issues that children face in the sporting environment and a focussed approach to addressing concerns, raising awareness and improving practice. The post holder must be able to communicate effectively to provide advice and support at all levels. They should have influencing skills and an ability to work with conflict and with emotionally distressing matters. Knowledge of relevant legislation, government guidance, the Pentathlon GB Safeguarding and Protecting Adults at Risk/Children Policies and procedures is essential. The ability to confront poor and discriminatory practice and also to promote and demonstrate high standards of anti-discriminatory practice in relation to safeguarding and abuse is also essential.

2.2.3.1 Responsibilities

The Pentathlon GB S&CPLO has overall responsibility for the development and establishment of the Pentathlon GB’s approach to safeguarding children and adults at risk.

2.2.3.2 Role related to S&CP Policy

- To liaise with the specialists and investigators who may be brought in to help with cases regarding individual cases, proposed policy and guidance.
- To convene and service the Case Management Group as required.
- To take a lead role in maintaining and reviewing the Pentathlon GB’s Safeguarding implementation plan.
- To coordinate the dissemination of this policy, procedures and related resources throughout Pentathlon GB.
- To represent the Pentathlon GB at external meetings related to the protection of children and adults at risk.
- To receive reports of referrals and investigations from the Case Manager or investigators on behalf of the Case Management Group and convene meetings of the Case Management Group.
- To keep up to date with own knowledge and skills. The S&CPLO should undergo the vetting procedure outlined in section B.

2.2.4 The Club Welfare Officer

Every Modern Pentathlon club/academy/training centre that has Children regularly using its facilities should appoint a Club Welfare Officer (CWO). This person must have attended ‘Time to Listen’ training and a good awareness of Adults at Risk and the difficulties they face, good communication skills and an ability to provide support and advice. They should also be well organised, have good administrative and recording skills and an ability and willingness to promote and implement the Pentathlon GB Safeguarding Adults at Risk policy and procedures.
The CWO should be a figure well-known in the club and approachable by Adults at Risk but not someone involved directly in the coaching. It is advisable that the CWO is a registered member of Pentathlon GB. It is essential that the CWO is able to act in a confidential manner and to recognise the boundaries of his or her competence, role and responsibilities and where to seek advice and support. The role and responsibilities of a CWO are outlined in a separate document (see Appendix 1)

2.2.4.1 Responsibilities

The CWO needs to have awareness and understanding of the Pentathlon GB Safeguarding & Child Protection policy and procedure, and keep up to date with the appropriate training. CWO is responsible for acting as a source of advice on safeguarding both children and adults and issues relating to their protection. The CWO must also co-ordinate club responses and actions, in line with Pentathlon GB policy and procedure, to referrals and expressions of concern about children and adults at risk. Ideally the post holder should be a member of their club’s committee.

2.2.4.2 Role related to S&CPP policy

- To provide information and advice on protection for children within the club. To ensure that the club adopts and follows the Pentathlon GB Safeguarding & Child Protection policy and procedures, and promotes awareness of these within the club.
- To be a confirmation signatory, verifying the identity of individuals completing DBS Disclosure application forms.
- To keep records of all those who have been vetted within the club and to ensure that DBS checks are updated on at least a three yearly basis.
- To receive information from club staff, volunteers, parents, carers or advocates who have protection concerns regarding children and record it.
- To assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- To report concerns where appropriate to the police in consultation with the individual or their carer.
- To report referrals or concerns to the Pentathlon GB S&CPLO as soon as possible in line with Pentathlon GB procedures.
- To ensure that adequate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover, where possible using the Pentathlon GB Incident Report Form (Ref. S&CP F3, downloadable from: http://www.pentathlongb.org/safeguarding/reporting-concerns).
- To advise club officers regarding the appropriate levels of protection required during the training of children.
- To promote an equal opportunities approach within the club, by maintaining anti discriminatory practice standards, acknowledging that discrimination exists, actively addressing
instances in line with Pentathlon GB policy and procedure and encouraging club members receive training to raise awareness and improve understanding of discrimination.

- To advise the club of relevant training opportunities.

The CWO should undergo the vetting procedure outlined in section B.

### 2.2.5 Case Management Review Group [Also see: Section C]

This group must work within the policies and procedures of Pentathlon GB to ensure that all decisions relating to safeguarding Children and Adults at Risk are reached following a fair, open and transparent process. The group comprises: the Pentathlon GB S&CPLO and at least two other suitably qualified, independent persons. It may call upon whatever professional input is required on an advisory capacity for each case.

#### 2.2.5.1 Responsibilities

- To recommend, where appropriate, that a person is referred to the DBS where they may be a threat to vulnerable individuals such as Children or Adults at Risk
- To recommend to the Officers of Pentathlon GB, where appropriate, that a person is temporarily suspended or banned from some or all activities related to Modern Pentathlon
- To monitor and review progress on all cases and to identify any trends emerging which require a review or revision of existing policies and procedures

#### 2.2.5.2 Role in relation to the S&CP policy

- To make decisions on the initial approach to all reported cases related to the welfare and protection of children. That is, to decide on the ‘route’ a case will take, either internally or via external referral to statutory agencies, but may also include making decisions in relation to concerns arising from information gathered in the recruitment process.
- To make initial decisions as to the ‘internal’ level each case shall be dealt with. For example minor poor practice cases may be referred back to the club complaints or disciplinary process
- To advise others within Pentathlon GB about actions they may need to take, such as initiating disciplinary procedures.
- To confirm all final decisions relating to Safeguarding Referrals or DBS Disclosures. Each closure document must be signed by at least two of the CMG members, showing clearly the identified actions and considerations taken. The members of the CMG should undergo the vetting procedure outlined in section

### 2.2.6 Everyone

The Pentathlon GB Board and Chief Operating Officer are ultimately responsible for the safeguarding of children within the organisation but **everyone has a legal duty of responsibility to protect children from harm.** It is therefore also important for everyone to be aware of the Safeguarding & Child Protection Policy and procedures,
understand what is good and poor practice and know what to do if they have a concern. Appendix I provides a comprehensive listing or safeguarding related documents, their special relevance to different groups most of which can be accessed through the Pentathlon GB website of obtained from HQ.

2.3 Safe Recruitment workforce to work with children

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to prevent unsuitable people from working with them. This applies to anyone whether voluntary or paid who is going to have Significant Access (see Regulated Activity in Appendix 2) to children.

The responsibility for having safe recruitment processes in place rests with the organisation providing the activity, i.e. the Event Organiser, Club Officer, Academy Director, Development Officer. These procedures apply equally to paid or unpaid persons within your club or event who are working on programmes, courses or events specifically aimed at children. New volunteers and paid staff working in a role that entails significant access to children or where they have a Position of Trust, or existing volunteers or staff who change their role to work with these vulnerable groups, are required to complete the following vetting process:

- Complete an application form. This will help access the applicant’s suitability to work in the role, based on their skills and competencies as well as eliciting information about an applicant’s past
- Complete a self-disclosure about any matter that might influence their suitability to work with children
- Provide two appropriate referees (Ref. S&CP F6 is provided for this purpose)
- Provide evidence of their identity (such as a driving licence with photo or passport)

In addition if the person is to be working in Regulated Activity with children (see Glossary) they must complete a Barred Lists Check. Please note that it is a criminal offence to employ someone in paid or unpaid role in Regulated Activity if they are on the Barred List. It is also a criminal offence for a person who is on the Barred List to apply for a role in Regulated Activity.

The CWO or engaging officer must maintain records of any references including written records of verbal references.

The procedure for obtaining a DBS Enhanced Disclosure is contained in a separate document (Ref. ?), downloadable from the website.

Note: Completing the above process does not guarantee that the individual is safe to work with children. Pentathlon GB will use information from the DBS as part of an overall recruitment and selection process to assess any potential risk. The club will also need to assess for itself the individual’s suitability by taking up references, interviewing and supervision.

Completing a DBS Disclosure application is a particularly confidential and sensitive matter for some people and care should be taken to explain how any information contained on the Certificate will be treated. This is explained fully in the Employment of Ex-Offenders Policy. Pentathlon GB’s policy on
the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information is available on the Pentathlon GB website.

Detailed notes for Development/CW/Officers relating to this process are contained in a separate document available from the Lead Officer.

Any disclosures will be dealt with confidentially following the guidance set out in Information Sharing: Guidance for Practitioners and Managers, HM Government 2008.

Criminal Record and, where relevant, Barred List Checks must be renewed every three years if a person remains in post or more regularly if, for example, there is a concern raised, if the person changes their role or if the person has been absent from the club for a significant period.

2.3.1 Who should have a Criminal Records Check?

Every Modern Pentathlon club that has anyone undertaking Regulated Activity with children must ensure that the following roles are properly vetted:

- Club Welfare Officer (CWO)
- coaches
- chaperones

If in doubt phone the Pentathlon GB Safeguarding Lead Officer for advice (07985854393).

2.4 Promotion of Good Practice

Pentathlon GB strongly advises, that coaches of children:

- are registered Pentathlon GB members
- fully accept Sports Coach UK and Pentathlon GB Coaches Codes of Conduct and act within its Code of Ethics.
- are suitably qualified under the auspices of NGBs governing the individual discipline (ie British Swimming, England Athletics, England Fencing, British Equestrian Federation, etc.)
- have completed a course in basic awareness in working with children (ie. CPSU’s Basic Safeguarding in Sport Course (https://thecpsu.org.uk/training-events/introductory-safeguarding-training/) and/or SCUK’s Safeguarding & Child Protection I and within 3 years II.

Everyone should:

- conduct appropriate risk assessments before carrying out any activity/training session/event.
- aim to make the experience of Modern Pentathlon fun and enjoyable
- promote fairness and playing by the rules
- not tolerate the use of prohibited or illegal substances
- treat all children equally and preserve their dignity; this includes giving attention, time and respect to all athletes regardless of their level of ability
Coaches and those working with children should:

• respect the developmental stage of each child and not risk sacrificing their welfare in order to gain club personal achievements

• ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the child

• work with Parents and Children to develop training and competition schedules which are suited to the needs and the lifestyle of the child, not the ambitions of the Parents, coaches, team managers or club

• build relationships based on mutual trust and respect, encouraging Children to take responsibility for their own development and decision-making

• always be publicly open when working with Children:
  – avoid coaching sessions or meetings where a coach and an individual child are completely unobserved (in extra ordinary circumstances such as individual coaching session with elite young athletes parental consent must be granted – see Appendix 1 - S&CP F1))
  – keep Parents informed about the content and nature of any communications you have directly with their Children including emails and text messages
  – try to avoid one on one situations in changing rooms. If Children need to be supervised/helped try to involve Parents or helpers

• avoid unnecessary physical contact with Children. Physical contact (touching) can be appropriate so long as:
  – it is neither intrusive nor disturbing
  – the reason that it is necessary has been fully explained
  – the child’s permission has been openly given – it is delivered in an open environment

• maintain a safe and appropriate relationship with pentathletes. It is inappropriate for coaches and others in Positions of Trust to have an intimate relationship with a Child under 18 years. This could be a criminal offence, an ‘abuse of trust’ as defined by the Sexual Offences (Amendment) Act 2000

• be an excellent role model by maintaining appropriate standards of behaviour at social events and competitions

• be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given

• arrange that someone with appropriate training in and current knowledge of emergency First Aid is available

• gain written parental consent for any significant travel arrangements, especially if an overnight stay is involved.
Pentathlon GB has some additional good practice guidelines on specific topics such as disabilities which can be identified in Appendix 1.

2.4.1 Codes of Conduct

Other preventative measures include Codes of Conduct to outline the expected behaviour of different groups. There are a number of different codes of conduct for different roles (coach, chaperone, team manager, etc.) and clubs are expected to adopted and adapted these to their own circumstances. Pentathlon GB has a wider, comprehensive code of ethics. These documents are available from the Pentathlon GB website (http://www.pentathlongb.org).

Additionally, coaches and officials are expected to follow the codes and guidelines (as on such matters as coaching ratios, changing rooms, etc.) set by the NGBs representing the individual activities they are coaching (swimming, shooting, Riding, etc.).

2.4.2 Poor practice

The following is regarded as being poor practice and should be avoided as far as is reasonable:

- communicating directly with a child without the parent’s knowledge, this includes phoning, texting and emailing.
- unnecessarily spending excessive amounts of time alone with an individual away from others
- engaging in rough, physical or sexually provocative games, including horseplay
- allowing or engaging in inappropriate touching of any form
- using language to a child or allowing children to use inappropriate language unchallenged
- making sexually suggestive comments, even in fun
- reducing a child to tears as a form of control
- letting allegations made by an child go unchallenged, unrecorded or not acted upon
- doing things of a personal nature that a child can do for themselves
- taking children alone on a car journey, however short
- inviting or taking children to your home or office where they will be alone with you
- sharing a room or changing facility with a child

Note: at times it may be impractical to avoid some of these particular examples of poor practice.

2.5 Awareness and training

A number of publications, leaflets and posters for different purposes and targeted at different audiences, including children have been produced and circulated to promote awareness of and information about safeguarding. These are listed in Appendix 1 with an indication of their relevance to which group of people. A separate list indicates how these have been distributed.
2.5.1 Suitable Training of workforce

Training provided for staff and volunteers on the policy, procedures and professional practices that are in place and commensurate with their responsibilities in the Safeguarding and Child Protection policy and processes. Training should take place at all levels of Pentathlon GB to ensure that procedures are carried out consistently, it should also be considered as a continuing responsibility. This should include:

- awareness training in the abuses that can take place and the duty to report
- specialist training for investigators and managers
- issues relating to staff safety within a Health and Safety framework

To create an enjoyable and safe environment for all children, everyone involved in Modern Pentathlon must be aware of what good practice is and how to deal with poor practice and abuse. Formal training will help people to work safely and effectively with children by:

- comparing their own practice against what is regarded as good practice and identifying ways to improve
- ensuring that they are not placing themselves at risk from allegations
- recognising their responsibilities and reporting any concerns about suspected poor practice or abuse
- understanding the recruitment and selection procedures described (Section B)

HQ maintains a written record of training and relevant qualifications of those working with children on behalf of Pentathlon GB.

All those working with children are expected to successfully complete as a minimum, SportsCoach UK’s Safeguarding and Child Protection I or the CPSU’s Introduction to Safeguarding within 6 months of taking up duties. Within 3 years to have complete SportsCoach UK’s Safeguarding and Child Protection II. A Course Finder can be found at: ?

A number County Sports Partnerships and Local Authorities facilitate/host these 3 hour course

A matrix is maintained and available on the Pentathlon GB website outlining the distribution of guidance information and training needs of different groups.

Pentathlon GB will promote all Safeguarding & Child Protection training via the Pentathlon GB website (http://www.pentathlongb.org)

See Appendix ?.

2.6 Engagement with Local Safeguarding Children Boards (LSCBs)

Clubs should endeavour to make themselves aware of any special Local Safeguarding Children Board’s (LSCB) arrangements (including training opportunities and support), policies and procedures. The contact details for the Chairman of each board is listed on the government website www.everychildmatters.gov.uk.
PART C. MANAGING CONCERNS

3 It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in Modern Pentathlon to make judgements regarding whether or not abuse is taking place, however, all Pentathlon GB personnel have the responsibility to:

- recognise and identify poor practice and potential abuse
- and act on this if they have concerns

3.1 Responding to suspicions and allegations of abuse

3.1.1 Introduction

Although most cases of abuse take place within the family setting, abuse could occur in Modern Pentathlon. It essential that all allegations are taken seriously and appropriate action is taken.

It is your responsibility to report your concerns to the appropriate agencies (see below).

Not acting is not an option

If you are not sure and want to discuss something please contact the Lead Safeguarding and Child Protection Officer or NSPCC for advice.

3.2 Receiving evidence of possible Abuse

You may have concerns about Abuse/poor practice because:

- you see it happening
- you recognise signs such as those listed in Section A
- someone reports it to you

If a child approaches you directly and says or indicates that they are being abused, or you have concerns about their welfare you should:

- react calmly so as not to frighten them
- tell them they are not to blame and that it was right to speak up
- take what they say seriously
- recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability and/or differences in language
- keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said
- reassure them, but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform other people as appropriate
- the safety of the Child is paramount - if the Child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a Child Protection issue
- record all information
- report in accordance with Pentathlon GB’s procedures.
Avoid asking leading questions such as ‘Was it X who did this?’ Rather say, ‘Is there anything else you want to tell me?’ A series of Pentathlon GB documents exist to help those in receipt of concerns, those against whom allegations have been made and those reporting allegations and concerns are available on the Pentathlon GB [www.pentathlongb.org/].
Concern of abuse

Stay calm
Reassure young person they are not to blame
Don't make promises of confidentiality or outcome

Young person informs you directly of their concern

YES

Call a doctor or ambulance

Inform doctor of your concerns of abuse

Make a full record of the details of the concerns ASAP

Is young person in need of immediate medical treatment?

NO

Inform the designated Welfare Officer or S&CPLO of your concerns, record the details asap

LEAVE OTHERS TO TAKE MATTERS FORWARD

YES

Is the designated welfare officer or S&CPLO available?

NO

Seek urgent advice from social services or the police if the child informs you directly of abuse, record the incident

Take any action advised by these agencies
3.3 Recording information: Confidentiality and information sharing.

All concerns that you may have or receive should be recorded, ideally using the Pentathlon GB Incident Report Form (see Appendix 1 - S&CP F1).

You are recording this information for:

- yourself, so you have a record of what happened
- the CWO or other designated welfare person within your club, who will co-ordinate any action that needs to be taken
- the Pentathlon GB S&CPLO so that he can advise you
- the Police/Social Care Services if appropriate

It is not appropriate to share sensitive and confidential information with other people, e.g.

- your club committee
- other members of your club
- other acquaintances outside Modern Pentathlon

When recording information you should:

- Stick to the facts – what you have seen, heard or had reported to you
- Distinguish between what is your personal knowledge and what you have been told by others
- Do not give your own opinions: be clear when you are giving your own or others’ interpretation of events and reason for this (for example if a comment was in response to a question or an unsolicited remark)

Pentathlon GB has adopted an Information Sharing Protocol developed by the CPSU. This comprehensive document illustrates clearly, in words and diagrams, how decisions to share information are made within Pentathlon GB and between Pentathlon GB and other bodies. The document is available on the website. The key principles of this protocol will be used to make information sharing decisions in cases involving children.

3.4 Reporting the concern

The discovery that someone you know may be abusing a child will raise feelings and concerns at your club. Although it can be difficult to report such matters, you must remember that:

- the welfare of the child is paramount
- being vigilant helps to protect the individual.
- Do not undertake to keep any disclosure of abuse confidential.
- A good reporting structure ensures that concerns are dealt with fairly.

If the CWO or LSO is not available and the matter is urgent:

1. Contact a statutory agency directly for advice and

2. Complete the report form and return to the Lead Officer at Pentathlon GB.
Pentathlon GB’s Whistleblowing Policy assures all members, staff, and volunteers that it will fully support and protect anyone who, in good faith, reports a concern that a colleague is or may be abusing a child.

3.5.1 Involving Parents/Carers

Pentathlon GB is committed to working in partnership with parents/carers where appropriate. In most situations, it is important that the CWO or S&CPLO involve parents/carers to clarify any initial concerns e.g. if a child seems withdrawn, it may be that they have experienced a recent bereavement.

Where it is considered that a parent/carer may be the perpetrator of (responsible for) the abuse or is colluding with it, or may not be able to respond to the situation appropriately they should not be involved, as it may place the child at greater risk.

4.5.2 Involving Pentathlon GB

The S&CPLO must be informed of all allegations of abuse and persistent poor practice as soon as possible in order to decide the following:

- what further action should be taken by the club or Pentathlon GB
- whether further action, advice or investigation is needed by/from the Police or Social Care Services.

Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. It enables the Steering group to analyse trends and improve existing Pentathlon GB policy and guidance.

Referral letters should be clearly marked ‘private and confidential’ and sent to the S&CPLO at: Pentathlon GB, National Training Centre, University of Bath, Claverton Down, Bath BA2 7AY.

4.5.3 Involving Statutory Agencies

It should be noted that physical and sexual abuse is illegal. Consequently there is an obligation that allegations and concerns are reported to the police (your local Police Child Protection Team or in an emergency dial 999) immediately and they will decide whether to take criminal action or not. In some instances, other types of abuse such as discrimination may also be considered to be criminal and these should also be reported.

A record should be made of the details of the referral and the crime reference number.

Children’s Services contact details can be found on your area’s County Council website.

All telephone referrals made to the statutory agencies must be confirmed in writing within 24 hours detailing the following information:
Hi 5 Pentathlon GB Safeguarding and Child Protection Policy and Procedures

- the name and title of the member of staff to whom the concerns were passed and the date this happened
- any action that has been taken
- a summary of the information shared and the response received
- the time and date of the referral call to the statutory agency

Other services that can offer help and advice are the:

- NSPCC
- CPSU
- Local Children’s Safeguarding Board
- Careline
- Childline

See Appendix 3

4.5.4 Allegations of previous abuse

Allegations of abuse are occasionally made some time after the event, for example by an adult abused as a young person by a member of staff who may be still working with children. Where such an allegation is made, you should follow the procedures relating to the involvement of statutory agencies. This is because other children, either within Modern Pentathlon or in other environments, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse should automatically be excluded from working with children.

4.6 If an Allegation is made against you

Pentathlon GB’s Safeguarding policies and procedures are designed, not only to deter Abusers from targeting young people, but also to protect Existing Appointees from false accusation. If you are the person who is the centre of the allegation, the situation will be explained to you and you may be asked to stop working with young people. This may result in suspension from activity with Pentathlon GB pending a full investigation is carried out. This is to protect all parties involved.

On completion of the investigation, depending on the outcome, Pentathlon GB will assess the appropriateness of you returning to work with young people and how, if applicable, this will be managed.

Pentathlon GB will assess, on a case by case basis, any support needed for the person who has the allegation made against them. They may choose to appoint an independent officer to provide support to the person against who the allegation has been made.

4.7 Frivolous, vexatious or malicious Allegations are unlawful

If, at any point in the Report proceedings, it is determined that the Report was, indeed, frivolous, vexatious or malicious, then the matter will be referred to the CEO of Pentathlon GB and/or the Disciplinary process for their consideration and judgement.

5.5. Case Management

As discussed in Section B and illustrated in the flow chart above (Fig. ??), the exact nature of the offence will determine the appropriate course of action in any particular situation. The S&CPLO in conjunction with the CEO will assess the significance of the reported incident on a continuum from
simple welfare issue surrounding poor practice to complex, serious offence of a criminal nature. Where on the continuum the incident sits will determine the case management process.

Any breach of Government Legislation is a criminal act and will automatically be handed to the Police to handle as a matter of urgency and the victim put in touch with Children’s services and any other appropriate support agency.

A simple welfare/poor practice issue will be dealt with by the Regional or Event Welfare Officer (or in their absence, the S&CPLO) and hopefully be resolved on the spot or soon after the incident. It is likely to have arisen from a misunderstanding, lack of awareness or breakdown of communication. The outcome is likely to be an apology and if requiring behavioural change some form of training. The latter would be a matter for the CEO to take up with the person’s line manager, club chairperson, etc.

Report of a more serious concern or incident that on the surface appears wilful will be managed by an Internal Safeguarding Panel. This will nominally comprise the S&CPLO and the CEO and possibly a member of the Board. The Panel will be convened as quickly as possible, ideally within 48 hours, if necessary by telephone, and a decision taken as to whether further information or actions is required and if so, what and by whom.

If a more detailed inquiry is deemed appropriate, the case will be brought before an independent Case Management Review Group (CMG).

The CMRG will be chaired by an independent and appropriately experienced/qualified person. They will be at liberty to co-op other suitably experienced/qualified/trained individual such as a S&CPLOs from other NGB, Children’s Services, Education, etc. If specialist knowledge beyond their skills is deemed necessary or desirable, such an appropriate individual will also be sought from outside the organisation (e.g. Sporting Resolutions in the case of inter-personal conflicts between an athlete and coach). They will endeavour to bring the matter to a conclusion within 4 weeks. The CMRG will be serviced by the Pentathlon GB S&CPLO.

The individual will be informed of the nature of the breach as laid against him/her as soon as possible and will have the opportunity and the right to state their case before any final decision regarding the appropriate disciplinary action is taken. Relevant timescales will be enforced and the individual informed of these

**Powers:**

This group works within the policies and procedures of Pentathlon GB to ensure that all decisions relating to safeguarding children are reached following a fair, equitable, open and transparent process. The CMRG will have the powers to: appoint an investigating officer to gather further information they deem necessary to consider the case.

- to make recommendations to the appropriate authorities (normally the Disciplinary Panel) of actions and sanctions but not impose them
- Decide that there is no case to answer
- Decide on further training within a specified time period
- Decide that a warning as to future conduct is sufficient (regardless of whether there is a finding of guilt)
- Decide that an undertaking as to future conduct is sufficient
• Decide that the case be referred to a hearing of the Pentathlon GB Disciplinary Panel refer the concern to the statutory agencies

If, as a result of their deliberations, it is clear that Pentathlon GB policies have been breached, the matter will be passed to the Disciplinary Panel of Pentathlon GB who will be responsible for determining what punishments are appropriate for the crime ranging from reinstatement of normal involvement to life-time banning from the sport.

A report will be produced with actions recommended. The CEO and S&CPLO will oversee the implementation of these.

The CMRG may also be convened to:

• Confirm all final decisions of Risk Assessments relating to safeguarding referrals or DBS Disclosures.
• To recommend, where appropriate, that a person is referred for inclusion on the Protection of Children Act (POCA) list, or any equivalent and barring scheme.
• Monitor and review progress on ongoing cases.
• Identify any trends emerging which require a review or revision of existing policies and procedures.

5 Complaints & disciplinary procedures

Pentathlon GB has its own Complaints and Disciplinary Procedure which covers breaches of the Safeguarding & Protection policy and procedures.

If a case is being investigated by a statutory agency, Pentathlon GB will suspend the individual concerned whilst this investigation is taking place. This is a neutral act and is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children until the investigation is concluded. Once the statutory agency’s investigation is completed, and irrespective of its findings, Pentathlon GB will assess the case following its disciplinary procedures.

If the abuse is alleged to have been committed in the course of a person’s employment, he or she will be subject to whatever disciplinary procedures and sanctions are stated in their employment contract. Pentathlon GB may decide to await the outcome of such procedures before starting its own investigation.

In accordance with Pentathlon GB’s Rules, Pentathlon GB may impose disciplinary sanctions against clubs who fail to adopt and implement the Safeguarding & Child Protection policy and procedures, particularly if such failures are serious or persistent. If concerns remain once a matter has been handled by the club these should be referred to the S&CPLO who will ask the senior officers of Pentathlon GB to decide how to deal with this and whether or not to initiate disciplinary proceedings.

Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, carers, parents, members of staff and volunteers.

It is not always possible to determine exact timescales for when cases will be resolved, however Pentathlon GB will always try to ensure that all parties know what procedure will be
followed and what the expected time scales are. If there is a delay they will endeavour to inform all parties why there is a delay and when any development is expected. There should not be any period without communication of more than 28 days with involved persons. Ideally case management processes should not extend over more than 3 months; only in exceptional circumstances should they extend up to 6 months.
Are there concerns/suspicions about a person’s behaviour? Or Has there been a disclosure or an allegation about a person’s behaviour?

- **Yes**
  - Is the concern about safeguarding/possible abuse?
    - **Yes**
      - Inform S&CPLO/CWO. Make notes and complete the incident report form and submit to above officer
    - **No**
      - S&CPLO/CWO follows the multiagency Safeguarding policy and procedures. Possible referral to Police/Social Services/Local Safeguarding Childrens Board
      - Outcomes:
        - Police enquiry
        - Criminal proceedings adult Care Safeguarding Assessment

- **No**
  - Do you need to take action to ensure the immediate safety or medical welfare of the
    - **Yes**
      - Call ambulance &/or, Police
      - Tell them there may be a safeguarding issue
    - **No**
      - Is a Lead Safeguarding/Welfare Officer implicated?
        - **Yes**
          - Inform S&CPLO/CWO. Make notes and complete the incident report form and submit to above officer
        - **No**
          - S&CPLO/CEO refer to Case Management Review Group

- Is the concern about poor practice?
  - **Yes**
    - If S&CPLO/CWO inform CEO
    - Make notes & complete incident Report Form & submit to CEO
  - **No**
    - Outcomes:
      - No case to answer
      - Training
      - Refer to CEO to be subjected to the Disciplinary process.

Appeals processes
### Appendix 1- Comprehensive list of Safeguarding and Related Documents.

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**PGB Good Practice Guidance Notes**

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Appendix 2 - Glossary

**Abuse** See section 2.4.

**Adults at Risk** Those people of or over 18 years of age who have health or social care needs (irrespective of whether or not those needs are being met by social services) and who are unable to safeguard themselves as a result. While we recognise that some people will be vulnerable due to their learning disability or mental health needs there are also those adults who are at risk due to a specific circumstance they may find themselves in, for example; domestic abuse, forced marriage, and sexual or commercial exploitation (this is not an exhaustive list). In sport this may look like, but is not limited to:

- an elite athlete being sent threatening and sexually explicit text messages from their coach;
- a member of a learning disabled sports club being exploited by another club member who regularly takes money from them at lunch;
- a young woman confiding in her coach about a forthcoming holiday where she believes she will be married against her will;
- a club insisting on a parental consent form before taking a 20 year old participant with a mild learning disability on a day trip;
- a coach who regularly neglects the individual needs of disabled participants when training; or
- a group of people with mild dementia who train together.

**Barred Lists** Established by the Safeguarding Groups Act 2006, these are lists of people who are barred from working in Regulated Activity. Following the Protection of Freedoms Act 2012 the Disclosure and Barring Service manage these lists.

**Carer** A generic term which includes parents, carers and guardians.

**Child(ren)** Anyone under the age of 18.

**Child Protection in Sport Unit** The CPSU team is sited within the National Society for the Prevention of Cruelty to Children (NSPCC) and was established with joint funding from Sport England.

**Children’s Social Care Services** The Local Authority statutory agency with responsibility for safeguarding and protecting Children and families, formerly known as Social Services.

**Club Welfare Officer (CWO)** The designated individual within a Pentathlon GB affiliated club whose responsibilities are explained in Section 4.1 and Ref. ?.

**Criminal Records Check** A disclosure of the relevant criminal records and other relevant information held by the police about an individual who will be working with Children or Adults at Risk. This check is administered through the relevant Registered Body. All Criminal Record Checks must be carried out at the ‘Enhanced’ level.

**Disclosure and Barring Service (DBS)** On 1 December 2012 the Criminal Records Bureau and Independent Safeguarding Authority merged to become the DBS under The Protection of Freedoms Act 2012. The DBS carries out Criminal Records Checks and administrates the Barred Lists on behalf of the Home Office for ‘Registered Bodies’ in England and Wales. In Scotland the equivalent body is known as ‘Disclosure Scotland’ and in Northern Ireland as ‘Access Northern Ireland’. When an organisation removes a person from Regulated Activity with Adults at Risk because of safeguarding concerns, they must make a referral to the DBS.

**Duty of Care** The duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible (Ref. ?).
In loco parentis The additional obligation on a coach, or other individual with responsibility for Children, to act as a ‘reasonable parent’ would be expected to act.

Junior A person who is eligible to compete in Junior class events, as defined by Pentathlon GB.

Lead Safeguarding and Child Protection Officer (S&CPLO) The designated person appointed by Pentathlon GB whose responsibilities are explained in WG 3.10

Local Safeguarding Children Board (LSCB) The LSCBs replaced the Area Child Protection Committees (ACPCs). They co-ordinate what is done by all agencies/organisations who provide services for Children and have responsibility to safeguard them and promote their welfare. LSCBs provide local inter-agency guidelines related to the procedures that should be followed in cases of actual or suspected Child Abuse. Some areas have established sports sub-groups to inform their work.

Parent A generic term which includes Parents, carers and guardians.

Personnel Employees of Pentathlon GB and its affiliated clubs.

Position of Trust This is where an individual, such as a coach, teacher, or club officer who makes decisions for or about a Child, can influence the Child’s actions and may misuse that position to groom or abuse the Child. This position can be a positive one, in building confidence and self-esteem in Children.

Protection of Freedoms Act 2012 Wide-ranging legislation that aimed to safeguard civil liberties and reduce the burden of government intrusion into the lives of individuals. Amongst a number of changes to legislation it re-defined Regulated Activity for those working with Children, set up the DBS and introduced a new definition for Regulated Activity with Adults at Risk.

Regulated Activity

An individual is defined as being in Regulated Activity if the following requirements are met:

- Activity which involves teaching, training or instruction of children
  - AND
  - Happens frequently (once a week or more often)
    OR
  - Happens intensively (on 4 or more days in a 30-day period, or overnight)
    - AND
  - The individual carrying out the activity of teaching, training or instructing is unsupervised.
Below is a flow chart which summarises if an individual is in Regulated Activity and therefore requires a DBS check.

Flow chart to determine if an individual is in ‘Regulated Activity’:

Is the individual carrying out any of the following activities?
1. Teaching, training, instructing, caring for or supervising children?
2. Providing guidance and advice on well-being for children?
3. Driving a vehicle only for children?

Is the activity happening in any of the following places?
- Schools?
- Academies?
- Children’s Centres?

Does the activity happen as often as any of the following?
- Once a week or more often?
- 4 or more days in a 30 day period?
- Overnight between 2am and 6am?

Is the individual in a paid role in a specified place i.e. a school?

Is the individual carrying out the activity unsupervised?**

Regulated Activity

Eligibility for DBS check
A barred list check SHOULD be requested to meet legal duty

Not ‘Regulated Activity’

( must be supervised by someone in Regulated Activity with DBS and barred list check)

Eligibility for DBS check
No eligibility for barred list check

NOTE: There may still be eligibility for DBS check under ROA eligibility code 96*
Unsupervised activity refers to being the only adult in authority of a group of children or vulnerable adults outside the direct vision and hearing of a supervising adult. Overseeing changing activity in a separate room, riding activity in the woods, etc. would fall into this category.

Following the Protection of freedoms Act which came into effect in September 2012, the definition may well change. A sports sector definition is currently being drawn up by the Sport and Recreation Alliance and may well be adopted.

**Registered Body** An organisation such as Pentathlon GB through whom applications for Criminal Records Checks and Barred Lists Checks may be made on behalf of its members.

**Registered Individual** A person registered with Pentathlon GB and paying the appropriate membership fee.

**Regulated Activity** Relating to Children, involves:

- Teaching, training, instructing, caring for or supervising Children;
- Or
- Providing guidance/advice on well-being to Children;
- Or
- Driving a vehicle only for Children. And Happens frequently (once a week or more often)
- Or
- Happens intensively (on 4 or more days in a 30-day period, or overnight, even once) And The individual is unsupervised
- Or
- The activity involves supervising someone who would otherwise be in a Regulated Activity

**Regulated Activity Provider** The person or organisation responsible for employing or deploying workers to facilitate a Regulated Activity, whether these workers are paid or unpaid. See Ref. ).

**Risk Assessment** A procedure to help identify possible sources of danger and take appropriate action to minimise these risks taking into account the age, number and competence of participants.
Safeguarding Case Officer Individual within Pentathlon GB whose responsibilities are explained in Ref. ? Safeguarding Vulnerable

The Safeguarding Vulnerable Groups Act established the Groups Act 2006 legal basis for the Independent Safeguarding Authority who managed the two lists of people barred from working with children and/or vulnerable adults (Adults at Risk) replacing the barred lists (List 99[2], the Protection of Children Act 1999 (PoCA)[3], the scheme relating to the Protection of Vulnerable Adults (PoVA)[4] and Disqualification Orders[5][6]. Significant Access Being in a position to have regular and direct contact with Children or Adults at Risk whether as a volunteer or employee (see ‘Position of Trust’).

‘Welfare of the Child is Paramount’ This is a key principle of the Children Act 1989. It means that the needs of Children override those of the adults working with them.
Appendix 3 – Contact Details: