



**ACTIVE
HUMBER**

Safeguarding Children and Young People

Date of review	February 2026
Date of next review	February 2027
Policy owner / Lead member of staff	Antony Forrester
Policy area	<i>Safeguarding (Children and Young People)</i>

Contents

Introduction	3
Commitment	5
Legislation	6
Safeguarding Contacts	7
Definitions of Harm	9
Types of Harm and Abuse	9
Signs and indicators of abuse and neglect	15
What to do if you have a concern or someone raises concerns with you	18
How to record a disclosure	19
Safeguarding Children and Young People Flowchart	21
Roles and Responsibilities of those within Active Humber	22
Governance Structure	24
Lower Level Concerns	25
Good Practice, Poor Practice and Abuse	26
Relevant Policies and Procedures	27
Appendix 1 – Incident Report Form	32
Appendix 2 – Legislation and Government Initiatives	35
Appendix 3 – Useful Contacts and Guidance	37
Appendix 4 – Roles and Responsibilities	38
Appendix 5 – Glossary of Terminology and Acronyms	39
Appendix 6 – Flowchart for Information Sharing	40

Introduction

Active Humber recognises and accepts its responsibility to safeguard and promote the welfare of children and young people involved in, or affected by, our work. This responsibility is underpinned by statutory guidance, including Working Together to Safeguard Children (2023), and reflects Active Humber's commitment to creating safe, inclusive, and welcoming environments for all children and young people, including those who may be particularly vulnerable due to age, disability, or other protected characteristics.

Purpose, Scope and Application

This policy applies to all individuals working on behalf of Active Humber, including employees, volunteers, trustees, and anyone acting in a paid or unpaid capacity for the organisation. Active Humber is an independent charity and the Active Partnership for the Humber region, covering the East Riding of Yorkshire, Kingston upon Hull, North-East Lincolnshire, and North Lincolnshire. As an infrastructure organisation, Active Humber primarily works with and through partner organisations to reduce inactivity levels across the Humber region. Active Humber staff support, influence, and work alongside partner organisations, but do not deliver physical activity sessions or work in regulated activity with children and young people.

A key part of Active Humber's role is to promote safeguarding good practice across the physical activity and sport sector. We provide guidance, advice, and support to partner organisations, and encourage engagement with safeguarding training and awareness campaigns. This includes signposting to local and national training opportunities, supporting initiatives such as those run by the Child Protection in Sport Unit and promoting safeguarding through our website and social media channels.

Where Active Humber funds or commissions activity involving children and young people, we seek assurance that appropriate safeguarding policies and procedures are in place.

Active Humber staff may interact with children and young people when attending events, workshops, presentations, consultation sessions, or during activities such as filming, photography, interviews, and the collection of case studies. In these situations, lead safeguarding responsibility remains with the host organisation, including supervision and the management of safeguarding arrangements.

Where an Active Humber staff member identifies a safeguarding concern, receives a disclosure, or has concerns about the welfare of a child or young person, they will follow Active Humber's internal safeguarding procedures without delay. This includes reporting concerns to Active Humber's Lead Safeguarding Officer and, where

appropriate, working in partnership with the host organisation, statutory safeguarding partners, and relevant agencies to ensure concerns are addressed appropriately.

Active Humber takes all safeguarding concerns seriously, including any concerns regarding the behaviour of staff, volunteers, or trustees, and will respond in line with our safeguarding procedures. All Active Humber staff, trustees, and volunteers receive safeguarding training appropriate to their role to ensure they understand how to recognise and respond to concerns about children and young people.

Active Humber is committed to ensuring that everyone, regardless of age, background, or ability, can engage in physical activity and sport in a safe, inclusive, and supportive environment. We value the voices of children and young people and seek to ensure their views are considered safely in our work and decision-making processes. Our approach recognises and respects diversity and the needs of children and young people who may be particularly vulnerable.

This policy will be reviewed regularly to reflect changes in legislation, statutory guidance, and best practice, ensuring that Active Humber maintains a proactive and up-to-date approach to safeguarding.

A glossary of terminology and acronyms used throughout this policy can be found in [Appendix 5](#).

Commitment

Active Humber is committed to making safeguarding central to everything we do. We aim to create a culture where the safety, welfare, and well-being of children and young people come first, and where equality, inclusion, and protection are always a priority.

Through this policy, Active Humber commits to:

- Prioritising the safety and well-being of children and young people in all our work.
- Ensuring everyone understands their safeguarding responsibilities and has the training and support they need to recognise and respond to abuse, neglect, or other concerns.
- Taking prompt and appropriate action when concerns arise and supporting anyone who raises or discloses a concern.
- Keeping accurate and secure records of all safeguarding concerns.
- Preventing unsuitable people from working or volunteering with us.
- Maintaining strong safeguarding arrangements and procedures throughout the organisation.

The welfare and best interests of children and young people is our primary concern.

We are committed to ensuring that all children, regardless of age, ability, disability, gender, race, religion, sexual orientation, or socio-economic background, can enjoy physical activity and sport in a safe, positive, and inclusive environment.

We recognise that children's vulnerability is often shaped by multiple, intersecting factors. For example, a child's experience of risk may be influenced by a combination of disability, ethnicity, gender, socio-economic status, or other personal circumstances. We will take all reasonable and proportionate steps to safeguard all children, paying particular attention to those whose needs or circumstances may make them more susceptible to harm or abuse.

Active Humber also supports and encourages partner organisations to maintain strong safeguarding policies and procedures. We provide clear guidance and signpost resources to help partners meet their safeguarding responsibilities.

This policy will be reviewed regularly to keep it up to date with legislation, guidance, and best practice, so Active Humber continues to take a proactive approach to safeguarding.

Legislation

This policy is informed by and complies with the principles of UK legislation and statutory guidance relating to safeguarding children.

It has been developed to support effective collaboration with Local Multi-Agency Safeguarding Partnerships and reflects local safeguarding arrangements.

Key legislation and guidance include:

- Working Together to Safeguard Children (2023)
- Children Act 1989 and Children Act 2004 (as amended)
- Children and Social Work Act 2017
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- Children and Young Persons Act 2008
- Children and Families Act 2014
- Data Protection Act 2018 and UK GDPR
- Local Multi-Agency Safeguarding Partnership policies and procedures ([Appendix 3](#))

Active Humber also works in line with local Multi-Agency Safeguarding Partnership policies and procedures (see [Appendix 3](#)).

Roles and Responsibilities of those within Active Humber

To ensure Active Humber has the capacity, leadership and accountability to meet its safeguarding responsibilities for children and young people, the following roles and arrangements are in place

Lead Safeguarding Officer (LSO)

Active Humber has a Lead Safeguarding Officer who is appropriately trained and experienced to manage safeguarding responsibilities for children and young people. The Lead Safeguarding Officer is responsible for:

- Providing safeguarding advice, guidance and support to staff, volunteers and partners
- Overseeing the implementation and review of safeguarding policies and procedures
- Managing safeguarding concerns, including allegations, disclosures and lower-level concerns
- Ensuring appropriate liaison with statutory agencies and external organisations, where required
- Producing and disseminating guidance and resources to support safeguarding practice
- Ensuring safeguarding learning is shared and embedded across the organisation
- A full role description is included in [Appendix 4](#).

Deputy Safeguarding Officer(s)

Active Humber has at least one Deputy Safeguarding Officer who is appropriately trained and experienced to support the Lead Safeguarding Officer and to act in their absence.

Deputy Safeguarding Officers;

- Support the management of safeguarding concerns
- Provide advice and guidance to staff and volunteers
- Ensure continuity of safeguarding leadership when the Lead Safeguarding Officer is unavailable

Welfare and Safety Director of the Board

Active Humber has board level oversight of safeguarding through its independent Welfare and Safety Director (WSD). This role ensures safeguarding is embedded at all levels of the organisation and provides strategic leadership, guidance, and challenge to the Board and operational staff.

Roles and Responsibilities:

- Ensure safeguarding is a priority in Board discussions and decisions.
- Provide high-level leadership and guidance on safeguarding governance.
- Ensure compliance with the Code for Sports Governance.
- Support and challenge the Lead Safeguarding Officer and Deputy.
- Promote safeguarding standards and best practice across policies, procedures, and services.
- Consider safeguarding implications in funding, strategies, and action plans.
- Represent Active Humber's safeguarding approach to partners and networks.
- Promote strategic safeguarding initiatives and build relationships with statutory safeguarding bodies.
- Oversee and scrutinise safeguarding action plans and associated data.
- Provide independent assurance to the Board on safeguarding practice and culture.

The Welfare and Safeguarding Director operate independently of operational management, providing oversight, guidance, and challenge to ensure a strong safeguarding culture.

Any concerns about the CEO, or about how Active Humber manages safeguarding can be reported directly to the WSD.

Safeguarding Steering Group

An internal safeguarding steering group meets regularly to oversee safeguarding responsibilities within Active Humber

The group:

- Is chaired by the Lead Safeguarding Officer
- Includes staff from different roles and levels across the organisation
- Reviews safeguarding practice, themes, learning and risk
- Supports continuous improvement and consistency of approach

Accountability and Reporting

All staff; volunteers and trustees have a responsibility to:

- Follow Active Humber's safeguarding policies and procedures
- Act on concerns about a child's welfare
- Report concerns promptly in line with the safeguarding flowcharts within this policy

Where Active Humber has concerns about the way a safeguarding issue is being responded to by a partner or host organisation, or where there is disagreement about the level of risk or appropriate action, Active Humber will prioritise the safety and welfare of the child or young person.

The Lead Safeguarding Officer will seek appropriate advice and, where necessary, will escalate concerns to statutory safeguarding agencies in line with local safeguarding procedures, regardless of organisational relationships.

Disciplinary Procedures and Allegations

Active Humber has a clear disciplinary policy in place to manage allegations of poor practice, misconduct, or abuse involving staff, volunteers, or board members. Where allegations arise, safeguarding considerations are always prioritised, and advice is sought from statutory agencies and the Local Authority Designated Officer (LADO) as appropriate. Investigations may be undertaken in line with statutory guidance, and disciplinary action may follow, informed by safeguarding advice and in consultation with Active Humber's HR consultant.

Safeguarding Contacts

Active Humber has a Lead Safeguarding Officer and Deputy Safeguarding Officers who can be contacted regarding any safeguarding concerns, questions, or advice.

Safeguarding Inbox: safeguarding@activehumber.co.uk

Antony Forrester - Lead Safeguarding Officer

07539 670 136 | tforrester@activehumber.co.uk



Lucy Gray - Deputy Safeguarding Officer

07860 954 336 | lgray@activehumber.co.uk



Ian Spencer - Deputy Safeguarding Officer

07860 954 338 | ispencer@activehumber.co.uk



Ailey McLaughlin - Deputy Safeguarding Officer

07984 585 219 | amclaughlin@activehumber.co.uk



All concerns, whether serious or lower level, can be raised with any of these contacts. Communications will be treated confidentially and handled in line with Active Humber's safeguarding policies and procedures.

If a concern is about the Lead Safeguarding Officer, the Chief Executive Officer can be contacted on

David Gent | 07860 954343 | dgent@activehumber.co.uk

The Welfare and Safety Director of the board operates independently of operational management, providing oversight, guidance, and challenge to ensure a strong

safeguarding culture. Any concerns about the CEO, or about how Active Humber manages safeguarding, can be reported directly to the WSD.

Kayleigh Jackson – Welfare and Safety Director

Safer Recruitment

Active Humber is committed to safer recruitment and selection practices to help deter, identify and prevent unsuitable individuals from working with or having access to children and young people.

Safer recruitment principles are applied to all relevant recruitment processes and include appropriate pre-employment checks, clear role expectations, and ongoing suitability once in post. These measures are designed to promote a safe culture and ensure that everyone working on behalf of Active Humber understands their safeguarding responsibilities.

Safer recruitment is part of Active Humber's wider safeguarding approach and works alongside induction, training and clear codes of conduct to help keep children and young people safe.

We have allocated staff and senior leaders who are trained in safer recruitment practices.

Safeguarding Training and Continuous Professional Development

Active Humber is committed to ensuring that all staff, volunteers, and trustees have the appropriate knowledge, skills, and confidence to fulfil their safeguarding responsibilities and to act in the best interests of children and young people.

Safeguarding training and continuous professional development (CPD) form an essential part of Active Humber's approach to creating safe, inclusive, and welcoming environments.

Active Humber ensures that:

- New staff, volunteers, and trustees receive safeguarding training appropriate to their role and level of responsibility.
- Safeguarding training includes awareness of child protection, recognising and responding to concerns, reporting procedures, professional boundaries, and the organisation's safeguarding policies and codes of conduct.
- The Lead Safeguarding Officer and any Deputy Safeguarding Officers receive enhanced safeguarding training and undertake regular CPD to ensure they remain up to date with legislation, statutory guidance, and best practice.
- Refresher safeguarding training is completed at regular intervals to maintain knowledge and reinforce good practice.
- Additional training is provided where roles involve increased contact with children and young people or where emerging risks or learning from safeguarding cases identify a need.
- Staff are supported by the LSO and access to safeguarding advice from the LSO or senior leaders as required.

Active Humber promotes a culture of learning and continuous improvement, using feedback, learning from safeguarding concerns or incidents, changes in legislation, and national guidance to inform training priorities.

Records of safeguarding training and CPD are maintained to ensure compliance and to support accountability and continuous development across the organisation.

This approach ensures that safeguarding remains an active, embedded responsibility for everyone working on behalf of Active Humber.

The CPSU Safeguarding Standards and Framework

Active Humber is committed to meeting the Child Protection in Sport Unit (CPSU) Safeguarding Standards and using the associated Safeguarding Framework to support the effective protection of children and young people.

These standards help sports organisations meet their statutory safeguarding responsibilities by ensuring safeguarding policies, procedures and practices are established, maintained and embedded across the organisation.

Active Humber completes a robust safeguarding self-assessment process to review its practice against the CPSU Standards. The organisation also has access to expert guidance and support from the CPSU, including a designated safeguarding consultant who can be contacted for advice when needed.

Definitions of Harm

A child is anyone under the age of 18. Safeguarding children and young people means protecting them from harm, preventing impairment of their health or development, and ensuring they are able to live in circumstances consistent with safe and effective care.

Harm can take many forms and may be caused by adults or other children, in any setting, including online. The definitions in this section are illustrative and not exhaustive. They are intended to help staff and volunteers recognise potential concerns and understand when to report them.

Types of Harm and Abuse

Children and young people can be harmed in many ways. Safeguarding means protecting children from all forms of harm, not just the most obvious. Staff, volunteers, and trustees should understand the different types of abuse and other risks that may affect children and young people.

Abuse is a form of maltreatment. It may involve deliberately causing harm, failing to prevent harm, or exposing a child to danger. Children can experience abuse at home, in community settings, in schools or sports environments, or online. Abuse may be carried out by adults or by other children.

The Four Categories of Abuse

Physical Abuse

Physical abuse involves causing deliberate physical harm to a child. This may include hitting, shaking, throwing, poisoning, burning, drowning, suffocating, or otherwise causing injury. Physical harm may also occur when a parent or carer fabricates or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child that can cause severe and lasting harm to their emotional development. It may involve conveying to a child that they are worthless, unloved, or inadequate, or that their value depends on meeting another person's needs. Emotional abuse can include overprotection, preventing normal social interaction, age-inappropriate expectations, exposure to

domestic abuse, bullying, or online harassment. While emotional abuse often occurs alongside other forms of abuse, it can also occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to participate in sexual activities, whether or not the child is aware of what is happening. It may include contact abuse such as penetration, sexual touching, or non-contact abuse such as grooming, encouraging sexually inappropriate behaviour, or involving a child in the production or viewing of sexual images. Sexual abuse can be perpetrated by adults or other children and may take place online as well as in person.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious harm to their health or development. It may include failing to provide adequate food, clothing, shelter, supervision, medical care, or emotional support. Neglect can also occur during pregnancy as a result of maternal substance use, or when a caregiver is unresponsive to a child's emotional needs.

Peer-on-peer Abuse

Peer-on-peer abuse occurs when children abuse other children. This may include bullying, physical violence, sexual harassment or sexual violence, sexting, upskirting, or initiation/hazing rituals. Staff should be aware that peer-on-peer abuse can be as harmful as abuse perpetrated by adults and should be taken seriously.

Child Criminal Exploitation (CCE)

Child criminal exploitation (CCE) is a form of child abuse where a child or young person is forced, coerced, or manipulated into engaging in criminal activity. This can include committing crimes themselves, transporting money or goods, or being made to carry weapons. Children who experience CCE can be exposed to serious harm, and the exploitation often takes advantage of an imbalance of power, such as age, physical strength, status, or access to resources. Exploitation can occur once or repeatedly over time and can involve individuals acting alone, gangs, or organised crime groups. Children may appear to participate voluntarily, but this does not make the exploitation any less abusive.

CCE can take many forms, including:

- County lines: children are recruited by organised criminal networks to move or sell drugs locally or across the country.
- Carrying weapons: children may be forced to carry knives, firearms, or harmful substances, sometimes out of fear for their own safety.
- Other forced criminal activity: this can include theft, pickpocketing, shoplifting, cannabis cultivation, forced begging, or taking part in home invasions (sometimes called 'cuckooing').
- Financial exploitation: children may be coerced into moving money through cash, bank accounts, or digital currency, often controlled by the perpetrator.

Perpetrators of CCE can be adults, other children, gangs, or organised crime networks. Some gangs or groups may exploit children locally, while organised crime networks often operate nationally or internationally. Children may also be tricked into drug debts ('debt bondage') or groomed into positions of authority within a gang. Exploitation can result in serious harm, and conflicts between gangs can put children in danger even if they are not directly involved.

Child Sexual Exploitation (CSE)

Child sexual exploitation (CSE) is a form of child sexual abuse. It occurs when an individual or group takes advantage of a power imbalance to coerce, manipulate, or deceive a child or young person under 18 into sexual activity. This can involve sexual activity in exchange for something the child needs or wants, or for the financial gain or increased status of the perpetrator. A child may be exploited even if the sexual activity appears consensual.

CSE can include contact sexual acts (penetrative or non-penetrative) or non-contact sexual activity, such as online exploitation, and can happen in person, online, or both. It may involve force, threats, or enticement, and may or may not include violence. Exploitation can occur without the child's knowledge, for example when images or videos they have created are shared online by others.

CSE can be carried out by individuals or groups, males or females, adults or children, and may happen once or repeatedly over time, ranging from opportunistic incidents to complex, organised abuse. The abuse always involves some form of power imbalance, which is most often age, but can also relate to gender, sexual identity, cognitive ability, physical strength, social status, or access to money and other resources.

Radicalisation and Extremism

Radicalisation is the process by which an individual is persuaded to adopt extreme views or beliefs and may be encouraged to support or take part in harmful or violent activities. Extremist groups aim to influence, recruit, and manipulate vulnerable people by presenting their views as legitimate.

Radicalisation can happen in person, through relationships with others, or online via social media, websites, and messaging platforms. Children and young people may be exposed to extremist ideas in school, community settings, sports or youth groups, or online.

Mental Health

Mental health difficulties can sometimes be a sign that a child has experienced, or is at risk of, abuse, neglect, or exploitation. Mental health issues can also be a safeguarding concern in their own right, as children experiencing a mental health crisis may be at risk of harming themselves or being harmed by others.

Staff and volunteers should not attempt to diagnose mental health conditions, which is the role of trained professionals. However, it is important to recognise that children who have experienced abuse, neglect, or other traumatic events may face long-lasting impacts on their mental health, behaviour, and learning, which can continue into adolescence and adulthood.

Online Safety and Digital Risk

Children and young people can be harmed through online activity, and risks are not limited to cyberbullying. Online and digital risks can occur through social media, messaging apps, gaming platforms, websites, and emerging technologies such as artificial intelligence (AI).

Cyberbullying involves repeatedly picking on or humiliating someone online, through messages, posts, or images. It can include racist, homophobic, or disability-related bullying, and can be just as harmful as face-to-face bullying.

Other online risks include

Grooming or sexual exploitation - where a child is manipulated or coerced into sexual activity.

Sexting or youth-produced sexual imagery - sharing explicit images or videos of themselves or others.

Exposure to extremist or radicalising content - including violent or harmful ideologies.

Access to harmful or inappropriate content - including violent, sexual, or misleading material.

Manipulative AI content - such as deepfakes (A deepfake is a digitally manipulated image, video, or audio created using artificial intelligence to make someone appear to say or do something they never actually did.), AI-generated messages, or interactions that could confuse or exploit a child.

Child Trafficking and Modern Day Slavery

Child trafficking is a form of child abuse and a type of modern slavery. It involves recruiting, moving, receiving, or harbouring children for the purpose of exploitation. Children can be trafficked into the UK from overseas or within the UK from one area to another. Children who are trafficked are often exploited in multiple ways, including child sexual exploitation, criminal activity such as cannabis cultivation, street crime (pickpocketing, begging, or bag theft), moving drugs, benefit or immigration fraud, and selling pirated goods. They may also be forced into domestic servitude, including childcare, cooking, and cleaning, or into forced labour in settings such as restaurants, factories, nail bars, agriculture, illegal adoption, or unreported private fostering arrangements. This is not an exhaustive list, but all forms involve serious harm and coercion.

Domestic Abuse

Domestic abuse is any type of controlling, bullying, threatening, or violent behaviour between people who are or have been in a relationship. It can also occur between adults who are related to one another. Domestic abuse can happen to anyone over the age of 16. Experiencing domestic abuse can seriously harm children and young people, and for them, witnessing or being exposed to domestic abuse is considered child abuse. Children who witness or live with domestic abuse are at risk of serious harm, even if they are not directly targeted. Exposure to domestic abuse can affect a child's emotional wellbeing, behaviour, learning, and physical health.

Female Genital Mutilation (FGM)

FGM is the partial or total removal of external female genitalia for non-medical reasons and is illegal in the UK. It can cause long-term physical and emotional harm. Staff should be alert to signs that a child may be at risk of FGM, particularly if there is a cultural expectation, recent travel to a high-risk country, or disclosure from the child. FGM is a mandatory reporting issue, and concerns must be reported to the LSO immediately.

This is not an exhaustive list, and it must be recognised that it is not the role of staff to make an assessment of whether children or young

people have suffered harm. Staff, volunteers and the LSO have a duty to report any concerns about harm in accordance with Active Humber's [Policy and Procedures](#).

Signs and Indicators of Abuse and Neglect

Signs that a child is experiencing abuse or neglect may present in different ways. Indicators can be physical, emotional, behavioural or developmental, and may vary depending on the child's age, stage of development and individual circumstances. Because Active Humber staff do not work in regulated activity with children and usually come into contact with children through host organisations, staff may only observe a child briefly or intermittently. This means that a single observation may appear minor or insignificant in isolation.

However, small signs can form part of a wider picture when combined with:

- Observations made by other adults or organisations
- Information held by the host organisation or others who work with the child
- Changes seen over time or across different settings

For this reason, it is essential that all concerns, however small they may seem, are recorded and shared appropriately. Doing so helps ensure that information can be pieced together to identify potential risks and provide the right support for the child at the earliest opportunity.

Physical Indicators

Physical signs may include:

- Unexplained injuries such as bruises, burns, bites, fractures, or scratches
- Injuries that are inconsistent with the explanation given or the child's developmental stage
- Frequent injuries or repeated patterns of injury
- Untreated or inadequately treated injuries

Signs of neglect, including:

- Poor personal hygiene
- Inappropriate or consistently dirty clothing
- Hunger, dehydration, or frequent requests for food
- Untreated medical or dental issues
- Extreme tiredness or lethargy

Emotional and Psychological Indicators

Emotional abuse and neglect may present through:

- Low self-esteem, lack of confidence, or excessive self-criticism
- Anxiety, low mood and/or withdrawal
- Excessive fearfulness, particularly around certain adults or situations
- Difficulty expressing emotions or regulating feelings
- Sudden changes in mood or emotional responses
- Appearing overly compliant, passive, or eager to please

Behavioural Indicators

Changes in behaviour can be a key indicator and may include:

- Sudden or unexplained changes in behaviour or personality
- Aggressive, disruptive, or challenging behaviour
- Avoidance of certain people, places, or activities
- Risk-taking or self-harming behaviours
- Sexualised behaviour or language that is inappropriate for the child's age
- Poor attendance or disengagement from activities they previously enjoyed

Developmental and Educational Indicators

Abuse or neglect may affect a child's development and learning, including:

- Delays in physical, emotional, or social development
- Difficulties with concentration, learning, or memory
- Poor school or activity attendance
- Decline in performance or participation
- Limited social skills or difficulty forming relationships

Indicators Related to Relationships and Attachment

Some children may show signs through their interactions with others, such as:

- Difficulty trusting adults or forming secure relationships
- Overly familiar behaviour with adults they do not know well
- Strong attachment to, or fear of, specific individuals
- Isolation from peers or exclusion from social groups

Children may not always disclose abuse directly; we all communicate in different ways. Some children may be unable to find the words to describe what is happening to them, may not understand that what they are experiencing is wrong, or may feel fear, shame, or loyalty towards the person causing harm.

As a result, children may communicate distress through their behaviour, emotions, or physical presentation, rather than through a clear verbal disclosure.

For this reason, any concerns, disclosures, or observations, however small they may appear, must be taken seriously and reported promptly in line with the organisation's safeguarding procedures.

Lower Level Concerns

Not all safeguarding concerns involve abuse or neglect, but lower-level concerns can indicate that a child or young person may be at risk or that professional boundaries are not being maintained. These concerns might include:

- Inappropriate language, jokes, or comments
- Overly familiar behaviour or attention
- Minor breaches of organisational procedures or codes of conduct
- Unintentional behaviour that causes discomfort to a child or young person

All staff and volunteers have a duty to report lower-level concerns, even if they do not believe a child is at immediate risk. Reporting these concerns helps the organisation identify patterns, address behaviours early, and maintain a safe culture.

Lower-level concerns will be taken seriously in line with Active Humber's policies and procedures, including disciplinary processes where appropriate. Concerns about staff or volunteers working at external organisations should be reported to the Lead Safeguarding Officer and they will assess the concern and take appropriate action, which may include informing the external organisation and/or escalating to statutory agencies or referring to HR.

All lower-level concerns should be recorded accurately using the incident report form, and action should be taken to reduce risk and support everyone involved, ensuring that children and young people remain safe and protected.

Good Practice, Poor Practice and Abuse

Good Practice, Poor Practice and Abuse

It can sometimes be difficult to distinguish between poor practice and abuse, whether the behaviour is intentional or unintentional. Staff and volunteers are not expected to determine whether abuse has taken place. However, everyone working on behalf of Active Humber has a responsibility to recognise poor practice, identify potential safeguarding concerns, and act on them appropriately.

Good Practice

Active Humber expects all employees, volunteers, trustees, and anyone acting on its behalf to:

- Be familiar with and follow Active Humber's safeguarding policies and procedures
- Have an appropriate awareness of safeguarding and protecting children and young people
- Act in a professional, respectful, and transparent manner at all times
- Promote fairness, equality, and inclusion
- Treat everyone with dignity and respect, giving equal attention and consideration
- Maintain clear professional boundaries
- Act as a positive role model in behaviour, language, and conduct
- Work in ways that reduce risk and avoid misunderstandings
- Report any safeguarding or lower-level concerns promptly

When working in settings where children and young people are present, staff should:

- Follow the safeguarding arrangements of the host organisation
- Ensure appropriate consent is in place for filming, photography, interviews, or case studies
- Communicate (electronically) with children and young people only through agreed and appropriate channels, such as parents, carers, teachers, youth workers, or designated staff within partner organisations.
- Avoid direct contact with children and young people unless this has been formally agreed and appropriate safeguarding arrangements are in place
- Be open and transparent, avoiding situations where they are alone with a child wherever possible
- Listen to children and young people and take what they say seriously

Poor Practice

The following are examples of poor practice. This list is not exhaustive:

- Spending unnecessary or excessive time alone with a child or young person

- Contacting children or young people directly via personal phone numbers, email, social media, or messaging apps without the involvement of parents, carers, or the host organisation
- Using inappropriate, discriminatory, sexualised, or offensive language
- Making sexually suggestive comments, even as a joke
- Engaging in overly familiar behaviour or giving personal gifts
- Ignoring, dismissing, or failing to act on concerns raised by a child or others
- Failing to follow safeguarding procedures or the host organisation's safeguarding arrangements
- Taking photographs or videos without proper consent
- Sharing confidential information inappropriately
- Assuming someone else will deal with a safeguarding concern

Any concerns about poor practice, whether involving Active Humber staff or individuals working within partner organisations, must be reported to the LSO

Active Humber promotes a culture of openness, reflection, and early reporting. Staff, volunteers, and trustees are encouraged to share and report concerns about their own behaviour or practice, where something may not have gone as intended, may have caused discomfort, or could be misinterpreted. Self-reporting lower-level concerns is good safeguarding practice and supports learning, accountability, and the maintenance of professional boundaries.

If a child or young person appears distressed, is unintentionally harmed, or if a situation arises that could be misunderstood, this must be reported promptly and recorded in line with Active Humber's safeguarding procedures.

Relevant Policies and Procedures

This 'Active Humber Safeguarding Children and Young People Policy and Procedures' should be read in conjunction with other Active Humber policies and procedures, in particular:

- Whistle Blowing Policy
- Social Media Policy
- Complaints Procedure
- Disciplinary Procedures
- Active Humber Adult Safeguarding Policy
- Safeguarding Officers' Role and Responsibilities
- Safeguarding Children and Young People Policy and Procedures
- Recruitment Policy

For copies of any of the above policies and procedures, please request these from the Safeguarding Lead Officer.

What to do if you have a concern or someone raises concerns with you

If you believe someone is in immediate danger, contact the police immediately by calling 999.

If you become aware of, suspect, or are told about abuse or poor practice, you must report it to the Active Humber Lead Safeguarding Officer on **safeguarding@activehumber.co.uk**

Contact details are available in the [contacts section](#) of this policy

If you are unable to contact the LSO or a Deputy Safeguarding Officer, you should seek advice immediately from the police, children's social care, or the NSPCC helpline.

Contact information for these external agencies is included in the [appendices](#).

Once a concern has been raised, follow [Flowchart 1 \(What to Do if You Have a Concern About a Child or Young Person\)](#), which outlines the next steps for responding to and reporting the concern.

If the Lead Safeguarding Officer is implicated, report the concern to the Active Humber CEO instead.

If you are asked to share information about the concern, speak to the Active Humber Lead Safeguarding officer first before following the 'Information Sharing- flowchart' in [Appendix 6](#).

Responding to Disclosures

A disclosure is when a child tells you about abuse, harm, or poor practice, either directly or indirectly. How you respond is crucial to keeping them safe.

If a child tells you something concerning, you must:

- Listen
- Stay calm and take what the child says seriously
- Let them speak freely at their own pace.
- Do not interrupt, investigate, or ask leading questions.
- Reassure
- Tell the child it was right to tell you
- Reassure them they are being listened to and taken seriously.
- Do not promise to keep secrets; explain that you will need to share the information to keep them safe
- Explain what will happen next
- Use age-appropriate language so the child understands what will happen

Record

- Write down what the child said as soon as possible.
- Use the child's exact words wherever possible.
- Stick to facts, not opinions, assumptions, or interpretations
- Clearly separate what the child said from your own observations (behaviour, injuries, emotional state)

Include

- Date and time of the disclosure
- Date and time of your record
- Name of the child
- Name of the adult receiving the disclosure
- Location and context
- Any immediate actions taken
- Use Active Humber's Incident Report Form ([Appendix 1](#)) to make your record.
- Sign and date the record.
- Store the record securely in line with data protection requirements.

Report

Follow Active Humber's reporting processes in [Flowchart 1](#)

Important reminders when responding to disclosures

Dealing with a disclosure can be difficult, upsetting, or stressful. It is natural to feel unsure or emotional. However, it is vital to follow the correct steps to keep the child safe.

You **must not**:

- Promise confidentiality.
- Ask probing or leading questions.
- Show shock, disbelief, or judgement.
- Investigate the concern yourself.
- Delay reporting the concern.

Responding appropriately ensures that the child feels heard, supported, and protected, and helps safeguard them effectively.

Managing Allegations Against Staff, Volunteers or Others Working with Children

Active Humber takes all allegations of abuse or inappropriate behaviour towards children and young people seriously and will respond promptly, fairly and in line with statutory guidance and local safeguarding arrangements.

An allegation may relate to a person working for, on behalf of, or in connection with Active Humber (including staff, volunteers, trustees, or partners) who has:

- behaved in a way that has harmed, or may have harmed, a child or young person;
- possibly committed a criminal offence against, or related to, a child or young person;
- behaved towards a child or young person in a way that indicates they may pose a risk of harm; or
- breached professional boundaries or the Active Humber Code of Conduct.

Any allegation, concern, or disclosure about the behaviour of a person working with children must be reported immediately to the Lead Safeguarding Officer. If the allegation concerns the LSO, it must be reported directly to the CEO.

Staff and volunteers must not investigate allegations themselves or attempt to resolve matters informally.

Follow instructions on [flowchart 2](#).

Responding to Allegations

The Lead Safeguarding Officer will:

- Make an initial assessment of the concern.
- If an allegation meets the relevant threshold, seek advice from the Local Authority Designated Officer (LADO) within **24 hours** in the Local Authority area where the incident occurred (for example, if the incident took place in Grimsby, contact the LADO for North East Lincolnshire).
- Follow local safeguarding procedures and statutory guidance.
- Ensure appropriate action is taken to safeguard the child or young person involved; and
- Consider whether internal action is required in line with Active Humber's disciplinary procedures.

Active Humber will cooperate fully with the police, children's social care, the LADO and any other relevant agencies.

In some cases, it may be necessary to consider temporary changes to a person's role or suspension while an allegation is investigated. This is a neutral act and does not imply guilt. Any such decision will be made on a case-by-case basis, considering the safety of children and the rights of all parties.

Information relating to allegations will be handled sensitively and shared only on a need-to-know basis. Accurate, confidential records will be kept in line with data protection requirements and retained in accordance with statutory guidance.

Allegations may result in a range of outcomes, including:

- no further action;
- internal management or disciplinary action;
- referral to external agencies (police, social care, LADO);
- referral to the Disclosure and Barring Service or other regulatory bodies, where required by law.

Active Humber recognises that allegations can be distressing for everyone involved, and appropriate support will be offered and/or signposted to services for children and young people, as well as to the person who is the subject of the allegation, throughout the process.

Safeguarding Children and Young People Flowchart One & Two



WHAT TO DO IF YOU HAVE A CONCERN ABOUT A CHILD OR YOUNG PERSON

STEP ONE:

Is the child or young person at risk of immediate harm or in need of urgent medical attention?

YES:

- Call the Police on 999, Seek immediate medical assistance if required
- Report the concern without delay to the Active Humber Lead Safeguarding Officer
- Complete an Incident Report Form

NO: Continue to step 2



STEP TWO:

Is the activity being delivered by an external provider? (e.g. school, sports club, community group)

YES: Continue to step 3

NO:

- Follow Active Humber internal safeguarding procedures.
- Report the concern without delay to the Active Humber LSO
- Complete an Incident Report Form (appendix?)



STEP THREE:

Does the concern relate to the conduct, practice, or behaviour of an adult working with children or young people (Active Humber or host organisation staff/volunteers)?

YES: Follow Flowchart 2 (Managing Concerns, Allegations, or Complaints About Adults)

NO: Continue to step 4



STEP FOUR:

Action to be taken by Active Humber staff

- Where safe and appropriate, report the concern to the host organisation's staff member responsible for the children during the activity. (Do not report directly if the concern is about that individual, if it may increase risk, or if it could compromise evidence or an investigation.)
- Report the concern without delay to the Active Humber LSO, and **complete an incident form**

ACTIONS FOR THE LEAD SAFEGUARDING OFFICER LSO

Upon receipt of a safeguarding concern, the LSO will:

1. Review the concern without delay, ensuring information is clear, factual, dated, and accurately recorded.

This initial review should take place within 24 hours, with immediate escalation or referral if the child is at risk of serious or urgent harm.

2. Assess whether any immediate protective action is required to safeguard the child or young person.

This may include pausing activities, notifying statutory agencies, or taking other urgent steps to reduce risk.

3. Contact the host organisation's Safeguarding Lead to:

- Share relevant information securely
- Establish what actions have already been taken or are planned

4. Send the Active Humber Safeguarding Report Form securely via email to the host organisation's Safeguarding Lead.

5. Discuss and agree on appropriate actions with the host organisation, taking into account:

- Relevant local authority safeguarding thresholds
- The welfare and best interests of the child or young person

6. Submit a referral to Social Care directly if the concern meets safeguarding thresholds, regardless of the decision or action of the host organisation.

7. Seek advice and consultation where appropriate, including:

- Child Protection in Sport Unit (CPSU)
- Relevant National Governing Body (NGB)
- Active Humber Safeguarding Board Champion
- Local Authority Safeguarding Children Partnerships

8. Record all steps, conversations, and rationale for decisions made, including:

- Actions taken by the DSL and staff
- Advice sought and from whom
- Decisions made and why
- Example: *The host organisation may refer the child into Social Care as they are registered with the organisation as a member, and Active Humber submits an independent referral as well.*

9. Consider what support staff, volunteers, or children involved may need and how Active Humber can provide or coordinate support.

10. Follow up as appropriate, including:

- Monitor outcomes
- Maintain professional oversight of the concern
- Ensure agreed actions have been implemented by the host organisation
- Fully co-operate with all multi-agency services involved throughout the process

If you have a concern or allegation about an adult working or volunteering with children

Important: If the Lead Safeguarding Officer / Deputy Safeguarding Lead is the subject of the concern or is unavailable, report directly to the CEO, who will follow this process.

STEP ONE:

Is the child at risk of immediate harm?

YES:

- Call the Police on 999 immediately!
- Ensure the child is safe!
- Report the concern without delay to the Active Humber DSL (or CEO if DSL is subject/unavailable)
- Complete an Incident / Safeguarding Report Form

NO:

- Report concern without delay to the Active Humber DSL (or CEO if DSL is subject/unavailable)
- Complete an [Incident Report](#) Form

End of referrer action

STEP TWO: Lead Safeguarding Officer Action

Review the concern within 24 hours; escalate immediately if the risk is urgent.

Assess whether immediate protective action is required to safeguard the child or others (pause activities, restrict adult contact, notify agencies). Consider suspension from duties where appropriate, while maintaining child safety and confidentiality

Identify the adult involved:

- Active Humber staff / volunteer: Notify CEO immediately and move to step 3.
- External organisation staff / volunteer: report to organisation safeguarding lead and move to step 3.



STEP THREE:

Does the allegation meet LADO thresholds?

LADO thresholds apply when it is alleged that anyone working or volunteering (including foster carers) with children under 18 years of age has:

- o Behaved in a way that has harmed or may have harmed a child.
- o Possibly committed a criminal offence against or related to a child.
- o Behaved towards a child or children in a way that indicates they may pose a risk of harm.
- o Behaved, or may have behaved, in a way that indicates they may not be suitable to work with children, including conduct in a person's private life, association with someone who presents a risk to children, behaviour causing harm to an adult.
- o Multiple low-level concerns of the same nature - consider a pattern of behaviour.

YES (meets threshold):

- Refer immediately to LADO (within 1 working day)
- Consult with LADO to agree on next steps (investigation, suspension, multi-agency coordination)

NO (does not meet threshold):

- Follow Active Humber internal disciplinary procedures.

Note: Even if thresholds are not met, the LSO/DSL may contact LADO for advice or consultation to ensure appropriate management and risk mitigation

**STEP FOUR:**

Consult and coordinate with relevant parties as appropriate:

- Host organisation safeguarding lead (if applicable)
- CPSU
- Relevant NGB
- Active Humber Safeguarding Board Champion
- Local Authority Safeguarding Children Partnerships



STEP FIVE:

Record all steps, conversations, and rationale, including:

- Actions taken by LSO and staff.
- Advice sought and from whom
- Decisions made and why
- Example: LADO advises internal investigation; LSO records advice, agreed actions.

**STEP SIX:**

Consider what support staff, volunteers, or children involved may need and how Active Humber can coordinate support.

**STEP SEVEN:**

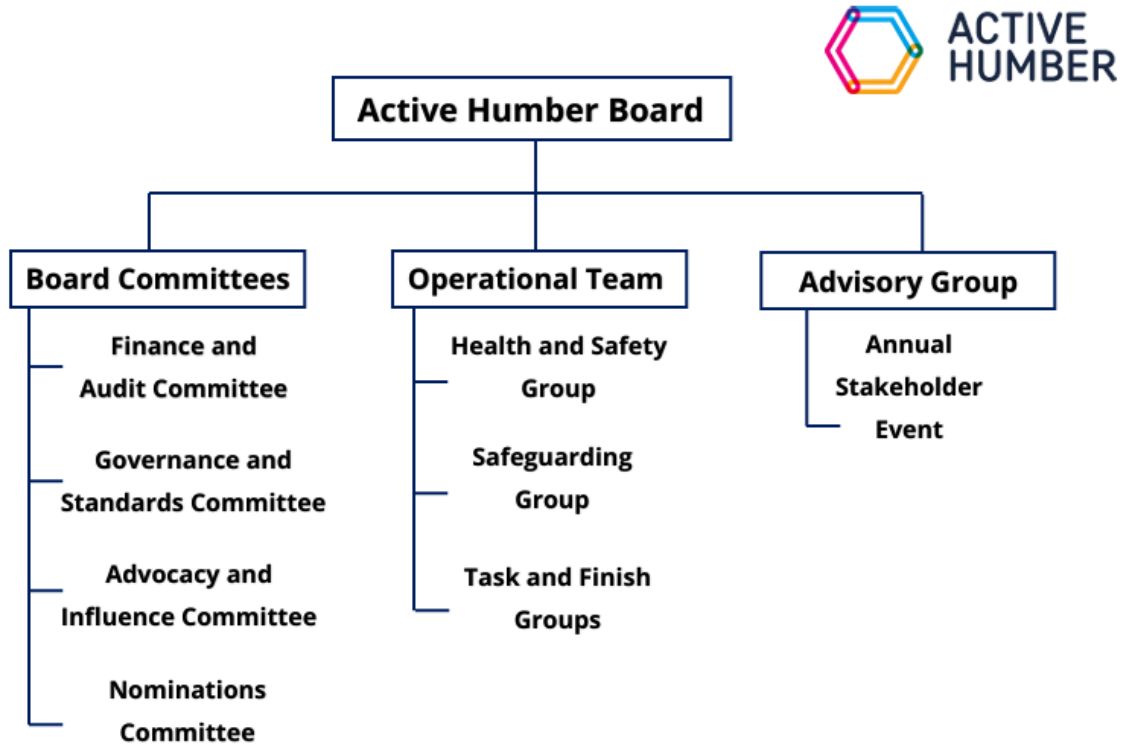
Follow up as appropriate:

- Monitor outcomes.
- Maintain professional oversight.
- Ensure agreed actions implemented.
- Fully co-operate with all multi-agency services
- Provide updates to LADO / Social Care as required.

**STEP EIGHT:**

Following the outcome of any investigations, the LSO and CEO decide whether a referral to DBS is required: Referral should always be considered if allegation is substantiated, the individual resigns or would have been dismissed.

Governance Structure



Non-Recent Abuse and/or Allegations

Non-recent abuse and/or allegations refer to concerns, disclosures, or complaints about abuse, neglect, exploitation, or poor practice that are alleged to have occurred in the past. This may relate to incidents that happened some time ago and may involve current or former staff, volunteers, or board members, past or present.

Active Humber recognises that individuals may choose to disclose non-recent abuse at different points in their lives. All disclosures and allegations relating to non-recent abuse will be taken seriously, listened to respectfully, and responded to appropriately.

The fact that abuse is non-recent does not reduce the seriousness of the concern or Active Humber's responsibility to respond in line with safeguarding procedures.

Non-recent abuse or allegations can add layers of complexity, particularly if the alleged perpetrator no longer works or volunteers for the organisation. In such cases, additional consideration must be given to assessing whether children or other individuals may still be at risk, including situations where the person may now be in contact with children or vulnerable adults in another setting (e.g., as a sports coach).

Where information relating to non-recent abuse indicates that a child or other individuals may still be at risk, this will be treated as a current safeguarding concern and referred to the appropriate agencies without delay. Follow [flowchart 1](#).

Active Humber will be open and transparent and will cooperate fully with statutory agencies, relevant National Governing Bodies, partner organisations, and relevant services in relation to any safeguarding concern, allegation, or investigation relating to non-recent abuse. Information will be shared appropriately and lawfully, in line with safeguarding responsibilities and data protection legislation.

Responding to Non-Recent Abuse and/or Allegations

If non-recent abuse or an allegation is disclosed or reported:

- The concern must be recorded accurately using the incident report form ([Appendix 1](#)).
- The concern must be reported without delay to the Lead Safeguarding Officer (LSO).
- The LSO will consult with the CEO regarding the concern and a proposed course of action. As part of this consultation, the **LSO and CEO must assess whether a child or other individuals may still be at risk**, even if the alleged perpetrator is no longer employed or volunteering with Active Humber (e.g., may now be coaching elsewhere). Appropriate action, including referral to statutory agencies, should be taken where a risk is identified.

- The LSO and CEO will report the matter with a proposed course of action to the Board's Welfare and Safety Director (WSD) regarding members of Active Humber staff, volunteers or board members past or present
- The WSD, with the board, will determine how best to conduct the investigation, guided by the best current advice from safeguarding partners (e.g., LADO, CPSU)

Key Note:

- If the concern involves or implicates the LSO, the concern must instead be reported directly to the CEO.
- If the concern involves the CEO, it should always be raised directly with the WSD.

Individuals who disclose non-recent abuse will be:

- Treated with sensitivity, dignity and respect
- Reassured that they have been heard and taken seriously
- Supported to understand the next steps, including any referrals that may be made to statutory agencies or other relevant organisations.
- Where appropriate, individuals will be signposted to additional sources of specialist or independent support.

In some cases, a person raising concerns about non-recent abuse may wish to make a formal complaint about Active Humber or its practices. Where this occurs, the matter may also be considered under the Active Humber Complaints Procedure, alongside safeguarding processes.

Safeguarding concerns will always be prioritised and managed in accordance with this policy, regardless of whether a complaint is also submitted.

Filming and Photography

Active Humber recognises that children and young people may be photographed or filmed during activities, events, or sessions for marketing, promotional, or educational purposes. Our aim is to celebrate participation and promote the benefits of physical activity while ensuring children's safety and welfare are always paramount.

Active Humber staff may take photographs or film children and young people in schools, community groups, sports clubs, or at events. Consent for any images or recordings is held by the host organisation, and Active Humber staff will confirm with the host organisation to ensure that parental or guardian consent has been obtained before any filming or photography takes place. When Active Humber intends to share images with a third party, such as a partner organisation, this will be explained and consent obtained.

Active Humber is committed to safe and secure storage of all images and videos, ensuring they are protected against unauthorised access, sharing, or misuse. Images and videos are stored on a secure server, and only Active Humber employees have access. Children and their parents or guardians have the right to request the removal or deletion of any images or videos at any time. Requests can be made in writing to any representative of Active Humber and will be acted upon promptly by the marketing team.

Active Humber will follow these principles:

- The interests and welfare of children are always the primary consideration.
- Children and their parents/carers have the right to decide whether images are taken and how they are used.
- Images will only be used with consent.
- Where possible, children will not be named when images are used publicly. If names are included, only first names will be used.
- Children will be shown in appropriate dress or kit, including required safety equipment where relevant.
- Images should positively reflect participation, showing children engaged and enjoying the activity.
- Only Active Humber-issued devices may be used to take images or videos. Personal devices are strictly prohibited.
- Any concerns about the misuse of images or inappropriate content must be reported to the Lead Safeguarding Officer and will be managed in line with Active Humber safeguarding policies.

This approach ensures that Active Humber can capture and share the benefits of participation safely, while respecting children's rights, privacy, and wellbeing.

Whistleblowing

Active Humber is committed to maintaining an open and safe culture in which staff, volunteers, trustees, and others working on behalf of the organisation feel able to raise concerns about poor practice, unsafe behaviours, or potential abuse involving children and young people.

Active Humber has an internal whistleblowing policy that can be followed to raise concerns about serious issues. We recognise that in some circumstances, individuals may feel unable to raise concerns internally. When this is a safeguarding concern, the NSPCC Whistleblowing Helpline provides an independent, confidential route to raise concerns about the safeguarding of children.

Staff and volunteers can contact the NSPCC Whistleblowing Helpline if they believe that:

- A child or young person is being abused or is at risk of harm;
- Safeguarding policies or procedures are not being followed; or
- There is a failure within Active Humber to take appropriate action in response to a safeguarding concern.

NSPCC Whistleblowing Helpline:

- Phone: 0800 028 0285
- Email: help@nspcc.org.uk

All concerns raised through internal or external channels will be treated seriously, handled confidentially, and responded to promptly in line with statutory guidance and Active Humber safeguarding procedures.

Appendix 1 – Incident Report Form

Active Humber Officer:

Position:

Date and Time:

Name of Contact:

Contact Details:

Nature of Concern:

Remember

- Record as much **detail** as possible including dates and times of telephone calls / conversations / meetings / incidents.
- Record **facts** whenever possible; when recording opinion / inference / 2nd hand information, this should be made clear.
- Record any agreed **actions** to be taken by the different parties involved (Police, Social Services, you)– who and what is to be done? Timescales for action? Seek (and record) agreement for other parties to provide feedback or update you whenever possible.
- Any information you record **may need to be disclosed** to the individuals concerned and / or individuals and organisations deemed necessary by the welfare officer to deal with the concern.
- **Sign your records**, as it is possible for several people to be recording their actions on the same case.

Detailed Record of Incident/Concern Note all relevant facts and information	Actions Names or Organisations	Date and Time
<p>Reporter Signature:.....</p> <p>Date:.....</p>		

Appendix 2 – Legislation and Government Initiatives

Working Together to Safeguard Children 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

A guide to multi-agency working to safeguard and promote the welfare of children

Children Act 1989

<https://www.legislation.gov.uk/ukpga/1989/41/contents>

This provides the legislative framework for child protection in England. Key principles established by the Act include the paramount nature of the child's welfare, and the expectations and requirements around duties of care to children.

Children Act 2004

<https://www.legislation.gov.uk/ukpga/2004/31/contents>

This Act encourages partnerships between agencies and creates more accountability by placing a duty on local authorities to appoint children's services members who are ultimately accountable for the delivery of services; and placing a duty on local authorities and their partners to co-operate in safeguarding and promoting the wellbeing of children and young people.

Education Act 2002

<https://www.legislation.gov.uk/ukpga/2002/32/contents>

Included a provision requiring school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of children.

Protection of Freedoms Act 2012

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

Merged the Independent Safeguarding Authority with the Criminal Records Bureau (CRB) to form a single, new, non-departmental public body called the Disclosure and Barring Service (DBS).

Equality Act 2010

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

The Equality Act strengthens the law in important ways to help tackle discrimination and inequality.

Children and Young Persons Act 2008

<https://www.legislation.gov.uk/ukpga/2008/23/contents>

Legislated for the recommendations in the Care Matters white paper (DfES, 2007) to provide high quality care and services for children in care.

Children and Families Act 2014

<https://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

An Act to make provision about children, families, and people with special educational needs or disabilities; to make provision about the right to request flexible working; and for connected purposes.

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. www.opsi.gov.uk

Data Protection Act 1998

<https://www.legislation.gov.uk/ukpga/1998/29/contents>

An Act to make new provision for the regulation of the processing of information relating to individuals, including the obtaining, holding, use or disclosure of such information.

General Data Protection Regulation 2018

<https://gdpr-info.eu/>

This Regulation is on the protection of natural people with regard to the processing of personal data and on the free movement of such data, and repeals Directive 95/46/EC (General Data Protection Regulation)

Disclosure & Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers- How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/dbs-update-service

The Care Act 2014- statutory guidance

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Appendix 3 – Useful Contacts and Guidance

Local Multi-Agency Safeguarding Partnerships:

(Formerly Local Safeguarding Children Board's)

Name: East Riding Safeguarding Children Partnership

Website Link: <https://www.erscp.co.uk/>

Telephone (Office Hours): 01482 395500

Telephone (Out-of-Office Hours): 01482 393939

Local Procedures: <https://www.erscp.co.uk/reporting-concerns/>

Completed **LADO** referral forms should be sent to LADO@eastriding.gov.uk

Name: Hull Safeguarding Children Board

Website Link: <https://www.hullcollaborativepartnership.org.uk/hull-safeguarding-children-partnership>

Telephone (Office Hours): 01482 448879 (option 4)

Telephone (Out-of-Office Hours): 01482 300304

Local Procedures: <https://www.hull.gov.uk/children/worried-child>

Call the LADO on [01482 790 933](tel:01482790933) prior to submitting [LADO referral form](#) to LADO@hullcc.gov.uk

Name: North Lincolnshire Children's Multi Agency, Resilience & Safeguarding Board

Website Link: <https://www.northlincsmars.co.uk/>

Telephone (Office Hours): 01724 296500

Telephone (Out-of-Office Hours): 01724 296555

Local Procedures: <https://www.northlincsmars.co.uk/report-a-concern/>

The LADO can be contacted on 01724 298293 or submit a [LADO referral form](#) to lado@northlincs.gov.uk

Name: North-East Lincolnshire Safeguarding Children's Partnership

Website Link: <https://www.nelincs.gov.uk/scp/>

Telephone (Office Hours): 01472 326 292 (option 2 option 2)

Telephone (Out-of-Office Hours): 01472 326 292 (option 2)

Local Procedures: <https://www.nelincs.gov.uk/health-wellbeing-and-social-care/childrens-social-care/report-a-concern-about-a-child/>

The LADO can be contacted on 01472 326118 or submit a [LADO referral form](#) to lado@nelincs.gov.uk

Child Protection in Sport Unit (CPSU):

Website: www.thecpsu.org.uk

Email: cpsu@nspcc.org.uk

Disclosure and Barring Service (DBS)

For guidance on making a **barring referral**, see: [DBS Barring Referrals](#)

For advice from your **regional DBS outreach worker**, see: [DBS Regional Outreach Service](#)

Appendix 4 – Roles and Responsibilities

Safeguarding Officer Role Description

Purpose: to act as the lead officer within Active Humber in relation to Safeguarding casework, and to take a key role in the development and implementation of Safeguarding policies and procedures for both children and adults.

Key Tasks:

- To receive and collate concerns which are reported to Active Humber, and to act as necessary.
- To seek advice and guidance regarding the handling of safeguarding concerns as necessary, acting as advised by safeguarding boards or Police.
- Together with the Deputy Safeguarding Officer(s), to liaise with individuals and their families who raise Safeguarding concerns, and where appropriate with individuals who are the subject of those concerns, to ensure effective and timely communication.
- To record efficiently and securely retain all information relating to safeguarding concerns and cases.
- To act, together with the Deputy Safeguarding Officer(s), as the point of contact for partner and external organisations in relation to safeguarding matters.
- Where competent to do so, provide support on guidance to external organisations relating to safeguarding. Alternatively, to seek advice from specialised partners such as local authority safeguarding children partnerships, the NSPCC's Child Protection in Sport Unit (CPSU) and the Ann Craft Trust.
- To lead the internal safeguarding group to manage the safeguarding work and handling concerns for Active Humber.
- To keep up to date with and promote safeguarding policy, procedure and regulations.
- To have a sound understanding of Active Humber's recruitment policy and procedures, including DBS checks where required.
- To promote Safeguarding best practice training workshops within the county and clubs.
- To ensure appropriate training is sought and undertaken by all relevant officers and to maintain up-to-date qualified officers are in the relevant positions.

- To lead on the review of the safeguarding policies and procedures for Active Humber.

Appendix 5 - Glossary of Terminology and Acronyms

AP: Active Partnership

CPSU: Child Protection in Sport Unit

DBS: Disclosure and Barring Service

GDPR: General Data Protection Regulations

GSC: Governance and Standards Committee (Active Humber)

WSD: Welfare and Safety Director

CEO: Chief Executive Officer

LSCP: Local Safeguarding Children Board

LSO: Lead Safeguarding Officer

LADO: Local Authority Designated Officer

NSPCC: National Society for the Prevention of Cruelty to Children

Appendix 6 – Flowchart for Information Sharing

