

SAFEGUARDING CHILDREN POLICY

HARGATE EQUESTRIAN

‘Children and young people are the future of the horse industry and any child who is involved should be able to participate in a fun, safe environment, and be protected from harm. There is no doubt that involvement with horses, be it in a sporting or leisure context, can have a very powerful and positive influence on young people.’ **BEF**

This Policy should be reviewed and updated annually

| | |
|------------------------------|--------------------|
| Name of organisation | Hargate Equestrian |
| This Policy last reviewed on | |
| Next review date | November 2022 |
| Named Safeguarding officer | Claire Smith |
| Contact details | 01283734981 |

1. Introduction

HARGATE Equestrian i(Hargate) s a for-profit organisation run by:

MR B C SMITH & MRS C SMITH

HARGATE is based at::

HARGATE is managed by a management team known as the Team. One of the team has responsibility for safeguarding. The Team has adopted this safeguarding children’s policy and expects every adult working or helping at Hargate to support it and comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Hargate.

2. Policy statement

The policy recognises that: the welfare and interests of children are **paramount** in all circumstances. some children are more vulnerable to harm because of their circumstances, prior experiences, communication needs or level of dependency.

Hargate will work in close partnership with children, young people and parent/guardians to review and implement child protection and safeguarding procedure

Hargate acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Member Body and British Equestrian Federation (BEF) requirements.

Most children grow up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us. As an organisation, we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to guide our approach to child protection and safeguarding.

Nevertheless, there are situations where children need protection including:

- Sexual abuse
- Grooming behaviour (see Appendix 5)
- Physical and emotional abuse and neglect
- Domestic abuse
- Internet safety
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression
- Self-harm
- Crime
- Child Sexual Exploitation

3. Policy Aims

Our aim is to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive and enjoyable experience of sport at Hargate in a safe and child centred environment, and are protected from abuse whilst participating in equestrian sports or outside of the activity.

As part of our safeguarding policy Hargate will:

- Promote and prioritise the safety and wellbeing of children and young people

- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate education/training to recognise, identify and respond to signs of abuse and other safeguarding concerns relating to children and young people
- Ensure that all staff and volunteers working in Hargate are aware of their responsibility to report concerns to their Safeguarding Officer
- Ensure that all suspicions and allegations of abuse and poor practice are taken seriously and responded to swiftly and appropriately
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Have systems in place to prevent as far as is possible the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation

4. Responsibilities

This policy will be available to and adhered by all members, parents/guardians, owners, staff, volunteers and participants.

The organisation's Safeguarding Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate services (Children's Services) or /and equestrian member organisations

Members, Parents/Guardians, staff, volunteers, owners and participants all have a responsibility to work together with the organisation in implementing procedures. The policy and procedures will be widely promoted and are mandatory for everyone involved in any capacity in Hargate . Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from Hargate

5. Safeguarding children at events / activities

There are three kinds of events/activities:

5.1 Those open to adults and children of all ages, This could include lessons and events such as official riding events/show jumping. At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

5.2 Those for children accompanied by a 'parent',. Examples include lessons. At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

5.3 Those for unaccompanied children, which are sometimes run alongside other events/activities (such as Pony Club Days, Own a Pony, and day/sessional activities in school holidays and on Saturdays, and Summer Camp) These are activities in which children are brought to Hargate to attend specific events and signed in and out by parents/carers/guardians. Summer camp is an annual event during which children stay for a number of nights or attend as day visitors.

At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a parent/carer/guardian before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

6. If a parent /carer is late Hargate will:

- Attempt to contact the parent/carer.
- Check the Club contact number for any information regarding the young person.
- Contact the alternative contact name/number.

- Wait with the young person at the Club with, wherever possible, other staff/volunteers or parents.
- Remind parents/carers of the policy relating to late collection.
- If a parent/carer is not able to be contacted staff will need to report the situation to Children's Social Care or the Police.

Staff/Volunteers should avoid:

- Taking the child home or to any other location.
 - Asking the child to wait in a vehicle or the premises with you alone. •
- Sending the child home with another person without permission.

Using private cars

- Private cars, other than those of parents, should never be used by Staff, Members, Coaches and volunteers to transport children at any time.

7. Training

Instructors/coaches and staff and volunteers working with children must undertake the BEF approved safeguarding training (or recognised equivalent) course. Refresher training must be completed every three years via either the BEF approved online training portal or a further face to face course. Any new appointments of instructors/coaches and staff and volunteers working with children under 18 will undertake the BEF Safeguarding training course (or recognised equivalent) as part of their initial training/induction unless they can evidence that they have undertaken the course with another member body in the last three years. They will then refresh their training every three years as detailed above.

8. Safe Recruitment

To help to prevent unsuitable people from working with children and adults at risk, the following steps should be taken when recruiting paid staff or volunteers in a full or part time capacity.

- **Job Description** There will be a Job/ Role description which must be regularly updated to ensure that the role is still current.
- **Checks and References** It is unthinkable that a coach be employed without checking their status , references and previous employment. Similarly, a volunteer helper must be reliable and able to carry out the role successfully. The references should be in writing in writing, whilst waiting word of mouth from a trusted source would be acceptable, but a written note of any verbal reference should be kept on the staff record.
- **Interview** Although the term “interview” may be deemed to be a little formal, no coach, instructor, trainer, committee member or volunteer would be asked to take up the role without prior discussion with the person deemed to be the employer It is important that this meeting takes place prior to the applicant taking up the role in order to ensure that s/he holds similar values and beliefs.
- **DBS** -Every member of staff unpaid or paid must undergo a DBS . Until this is received no person should have unsupervised access at all with any child or young person under 18.

It is recognised that some staff at Hargate do not have direct responsibility for events involving children and young people . However, because of the stable environment they will at times be in the vicinity of children and young people. They will therefore be subject to the same stringent checks as other staff and coaches.

9. Disclosure and Barring Service

Anyone who carries out a role in Regulated Activity / Work must have the following requirements in place and Hargate adheres to national guidance and BEF guidance that

- All employees to undergo a DBS relevant to their role (all volunteers; coaches and stable workers who work with children either helping supervising at Pony Club, helping with lessons, and attend a recognised 3-hour safeguarding and child protection awareness training workshop in order to ensure the development of a positive culture towards safeguarding and child protection in the equestrian industry.
- Appoint a Welfare / Safeguarding Officer responsible for good practice and child protection who will undergo a disclosure check at enhanced level and attend a recognised 3- hour good practice and child protection workshop (Level 3). It is also recommended that this officer has specific training as to his / her role.

10. Recruitment of Coaches

All coaches (fully accredited, supervised, volunteer, assistant or trainees) who are recruited and used on a regular basis (i.e. 3 or more days in a 30-day period in England, Wales and/ Northern Ireland; or on one occasion in Scotland) must have the following certifications in place:

- Enhanced DBS updated every three years
Attendance at an approved safeguarding workshop, updated every three years
Emergency First Aid at Work (EFAW) qualification, updated as required per certificate
Attendance at a Continuing Professional Development (CPD) course, updated every two years
- Be listed on the Unity, the Coaches' Database
Have access to a Coaches' Folder.

11. Allegations of abuse against a person who works with children

If an accusation is made against a worker (whether a volunteer or paid member of staff), the Safeguarding coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Designated Officer (previously known as LADO). This should involve a discussion about whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults.

Maintain a safe and appropriate relationship with riders; it is inappropriate and where under the age of 16 illegal to have an intimate relationship with a young person. The BEF supports the Home Office guidelines that recommend that people in positions of authority should not have sexual relationships with 16-17 year olds in their care

The Team will take very seriously any allegation of impropriety on the part of any member of HARGATE . A member of HARGATE who discovers anything amiss should get in touch immediately with the following:

Ms C Smith, who will take appropriate action as per local multiagency procedures.

Working Together to Safeguard Children (HM Government 2018) outlines the duties of all organisations that work with children. These can be summarised as having:

- A designated safeguarding lead (with support)
- A senior board lead on safeguarding
- Clear lines of accountability
- Effective recruitment including safeguarding checks
- A culture of listening to and consulting with children
- Arrangements to share information with other organisations
- Effective supervision, support and training for staff /

The Team will review the allegation and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of HARGATE.

12. Health and safety aspects of safeguarding children

Before starting any event for unaccompanied children, the Team will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Team will keep a record of all risk assessments.

Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

Good Practice

All staff should adhere to the following principles:

- Build relationships based on mutual trust and respect in which young people are encouraged to take responsibility for their own development and decision-making.
- Ensure experience at Hargate is fun and enjoyable
- Promote fairness
- Confront and deal with bullying
- Never condone rule violations or the use of prohibited substances.

- Be an excellent role model; do not drink alcohol or smoke when working with young people. , be careful about your own language
- Treat all young people and vulnerable adults equally; this means providing everyone in a group situation similar attention (within reason), time, respect and dignity.
- • Wherever possible conduct all training and meetings in an open environment; and endeavour to avoid one-to-one coaching in unobserved situations.
- Maintain a safe and appropriate relationship with riders;

Poor Practice

The following is deemed to constitute poor practice and should be avoided by all

- Avoid spending excessive amount of time alone with one child away from the others.
- Avoid taking children to your home where they will be alone with you.
- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never share a room with a child (unless the adult is the child's parent or carer).
- Never allow or engage in any form of inappropriate touching.
- Never allow children to use inappropriate language unchallenged.
- Never make sexual suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of control.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never do things of a personal nature for children or vulnerable adults that they can do for themselves.
- Avoid taking children alone on car journeys.

13. Supervision and ratio

The number of adults supervising the children will depend upon the type of activity and the ages of the children. This should be decided as part of the risk assessment.

Suggested ratios for children up to 9 years – a ratio of 1 adult to every 5 children and for ages 10 to 13 and over – 1 adult to 8 children. ; 13-18 years 1 adult to 10.

14. Policy on the prevention of bullying

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at a HARGATE event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Team will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Team will consider banning a child from future events, but only in full accordance with the rules and procedures of HARGATE . Allegations of adults bullying children will be dealt with under the section on allegations.

15. Photographing children

No photos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact HARGATE immediately.

http://www.pcuk.org/uploads/BEF_Safeguarding_Equestrian_Sport_Jan_2013.pdf

16. Internet safety

Hargate believes that it is good practice not to share photographs of children from activities on Social Media such as Facebook, Twitter etc . As above any photographs of children from events will not be shared on Hargate website without the express consent of parents.

Sexting can be seen as harmless, but creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law if they:

- take an explicit photo or video of themselves or a friend
- share an explicit image or video of a child, even if it's shared between children of the same age, possess, download or store an explicit image or video of a child, even if the child gave their permission for it to be created.

The NSPCC has advice on how to talk to children about the risks of sexting - and what you can do to protect them.

<https://www.derbyshirescb.org.uk/parents-and-carers/online-safety.aspx>

This is also to protect the identity and whereabouts of Looked After Children/Fostered.

Children will not be added to any personal social media of workers. Care should be taken with texts and in fact texts should be to parents and not to children.

17. Managing behaviour, discipline and acceptable restraint

Adults supervising children at HARGATE events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.

Unacceptable behaviour at HARGATE events for unaccompanied children will generally be stopped by separating the children from each other and from the group. Those responsible will be suitably supervised and will be returned as soon as possible to the care of their parents.

HARGATE may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 18 months. Any such sanction would be determined and applied by the following officer:

Ms C Smith

A parent who is aggrieved by this ban may appeal to HARGATE who will hear the views of all relevant persons. The decision of Hargate is then final. Any such appeals should be made to, and will be determined by the following officer:

Ms C Smith

18. Other Policies

This safeguarding policy should be read together with the following policies and resources: Health and Safety, DBS, Code of Conduct

19. Legal Framework

This policy has been drawn up in accordance with the following:

- Children Act 2004

- Working Together to Safeguard Children 2108
- The General Data Protection Regulation 2018
- United Convention of the Rights of the Child 1991
- Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014

NOTE: This Policy was approved by the following officer on xx/xx/2018 and is due for review every 1 year:

Ms C Smith

Appendix 1 Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those attending Hargate we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

Detailed information on signs and symptoms of abuse as well as how to respond to a disclosure of abuse, are included in our policy.

How to Respond to a Child Wanting to Talk About Abuse

It is not easy to give precise guidance, but the following may help:

General points

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm and look at the child directly
- Be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

Helpful things you may say or show

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

Don't say

- Why didn't you tell anyone before?
- I can't believe it! Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises or say "I am shocked, don't tell anyone else"

Concluding

- Again, reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the person in your church/organisation responsible for coordinating child protection concerns or contact Social Services/Police/NSPCC
- Consider your own feelings and seek support if needed

What To Do Once A Child Has Talked To You About Abuse:

1. Make notes as soon as is possible writing down exactly what the child said, (preferably within 24 hours) what you said in reply, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently. Such records should be kept safely for an indefinite period.
2. Report your discussion as soon as possible to the Safeguarding Officer . If the latter is implicated report to the Deputy -Officer If both are implicated, report to Social Services if preferred.
3. *You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.*
4. Once a child has talked about abuse the worker/coordinator should consider whether it is safe for a child to return home to a potentially abusive situation. On rare occasions, it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home.
5. Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

Further guidance

If the suspicions in any way involve the Safeguarding Officer , then the report should be made to the Deputy Coordinator. If the suspicions in any way implicate both the Safeguarding Officer and Deputy and the

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer the absence of the Safeguarding Officer or Deputy should not delay referral to Social Services, or the Police..

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies. If, however, you feel that the Safeguarding Officer has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct.

Role of Safeguarding Officer where there is a concern about a child:

Allegations of Physical Injury or Neglect

If a child has a physical injury or symptom of neglect, the Safeguarding Officer will:

- a. Contact Social Services for advice in cases of deliberate injury or where concerned about the child's imminent safety. The parents should **not** be informed by Hargate in these circumstances. Where emergency medical attention is necessary it will be sought immediately.
- b. In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor (or health visitor) will then initiate further action, if necessary. If appropriate the parent/carer will be encouraged to seek help from Social Services Department.
- c. Where the parent/carer is unwilling to seek help, the Safeguarding Officer should, in cases of real concern, contact Social Services for advice.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the -coordinator will:

- a. Contact the Social Services duty social worker for children and families or Police /Child Protection Team directly. The Safeguarding Officer will NOT speak to the parent (or anyone else).

- b. If, for any reason, the -coordinator is unsure whether to follow the above, then advice from Childrens Services will be sought and followed.
- c. Under no circumstances will the -coordinator attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Safeguarding Officer is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- d. Whilst allegations or suspicions of sexual abuse will normally be reported to the - coordinator, the absence of the –Safeguarding Officer or Deputy should not delay referral to the Social Services Department.
- e. Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Safeguarding Officer or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.

Vulnerable Adults

The following procedure will be followed where there is a concern that an adult is in need of protection: Suspensions or allegations of physical or sexual abuse If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Officer will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.

If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

Appendix 2 Action Sheet

Hargate Equestrian Centre _____

CONFIDENTIAL

Responding to Abuse Form Worker's Action Sheet

Name of Child/Young Person: _____

Address _____

Date of Birth ____/____/____

Name of Person Reporting Event _____

Date ____/____/____ Time _____

Sequence of Events/Actual Words Used/Observations

Action Taken

Name _____ of _____ Person _____ Contacted:

Date ____/____/____ Time _____

Notes:

Appendix 3: Taking Care of Touching

Guidelines on touch for those who work with children

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Workers should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything, which could be misconstrued. Concerns about abuse should always be reported.

Appendix 4 Signs and symptoms of abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical signs of abuse

- Any injuries not consistent with the explanation given for them
- Injuries occurring to the body in places not normally exposed to falls, rough games
- Injuries which have not received medical attention
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation
- Cuts/scratches/substance abuse

Indicators of possible sexual abuse

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders – anorexia, bulimia

Emotional signs of abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also, depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness; Obsessions or phobias
- Sudden under-achievement or lack of concentration; Persistent tiredness
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour; Running away/stealing/lying

Appendix 5 Grooming Overview Taken with thanks from BEF safeguarding policy)

Understanding the grooming or entrapment process

Most sport activities offer excellent opportunities for young people to train, try new things, make friends and improve their skills. They are often the places where appropriate trusting relationships with are developed. Such relationships of trust should be used appropriately to advise young people and demonstrate the positive values of sport. However, sport activities can also provide opportunities for adults to target and groom a child or young person through their role as a volunteer or paid employee. Grooming is defined by the Home Office as “Communication with a child where there is an intention to meet and commit a sex offence with that child”. More generally it can be seen as the process by which an individual manipulates all those around him/her, including, but not exclusively, the child, to provide opportunities to abuse that child and reduce the likelihood of being reported or discovered. The abuser will also attempt to manipulate the circumstances in which he/she is working to enhance the likelihood of working in an unobserved one to one situation with that person.

Abusers come from all sections of society and are often perceived by others as respectable, reliable and trustworthy people. Research tells us that the vast majority of abusers are well known to the child and often hold a position of trust or authority. Recent research has found that sporting organisations are the third largest arena for incidents of sexual abuse.

The key factors which enable the coach/official to exploit a child are:

1. Sport opportunity

If the sport training facility provides situations or opportunities for the coach/authority figure that are not recognised as good practice (eg. allowing the coach/authority figure to develop an opportunity/excuse to meet the child outside the venue), this can contribute to the vulnerability or potential susceptibility of the child in that situation. He/she may feel unable to refuse the offer or be flattered by the invitation.

2. Coach/authority figure inclination

The coach/authority figure may have a desire or interest in developing a relationship beyond that of the appropriate coach/authority figure/child relationship and the good practice boundaries expected by the sport and family of that relationship.

3. Athlete vulnerability

The child by virtue of the relationship with their coach/authority figure is vulnerable. They may view any potential inappropriate coach/authority figure behaviour as acceptable in order to achieve or advance their goals within the sport. Conversely the child may be anxious that questioning or raising a concern about the coach/authority figure's behaviour may jeopardise their selection for their team or similar section.

Importance of challenging secrets

If abuse remains a secret, abusers will continue to abuse. If someone speaks about the abuse, this allows us to end the abuse, support the child and may open the door to treatment for the abuser. If you are unsure or worried about the sexual behaviour of someone you know (whether they are an adult or a child) you can contact: Stop It Now! on 0808 1000 900. The Child Protection in Sport Unit have provided a briefing; please see their website <https://thecpsu.org.uk/resource-library/2013/understanding-the-grooming-or-entrapment-process/>

Appendix 6 Young person missing form

Please use this form if you have been notified that a child has gone missing from your event/ club or centre.

| | |
|--|--------------------------------------|
| Name of child | Sport participating in |
| Age | Date of birth |
| Ethnicity | Disability (if any) |
| Parent's/carer's name(s) | Team Manager's name |
| Local Safeguarding Children Board in home area (if known) | Home address and phone number |
| Name of officer completing form | Position |
| Description of the young person – clothes, hair colour, glasses, etc. | |
| Who first noticed that the young person was missing? | |
| Where was the young person last seen? | |
| Location | Time |
| Did you notice anything suspicious or see any unauthorised persons in the vicinity? | |

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| Which areas/venues were searched and for how long? | |
| List of names of individuals involved in the search | |
| □ □ □ □ □ □ | |
| The Police were contacted at [time] | Name and telephone number of person contacting the Police |
| How long had the young person been missing at this point? | |
| Any other comments | |
| Outcome | |
| OUTCOME | |
| The young person was found at [time] | Location |