



Switch the Play Foundation

Safeguarding children, vulnerable adults and adults policy

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Approval by Trustees: Yes	Reviewer: Operations Manager (Safeguarding Lead)	

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1 Child protection and safeguarding

1.1 Useful contacts

Switch the Play Foundation
Westminster House
10 Westminster Road
Macclesfield
Cheshire
SK10 1BX

Safeguarding Lead – Luke Jennings (07826 335750)
Trustee responsible for Safeguarding: Elizabeth Allen (07860 598342)
Chief Executive Officer – Rob Young MBE (07919 328389)

National Agencies

NSPCC Child Protection Helpline - 0808 800 5000
Childline – 0800 1111
Child Protection in Sport Unit – 0116 234 7278, www.thecpsu.org.uk
Police – 101 or 999 in an emergency

1.2 Foreword

Switch the Play Foundation (StP) is a registered charity in the UK. The charity supports sportspeople to develop their life outside of sport to better prepare them for the transition when their sporting career ends. Our vision is:

A world where every sportsperson fulfils their potential at every stage of their lives.

We believe that by focusing on developing your life outside of sport while you are still a competing sportsperson you will not only be better prepared for transition, but also will be a better athlete. StP are a team of experts in athlete transition that includes former professional sportspeople, academic researchers, coaches, mentors, PR consultants and fundraisers to ensure the beneficiaries of the charity receive a high-quality support service. StP is, at the time of writing, the only UK registered charity supporting sportspeople with transition.

By working with sporting organisations, clubs, and associations, StP aim to improve the level and accessibility of personal development support available to sportspeople.

The key values that underpin the work that StP does are Excellence, Passion, Person-Centred, Collaboration and Independent. We care for sportspeople of all ages and stages of their athletic career, and we recognise the requirement of us to ensure the safeguarding and welfare of those we work with.

This policy is a statement of intent and includes the steps we aim to implement to ensure that our intentions are realised in everything we do.



1.3 Definitions

There are several terms within the document that are used repeatedly. For clarity, below is a list of terms and their definitions:

The Foundation – this is the registered charity that this policy is written by and for, Switch the Play Foundation

Children – The United Nations Convention on the Rights of the Child defines a child as everyone under 18 unless, “under the law applicable to the child, majority is attained earlier. In England, Northern Ireland, and Wales a child is anyone who has not reached their 18th birthday. In Scotland, a child legally becomes an adult when they turn 16, but statutory guidance includes all children and all adults up to the age of 18. For the avoidance of doubt, this policy refers to anyone under the age of 18 years old as a child.

Vulnerable adult – someone who is or may be for any reason unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. This is someone who is over 18 years old.

Adult – Any individual who is over 18 years old.

All adults – this includes both all adults and adults.

1.4 Policy Statement

StP is committed to safeguarding the welfare of children and all adults involved in sport and physical activity across the world.

StP acknowledges the duty of care to safeguard and promote the welfare of children and all adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children and all adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation, or socio-economic background, all children, and all adults:

- Have a positive and enjoyable experience of sport and education with StP in a safe and person-centred environment.
- Are protected from abuse whilst participating in all the StP services
- StP acknowledges that some children and all adults, including disabled children, or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy StP will:

- Promote and prioritise the safety and wellbeing of children and all adults
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and all adults
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual (or individuals) who raise or disclose the concern.
- Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored. Safeguarding concern records will be stored in an encrypted system for 10 years and then destroyed. For further details on data protection please see our privacy policy at <https://switchtheplay.com/privacy-policy/>
- Prevent the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation
- The policies and procedures will be widely promoted and are mandatory for everyone involved in StP. Failure to comply with the policy and procedures will be addressed without delay and many ultimately result in dismissal/exclusion from the organisation.

1.5 Monitoring

The policy will be reviewed after 6 months after development and then every year, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, NSPCC/Child Protection in Sport Unit, UK Sport and/or Sport England
- As a result of any other significant change or event
- In the event of significant growth of StP as an organisation

1.6 Policy Aims

1.6.1 Statement of Policy

StP makes the following statements of general policy in relation to child and vulnerable adult protection for all those children and all adults with whom it comes into contact through its work.

1.6.2 Principles

Children and all adults have a right to enjoy sport and education free from all forms of abuse and/or harm.

All children and all adults whatever their age, ethnic origin, disability, gender, language, race, religion, or beliefs, and/or sexual orientation have equal rights to protection from harm and/or abuse.

All children and all adults should be encouraged to fulfil their potential. Inequality will be challenged in whatever form(s) it may emerge.

Whilst it is the responsibility of the child and vulnerable adult protection experts to determine whether abuse has taken place, it is everyone's responsibility to support the care and protection of children.

Sporting organisations have a duty of care to children and all adults who take part in sport.

The welfare of children and all adults are paramount, including their rights to confidentiality.

StP will:

- accept the moral and legal responsibility to implement procedures to provide a duty of care for children and all adults safeguard their well-being and protect them from abuse.
- respect and promote the rights, wishes and feelings of children and all adults
- recruit, train and supervise our employees and volunteers to adopt best practice to safeguard and protect children and all adults from abuse and reduce the likelihood of allegations being made against them.
- require all staff, coaches, and volunteers to adopt and abide by the appropriate Codes of Conduct and the Child and All adults Protection Policy and Procedures outlined within this document.
- respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures, in conjunction with local safeguarding children board procedures.
- operate a coordinated response to all safeguarding concerns informing all relevant organisations.
- ensure everybody knows it is everyone's responsibility to report concerns.
- support and protect anyone who in good faith reports their concern that a colleague is, or may be, abusing a child or all adults according to its Whistleblowing Policy. Those with such concerns should feel able to contact the Safeguarding Lead for an informal discussion without the need to submit a formal report.
- review this policy every year, or whenever there is a major change in the organisation or in relevant legislation or following a significant incident of abuse.



- support any StP worker who is involved in handling actual or alleged incidents of abuse to help them deal effectively with any emotional effects of this work.

As per the Equality Act 2010. Switch the Play Foundation:

- must not unlawfully discriminate against beneficiaries because of their protected characteristics
- must consider how it is supporting beneficiaries with protected characteristics

must take positive action, where proportionate, to deal with the disadvantages these beneficiaries face. For example, by making reasonable adjustments for disabled children and supporting girls if there is evidence they are being disproportionately subjected to sexual violence or harassment. The Equality Act 2010 also looks at the implications of the Public Sector Equality Duty (PSED) for education settings. This includes a need to be conscious that pupils with protected characteristics may be more at risk of harm and integrate this into safeguarding policies and procedures

1.7 Compliance with legislation and good practice/guidance

StP will ensure that this policy and our procedures follow the guidance provided in relevant Government legislation and documents and will ensure that our procedures are in line with those outlined by agencies including the NSPCC and the Child Protection in Sport Unit.

StP will work within statutory guidance including the Children Act (2004), Protection of Freedoms Act (2012) and Working Together to Safeguard Children (2015).

2 Procedures for reporting

2.1 Reporting child protection/all adults concerns

If information is disclosed to you, it is important that you:

- Stay calm and listen
- Keep brief notes of any conversation (in person, by phone etc.)
- Complete the Child Protection Information Reporting Form (CPIRF) as soon as possible

Children and adults may not always be ready or able to talk about their experiences of abuse and/or may not always recognise that they are being abused.

Being subjected to harassment, violence and/or abuse may breach children's rights, as set out in the Human Rights act.

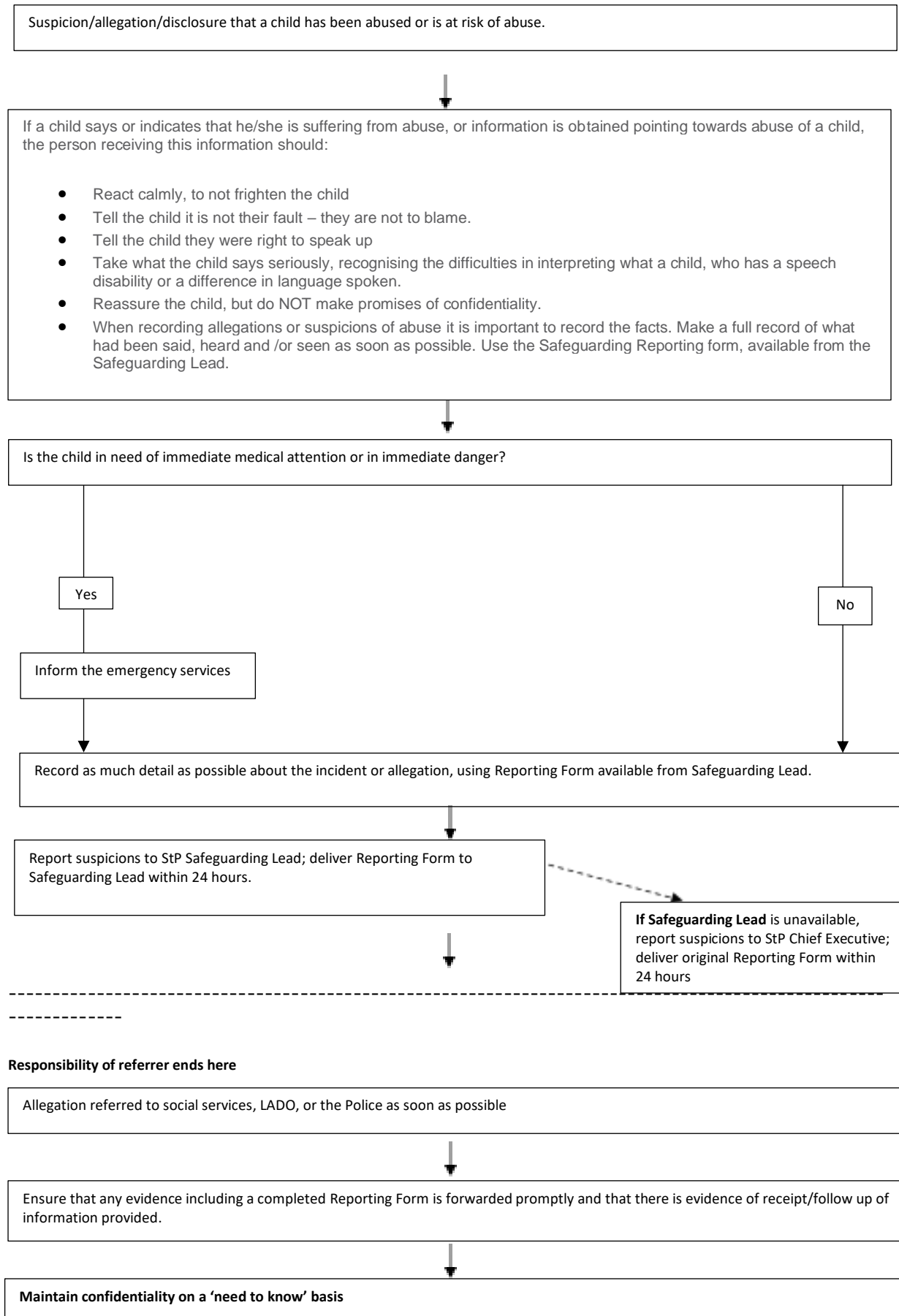
If you feel that there is a serious risk of imminent child abuse or harm to a child, vulnerable adult, or adult then the statutory agencies must be contacted immediately:

Police – 999 or 101

Otherwise, report your concerns to the designated person as shown below:

- Luke Jennings – Safeguarding Lead for StP: 07826 335750 (available between 09:00 and 17:00 on weekdays)
- If not available, please contact the charity Trustee responsible for Safeguarding: Elizabeth Allen: 07860598342

2.2 Reporting Child Protection concerns regarding a child. This reporting process can also be applied to all adults. For clarity, where 'child' is used, this also refers to all adults.



2.3 Allegations of abuse or poor practice made against those who work with children/all adults

If an employee, coach, or volunteer receives an allegation (or has concerns themselves) about the behaviour of a member of staff working with children or all adults:

- Any suspicion that a child or vulnerable adult has been abused, or is at risk of abuse, by a member of staff, a coach or a volunteer should be reported to the StP Safeguarding Lead (or, in their absence, Trustee responsible for Safeguarding) who will take such steps as considered necessary to ensure the immediate safety of the child or vulnerable adult in question and any other children who may be at risk.
- Any such report should be made using the Child Protection Incident Report Form (CPIRF) (the reporting procedure is the same as any other disclosure or concern that needs reporting). which will enable the individual making the report to ensure they have all the information social services, or the Police will need. If the initial report to the Safeguarding Lead is via telephone, the original copy of the CPIRF should be provided to the Safeguarding Lead within 24 hours of the report being made.
- If, following consideration, the allegation is clearly about poor practice, StP will deal with it as a disciplinary/misconduct issue.
- If, following consideration, the allegation is about actual or potential abuse, the Safeguarding Lead will refer the allegation to the appropriate Social Services department who may involve the Police.
- The parents or carers of the child or vulnerable adult will be contacted as soon as possible following advice on whether it is appropriate to do so, from the social services department.
- A decision will be made regarding possible suspension of the worker concerned (without prejudice) pending an investigation. Such decisions will be taken following advice from Social Services/Police.
- The StP Chief Executive will deal with any media enquiries – all such enquiries must be referred to the CEO. In the event of the CEO being the subject of the suspicion/allegation, or unavailable, the Safeguarding Lead/Trustee responsible for Safeguarding will liaise with the Chair of the Board of Trustees.
- If the Safeguarding Lead/Trustee responsible for Safeguarding is the subject of the suspicion/allegation, or unavailable, the report must be made to the StP Chief Executive who will refer the allegation to Social Services. In such cases, the original copy of the CPIRF should be provided to the StP Chief Executive within 24 hours of the report being made.
- Where there is a complaint against a member of staff there may be three types of investigation:
 - A criminal investigation (Police)
 - A child protection investigation (Social Services/Police)
 - A disciplinary or misconduct investigation (StP/NGB)

The results of a Police and/or Child Protection investigation may influence the disciplinary investigation, but not necessarily.

2.3.1 Interim Measures

As part of any investigation and to protect all parties concerned, STP may impose interim protective measures, including temporary suspension pending the outcome of the investigation. Where appropriate these decisions will be taken in consultation with the lead safeguarding officer and/or Chief Executive Officer.

2.4 *What is child abuse*

Child and vulnerable adult abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child or all adults regardless of age, gender, race, or ability.

Child abuse can include:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- bullying
- domestic abuse

Abuse of disabled children and all adults, and, instances of bullying, also fall within the wider definition of abuse.

An abuser may be a family member, or they may be someone the child or vulnerable adult encounters in residential care or in the community, including during sports and leisure activities. An individual may abuse or neglect a child or vulnerable adult directly or may be responsible for abuse because they fail to prevent another person harming that child or vulnerable adult.

It is not the responsibility of staff or volunteers of StP to determine whether abuse is taking place in any individual situation; it is their responsibility to identify poor practice and possible abuse, and act where they have concerns about the welfare of a child or vulnerable adult by referring this information to the appropriate person or statutory agency.

2.5 *Advice regarding specific sporting activities*

The nature of many sporting activities, and especially the level of physical contact and verbal encouragement involved in many coaching techniques, have led most National Governing Bodies of Sport to formulate guidance for their specific sports relating to Child Protection issues. StP staff and volunteers who have any involvement in these sports should familiarise themselves with these documents by contacting the relevant NGB.

All work conducted by StP will be done so within the guidelines set out by this policy. In situations where StP is contracted to deliver its services for another body, the deliverer should be aware of the safeguarding policy operated by that body. If an StP member of staff or associate should feel there are any conflicts between two policies, they should inform the StP Safeguarding Lead.

2.6 *Recognising signs of abuse*

StP recognises that everyone is responsible for safeguarding and protecting children and all adults. In essence, everyone involved in the delivery of StP services has a responsibility to respond to any concerns that they or others may have about a child or the behaviour of adults.

It is not always easy to recognise that a child is being hurt or is at risk, so abuse is often undetected. There are indicators (signs, symptoms, or clues) that when found, either on

their own or in various combinations, can point to possible abuse, neglect, or family violence.

Indicators can be:

- Physical – such as bruises or burns and relate to a child’s physical condition.
- Behavioural – such as a child cringing or flinching if touched unexpectedly; or a caregiver constantly calling a child ‘stupid’ or ‘dumb’. Behavioural indicators can be displayed by a child or by the alleged abuser

Indicators do not necessarily prove that a child/vulnerable adult has been harmed. They alert us that abuse may have occurred and that a child may require help or protection.

The table below shows some possible indicators/signs of abuse. Some of these are very explicit and specific to the type of abuse. Care is always needed however as there may be other plausible reasons for the signs outlined.

It is not StP’s role to determine if a child/vulnerable adult is being abused but it is our responsibility to record and report any concerns that we may have – following the procedures outlined in this document.

Category of abuse	Physical signs	Behavioural signs
Physical abuse	Unexplained bruising, marks or injury, bruises which reflect hand marks, cigarette burns, bite marks, broken bones, and scalds	Fear of parent being contacted, outbursts of aggression or anger, running away, fear of going home, flinching, depression, keeping arms/legs covered, reluctance to change clothes, withdrawn behaviour
Sexual abuse	Pain or itching in the genital area, bruising, or bleeding near genital area, sexually transmitted disease, vaginal discharge or infection, stomach pains, discomfort when walking or sitting, pregnancy	Sudden changes in behaviour, child or vulnerable adult becomes withdrawn and aggressive, apparent fear of certain people/person, running away, nightmares, unexplained sources of money, advanced sexual knowledge, language, or drawings, eating disorders, self-harm e.g., mutilation, suicide, secrets which cannot be told to anyone, drug abuse, behaving inappropriately for age, talking about the abuse.
Neglect	Constant hunger, unkempt state, weight loss/underweight, inappropriate dress.	Missing appointments at doctors/hospital, truancy/late for school, tiredness or fatigue, few friends, regularly alone and unsupervised.
Emotional abuse	Developmentally delayed, sudden speech disorders.	Neurotic or paranoid, unable to take part or play, fear of making mistakes, sudden speech disorders, self-harm or mutilation, fear of parents being contacted.
Bullying	Weight change, unexplained injuries, bruising, stomach and/or headaches, disturbed sleep.	Difficulty making friends, anxiety, withdrawn, depressed, anger or mood swings, suicide attempts.

Children with disabilities, from Minority Ethnic Groups and those performing in elite sport may be particularly vulnerable because they:

Disability	Minority Ethnic Group	Elite Sport
<ul style="list-style-type: none"> • Need personal, intimate care • Have communication difficulties • Have medical needs that are used to explain abuse • May not be believed • Lack of a support network normally more readily available to able-bodied children • Have reduced capacity to resist because of physical or mental abilities 	<ul style="list-style-type: none"> • Experience racism • Concerned over raising issues and being ignored or further abused • Ignored by people in authority due to racist attitudes 	<ul style="list-style-type: none"> • May spend time away from home • Subject to a close relationship with a coach or mentor • Perform in an adult environment • Experience undue pressure to achieve

3 Whistleblowing

Everyone within StP is encouraged to report suspected wrongdoing as soon as possible in the knowledge that their concerns will be taken seriously and investigated as appropriate and that their confidentiality will be respected. This applies to all employees, partners, contractors, sub-contractors, agency staff, consultants, and work experience students/interns.

Whistleblowing is the disclosure of information which relates to suspected wrongdoing (generally a breach of a legal, statutory, or regulatory requirement or unethical, immoral behaviour. This could include:

- Breach of a legal requirement.
- General malpractice.
- Breach of the Safeguarding policy.

If anyone has any genuine concerns relating to the above, you should report it under this policy. If there is any uncertainty, all queries should be directed to the Safeguarding Lead. Should the Safeguarding Lead be the subject of the whistleblowing, matters should be raised with the StP CEO.

Further guidance on whistleblowing can be found at:
<https://www.gov.uk/whistleblowing/who-to-tell-what-to-expect>

4 Media Enquiries

All media enquiries relating to safeguarding should be directed to the CEO of the Foundation. Under no circumstances is any other individual within StP able to make comments on enquiries relating to allegations of poor practice.

5 Training and Development

All new staff/associates/trustees/advisory board members with StP will receive a copy of this Child and All Adults Safeguarding Policy and the accompanying procedures as part of their induction. It will be required to be read during the induction process and signed to show their agreement and understanding of this policy.

Child and vulnerable adult protection training needs will also be identified during induction, and any training needs identified should be fulfilled within 6 months. StP intends that the training given should help staff to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Be aware of the procedure for reporting incidents.
- Respond to concerns expressed by a child or all adults.
- Work safely and effectively with children.

StP requires, and will facilitate, the following training as a minimum:

- Safeguarding Lead to attend a recognised 3-hour Safeguarding and Protecting Young People awareness training workshop (or equivalent approved by the Child Protection in Sport Unit), to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice in Child Protection.
- Delivery staff to complete a recognised awareness training course on Child Protection.
- Attendance at ongoing training as appropriate (normally every 3 years).

5.1. *Training of Volunteers*

All new volunteers with StP will receive a version of this Policy appropriate to the role they are undertaking, and this will be required reading during the induction process.

Child and vulnerable adult protection training needs will also be identified during induction, and any training needs identified should be fulfilled within an appropriate timescale. StP intends that the training given should help volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Be aware of the procedure for reporting incidents.
- Respond to concerns expressed by a child or all adults.
- Work safely and effectively with children and all adults



As the roles of volunteers can vary greatly in nature and duration, the training given will also be tailored to fit the context. Volunteers may be required to complete a recognised awareness training course on child and vulnerable adult protection or be issued with written guidance appropriate to their role and level of access to children.

5.2 *Supervision of Staff*

The working practices of StP mean that it is often not possible for staff to be continuously supervised during the execution of their duties. However, staff are given feedback where appropriate, and any indications of poor practice are treated as a priority. Detail around the supervisory best practice is provided in point 8.

6 **Recruitment and selection (staff and volunteers)**

StP have appointed a Safeguarding Lead, details of which can be found at the beginning of this policy. This person has day-to-day responsibility for Safeguarding within the Foundation and all queries regarding Safeguarding should be directed to the designated Safeguarding Lead. This person is responsible for the implementation and management of the Policy, and to ensure the Foundation is operating under best practice guidelines. If this person cannot be reached, then the query should be addressed by the Trustee with responsibility for Safeguarding.

StP will ensure the safe recruitment of staff and volunteers. Every advert for a role that includes work with children and adults for Switch the Play Foundation should include a statement about the charity's commitment to keeping people safe. The Safer Recruitment policy can be viewed [here](#). To be employed by or work as an associate, contractor, or supplier for StP, all staff will have the following checks made prior to final appointment:

- Qualifications and certificates
- Before an offer of employment is made, at least two confidential references will be sought including at least one regarding the applicant's previous work history.
- Enhanced Disclosure and Barring Service check (where appropriate)
- Appointment in line with StP's Recruitment policy
- An online search may be conducted to help identify any incidents or issues that may have happened, are publicly available online and which StP may want to explore further.

All those offered employment in a regulated position will be required to obtain a Disclosure from the Disclosure & Barring Service (DBS) at a level appropriate to their position. Ideally the Disclosure should be obtained prior to commencement of employment; in all circumstances the applicant must have made application to DBS prior to starting with the Organisation.

All those delivering on behalf of StP should complete the necessary safeguarding training. The Safeguarding Lead is to have a valid safeguarding in sport qualification and is responsible for ensuring those with a duty of care to children are informed via the policy of best practices.

In addition to the above, the StP Induction process includes a requirement to be fully familiar with the StP Safeguarding Policy and Codes of Conduct and any associated documents, guidance, best practice etc. and to sign that staff, associates, contractors, and suppliers agree to abide by StP policies and procedures.



StP recognises that, when using volunteers to help with events on a 'one off' or occasional basis that it is not appropriate to undertake the pre-employment checks as above. As a minimum however, all such volunteers will undergo induction training appropriate to the role that they are undertaking and, where relevant, familiarisation with event risk assessments, child protection policy etc.

As a minimum, all such volunteers are required to sign a Self-Disclosure form and their duties are restricted to accompanied access to children (by a member of staff, a Foundation Trustee or lead associate having undergone the above checks).

Copies of the StP Safer Recruitment Policy, StP Safeguarding policy, self-disclosure forms and information on safeguarding children can be found on the StP website: www.switchtheplay.com

7 Promoting Good Practice

All StP staff and volunteers should be encouraged to demonstrate exemplary behaviour to safeguard and protect children and all adults from abuse and reduce the likelihood of allegations being made against them.

Those delivering StP services should not be alone with children. For all masterclass delivery to those under the age of 18, there should be a representative from the relevant body present, in the room (virtual or physical) alongside the StP deliverer. An StP masterclass deliverer has the authority to stop a masterclass to children should this not be the case. With those that are over 18, StP will liaise with the organisation to determine whether there needs to be an organisation representative present during delivery. This is done on a case-by-case basis and is part of our Minimum Operating Standards before any delivery is due to take place.

To deliver StP Coaching and/or mentoring to a child or vulnerable adult on a 1:1 basis, an StP deliverer must have completed an enhanced DBS check and have attended an appropriate and recognised safeguarding education course.

Below are common sense examples of how to create a positive culture and climate within sport – all StP staff and volunteers should be familiar with these principles and be able to articulate them as statements of good practice, whether they are directly involved in sporting environments.

Further detailed information on good practice relating to child protection in sport is available on the Child Protection in Sport Unit website <https://thecpsu.org.uk/> . This includes links to excellent resources and publications, including the 'Safe Sport Away' guide for clubs taking children and all adults away on trips.

For detailed good practice guidance and information relating to supervision ratios for specific sports, reference should be made to the NGB for that sport. The CPSU has also produced generic guidance on supervision ratios which is available from their website.

8 Safe environment policy

StP have a duty of care to look after the safety and welfare of all its members, coaches, parents, volunteers, visitors, and others. Most of our work is done externally at a club or organisation's headquarters. They are responsible for the safety of the building and environment that we work in.



It is the responsibility of the organisation we are working with to provide first aid, chaperoning and supervisory support.

Should a person go missing from an STP led activity that is held in a club/organisation where the person's wellbeing is the responsibility of the club/organisation, it is the responsibility of the club/organisation to manage the situation using their missing person's policy.

Should a person go missing from STP led activity that is at an STP run event, it is the responsibility of the delivery team from STP to follow the missing person's policy (see section 13).

9 Photography

9.1 Photography consent policy statement

The purpose of this policy statement is to:

- Protect children and vulnerable people who take part in StP services, events, and activities, specifically those where photographs and videos may be taken.
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- To ensure that we operate in line with our values and within the law when creating, using, and sharing images of children and vulnerable people.
- This policy statement applies to all staff, delivery team, volunteers and other adults associated with StP.

StP believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

StP recognise that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of StP
- The welfare of the children and vulnerable people taking part in our activities is paramount
- Children, their parents, and carers have a right to decide whether their images are taken and how these may be used regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation
- Consent to take images of children is only meaningful when their children, their parents and carers understand how the images will be used and stored and are fully aware of the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online

StP will seek to keep children and young people safe by:

- Always asking for permission from a child/young person and their parent/guardian before taking and using a child's image. This is done during the registration of the sportsperson to the StP programme.
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images
- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- Changing names of children who images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- Making sure children, their parents and carers understand how images of children will be securely stored (including how we will control access to the images and their associated information)



- Using images that positively reflect children and young people's involvement in the activity

9.2 Photography and/or film during sessions:

Parents and carers are not permitted to photograph or film any element of the StP services whilst they are in action. The deliverers will, on occasion, take photographs or video footage of the children in action during their sessions to show you at the end, or to post on our social media sites or our website. This is for the purpose of the individual's development or marketing and promotion purpose. This will not be done without the child's parent or guardian consent which was done upon signing up their sportsperson to the StP programme. Any photographs / videos taken on devices after gaining consent from the guardian or school must be shared with line managers straight after the session and then deleted with immediate effect. On occasion, with prior permission, photos and videos can be taken for StP's use. If any member of StP suspects otherwise, they would take appropriate action.

9.3 Photography and/or film for STP's use

We recognise that our staff, the delivery team, may use photography and filming to aid in our activities or to share the child/young person's progress. Children, vulnerable people, adults, parents, and carers consent for photography and/or filming upon registration of their sportsperson to our programmes.

9.4 Photography and/or film for STP events

If we hire a photographer for an event, we will seek to help keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour
- Ensuring the photographer wears identification at all times
- Informing children, their parents, and carers that a photographer will be at the event and ensuring they give consent (this is done upon registration for the event) which feature their children being taken and shared
- Not allowing the photographer to have unsupervised access to the children and vulnerable people
- Not allowing the photographer to carry out sessions outside the event or at a child's home
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures

9.5 Photography and/or film for wider use

If people such as local journalists, professional photographers (not hired by StP) or students wish to record one of our events or sessions and share the images professionally or in the wider world, they will always seek permission from StP. They will provide:

- Name and address of the person using the camera
- The names of the children they wish to take images of (if possible)
- The reason for taking images and/or what the images will be used for
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given

StP will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children or adults who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent. At the event, we will inform the children, parents, and carers that an external photographer is present and ensure that they are easily identifiable (a coloured badge/vest). If StP is concerned that someone unknown to us is using our sessions/event for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

9.6 Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones. Photos will be stored for a maximum of 10 years.

10 Missing person

10.1 Missing Person Prevention

It's very unlikely a person will go missing from STP sessions as the deliverers are near them throughout their entire session. Preventative measures should always be in place to ensure the missing person procedure is never necessary however we have it in place as an emergency. Most sessions take place in an academy or governing body building, and children remain the responsibility of the organisation that the Foundation is delivering to.

- Always be aware of every person in your session.
- Ensure registers are taken and up to date
- In the case of a child, never allow a child to go to the toilet alone or with someone who is not a STP team member or a parent/guardian/carer of the child.
- Once a child has been put into your care do not allow a child to leave unless it is directly into the care of their parent/guardian/carers or someone a parent/guardian/carer has nominated to collect them.
- Ensure parents/carers/guardians are aware children must be handed directly to you and that you are unable to release them from your care unless it is directly to them (not to meet them in the car park etc). A child's parent/guardian/carer may leave the building during the session. For all STP venues, parents/guardians/carer can leave the building if STP has all contact details should they need to be contacted in an emergency.

10.2 Missing Child Procedure

In the unlikely event a person does go missing from your care, the following actions should be taken:

- Ensure the other people in the group are taken care of appropriately whilst a search for the person is conducted
- Lead deliverer should take the lead wherever possible and safeguarding lead contacted as soon as possible.
- Locate and inform the person's parents/guardians/next of kin or nominate an appropriate person to do this
- Alert the DM/GM (if in an external venue) on duty at the venue and ask for their assistance in conducting the search
- Organise all responsible available adults by areas to be searched
- Search the area in which the person has gone missing, including the changing rooms, toilets, showers, public and private areas and the venues grounds

- Request that all those searching report back to a nominated adult at a specific point
- Make a note of the circumstances in which the person has gone missing, where he/she was last seen
- Prepare a detailed description of the person and their clothing including, age, sex, height, hair colour, eye colour
- If the search is unsuccessful, report the concern to the police. This must happen no later than 30 minutes after the person's disappearance is noted even if the search is not complete
- Follow police guidance if further action is recommended and maintain close contact with the police
- Ensure you inform everybody involved if the person is located

11 Anti-bullying policy

Purpose of statement

The purpose of this policy statement is:

- to prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- to provide information to all staff, volunteers, children, adults, and their families about what we should all do to prevent and deal with bullying.

This policy statement applies to anyone working on behalf of STP, including senior managers, paid staff, delivery team, volunteers, and students. Our code of conduct for staff, delivery team, sportspeople and parents and our safeguarding policy for reporting any concerns or disclosures support this anti-bullying policy. STP does not accept any form of bullying in their sessions. Bullying can be emotional, physical, racist, verbal, or cyber and can occur between adults, children, sportspeople, and coaches alike.

11.1 What is bullying?

Bullying includes a range of abusive behaviours that is:

- repeated
- intended to hurt someone either physically or emotionally

See section 11 (definitions) for further information on bullying and cyberbullying.

STP's commitments

STP believe that:

- children and all adults should never experience abuse of any kind including bullying
- We have a responsibility to promote the welfare of all children and adults, to keep them safe and to practice in a way that protects them.

STP recognise that:

- bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm
- all children and adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

STP will seek to prevent bullying by:

- developing a code of conduct (staff, delivery team, parents/carers, and sportspeople) that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
- working in an open environment
- encouraging children and all adults to speak out to a trusted adult if they have a problem
- Have buddy systems and the STP values (person-centred, independent etc) to help promote good practice for all children and adults
- providing support to staff/delivery team to deal with bullying and have attended safeguarding courses
- putting clear and robust anti-bullying procedures in place • making sure our response to incidents of bullying considers:
 - the needs of the person being bullied
 - the needs of the person displaying bullying behaviour
 - needs of any bystanders
 - the organisation.
- reviewing the plan developed to address any incidents of bullying at regular intervals, to ensure that the problem has been resolved in the long term.

We recognise that bullying is closely related to how we respect and recognise the value of diversity. We will be proactive about:

- seeking opportunities to learn about and celebrate difference
- increasing diversity within our staff, volunteers, children, and all adults
- welcoming new members to our organisation.
- Providing a safe space for LGBTQ+ children and adults to share concerns with members of staff

12 Online Safety

This policy which can be found in full in a separate document provides guidance on how StP uses the internet and social media, and the procedures for doing so. It also outlines how we expect our staff, delivery team and volunteers who work for us, and the children or young people who are members of our organisation to behave online. There has been a growing awareness in sport of the increasing communication by adults and children and all adults online. There are both positives and negatives for online use and this policy aims to safeguard and protect children and all adults who are taking part in StP's activities. StP recognises the increase in use of social networking sites and online gaming which enables communication online and is growing very quickly. It also recognises the increase in use of social media sites to post pictures, videos, write blogs and stream live.

13 Complaints

If you have any complaints or concerns about a child, StP team member or the organisation, please contact us on info@switchtheplay.com. Alternatively, call our Operations Manager on 07826335750. Once we are aware of the issue, we will follow the correct channels to resolve the problem and keep you updated of the developments.