



The Independent Association  
of Prep Schools

*Excellence in Education*

## IAPS Sport Safeguarding Policy and Procedures



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IAPS are committed to reviewing its Safeguarding policy and good practice. This policy was updated in July 2019 and will be reviewed as and when statutory guidance is updated. This policy is written in line with [KCSiE 2019](#).

## Definitions

### Safeguarding

Protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.’ (Taken from Keeping Children Safe in Education KCSIE (Sept 2019)).

### Children

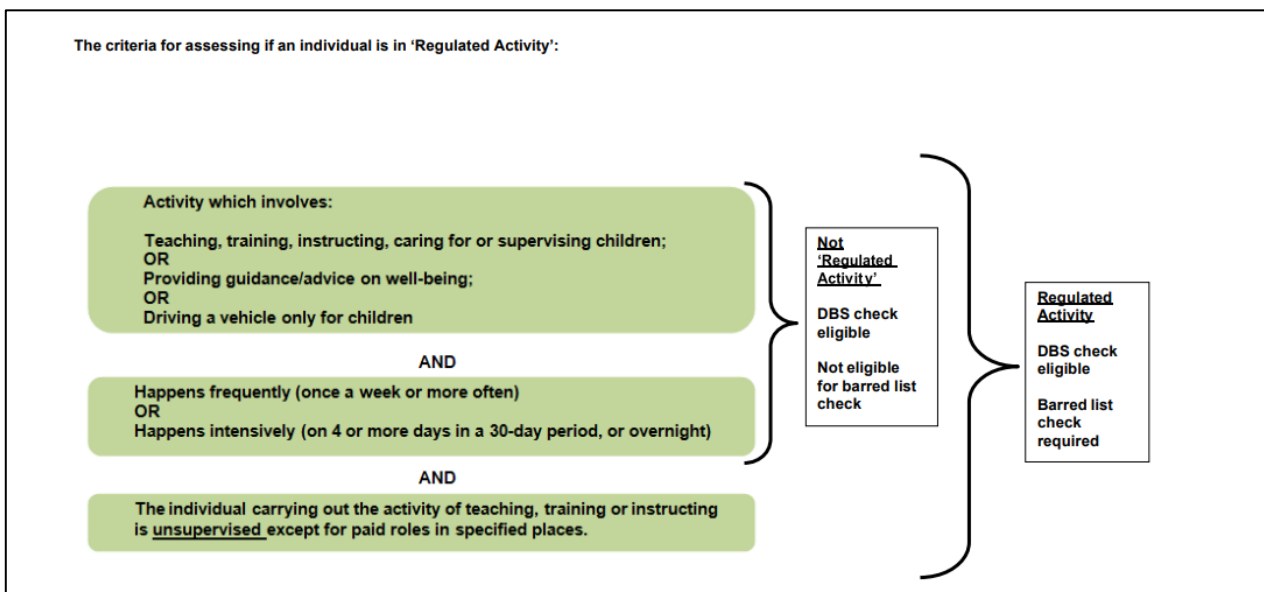
Children are defined in the Children Act 1989 as people under the age of 18 years. For the purposes of this policy the legal definition applies.

### Staff

For the purpose of this document, the term “staff” include all paid IAPS employees, all volunteer event organisers, all volunteers and all officials who attend events throughout the year.

### Regulated activity

The statutory definition of Regulated Activity applies to this policy. In summary, this means teaching, training, instruction, care or supervision of children, carried out by the same person frequently (once a week or more often) or on four or more days in a 30 day period, or overnight AND the individual carrying out the activity of teaching, training or instructing is unsupervised (except for paid roles in specified places).



(Image taken from: **Defining supervision and regulated activity – sport and recreation sector guidance (PDF), CPSU January 2017).**

## What is abuse?

There are four main types of abuse: physical, sexual, emotional and neglect. An individual may abuse or neglect a child directly or may be responsible for abuse by failing to prevent another person harming that child.

### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Examples of physical abuse in sport include extreme physical punishments; forcing a child into training and competition that exceeds the capacity of his or her immature and growing body, or limitations of a disability; assaulting a person; or where the child is given drugs to enhance performance or in the case of a child, delay puberty.

### Sexual abuse

Sexual abuse involves forcing a child to take part in sexual activities, which may involve inappropriate touching, penetrative or non-penetrative sexual acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual photographic or online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### Emotional abuse

Emotional abuse is the persistent maltreatment of a child such as to cause severe and persistent adverse effects on their development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction. Emotional abuse may involve a child seeing or hearing the ill-treatment of another as well as serious bullying, causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may also occur alone. Examples of emotional abuse in sport include subjecting children to constant criticism, name-calling, and sarcasm or bullying. It could also include their regular exclusion from an activity, non-selection for a team, failing to rotate squad positions or more subtle actions such as staring at or ignoring a child. Putting players under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.



## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may involve a parent failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or danger, or to ensure adequate supervision (including the use of inadequate care-givers) or to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Examples of neglect in sport could include: not ensuring children are safe, exposing them to undue cold or heat or unsuitable weather conditions, or exposing them to unnecessary risk of injury.

## **Bullying**

Bullying is often considered to be a fifth type of abuse but when it does occur it usually has elements of one or more of the four categories identified. The bully can be a parent who pushes too hard, a coach or manager with a 'win at all costs' attitude or another intimidating child. It should also be recognised that bullying can take place in the virtual world of social networking sites, emails or text messages. Bullying should not be ignored and the victim should be supported through what can be a traumatic experience. Bullying will not just go away. Bullies can be very cunning and develop strategies to avoid it being seen by anyone but the victim. Bullying takes many forms but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention of the bully. There are opportunities to bully at any event but it is the way that incidences are dealt with which makes the difference between life being tolerable or becoming a misery for the victim.

## **Poor practice**

Incidents of poor practice arise when the needs of children are not afforded the necessary priority, compromising their wellbeing. Poor practice can easily turn into abuse if it is not dealt with as soon as concerns are raised or reported. Examples of poor practice may be shouting, excessive training, creation of intra-club 'elite squads', ridicule of players' errors, ignoring health and safety guidelines and failing to adhere to the club's code of conduct.

## Safeguarding policy

### Statement

IAPS is committed to protecting the health, safety and well-being of all children at its events. IAPS has stringent and active measures in place in order to provide a safe environment for all children at events.

Safeguarding is everyone's responsibility and therefore all staff have a mandatory responsibility to act in accordance with this policy.

All schools also have a responsibility to ensure that their children are aware of their schools safeguarding procedures and protocols.

This policy should be read alongside IAPS:

- Code of practice for teachers/coaches
- Code of practice for officials
- Code of practice for competitors
- Code of practice for parents/spectators
- Media policy
- Risk Assessment (Appendix A)
- Anti-Bullying Policy

All policies can be found on our website: <https://iaps.uk/sport/safeguarding.html>

### Core values

- Independence
- Aspiration
- Respect
- Service
- Compassion
- Integrity

IAPS values are reflected throughout this policy and at all our events.

### Aims

We will put children's best interests first by:

- Protecting children at IAPS sports events throughout the academic year.
- Providing IAPS HQ staff with safeguarding training annually.

- Promoting the core values that define us.
- Supporting our members.
- Engaging with others to promote our values.
- Securing the future of IAPS.

### **IAPS recognises that:**

- The welfare of the child at our sports events is paramount, as enshrined in the Children Act 1989.
- Safeguarding is everyone's responsibility, particularly regarding reporting concerns.
- The rights, dignity and worth of all young people should always be respected.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable which may be due to disability, language, sexual orientation, culture or for the fact that they perform in an elite environment. It is therefore important to raise awareness of additional risks and address needs, as required.
- This safeguarding policy is only effective when IAPS works in partnership with all schools who attend our events.
- It is everyone's responsibility to report abuse but it is the responsibility of child protection experts to determine whether abuse has taken place.
- Statutory agencies have a role in safeguarding young people and information should be shared with them as appropriate.

## **Procedures**

IAPS seeks to keep children and young people safe by:

- Valuing, listening to and respecting all children.
- Appointing a designated safeguarding officer (DSO) and a deputy safeguarding officer, who is based at IAPS HQ in Leamington Spa, and a lead board member for safeguarding.
- Ensuring all organisers complete the relevant documentation as laid out in IAPS event contracts and IAPS competition organisers handbook before their event.
- Ensuring all organisers have read IAPS Safeguarding policy and procedures before their event.

- Ensuring all organisers complete a risk assessment of the event, including identifying any roles that will be carried out by officials or volunteers that are deemed regulated activity.
- Sending the IAPS Safeguarding Policy and codes of conduct to all schools that have entered each event. All schools will be asked to forward the safeguarding policy and codes of conducts to their parents and competitors to read.
- Sending IAPS Safeguarding Policy and codes of conduct to all officials and volunteers at each event. All officials and volunteers will be required to read and understand them before the event.
- Recruiting all staff safely, ensuring all the necessary checks are made.
- Providing IAPS HQ staff with training annually.
- Ensuring all staff adhere to IAPS Code of Conduct and the relevant guidance laid out in the KCSiE Guidance September 2016.
- Recording and storing information professionally and securely.
- Using our safeguarding procedures to share concerns and relevant information with schools.
- Using our procedures to manage any allegations against staff appropriately.
- Creating and maintaining an anti-bullying environment.
- Ensuring that we have an effective complaint and whistle blowing procedure in place.
- Ensuring all health and safety measures are adhered to in accordance with the law and regulatory guidance.

## Raising a concern

If a child discloses information to you at an event, you should:

- Stay calm
- Reassure them that they are not to blame
- Avoid making promises of confidentiality or outcome
- Keep questions to a minimum
- Make brief, accurate notes at the earliest opportunity
- Find the designated safeguarding lead and give them as much information as possible.

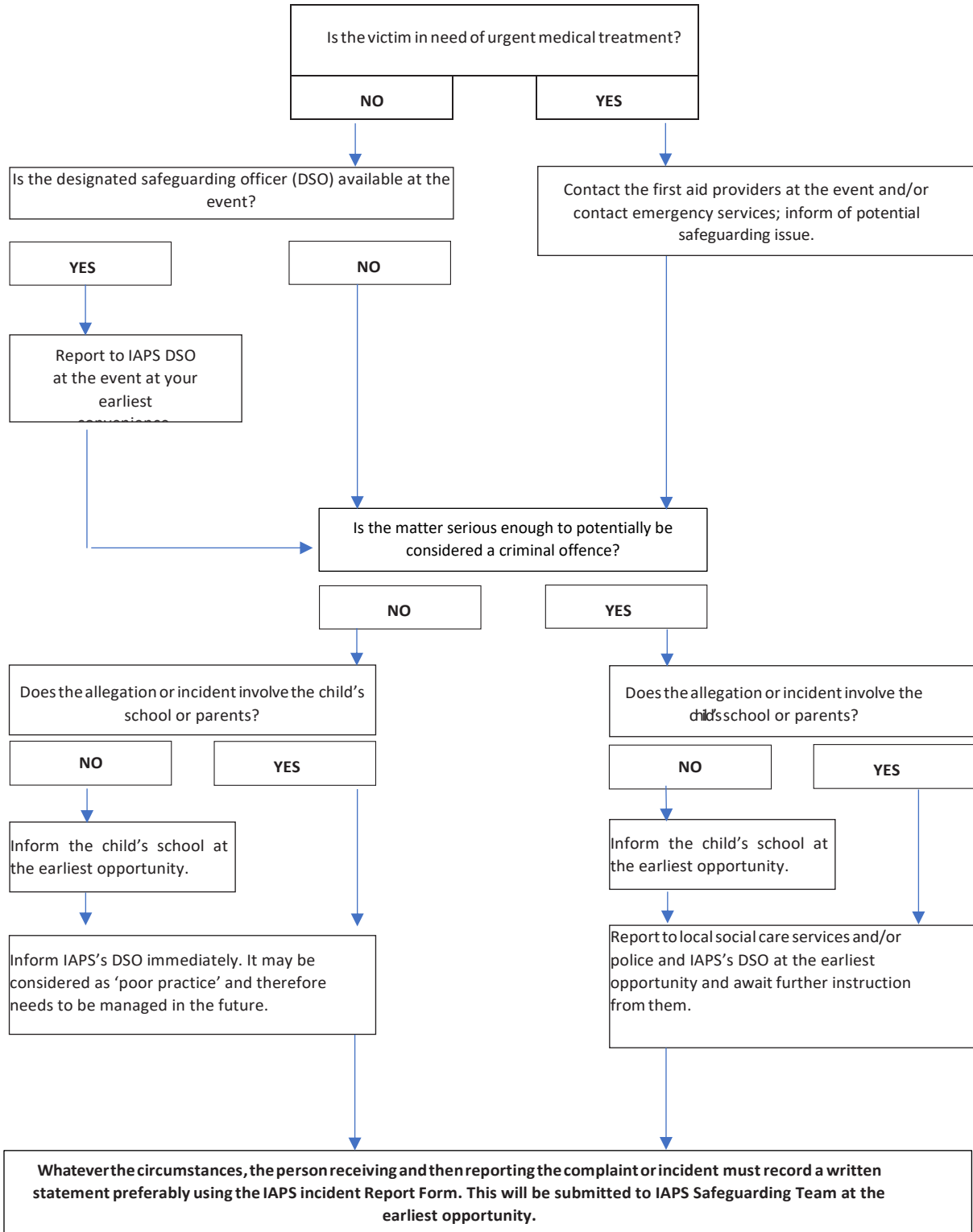
As a member of staff, if you have any suspicions or concerns about the safety or welfare of a child at an event, you must pass these on to IAPS's DSO as soon as possible. If a child is in immediate danger or is at risk of harm, a referral should be made to the police and/or children's social care immediately. Anyone can make a referral. Where referrals are not made by IAPS's DSO, the DSO should be informed as soon as possible that a referral has been made.



## Reporting

A child has disclosed concerning information to you OR you have witnessed or had reported to you an incident or complaint involving the behaviour of an adult in relation to a child, which may be considered abuse or poor practice.

STAY CALM - REASSURE - NO PROMISES - FEW QUESTIONS - FOLLOW GUIDE



## How to report your concern

All concerns should be recorded in writing. If in doubt about recording requirements, staff should discuss with IAPS's DSO. Please complete the form below and give it to IAPS's DSO.

## IAPS Incident Report Form

### Details of child, school and parents

Name of Child:		
Gender:	Age:	Date of Birth:
Ethnicity:	Language:	Additional needs:
Name of school:	Name/s of parent/s:	
School address:	Child's home address:	

### Your details

Your name:	Your position:	Date and time of incident:
<p>Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)</p> <p>Reporting own concerns</p> <p>Responding to concerns raised by someone else</p>		

If you are responding to concerns raised by someone else, please provide their name and position within the school:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:

Was there any immediate action taken or action taken before making the record?

What was the child was doing before and during the time the concern was raised?

### **The child**

The child's account/perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who has witnessed the incident or who shares the concerns:

Please note: concerns should be discussed with the school/parents **unless:**

- the view is that a member of staff/parent might be responsible for abusing the child
- someone may be put in danger by the school/parents being informed
- informing the school/parents might interfere with a criminal investigation.

If any of these circumstances apply, consult with the local authority children's social care department to decide whether discussions with the school/parents should take place.

Have you spoken to the child's school/parents/carers? If so, please provide details of what was said. If not, please state the reason for this.

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details:

Summary of discussion with designated safeguarding lead:

Has the situation been discussed with the named person for child protection?

Yes/No (delete as appropriate)

If so, please summarise the discussion:

After discussion with the designated safeguarding lead, do you still have child protection concerns?

## Safeguarding Contacts

### IAPS Designated Safeguarding Officer (DSO)

**Fran Hide - Sport Events Manager**

**Email:** [fh@iaps.uk](mailto:fh@iaps.uk)  
**Direct Telephone:** 01926 461513  
**Office Telephone:** 01926 887833  
**Mobile Telephone:** 07469 853452

### IAPS Deputy Safeguarding Officer

**Emily Connell - Sport Events Coordinator**

**Email:** [ec@iaps.uk](mailto:ec@iaps.uk)  
**Direct Telephone:** 01926 461501  
**Office Telephone:** 01926 887833

#### **Address:**

Independent Association of Prep Schools  
11 Waterloo Place  
Leamington Spa  
CV32 5LA



## Appendix A: IAPS Sport – Risk Assessment

The IAPS 2020-2021 sports programme will see 160+ events being organised in 22 different sports. The majority of sports are hosted by PE staff at schools however some are held at external venues, hosted by organisers who are not currently working in schools. This risk assessment highlights potential hazards at our events, including safeguarding hazards and how we are working to reduce them. An individual risk assessment is carried out for each event.

<b>Identify the Hazard</b>	<b>Assess the Risk</b>	<b>Evaluate the Risk</b>	<b>List Further Action</b>
List significant hazards which may result in serious harm	List who may be harmed and how seriously	How likely is it that the hazard could cause harm? List any existing controls	List proposed action and the person responsible for it
Organisers, officials and volunteers finding themselves in regulated unsupervised activity with children.	Any children at the event	IAPS’s Safeguarding Policy and Procedures details how to deal with safeguarding issues at events. All adults who are responsible for the care and wellbeing of children at IAPS events must be fully compliant with <a href="#">Keeping Children Safe in Education 2019</a> and have undertaken the appropriate checks. It is the school’s responsibility to ensure compliance. All organisers within schools are covered under these guidelines. All qualified officials will have received safeguarding training and have a CRB check through the respective National Governing Body. However, some officials may not have a CRB check. The organiser of the event will assess whether the role that the official will fulfil at the event will be regulated activity or not. If it is not regulated activity, they are ok to officiate at the event	Organisers, officials and volunteers finding themselves in regulated unsupervised activity with children.

		<p>without a CRB check. If they will be in regulated activity at the event, the organiser must inform IAPS who will carry out a CRB check on the official, via a licensed school. The same applies to volunteers at the event – the organiser will assess the role via their Risk Assessment and if the volunteer will be in regulated activity during the event, IAPS will carry out a CRB check on them.</p> <p>Separate changing facilities and toilets for competitors and parents/officials should be provided.</p>	
The smooth running of the event.	Anybody attending the event	<p>Guidance has been produced detailing IAPS, the organiser and host schools roles and responsibilities for the event. Terms and Conditions have been produced and are live on the IAPS Sports website. All schools must agree to the Terms and Conditions before being able to book. Organisers must produce a Risk Assessment for their event.</p>	<p>IAPS's Sport Events Manager (SEM) has produced guidance and will keep it up to date annually along with the website and online bookings.</p> <p>The SEM is in contact with all organisers regularly to ensure all aspects of their event is covered.</p>
Any unexpected accidents.	Anybody attending the event	<p>The organiser is asked to write a comprehensive Risk Assessment before the event considering all of the potential risks and safeguarding issues.</p>	<p>The organiser is responsible for writing the risk assessment.</p> <p>IAPS's SEM is responsible for keeping a copy on file.</p>

Use of external venues which are open to the public	Anybody attending the event	<p>Ensure the venue has a comprehensive risk assessment in place.</p> <p>Check the venues public liability insurance.</p> <p>Ensure all staff helping at the event have a DBS check and are fully compliant with <a href="#">KCSiE 2019</a>.</p>	IAPS's SEM will ask the venue for their Risk Assessment and Public Liability insurance.
Use of photography at IAPS events	Any children at the event	<p>Schools must agree to IAPS's photo policy when entering the event online. Schools must highlight any children who do not wish to be photographed when booking.</p>	All school staff are responsible for reading IAPS's photo policy and giving IAPS the names of any children who cannot be photographed.
Potential catastrophe at the event e.g. a fatal injury, a terrorist attack etc.	Anybody attending the event.	<p>Where possible, a representative from IAPS will be at the event to assist. If there is not a representative present, IAPS will contact the school/venue/any party concerned after the event.</p> <p>IAPS's media manager has processes in place to handle the media and parents.</p>	<p>IAPS's SEM will inform the organiser whether they are attending the event.</p> <p>IAPS media manager will handle any media/press.</p>

**Signed: Frances Hide**

**Date Signed: 09/04/20**