

Active Partners Trust Safeguarding Policy - Children

This policy applies to Active Partners Trust and all activities promoted under the brands of Active Derbyshire and Active Notts. Active Partners Trust has a separate policy for safeguarding adults.

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The Board Member identified to promote safeguarding is Graham Feek.

If you have any concerns about the welfare or safety of a child or young person you must follow the steps set out in sections 8 -11 of this policy document.

The Safeguarding Concern Report Form Appendix 1 and the Incident Reporting flow chart Appendix 2 are at the end of this document.

This policy was approved by the Active Partners Trust on 17 September 2026 and will be reviewed annually.

Version 4

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1. Policy Overview

1.1 Our statement

- Active Partners Trust is committed to making sport and physical activity an enjoyable, positive inclusive and safe experience for everyone.
- We acknowledge our duty of care to safeguard and promote the welfare of all children in all the work we do and in all the decisions we take.
- We aim to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:
 - have a positive and enjoyable experience when taking part, in a safe and child-centred environment
 - are protected from abuse whilst taking part.
- We recognise the inequalities exist in society and that some children are more likely to be inactive due to these. APT is committed to working with others to help address these, focusing resources in neighbourhoods and communities where the inequalities are the greatest.
- We recognise that some children, including deaf and disabled children or those from ethnically diverse communities can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.
- We will support and promote a culture of listening to and respecting children's views.
- We will model best practice in our internal procedures and any direct delivery undertaken by our team, contractors/delivery staff and volunteers and promote best practice to partners, supporting them to achieve minimum operating standards in terms of safeguarding by providing advice and support.

1.2 What we will do

- APT will ensure that responsibility and accountability for safeguarding is placed firmly at a senior level within the organisation with a 'safeguarding champion' on the board. Board members will understand their responsibilities for safeguarding through board training and board discussions.
- On an annual basis, this policy and procedures document will be reviewed and updated by the Safeguarding Lead Officer and reviewed by full board at least every three years, more frequently if significant changes are required.

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- Use the NSPCC Sport safeguarding framework to inform policies and procedures and will produce an annual implementation plan, reviewing progress against this annually. This will be shared with the board safeguarding champion and other trustees annually.
- Ensure that all our employees, contractors/delivery staff and volunteers know that safeguarding is everyone's responsibility and it is everyone's responsibility to report any concerns about a young person. It is the responsibility of statutory agencies to determine whether abuse has taken place.
- Advocate the 7 golden rules of Information sharing. Safeguarding is of paramount concern when considering information sharing.
- Follow safer recruitment procedures when recruiting employees, contractors/delivery staff and volunteers, including where appropriate carrying out DBS checks.
- Provide training and support for all employees including mandatory induction and safeguarding updates at team meetings and in annual performance reviews.
- Make sure that all employees, contracted staff or volunteers working with children are aware of and apply relevant codes of conduct.
- Provide and promote safeguarding training to coaches, community organisations, clubs, delivery providers etc. Available safeguarding training courses promoted on Making our Move website and in e-newsletters.
- APT will use our safeguarding and child protection procedures to share concerns and relevant information with agencies that need to know, involving children and parents appropriately.
- Have procedures for dealing with allegations of abuse against employees and volunteers, including reporting to the LADO and referral to DBS where appropriate.
- Have a case management process in place to respond to safeguarding concern. Respond to any allegations appropriately and implement the appropriate disciplinary appeals procedure.
- Have a whistleblowing policy in place for employees to report any concerns they may have.
- Have procedures in place for employees for E-safety i.e. how we communicate electronically with children.
- All suspicions and allegations of abuse or poor practice (not involving APT employees or volunteers) will be taken seriously and responded to swiftly and appropriately.
- APT will design all our activities/events with due regard to safeguarding legislation and good practice.
 - Have welfare plans in place for all events under APT control.
 - Provide clear procedures for children, parents, employees and volunteers so that they can voice their concerns if they feel unsure or unhappy about a matter concerning a child.
 - Take appropriate action if a child is identified as in need of support services/early help (rather than child protection).

- Will make sure that any partner funding agreement includes effective arrangements to safeguard children, including adequate policies and procedures.
- Working with coaches, community organisations, clubs, delivery providers and volunteers, APT will raise awareness and support those working in sport and physical activity, to support them gain knowledge and to provide guidance to protect children and minimise avoidable risks.
- Promote [UK Coaching's guidance for coaches on the standards for deployment](#)

1.3 Definitions

- **Children** means anyone who has not yet reached their 18th birthday (in England) and means babies, children and young people throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.
- **Parents** is used as a generic term to represent parents, guardians and carers.

1.4 National standards for safeguarding and protecting children in sport

This policy is designed to meet the ten standards set out by the NSPCC Sport. Information about the national standards is available on the [NSPCC Sport website](#).

The responsibilities of APT, as a sports organisation, as outlined in the government guidance 'Working Together to Safeguard Children' (currently 2026) are acknowledged and addressed in this policy and required procedures. It will be the responsibility of the APT's Safeguarding Lead Officer or Deputy Lead Officer to attend, if APT is approached to be a 'Relevant Agency' as part of the formal safeguarding arrangements put in place by multiagency safeguarding agencies operating across Derbyshire and Nottinghamshire.

1.5 Local context and scope

- APT works across Derbyshire and Nottinghamshire through its place-based teams, Active Derbyshire and Active Notts. This policy covers activities carried out directly by APT.
- APT has a strategic and co-ordination function and has limited direct responsibility for sports programme delivery. Exceptions include occasional events such as Girls Active Inspiration/Celebration days. In these events, APT has the responsibility for organising the core event services whilst other organisations (such as local authorities and schools) are directly responsible for the children in their care. The roles and responsibilities for these events are set out in specific event safeguarding manuals.
- Our work and events are generally in partnership with local authorities, schools and colleges, national governing bodies of sport (NGBs), NHS and other statutory and voluntary

organisations. Each local authority, NGB, sports club, or other organisation will have their own policy to follow when they organise activities. For activities that are being carried out by others on behalf of APT, minimum standards have been set which are outlined in Appendix 4.

- It is a requirement that all organisations receiving funding from APT will have an appropriate Safeguarding Children Policy and procedures in place which align to the NSPCC Sport's standards for the sports sector. Partner funding agreements detail the safeguarding requirements.
- This policy is designed to cover all the work with children and relates to all employees, contractors/delivery staff and volunteers employed or deployed by APT for activities which it supervises and controls.

For the purposes of the policy, APT staff include:

- **Employees/core team** - full and part-time paid officers employed by APT. These officers do not have regular direct contact with children; however, each post will be assessed i.e. DBS requirements, on an individual basis.
- **Contractors/delivery Staff** - refers to leaders, coaches, tutors who have direct access and responsibility for children and adults, working on behalf of, but not employed by, APT.
- **Volunteers** - refers to one-off event staff that assist with events and volunteers involved in the governance of APT, its board, Active Derbyshire and Active Notts panels. These volunteers will not have unsupervised access to children and will not be working on a regular basis.

2. Recruitment, employment and deployment of employees and volunteers

APT will take all reasonable steps to make sure unsuitable people are prevented from working with children. APT will also make sure that employees receive regular training in safeguarding issues.

2.1 Recruitment

The organisation will undertake Disclosure and Barring Service (DBS) checks where required by law or for roles where it is appropriate to do so. All paid employees directly employed or deployed by APT, who have direct contact with children, will be assessed for suitability to work with this age group.

- A minimum of 2 references will be taken and followed up. One must be from the most recent employer.
- Any gaps in employment are investigated.
- Qualifications will be checked.
- A Self-Disclosure form will be completed.
- Roles will be assessed to see if they are eligible for a Disclosure and Barring Service (DBS) check.
- Positive disclosures will be analysed to assess suitability.

Should any concerns arise in the recruitment process, advice will be sought through APT's HR or legal advisors. If this affects any partner organisations, they will be informed in line with information

sharing protocols. Where necessary, the 'duty to refer' DBS guidance will be followed if concerns arise about the suitability of employees or volunteers.

APT will encourage this practice in organisations that it works with.

2.2 Induction and Continuing Professional Development

APT will make sure:

- All new employees will undertake an induction programme. A copy of this policy, employee Code of Conduct and procedures will be included as part of the induction pack and meetings.
- All employees will undertake basic safeguarding training by either attending an appropriate course or completing an on-line module.
- Employees with designated responsibilities in relation to safeguarding will be provided with additional relevant training for this role.
- Training and/or written guidance on safer recruitment practice will be provided for those responsible for recruiting, selecting and deploying employees and volunteers.
- Employees will update their appropriate level of training every three years.

3. Monitoring and review

- APT will maintain a record of relevant staff training and required DBS checks etc. This will be reviewed as part of the safeguarding annual review. Any training or checking needs that are identified will be reported to the individual's line manager for implementation.
- Failure of employees to comply with the policy and procedures will be addressed immediately and ultimately could result in disciplinary action.
- APT will regularly review its Safeguarding Policy - Children and act as required to maintain best practice. The policy will be revised in the light of changes in the organisation's role or structure, changes in legislation and guidance, or considering learning from significant cases.
- The events welfare plans will be reviewed annually to take account of feedback from children and learning from previous events.

4. Photography, film and publication of imagery

- APT wants to promote positive images of children taking part in physical activity. For this to take place APT recognises the need to follow certain procedures concerning the use of imagery of children to ensure their safety and to review and adapt these procedures in light of the rapid developments with AI. APT will use appropriate imagery of children in hardcopy and electronic publications for media and or communication purposes. Appropriate may mean only using distance shots or back shots of children to minimise the risk of any imagery being manipulated by AI.
- Images will be provided to APT for publicity purposes by the parents/carers or images will be taken by APT employees or a commissioned photographer, with the consent of the parent (e.g. for events/competitions). A sample Photography and Video consent form is available in Appendix 7

- Parental consent may be obtained on behalf of APT by the child's school or club. As part of the consent process, it will be made clear that the image may be used for publicity purposes.
- At events organised by APT it will make sure that an agreed procedure is in place to safeguard children. Details of this procedure will be documented and shared with event organisers (employees and volunteers).
- For events involving schools that are organised by APT, a consistent brief will be sent to all schools before the event which asks the school to inform APT of any child who must not be photographed. APT will ensure that any official photographer, engaged by APT is aware of this procedure and any child this applies to. All commissioned photographers will be required to always wear official identification.
- At events organised by APT that are attended by parents, spectators or guests, appropriate guidance will be displayed and or circulated at the event. It is expected that those who wish to take photographs will read and comply with this guidance.
- At events where extra staff are in support, all parents or spectators wishing to take photographs will be required to register their details and have identification to show that they have permission to do so. For written guidance on the types of image to take and how they should be used, see Appendix 6.
- APT staff team are aware of the need to select the image to use carefully and not to publish identifiable details of the young person, when not appropriate. An exception to this is for young elite athletes where permission is explicitly sought from parents, to publish their name, achievements, future competitions etc.
- Unless a legitimate business purpose or clear justification is provided, APT will remove any photograph or video more than two years old from our website and permanently delete from Sharepoint.
- Unless a legitimate business purpose and clear justification is provided, APT will delete or set to private any video more than two years old that exists on our YouTube account, and additionally permanently delete any version that exists on Sharepoint.

5. E- Safety and Use of social media

APT uses its website and various social media platforms e.g. Facebook, Instagram and YouTube to promote the opportunities and benefits of taking part in sport and physical activity, the work of APT, its place teams Active Derbyshire and Active Notts and its partners. Guidelines on the correct use of social media have been produced for employees to follow to ensure that a professional image and safe environment is always presented online. This is supported by APT's Acceptable Use of Information Technology policy. Both policies are referred to in all new employees' induction.

APT does not, as a rule, use live streaming and video conferencing platforms to communicate with children. Our listening to and planning with children's sessions are held, as a norm, face to face. However, any employee or volunteer using virtual meeting platforms e.g. Zoom, Teams etc. to consult with children will be expected to follow the APT guidelines, Appendix 5.

6. Commissioning Services

APT will make sure that any partner funding agreement with partners or service level agreement with contractors will specify safeguarding standards that are required to be met as part of the agreement. Where possible, partners' compliance with this will be checked as part of sample observations to ensure that they are meeting the standards specified. Support to help community organisations and sports clubs meet these standards will be offered and provided if required. Organisations that do not currently meet and do not wish to fill the gaps to meet the standards will not be supported. Minimum operating standards for Safeguarding are detailed in Appendix 4.

7. Accountability

Many of the projects that APT sets up or contributes to involve two or more organisations, each with their own safeguarding policies and procedures. For example, a local authority, a School Sports Partnership, a sports club, a voluntary organisation, or a school. APT will ensure that in the project planning stage of any partnership project, there is agreement on which organisation's Safeguarding Children Policy and procedures will be followed in the event of a concern arising. This agreement will be recorded and shared with all relevant parties.

8. Dealing with allegations

It is not the responsibility of APT employees to individually decide whether abuse or poor practice is occurring. That is a task for the professional child protection agencies. However, it is the responsibility of APT employees to report any concerns they have, or are reported to them by others, to the appropriate agencies. This includes any concerns reported to them about APT employees or volunteers working on our behalf.

APT will deal promptly and appropriately with any reported or observed incidents/concerns of abuse or poor practice, following the procedures set out in the Incident Reporting Flow Chart (Appendix 2).

Any APT employee who has concerns for or is made aware of concerns for a child who is in need of support/early help (i.e. a child in need of additional services rather than child protection) should log this concern on the Safeguarding Concern Report Form (Appendix 1) and pass on to the APT Safeguarding Lead for follow up. This will involve an initial conversation with the relevant children services department for advice on whether a referral should be made and parental consent obtained.

All employees have access to the latest version of Incident Reporting Flow Chart (Appendix 2) and Safeguarding Concern Report Form (Appendix 1). The Incident Reporting Flow Chart and Safeguarding Concern Report Form will be reviewed annually and updated if required.

Detailed advice about how to respond to allegations and concerns is provided in Appendices 1, 2 and 3 of this document. Information is also available on APT's Sharepoint and the [website](#)

If any employee or volunteer, who having reported a safeguarding issue to the Safeguarding Lead Officer or Deputy Lead Officer, has concerns about how this report is being addressed internally by APT, they should escalate their concern, by contacting, in priority order:

- The CEO
- The Board Safeguarding Lead
- NSPCC Sport (for advice on the next step to take)

If any employee or volunteer, who having reported a safeguarding issue to the Safeguarding Lead Officer or Deputy Lead Officer, has concerns about how this report is being addressed externally by other agencies e.g. children's services, or police, they should escalate their concern, by contacting:

- The Safeguarding Lead Officer who will refer to NSPCC Sport for advice on how to proceed to register and process this concern.

9. Case Management

For more complex cases and for any allegations or concerns that an APT employee or volunteer may have harmed or present a risk to children, a case management group will be brought together. This will include the Lead Safeguarding Officer, the Deputy Safeguarding Officer, the CEO, the Board Safeguarding champion (unless any of the above are implicated in the case).

For internal allegations, an external HR expert will also be brought in.

The role of the group will be to

- Ratify any actions already taken by the Lead Safeguarding Officer
- Assess and agree immediate responses
- Identify an appropriate route for case e.g. referral to a statutory agency, referral to NGB safeguarding lead. For an allegation against an APT employee, the 3 possible routes that will be considered are; police investigation, statutory child protection investigation and internal disciplinary investigation.
- Consider the need for temporary/interim suspension order
- Review progress and learn from case.

The HR expert will be asked to provide guidance on the support required to any APT employee under investigation to ensure the employee receives fair treatment from APT during the course of the investigation. The HR expert may be engaged to provide direct support to the individual during this time. policy

10. Information Sharing

To make sure that children are effectively safeguarded, it is important that concerns are shared with the appropriate people and agencies. APT understands that this information is likely to be highly sensitive and will follow the procedures outlined in the Incident Reporting Flow Chart Appendix 2 which details who information can/should be shared with.

APT will follow the seven golden rules for information sharing and Government guidance detailed in Appendix 8.

All hard copy confidential information will be stored in a secure location within an APT office and will only be accessible to the Safeguarding Lead Officer.

11. Support for the reporter of suspected abuse

A variety of feelings and concerns may be generated by the discovery that an employee or a volunteer is, or may be, abusing a young person and this may raise concerns amongst other employees and volunteers.

APT will fully support all employees and protect anyone who, in good faith and without malicious intent, reports his or her concern about a colleague's practice or the possibility that a person may be being abused.

APT disciplinary, grievance and whistleblowing policies (Appendix 17) and procedures will apply. These are available as separate policy documents.

12. Record retention and storage

All completed Safeguarding Concern forms and records of action taken will be securely stored for no longer than 6 years (see exceptions below).

For reported adults who are employed by APT, records of allegations, action taken and decisions reached will be retained on file, at least until the person reaches normal retirement age or for 10 years if that is longer. This applies even after the APT employee has left APT.

For reported adults who are not employed by APT, personal information will not be held longer than 6 years after the subject's last contact with APT. Exceptions to the 6-year period will occur when records:

- Need to be retained because the information in them is relevant to legal action that has been started.
- Are required to be kept longer by law.
- Are archived for historical purposes (e.g. where the organisation was party to legal proceedings or involved in proceedings brought by a local authority).
- Consist of a sample of records maintained for the purposes of research.
- Relate to individuals and providers of services who have, or whose staff, have been judged unsatisfactory.
- Are held to provide, for the subject, aspects of their personal history (e.g. where the child might seek access to the file later and the information would not be available elsewhere).

Disclosure and Barring Service (DBS) certificates will be stored securely for just as long as they are required for a decision to be made and certainly no longer than for 6 months.

All the above information is stored in secure confidential folders on Sharepoint with access limited to CEO, Operations Lead and Business Support. Any information which needs to be shared with an external agency will be password protected.

APT will minimise the collection of any personal information about individual children (e.g. name, school, academic year, etc.) in the process of organising an event. This information will be held for the minimum time required and will then be securely disposed of, unless there is a specific safeguarding issue that requires the information to be kept for longer.

Any information retained or archived will be securely transferred to any successor body to APT.

13. Employee declaration

All employees of APT will be required to sign a sign off sheet to record that they have taken the time to thoroughly read this Safeguarding Children policy, code of conduct and procedures. This will be submitted to the Lead Safeguarding Officer for retention. By being made aware of the policy, it is our intention to make sure that **all** employees are pro-active in providing a safe environment for young people to participate in sport and physical activity organised by APT or by partners.

Any disciplinary measures or complaints arising because of this policy will be dealt with in accordance with APT disciplinary procedures.

If you have any concerns about the welfare or safety of a child, you must follow the steps set out in this policy document.

14. Abbreviations

The following terms and abbreviations may be used throughout this document:

APT	Active Partners Trust
SLA	Service Level Agreement
NSPCC Sport	National Society for the Prevention of Cruelty to Children - Sport Unit
NGB	National Governing Body of sport
The organisation	Active Partners Trust
DBS	Disclosure and Barring Service
LA	Local Authority
LADO	Local Authority Designated Officer

The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates they are unsuitable to work with children

Policy approved by APT Board - 17/09/2026

Appendix 1 Safeguarding Concern Form

Always complete this form as soon as possible for any incident you witness or is reported to you. Listen to what has been said, ask open questions, reassure and do not judge. Once completed as much as you can, pass on securely to the APT Safeguarding Lead or Deputy Lead for action.

Use the form below as a prompt to collect as much information as is available. Clearly identify whether recorded information is FACT, HEARSAY or OPINION.

Your name:	Date:
Organisation:	Email:
Address:	Telephone numbers:
Child's name:	Gender: M F
DoB or age:	Does the child have a disability? <i>Please state</i>
Child's ethnicity if known:	
Parent's/Carer's details if known:	
Name:	Email:
Address:	Telephone numbers:
Have the parents/carers been notified of the incident Y N If yes, please record what was said/action agreed	

Are you reporting your own concerns or reporting concerns raised by someone else?	
My own concerns	Responding to concerns raised by someone else
If responding to concerns raised by someone else, please provide further info:	
Name:	Email:
Position within sport/organisation or relationship with child:	Telephone numbers:
Details of incident or concerns Include all info such as description of any injuries, description of behaviour, whether you are recording the incident as fact, opinion or hearsay.	
Dates and times of incident:	Location(s) of incident:

Child's account of incident:	
Any witness accounts of the incident? Provide details:	
Witness's details if known	
Name:	Email:
Position within sport/organisation or relationship with child: <i>Date of birth if child</i>	Telephone numbers:

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Details of any person involved in this incident or alleged to have caused incident/injury:	
Name:	Email:
Position within sport/organisation or relationship with child:	Telephone numbers:
Provide details of any action taken to date:	
Has the incident been reported to any external agencies Y N If Yes please provide further details	
Name of person:	Email:
Organisation:	Telephone numbers:
Agreed action or advice given:	
Your signature:	

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Your action = Contact the Active Partners Trust (Active Derbyshire, Active Notts) Safeguarding Officer if available or follow the Active Partners Trust reporting flow chart.

Info passed on to APT Safeguarding Officer

Date	Action agreed

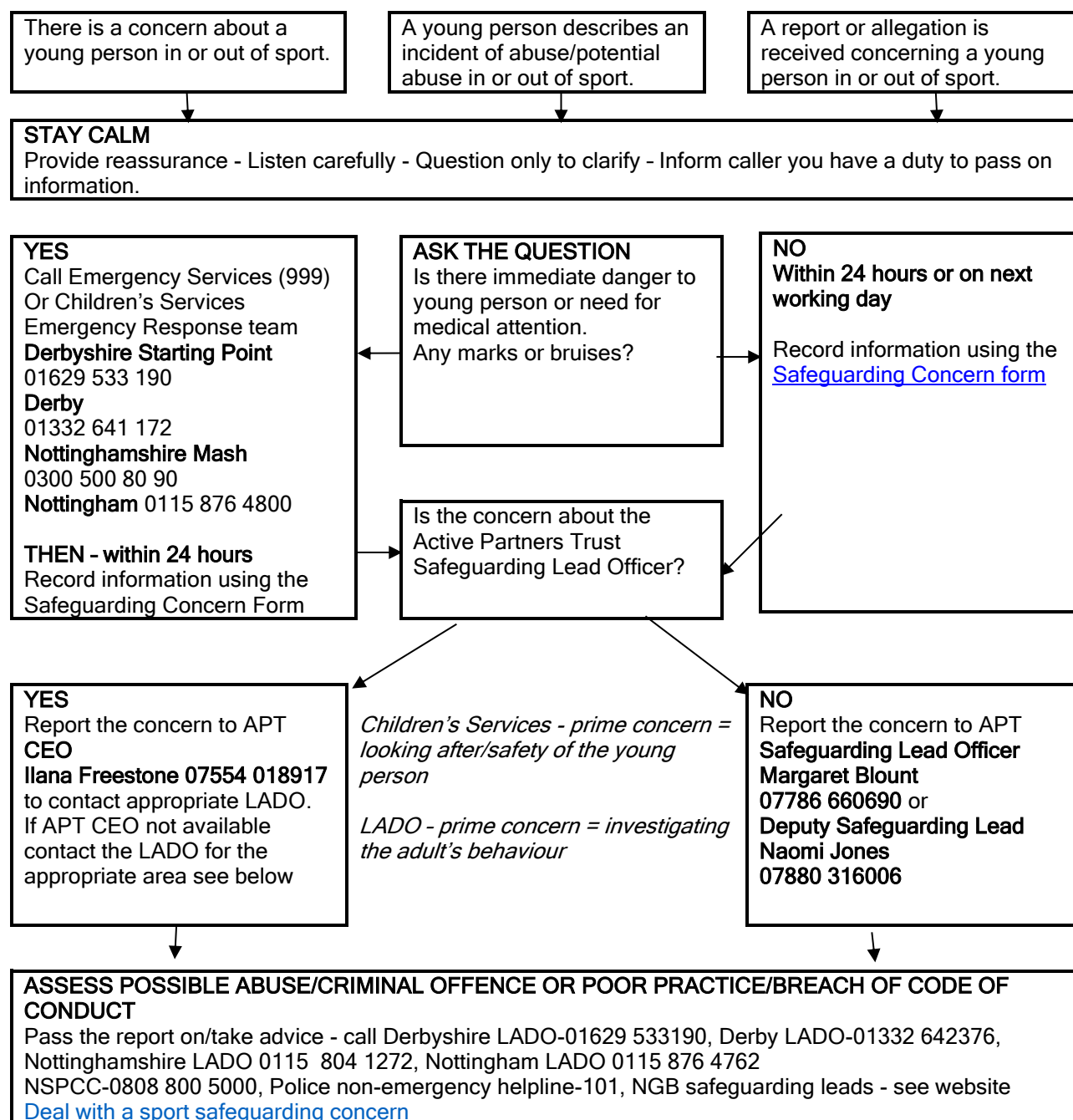
Feedback provided to referrer by APT Safeguarding Officer.

Feedback to be provided on a need to know basis. No detail - who was spoken to and where it has been referred to.

Date	Action agreed

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Appendix 2 Incident Reporting Flowchart



APT'S SAFEGUARDING LEAD OFFICER OR CEO TO TAKE FURTHER ACTION

- Seek consent from parent/carers to share information unless it places the child at risk of harm. If unsure, seek advice from LADO (for someone in position of trust). Consult with APT case management group for concerns about parent/carer.
- Where allegation is against an APT employee, consult with **APT CEO or Board lead** and relevant LADO to agree appropriate action. If allegation in sport, inform NGB safeguarding officer.
- Where allegation is against a person associated with APT but not an APT employee, consult with LADO and relevant statutory/employing body e.g. school. If allegation in sport, inform NGB safeguarding officer.
- Where allegation is against an individual in sport but not connected with APT, consult with the LADO and NGB safeguarding officer.
- Where allegation/concern out of sport, consult with the LADO

POSSIBLE ABUSE

Secure and record their commitment to refer to statutory agencies. Seek confirmation, within 24 hrs, that this has happened. Follow up in writing within 24 hrs. Pass Safeguarding Concern Report form and records of all conversations to APT Safeguarding Lead Officer for filing.

POOR PRACTICE

Record actions and plans agreed. Minute the conversation, follow-up in writing within 24 hours. Pass Safeguarding Concern Report form and records of all conversations to APT Safeguarding Lead Officer for filing.

Contact numbers in Derbyshire and Nottinghamshire
Derbyshire County Council

Derbyshire Children's Services Starting Point **01629 533 190** choosing the option for urgent child protection calls any time or [submit online request](#)
 Derbyshire Police call centre number **101** anytime
 Local Authority Designated Officer **01629 533 190**

Derby City Council

Derby City Children's Services First Contact Team **01332 641 172** 9am - 5pm
 or by secure email ashmail@derby.gcsx.gov.uk
 Careline **01332 786 968 at any time**
 Derbyshire Police **101** anytime or **0845 123 33 33** (if the child is not in immediate need of protection)
 Local Authority Designated Officer **01332 642 376** or secure email
CYPSSafeguarding@derby.gcsx.gov.uk

Nottinghamshire County Council

Children's Social Care - MASH **0300 500 80 90** 9am - 5pm or by secure email
mash.safeguarding@secure.nottsccl.gov.uk
 Emergency duty team **0300 456 4546** anytime
 Nottinghamshire Police **101**
 Local Authority Designated Officer **0115 804 1272**.

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Nottingham City Council

Children's Social Care 0115 876 4800 anytime or by secure email

candf.direct@nottinghamcity.gcsx.gov.uk

Nottinghamshire Police 101

Local Authority Designated Officer 0115 876 4762

Active Partners Trust

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Appendix 3

Responding to Disclosures, Allegations and Concerns

1. Responding to Disclosure—The Do's

- Stay Calm
- Listen - give the child time to say what he/she wants. Pay particular attention to any spontaneous statement. In the case of children without speech or with limited language, pay attention to their signing or other means of expression, including behaviour and play.
- Reassure - tell the child that they have done the right thing, and that the abuse is not their fault;
- If the child is in immediate danger, call emergency services (999) or the relevant county or city emergency response team.
- Record in writing - as soon as possible document the conversation accurately using the Safeguarding Concern Report Form. (Appendix 1)
- Report - to the Safeguarding Lead /Deputy Safeguarding Lead for guidance or to continue the procedure
- Seek consent from parents/carers to share information unless it places the child at risk of harm.
- Record - confirm referrals in writing, using the Safeguarding Concern Report Form. Also record concerns and the actions taken on any own internal records.
- This is a useful animation to watch <https://learning.nspcc.org.uk/research-resources/2019/let-children-know-you-re-listening/>

2. Responding to Disclosure—The Don'ts

- Do not panic
- Do not promise to keep secrets
- Do not inquire into details of the abuse or question the child
- Do not make the child repeat the story unnecessarily
- Do not take responsibility for deciding whether abuse has occurred. Seek advice. The primary responsibility of the person who first suspects or is told of abuse is to report it and ensure that their concern is taken seriously.

3. Responding to Concerns

- Report all concerns and record, regardless of how concern arises. i.e. direct disclosure, observations, and allegations from third party, poor practice or possible abuse. Use the Safeguarding Concern Report Form (Appendix 1)
- Respond to own concerns through witnessing indicators or receiving information of possible abuse.
- A person may have suspicions of possible abuse (either by parents, activity staff, volunteers or other young people) but without any direct disclosure or action from the child involved. It is

essential that the same procedure is undertaken for this scenario as if responding to a disclosure from a young person. Record what has been said, heard or seen as soon as possible and follow procedures set out in the Incident Reporting Flow Chart (Appendix 2). If there is any doubt as to whether the alleged or suspected behaviour constitutes abuse, the concern must be shared with professional agencies that will be responsible for subsequent action.

- Children's Services can also be contacted for support in relation to this decision making, either using anonymised information or passing on identifying details of a case. In most circumstances an agreement will be sought as to the most appropriate way to proceed, although it should be recognised that once in receipt of information relating to an identified child, Children's Services have a duty to take any action required to protect the child within their statutory responsibilities.
- 4. Responding to Allegations/Concerns about the Suitability of Employees or Volunteers**
- Any concerns for the welfare of the child, arising from abuse or harassment by an employee or volunteer, must be dealt with in the same way as allegations against other people and reported immediately to the designated safeguarding officer.
 - The person to whom the allegation is reported must treat the matter seriously using the Safeguarding Concern Report Form (Appendix 1) and the matter should be reported immediately to the Safeguarding Lead Officer. On the Concern Report Form, distinguish between fact, hearsay and opinion.
 - **NB: No attempt should be made to investigate further before the discussion with the LADO. There are some circumstances where the employer should not have any discussions with the child or young person or the person about whom the allegation has been made (where there are clear child protection concerns and /or potential criminal offence has been committed).**
- 5. Responding to Allegations of Previous Abuse**
- Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by an employee or volunteer who is still currently working with children). Where such an allegation is made, the same procedures as detailed above must be followed and the matter reported. This is because other children, either within or outside sport, may be at risk from this person.

Appendix 4

Minimum Operating Standards for Safeguarding

Introduction

Children have the right to be safe and enjoy the sports activities that they take part in and parents and others have a right to believe those organisations provide a safe environment.

APT expects the following standards to be met by all partners. Guidance will be provided to support organisations meet these standards.

The Standards

Organisations must have:

- A Child Protection/Safeguarding Policy and reporting process that is shared with stakeholders. It must be clear when this policy was adopted and when it will be reviewed.
- Clear disciplinary, concerns, allegations and complaints procedures.
- Clear operating standards for holding and sharing information.
- An identified Safeguarding lead person who has a clear job description and has attended a minimum of three hours recognised safeguarding training within the last three years.
- Recruitment and selection procedures for volunteers and/or employees working with young people that include:
reference checks (minimum of two),
an enhanced DBS check with a barred list check (if a regulated activity, even if supervised) or
an enhanced DBS check for all people working with young people.
- Codes of conducts for employees, coaches, volunteers and participants.
- All individuals working with children have attended recognised safeguarding awareness training and hold other relevant qualifications e.g. relevant coaching level qualification for their role in this activity.
- An individual is always on site with a recognised first aid qualification.
- E -safety and Photography guidelines in place.

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Appendix 5

APT Video Conferencing guidelines

All APT employees, if using video conferencing platforms e.g. Teams, Zoom etc. to communicate with children, either as an individual or as a group, must follow these guidelines.

- Never set up a one-to-one session with a young person. Always have two members of staff dial into and be continually present in a video session, (even if one is only observing).
- Include the parent/carer in any communication to set up the session and encourage them to attend to.
- Set up by sending out to child **and** parent/carer a password to access the session. This will also ensure that the session is not 'gate crashed' by externals.
- Only the presenter is allowed to share their screen.
- Always have your screen on. Encourage the children to keep their screens on to but respect their decision if they choose to turn their screen off.
- Step in to mute or edit chat if anything inappropriate is said or written.

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Appendix 6

Guidance on use of photography and video

Introduction

APT use photographs and videos to showcase what APT and partners are doing toward the vision and aims of Making our Move. We share photographs and video on our social media, on our website, in our e-newsletters and in our reports.

- As a team we are mindful of the images we take, how we share them and we just take images which are appropriate, we need to illustrate the message and know we will use. We aim to not be intrusive and not impede on the experience of the activity for the people taking part. We are aware of the potential risks of manipulation from AI to images that we share/publish and will seek to minimise these risks. Appropriate may mean only using distance shots or back shots of children.

Permissions

In the work of APT, photographs and video using cameras and mobile devices may be taken by:

- APT employees and or volunteers (Group 1)
- An official photographer or videographer engaged by APT (Group 2)
- School staff or community group lead (Group 3)

These guidelines will be shared with and must be followed by Groups 1, 2 and 3.

Group 1, 2 and 3 photographers will be identified by either introduction or by wearing official identification.

APT will display and/or circulate the request that no photographs or videos are to be taken by anyone else e.g. participants, parents, guests, or spectators. Anyone else seen taking photographs or videos, not in groups 1, 2 or 3 will be approached by a member of APT team and asked to stop.

Consent of the child or young person

- Consent should be in place from parents for any child under 18 to be photographed and for the photographs to be shared and or published.
- For an individual or small number of young people, not linked to school or community group, this needs to be written confirmation from parent on the template form (Appendix 7) or by email.
- For young people attending an activity as part of a school group, APT will keep a record showing that we have asked the school representative if the school has a consent for that

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child to be photographed and consent for images to be published externally e.g. shared on our social media.

- For children attending as part of a community group/club, we keep a record showing that we have asked the community group leader if they have a consent for that child to be photographed and consent for images to be published externally e.g. shared on our social media.
- Every effort will be made not to capture any image of child where consent has not been given.
- No photographs will be shared or published of a child where consent has not been given or has been subsequently withdrawn.
- Personal information which can lead to a child being identified should never be used. If it is necessary to name a child or young person, APT must check that written parental consent is in place and that parents have been informed as to how the image will be used. This is particularly important when issuing press releases.
- For children's events that APT organise e.g. Forest Games, Girls Active events, specific event guidelines will be drawn up that comply with these guidelines.
- A sample Photography and Video Consent form is available in Appendix 7.

Consent or not

When an activity is with specific participants e.g. school, club, community group, walking group, we will obtain/check consent is given before photographs and or videos are taken.

When we know that consent will not be in place for everyone involved e.g. some pupils in a school group, we will consider in advance with key partners how to ensure that these individuals are not photographed or videoed. For some activities e.g. Forest Games, we will consider and agree how individuals without consent can be identified by the photographer/videographer so they are safe. We will always be sensitive to how the individuals will feel about how they are identified and where we can, we will involve them in making this decision e.g. Girls Active.

APT team members will also be mindful of whether there are any cultural implications of the activity e.g. dancing and how the imagery is going to be shared. Even if consent is in place for individuals, the APT lead will proactively check with participants that they are still happy to be photographed or filmed.

For larger events, with an adult audience, e.g. conference, celebrations, or workshops, we will inform participants that we plan to take photographs and check their consent. This may be in advance as part of the booking process or when they arrive. Where numbers are large and/or attendance is fluid, we will display posters around the venue, informing attendees that images will be taken throughout the day and if they do not wish to be photographed or videoed, to let an APT team member know. The team member will be responsible for letting the APT event organiser know the name of the person concerned.

Sharing, publication and storage of imagery

- Only APT, approved partners and school staff should publish photographs in public places (including websites and social media).
- APT partners and or contractors taking videos or photographs on behalf of APT must securely transfer images to APT's systems and remove from their own systems after 3 years.
- Unless a legitimate business purpose or clear justification, APT will remove any photographs and video content more than two years old from our website and permanently delete from Sharepoint.

- Unless a legitimate business purpose or clear justification is provided, APT will delete or set to private any video more than two years old that exists on our YouTube account and permanently delete any version that exists on Sharepoint.
- Everyone has the right to withdraw their consent at a later date. We will ensure that children and adults know how to contact APT if they wish to do so.

Guidance on imagery taken

- ATP will safeguard children by reducing the risk of their image or likeness being copied, manipulated, or misused online. We will strive not to use close-up images and/or identifiable faces in any media if the subject is a child. Instead, wherever possible we will use:
 - wider shots;
 - over-the-shoulder shots;
 - shots taken from behind the child;
 - shots where the face is concealed, e.g. behind a book or toy.
- Images should positively reflect the child's or adult's involvement in the activity.
- Children and adults must be appropriately dressed when being photographed. It is never acceptable to capture any images in changing rooms, showers or at any time when participants are dressing. Images should be neither sexual, of an exploitative nature nor open to misinterpretation or misuse. If in doubt, do not take.
- For some activities (e.g. swimming, gymnastics) the potential for images to be misused is greater than for other sports. With these sports the content of the photograph or video should focus on the activity rather than a particular child or adult and should avoid full face or body shots.

Photography and Video Consent Form

Active Derbyshire and Active Notts, on behalf of Active Partners Trust, need your permission before we take any images or filming of you or your child for promotional purposes. Please answer the questions below, then sign and date the form.

Event/location			
Date			
Media type			
Name of participant			
Name of parent/guardian (if participant is 18 years of age or under)			
Email address			

Please specify below where images/video of you may be used:

	Yes	No		
Printed promotional publications				
Advertising				
Website				
Social Media				
Promotional videos				
Signature of participant			Date	
Signature of parent/guardian (if participant is 18 or under)			Date	

Please note that your personal information, including images of you, will be collected and processed by us as detailed in our privacy notice available on [Making our Move website](#)

Appendix 8

Seven Golden Rules for Information Sharing

1. Remember that the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 and human rights laws are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.

2. Be open and honest

Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

3. Seek advice from other practitioners, or your information governance lead if you are in any doubt about sharing the information concerned without disclosing the identity of the individual where possible.

4. Share with consent where possible and where possible, respect the wishes of those who do not consent to having their information shared. Under UK GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being

Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Necessary, proportionate, relevant, adequate, accurate, timely and secure

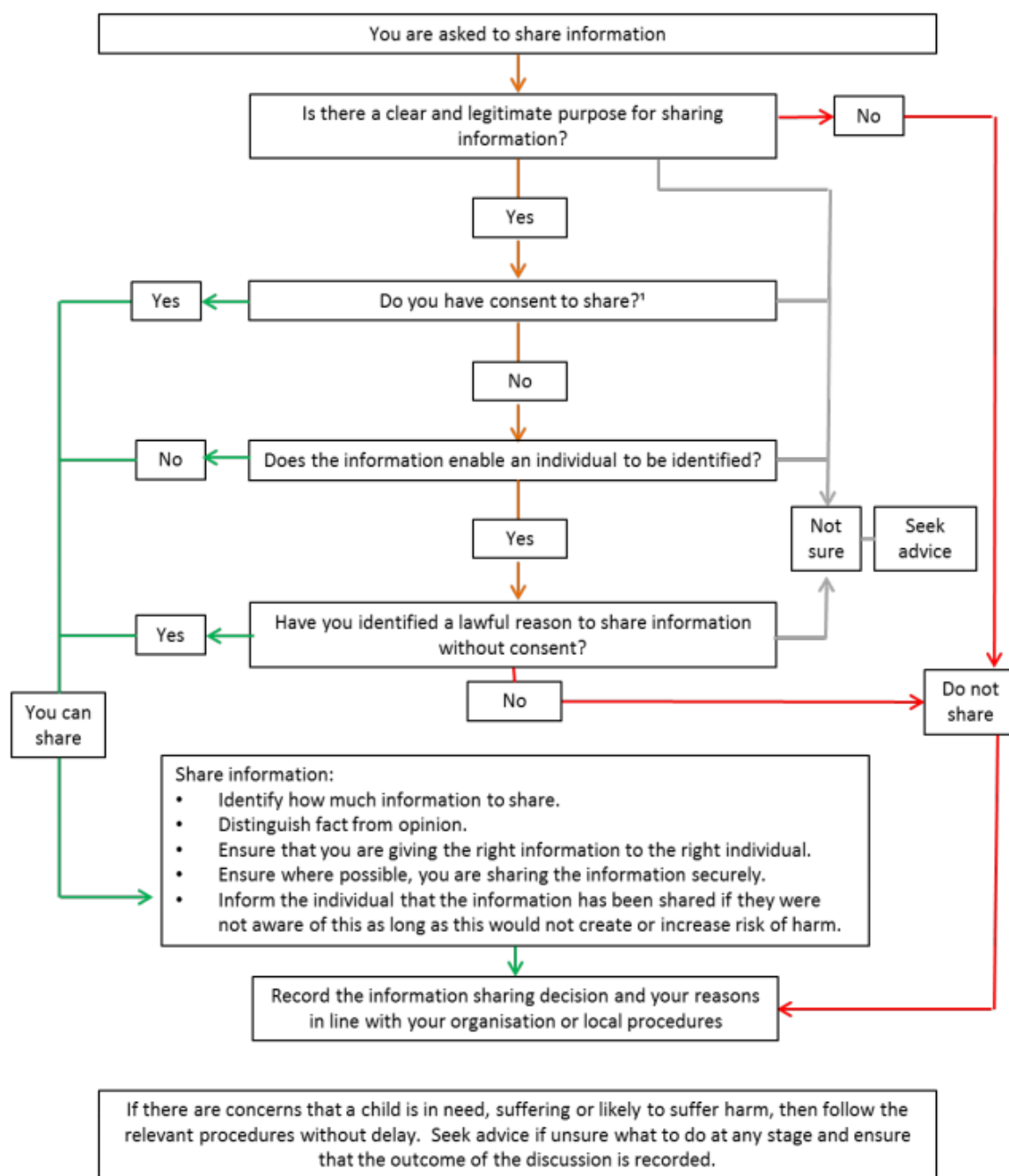
Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.

7. Keep a record

Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Follow the Flowchart of Key Questions for Information sharing

Flowchart of Key Questions for information sharing



1. Consent must be unambiguous, freely given and may be withdrawn at any time

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Appendix 9

Types of Abuse

Disabled children

Children with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.

Children from culturally diverse backgrounds

Individuals from black and minority ethnic groups are at increased risk of abuse. In addition, they may have experienced harassment, racial discrimination and institutional racism.

Types of Abuse

Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their day to day lives. These threats can take a variety of different forms.

- **Neglect** - This is the on-going failure to meet a child's basic needs and the most common form of abuse. A child may be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children in danger and can have long term effects on their physical and mental wellbeing. There are 4 types of neglect; physical, educational, emotional, medical.
- **Physical Abuse** - This is when someone hurts or harms a child or young person on purpose. It includes:
 - hitting with hands or objects
 - slapping and punching
 - kicking
 - shaking
 - throwing
 - poisoning
 - burning and scalding
 - biting and scratching
 - breaking bones
 - drowning
 - making up the symptoms of an illness or causing a child to become unwell

Examples of physical abuse in sport may be when the nature and intensity of training and competition exceed the capacity of the child's immature and growing body; where drugs are used to enhance performance or delay puberty.

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- **Sexual abuse** - When a child or young person is sexually abused, they are forced or tricked into sexual activities. They may not understand that what is happening is abuse or that it is wrong. There are 2 types of sexual abuse:
 - contact abuse is where an abuser makes physical contact with a child
 - non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or on-line.

The Crime and Policing Act 2026 establishes a clear legal requirement for anyone in regulated activity to children in England to report to the police or local authority if they are made aware a child is being sexually abused.
- **Female genital mutilation** or FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It is dangerous and a criminal offence in the UK.
- **Emotional abuse** - is any type of abuse that involves the continual emotional mistreatment of a child. It can involve deliberately trying to scare, humiliate, isolate or ignore a child. It is often part of other kinds of abuse.
- **Domestic abuse** – a child in an environment where domestic abuse is taking place between adults is experiencing domestic abuse. This can have a serious impact on a child's mental and physical wellbeing. This is child abuse.
- **Criminal exploitation and gangs** is where children are manipulated and coerced into committing crimes. It can involve gangs. Not every 'gang' is criminal or dangerous, but gang membership can be linked to illegal activity. Organised criminal gangs can be involved in trafficking, drug dealing and violent crime. This may include County Lines activity.
- **County lines and protecting children from exploitation** is when gangs use children and vulnerable adults to move, hold and sell drugs across the UK. Children travel across counties and use dedicated mobile phone 'lines' to supply drugs. Children might start in return for money or gifts or they may be in a sexual or violent relationship with someone who is manipulating them.
- **Trafficking** is where children are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children may be trafficked into the UK from overseas or may be trafficked around the UK. They are trafficked for:
 - sexual exploitation
 - benefit fraud
 - forced marriage
 - domestic slavery
 - forced labour in factories or agriculture
 - committing crimes like begging, theft, moving drugs.
- **Online abuse** this is any type of abuse that happens on the internet, across any device connected to the web and includes
 - social media
 - text messages and messaging apps

- emails
- online chats
- online gaming
- live streaming sites

Children can be at risk online from people they know or from strangers. It might be part of other abuse which is offline e.g. grooming or bullying or it might only happen online.

- **Grooming** is when someone builds a relationship, trust and emotional connection with a child so they can manipulate, exploit and abuse them. A child can be groomed online or face to face, by a stranger or by someone they know. Anyone can be a groomer, no matter their age or gender. Grooming can take place over a short or long period of time, from weeks to years. Groomers may also build a relationship with the child's family or friends making them seem trustworthy or authoritative.
- **Sexual exploitation** is a type of sexual abuse. The child is likely to be given gifts, money, status, affection in exchange for performing sexual activities. They are often tricked into believing they are in a loving and consensual relationship - grooming. They may trust their abuser and not understand that they are being abused. Child sexual exploitation does not always involve physical contact and can also occur through the use of technology.
- **Non-recent abuse** Non-recent abuse, sometimes called historical abuse, is when an adult was abused as a child. You might not have known you were abused or only recently learnt or understood what happened to you. It is never too late to report the abuse you experienced if you want to.
- **Radicalisation** This can be very hard to spot and signs include:
 - isolating themselves from family and friends
 - unwillingness or inability to discuss their views
 - increased levels of anger
 - talking as if from a scripted speech
 - a sudden disrespectful attitude towards others
 - increased secretiveness, especially around internet use.
- **Bullying and cyberbullying**
In some cases of abuse, it may not always be an adult abusing an individual. The abuser may be a young person, for example in the case of bullying. Bullying is deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to defend themselves.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons - being overweight, physically small, having a disability or belonging to a different race, faith or culture.

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The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:

- A parent who pushes too hard
- A coach who adopts a win-at-all costs philosophy
- A player who intimidates inappropriately
- An official who places unfair pressure on a person

Bullying can include:

- Physical: e.g. hitting, kicking and theft of belongings
- Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring.
- Sexual: e.g. unwanted physical contact, insinuations or abusive comments.
- Online intimidation; offensive postings; photos etc.

Appendix 10

Possible signs of child abuse

Child abuse can manifest itself in many ways. Indications that a child is being abused may include the following:

- Unexplained or untreated bruising, injuries or illness.
- Suffering continual stomach pains or other physical ailments without medical explanation.
- Any delay in seeking medical assistance or indeed none being sought at all, could be an indicator of abuse.
- Explanation of an injury is vague, lacking in detail, inconsistent with the injury or varies with each telling.
- Aggressive or withdrawn behaviour and refusal to talk about the injuries. Children who are being abused often do not say what is happening to them.
- Unexpected fear of an adult and flinching when touched.
- Fear of going home to parents/carers or of them being contacted.
- Inappropriate responses from parents or carers.
- Wariness, fear or watchfulness in a child's interaction with its parents or carers.
- Indications or a history of domestic violence. Violence towards adults may also indicate violence towards children and is itself emotionally abusive.
- Sexually explicit behaviour and language.
- Considerable amounts of money, the source of which cannot be explained.
- Changes over time of manner and appearance, such as losing weight, becoming dirty and dishevelled, being constantly tired and always hungry.
- Telling you about being asked to keep a secret or dropping other hints and clues.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is taking place. It is not the responsibility of those working in sport to decide that child abuse is occurring, but it is their responsibility to act on any concerns by reporting them.

Appendix 11

Examples of Good Practice for Employees and Volunteers

The following are examples of good practice for employees and volunteers when working with children.

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- Treat all children/adults equally, and with respect and dignity.
- Always put the welfare of each child first, before winning or achieving goals.
- Maintain a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Make sport fun, enjoyable and promote fair play.
- Ensure that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. Children and parents should always be consulted and their agreement gained.
- Keep up to date with the technical skills, qualifications and insurance in sport.
- Involve parents wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups must be supervised in the changing rooms, parents/ teachers/ coaches/ officials will always work in pairs.
- Ensure that if mixed teams are taken away, they will always be accompanied by a male and female member of staff/volunteer.
- Ensure that at tournaments or residential, adults will respect the privacy of children but reserve the right to enter children's rooms in exceptional circumstances.
- Be an excellent role model - this includes not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Secure parental consent in writing to act in loco parentis if the need arises to give permission for the administration of emergency first aid and/or other medical treatment. Keep a written record of any injury that occurs, along with the details of any treatment given.

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Appendix 12

Practice to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge of the activity or the child's parents. For example, a child sustains a minor injury and needs to go to hospital.

- Avoid spending time alone with children away from others.
- Avoid transporting children in a vehicle alone.

Practice never to be sanctioned

You should never:

- take children to your home where they will be alone with you
- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children that they can do for themselves

If any of the following incidents should occur, you should report them immediately to another colleague and make a written record of the event. Parents should also be informed of the incident:

- if you accidentally hurt a child
- if he/she seems distressed in any manner
- if a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done.

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Appendix 13

Active Partners Trust Safeguarding Code of Conduct for employees and volunteers

We are fully committed to safeguarding and promoting the well-being of all participants, athletes, coaches, volunteers, parents and all others associated with APT, Active Derbyshire and Active Notts activities.

It is important that all those involved should always show respect and understanding for the welfare of others.

All employees and volunteers must:

- Respect the rights, dignity and worth of every person and will treat everyone equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation and socio-economic status.
- Consider the well-being and safety of participants before the development of performance.
- Make sure all activities are appropriate to the age, ability and experience of those participating.
- Display consistently high standards of behaviour and appearance, dress suitably and not using inappropriate language.
- Never consume alcohol, smoke or use illegal drugs or substances immediately before, during or after an APT activity.
- Never exert undue influence over participants to obtain personal benefit or reward.
- Never condone rule violations.
- Ensure that coach/participant ratios are met.
- Ensure neutrality in all activities.
- Arrive in plenty of time to set up activities and ensure that risk assessments are undertaken.
- At the outset, clarify with participants (and where appropriate) their parents/carers exactly what is expected of them and what they can expect from APT

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- Never transport children in your own vehicle and do not arrange transportation for children in private vehicles.
- Consider the appropriateness of any virtual connections e.g. using Teams or Zoom for consultation, competition, coaching etc. Discuss if and how with APT Safeguarding Lead or Deputy Safeguarding Lead before making any arrangements/commitments. Any virtual activity will need to be approved by Safeguarding or Deputy Safeguarding Lead and suitable procedures/process in place.
- Always report any incidents, referrals or disclosures immediately following appropriate guidelines set out in the APT Safeguarding Children Policy.
- Ensure that only necessary and relevant confidential information is shared when required. Follow seven golden rules for information sharing detailed in the APT Safeguarding Children Policy.
- Be aware that discriminatory, offensive and violent behaviour will not be tolerated and all complaints will be acted upon.
- Build balanced relationships based on mutual trust which empowers young people to share in the decision-making process.
- Maintain a clear boundary between friendship and intimacy with participants. A relationship must not develop with a participant aged under 18 years and it is a criminal offence to develop a relationship with a participant aged under 16 years.

Failure to abide by the code of contact and all other policies and guidelines will result in disciplinary action being implemented.

Signature of employee	
Print name of employee	
Date	

Appendix 14

Active Partners Trust Safeguarding Code of Conduct children

We are fully committed to safeguarding and promoting the well-being of all participants, athletes, coaches, volunteers, parents, and all others associated with APT, Active Derbyshire and Active Notts activities.

It is important that all those involved should always show respect and understanding for the welfare of others.

All young people are expected to:

- Be loyal and give your friends/team members a second chance.
- Be friendly and particularly welcoming to new people.
- Be supportive and committed to other team members, offer comfort when required.
- Keep yourself safe.
- Report inappropriate behaviour or risky situations.
- Play fairly and be trustworthy.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not to cheat or be violent and aggressive.
- Make your event/club a **fun** place to be.
- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- Show respect to other youth members/leaders and show team spirit.
- Take care of equipment owned by the club/coach/organiser.
- Respect the rights, dignity and worth of every person and treat everyone equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation and socio-economic status.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using texting, and social media.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from bullying or persistent use of rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their coach or team manager if you are going to be late.

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- Wear suitable kit for training and match sessions, as agreed with the coach/team manager.
- Pay any fees for training or events promptly.
- Not smoke on site or whilst representing the team/club/school at competitions.
- Not consume alcohol or drugs of any kind on site or whilst representing the team/club/school.

Young People have the right to:

- Be safe and happy in your chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other members or outside sources when face to face and when on-line.
- Participate on an equal basis, appropriate to your ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
- Have any concerns taken seriously and acted on.

Any minor misdemeanours and general misbehaviour will be addressed by the coach/organiser and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the event/club/sport. Parents will be informed at all stages.

Signature of young person	
Print name of young person	
Date	
Signature of parent/carer	
Print name of parent/carer	
Date	

Appendix 15

Active Partners Trust

Safeguarding code of conduct for parents and carers

We are fully committed to safeguarding and promoting the well-being of all participants, athletes, coaches, volunteers, parents and all others associated with APT, Active Derbyshire and Active Notts activities. It is important that all those involved should always show respect and understanding for the welfare of others.

As parents or carers, you are expected to:

- Promote your child's participation in playing sport for fun.
- Be realistic and supportive.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete and return the Registration, Medical and Consent Form pertaining to your child's participation in the event/competition/club. Any changes in the state of your child's health should be reported to the coach/school/event staff prior to the activity.
- Deliver and collect your child punctually before and after sessions/matches/the event or if young person is making their own way, encourage them to be punctual.
- Inform the organiser prior to the activity starting if your child is to be collected early.
- Ensure your child has clothing and kit appropriate to the weather conditions and for activity, including required protective equipment, showering kit and adequate food and drink.
- Ensure that your child understands their code of conduct.
- Encourage your child to play by the rules and teach them that they can only do their best.
- Accept the official's judgment and do not enter the field of play
- Behave responsibly on the side-line; do not embarrass your child.
- Show appreciation and support the coach/school/event staff.

As a parents/carers you have the right to:

- Be assured that your child is safe while taking part in sport whether face to face or on-line.
- Be informed of problems or concerns relating to your child.
- Be informed if your child is injured.
- Have your consent sought for issue such as trips or photography.
- Have any concerns about any aspect of your child's welfare listened to responded to.

Any breaches of this code of conduct will be dealt with immediately by the coach/organiser and reported verbally to the designated person. Persistent concerns or breaches may result in you being asked not to attend sessions if your attendance is considered detrimental to the welfare of young participants. The ultimate sanction should you continue to breach this code if that you may be asked to withdraw your child from the session.

Signature of parent/carers	
Print name of parent/carers	
Date	

Appendix 16

Active Partners Trust

Safeguarding code of conduct for coaches, leaders and volunteers

We are fully committed to safeguarding and promoting the well-being of all participants, athletes, coaches, volunteers, parents and all associated with APT, Active Derbyshire and Active Notts activities.

It is important that all those involved should always show respect and understanding for the welfare of others.

All coaches and volunteers are expected to:

- Make the sport/activity **fun**.
- Follow the guidelines of your NGB, employer or organisation.
- Hold appropriate valid qualifications and insurance cover and only coach to the level that you are qualified.
- Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions, always using safe methods, tailored to suit the abilities of the participants.
- Ensure the physical environment and equipment are safe and minimise any risks.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Encourage and guide the young people to accept responsibility for their own performance and behaviour.
- Respect the young person's opinion and allow them to engage in the decision-making processes.
- Communicate and feedback to young people with respect.
- With the consent of the young person, talk to other coaches/organisations to benefit the participant.
- Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the organisation/session/club.
- Respect the rights, dignity and worth of every person and will treat everyone equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation and socio-economic status.
- Encourage all young people not to discriminate on the grounds of religious beliefs, race, gender, sexuality, social classes or lack of ability. Challenge any form of discrimination.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Be a role model, displaying consistently high standard of language, behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.

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- Never smoke, drink alcohol or use recreational drugs during coaching sessions, competitions or other activities.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded.
- Report all accidents or incidents of alleged abuse or poor practice to the designated person following the organisation's procedure/reporting process.
- Maintain confidentiality about sensitive information.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Maintain a clear boundary between friendship and intimacy with participants.
- Not abuse young people physically, emotionally or sexually.
- Avoid all unnecessary physical contact with a participant.
- Protect yourself from false accusations by:
 - not spending excessive amounts of time alone with young people away from others, face to face or on-line,
 - not administering First Aid involving the removing of the young person's clothing unless in the presence of others.
- Never transport young people in your own vehicle and do not arrange transportation for young people in private vehicles.
- Consider appropriateness of any direct communication by email, text, telephone with young people. Standard procedure should be to copy parents/carers/teachers into communication. Direct one-to-one contact should be by exception only and you must share with your line manager and or relevant colleague that one to one contact is being made.
- Be aware of and follow the organisation's or club's policy and procedures for delivery of online coaching sessions or competition. Be aware of good practice and raise any concerns you have about the policy or procedures with the Welfare Officer.

Coaches, leaders and volunteers have a right to:

- Access on-going training and information on all aspects of leading/managing activities for young people, particularly on Safeguarding.
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable treatment by the governing body/club.
- Be protected from abuse by children/young people, other adult members and parents.
- Not to be left vulnerable when working with children.

Emergency action/First aid

- All coaches, leaders and volunteers should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures. This will include:
- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

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Failure to comply with the codes may result in further action being taken by APT including exclusion from the event or activity.

Dismissals can be appealed with final decisions taken by a subgroup of APT including the Safeguarding lead officer, event organiser and other partners, or be referred to the governing body depending on the disciplinary procedures within the sport.

Signature of coach/leader/volunteer	
Printed name of coach/leader/volunteer	
Date	

Appendix 17

APT Whistleblowing Policy

Whistleblowing is when someone raises a concern about a dangerous or illegal activity or any wrongdoing within their organisation. An employee or worker who discloses information about wrongdoing is protected in law from being treated unfairly or losing their job.

A protected disclosure must be in the public interest. It must affect others e.g. the general public, such as:

- a criminal offence has been committed, is being committed or is likely to be committed
- a legal obligation has been breached
- there has been a miscarriage of justice
- the health or safety of an individual has been endangered
- the environment has been damaged
- sexual harassment
- information about any of the above has been concealed.

Active Partners Trust always aims to conduct its business with the highest standards of integrity and honesty. We expect all employees and workers to uphold these standards in everything they do.

All those who work for us are strongly encouraged to report any perceived wrongdoing by the organisation or its employees, workers, contractors or agents that falls short of these high standards.

This policy is not contractual but sets out the way in which we plan to manage such issues.

Scope of this policy

This policy covers all employees including those on fixed-term contracts and workers (any casual workers, agency workers and interns). It aims to protect those who make a 'protected disclosure' either during their employment (or duration of the contract/agreement in the case of workers,) and after this has ended, and also enables them to take action in respect of any victimisation.

Note that the scope of this policy does not cover any potential breaches of an employee's employment contract: these should be raised under APT's grievance procedure. Nor is this policy intended to be used to question financial or business decisions taken by APT, nor as a means of reconsidering any matters that have already been addressed under the grievance, disciplinary or other procedures.

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Aims of this policy

This policy aims to assist us in the early detection of any inappropriate behaviour or practices within APT and to provide a clear procedure for our employees and workers to report to us any wrongdoing at work which they believe has occurred or is likely to occur.

APT recognises that individuals may not always feel comfortable about discussing their concerns internally, especially if they believe that the organisation itself is responsible for the wrongdoing.

The aim of this policy is to ensure employees feel confident and able to raise any reasonable concern about our activities in the knowledge that it will be taken seriously, and that no action will be taken against them by either Active Partners Trust or their colleagues.

Responsibilities

The CEO has overall responsibility for implementing and monitoring the effectiveness of this policy.

Line managers have a crucial role to play in encouraging employees and workers under their supervision to report any concerns they may have.

Any employee or worker who has knowledge of, or reasonably suspects, any fraud, theft, safeguarding concern (young people and adults at risk) or other suspicious or unlawful act taking place within Active Partners Trust, is required to report this to their line manager, or to use the procedure set out below.

All employees and workers, irrespective of their role or seniority must not subject any other employee or worker to any detrimental treatment, nor harass or bully the employee because they have raised a concern under this policy. All employees and workers must not encourage others to do so nor to tolerate such behaviour. Disciplinary action, including dismissal, may be taken against any employee found guilty of such behaviour. In addition, an employee or worker who has victimised a colleague may be personally liable for any such victimisation.

What to report

All of our employees and workers are encouraged to use this procedure if they have a concern about any of the following:

- wrongdoing at work, including any criminal offence, safeguarding or sexual harassment concern
- a failure to comply with legal obligations or breach of any statutory Code of Practice (however, note that any complaint relating to an alleged breach of an employee's individual contract should be raised under our grievance procedure)
- a miscarriage of justice
- a health and safety danger
- an environmental risk or
- a concealment of any of these.

This list is not exhaustive but indicates the types of concerns that should be raised:

- misuse of assets (including stores, equipment, vehicles, buildings, computer hardware and software)

- failure to comply with appropriate professional standards including the safeguarding code of conduct for employees and volunteers
- bribery, corruption or fraud including the receiving or giving of gifts or hospitality in breach of our procedures
- falsifying records
- failure to take reasonable steps to report and rectify any situation which is likely to give rise to a significant avoidable cost, or loss of income to the organisation or would otherwise seriously prejudice the organisation
- abuse of authority, not limited too, but including sexual harassment
- using the power and authority of Active Partners Trust for any unauthorised or ulterior purpose
- causing damage to the environment
- behaviour or actions that make you feel uncomfortable in terms of known standards
- behaviour or actions that are not in keeping with APT's articles of association and policies

The employee or worker does not have to be able to prove the allegations but should have a reasonable and genuine belief that the information being disclosed is true. Some allegations may prove to be unfounded. APT prefers that the issue or concern is raised, rather than run the risk of not detecting a problem early on.

How to report

In the first instance the employee or worker should discuss the matter with their line manager. However, if the line manager is unavailable, or is the cause of the concern, then raise the concern with any member of the Leadership team or member of APT Board:

CEO

Deputy CEO

Operations Lead

Finance Lead

Chair, Vice Chair and/or Senior Independent Director (SID) of APT Board

The employee should make it clear, in this first approach, if they want confidentially, i.e. no one else to know they raised the concern.

The line manager or member of the Leadership team will listen and record the concern and decide if action or further information is required.

APT will respect (so far as we can legally) the confidentiality of any whistleblowing complaint received but cannot guarantee that the investigation process will not result in colleagues speculating on the identity of the whistle blower.

Following further investigation of the complaint, the individual will be informed of the result and what, if any, action has been taken. Where such investigation involves outside agencies (e.g. the Police) this may cause some delay in the investigation.

There may be matters that cannot be dealt with internally and external organisations (such as the police, the Health and Safety Executive or external auditors) will need to become involved. Where this is necessary, APT reserves the right to make such a referral without the employee's or worker's consent.

If the employee raising the concern remains unhappy about the speed or conduct of the investigation, or the way in which the matter has been resolved, they should refer the matter to the CEO or to a board member, if the investigation involves the CEO.

An employee can report anonymously but APT may not be able to take the concern any further if insufficient information is provided. Anonymous complaints and allegations are much less powerful and therefore will be treated with caution.

An employee who does not want to report their concern to an APT manager or Board member could take legal advice (at their own expense) or report to an appropriate external organisation.

APT's commitment

APT undertakes that no employee or worker who makes a bona fide report under this procedure will be subjected to any detriment as a result. If any individual feels that they are being subjected to detrimental treatment, bullying or harassment by any person within the organisation (including their colleagues) as a result of the decision to whistle blow, they must inform a senior manager immediately and appropriate action will be taken to protect them from any reprisals.

However, if it becomes clear that the procedure has been invoked for malicious reasons or to pursue a personal grudge, this may be dealt with through our disciplinary procedure.

Ex-employees and workers

Any protected disclosures made by ex-employees or workers after the termination of their employment/ contract will also be dealt with under this procedure. In such cases, APT will normally ask that the employee/worker sets out the details of their concerns in writing. APT will respond in writing, once appropriate investigations have taken place.

Third party organisations/persons

Any protected disclosures made by third party organisations/persons e.g. consultants will also be dealt with under this procedure. In such cases, APT will normally ask that the third party sets out the details of their concerns in writing. APT will respond in writing, once appropriate investigations have taken place.

Implementation, monitoring and review of this policy

This policy will take effect from 01/01/20. The CEO has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation and may be changed from time to time.

Any queries or comments about this policy should be addressed to the CEO.

Policy approved by APT Board
Policy reviewed and updated

12/03/20
03/2026 to comply with Employment Rights Act 2025