

SAFEGUARDING POLICY



Department of Education, Sport and Culture

Rheynn Ynsee, Spoyrt as Cultoor

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BACKGROUND

Sport can and does have a very powerful and positive influence on people - especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only happen if sport takes place in the right environment and those who are involved place the welfare of all young people first and adopt practices that support, protect and empower them.

Isle of Man Sport (IOM Sport) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

As a provider of performance support services, IOM Sport staff are in a position where they have regular contact with children, young people and vulnerable adults. The word 'child' or 'children' and 'young people' is used to refer to anyone under the age of 18. This safeguarding policy links into the Isle of Man Children and Young Persons Act 2001.

Children, young people and vulnerable adults may use IOM Sport's facilities in a variety of ways which may include attendance at Sport Aid Academy workshops, events, or use of the Sports Institute and other facilities. Children, young people and vulnerable adults may use our facilities and take part in our activities without their parents, guardians or carers being present.

When children, young people or vulnerable adults come into contact with IOM Sport staff they have the right to feel safe and enjoy using our facilities and services. Equally, IOM Sport staff should feel safe when supporting children, young people or vulnerable adults, as part of their roles.

IOM Sport staff are in a position of trust when they come into contact with children, young people or vulnerable adults. Staff could be seen as role models and must act in an appropriate manner at all times. To this end, IOM Sport is committed to ensuring that such groups of people are valued and respected and their views and concerns are listened to.

IOM Sport have produced this document to ensure that sport on the Island is as safe as it can be for all children, young people and vulnerable adults. This policy details best practice for all employees, coaches, performance support service providers, other third party providers and volunteers working for, or on behalf of, IOM Sport.

IOM Sport has the valued support of the Isle of Man Safeguarding Board (SB) and recognises them as key partners in any future collaborations related to safeguarding children, young people and vulnerable adults involved in sport on the Island.

Whilst this policy is written specifically for the purposes of safeguarding children and young people, the principles which apply throughout the document will also apply to vulnerable adults.

POLICY AND PRINCIPLES

OUR POLICY STATEMENT

Isle of Man Sport is committed to creating and maintaining the safest possible environment for children, young people and vulnerable adults taking part in activities led by Isle of Man Sport, participating in activities using Isle of Man Sport facilities or using performance support services provided by Isle of Man Sport.

Isle of Man Sport are committed to promoting best practice and offering guidance, support and education to sports clubs and Governing Bodies of Sport (GBS) across the Island.

OUR PRINCIPLES

The guidance offered in this policy and related procedures is based on the following principles:

- The welfare of young people (IOM Children and Young Person's Act 2001 defines a young person as under 18 years of age) and vulnerable adults is the primary concern
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- It is the responsibility of the Police and/or Children & Families Division to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns
- All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately

OUR COMMITMENT

IOM Sport will:

- Ensure appropriate recruitment, selection and training of IOM Sport staff and third party providers (including coaches, performance support service providers and voluntary helpers)
- Undertake enhanced DBS checks for all new members of staff as part of the recruitment process
- Provide appropriate staff supervision levels for all IOM Sport led activities
- Have in place effective policies and procedures for dealing with issues relating to the protection of children, young people and vulnerable adults in activities led by IOM Sport, at IOM Sport facilities or through IOM Sport performance support services
- Ensure that all coaches, performance support service providers, other third party providers and volunteers working with young people on IOM Sport activities have attended a UK Coaching Safeguarding & Protecting Children workshop or equivalent approved course (Level 1)
- Have a minimum of two appropriately appointed Safeguarding Officers to deal with concerns or issues
- Promote Safeguarding Guidelines and Codes of Conduct for coaches, volunteers, parents and athletes involved in IOM Sport led initiatives or events
- Ensure good working and safer playing practices on all IOM Sport led activities and performance support services
- Have a zero tolerance policy towards bullying
- Have an induction programme for all new IOM Sport staff and volunteers to follow best practice
- Adopt child centred and democratic coaching styles/teaching methods on IOM Sport led activities
- Act immediately to concerns raised by coaches, volunteers, participants or parents in relation to the treatment of any children, young people or vulnerable adults whilst on IOM Sport led activities
- Review this Safeguarding Policy and associated procedures every two years (or following significant legislation or a major investigation) in close consultation with key agencies
- Encourage all Governing Bodies of Sport and their associated member clubs to have appropriate safeguarding policies and procedures in place which are regularly reviewed
- Promote and encourage Governing Bodies of Sport and their associated member clubs to adopt best practice in relation to safeguarding for their sport
- Organise and facilitate a coach education programme, in conjunction with Manx Sport and Recreation (MSR), including the provision of UK Coaching Safeguarding and Protecting Children courses and Level 2 Welfare Officer training that are available throughout the year for anyone to book on and attend

RECRUITMENT AND SELECTION

IOM Sport will take all reasonable steps to ensure that unsuitable people are prevented from working with children, young people and vulnerable adults.

SAFEGUARDING STATEMENT

The following Safeguarding Statement appears on all Job Descriptions / Adverts that go out for vacant positions within IOM Sport:

- Staff will have aligned to their role and responsibilities, regular unsupervised access to children, young people (under 18) and vulnerable adults
- The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment
- All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings, inset days etc, as appropriate
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people for whom they are responsible, or with whom they come into contact, to ensure compliance with the Safeguarding Board's Child Protection Procedures and Isle of Man Sport's Staff Code of Conduct. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the NSC or Associated Sports Facilities/School, they must report any concerns to the Designated Safeguarding Lead in their area or to the Department's Safeguarding Officer
- Failing to follow the Safeguarding Board's Child Protection Procedures and Isle of Man Sport's Staff Code of Conduct could lead to disciplinary action being taken
- The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion with and with the agreement of, the Head of Service or Designated Officer

DISCLOSURE AND BARRING SERVICE CHECKS

All staff are required to undertake a Disclosure and Barring Service (DBS) check prior to commencement of employment with IOM Sport.

Where a disclosure is received which includes details of previous convictions, cautions or formal warnings, a decision will be made by Head of Sport, Recreation and Youth whether or not to confirm the provisional offer of employment.

OTHER PRE-EMPLOYMENT CHECKS

The following checks will be undertaken for all prospective new employees prior to them commencing employment with IOM Sport:

- Two written references must be obtained for the individual
- A medical questionnaire must be completed prior to employment
- Original certificates for mandatory qualifications to be presented

INDUCTION AND TRAINING

All new employees, third party providers and volunteers will undergo a formal induction process which will vary slightly depending upon the area of the organisation they are working in and their role.

The induction processes are documented and recorded for each of the areas and held on the member's personal file.

All IOM Sport Aid support staff and volunteers who are in close proximity to children, young people and vulnerable adults in their role, are required to complete a UK Coaching Safeguarding & Protecting Children 3 hour workshop (or equivalent) prior to them delivering any activities for IOM Sport. All other staff are permitted to commence employment under the provision that they attend the next available Safeguarding & Protecting Children workshop. All staff are requested to renew their Safeguarding qualification every 3 years.

All new IOM Sport Aid support staff are required to be subject to a successful DBS check, the cost of which will be funded by IOM Sport Aid. Those employed by other IOM Government Departments may be exempt from this.

Where IOM Sport Aid support staff have guidelines laid out by a professional body to follow (which can be verified), then it is acceptable to follow these. Otherwise, the guidelines outlined below by IOM Sport Aid should be followed.

IOM Sport, in conjunction with MSR, facilitate a coach education programme which includes quarterly UK Coaching Safeguarding and Protecting Children workshops and annual Level 2 Welfare Officer training provided by the Department of Education, Sport and Culture. These are accessible to all individuals to book onto and attend a workshop.

To demonstrate IOM Sport's commitment to ensuring sport is safe for all on the Island, IOM Sport now offer all courses on their coach education programme at nil cost to coaches, volunteers and officials that are members of a recognised sport. This was implemented via a discount code provided to all recognised Governing Bodies of Sport to reduce barriers to attendance and promote the importance of safeguarding within sport.

All recognised sports whose National Governing Body of Sport requires them to complete sports-specific versions of these courses are still able to access financial assistance for these in their annual 'Priorities and Objectives', through the Support for Sport programme, to discount the cost of these courses.

STAFF CODE OF CONDUCT

IOM Sport fully endorses the Manx Sport and Recreation (MSR) Staff Code of Conduct. The following provides details of what IOM Sport considers to be important and appropriate in relation to safeguarding:

1. All staff must attend a relevant Level 1 Safeguarding Awareness Training.
2. All staff must attend a further Safeguarding Awareness course every three years.
3. Staff must have an enhanced DBS check prior to commencing their respective role.
4. Staff must take responsibility in ensuring they are re-checked every 3 years after the initial DBS check or must have subscribed to the DBS Update Service.
5. Staff must show respect to athletes and other members of staff at all times, taking into account age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity. This includes any practical jokes which may be perceived to be harmless fun to some, but may cause embarrassment and/or distress to others.
6. Staff must not leave themselves in a vulnerable situation with a child, young person or vulnerable adult. Avoid one to one contact in an enclosed environment where possible – see guidelines on meeting with athletes on a one to one basis (section 'Sport Aid').
7. Inappropriate or offensive language must not be directed towards any athletes and any form of bullying will not be tolerated.
8. Do not patronise children, young people or vulnerable adults.
9. Do not do things of a personal nature for a child, young person or vulnerable adult that they can do for themselves.
10. In accordance with the Data Protection Act 2002, IOM Sport is committed to storing personal contact details of athletes safely and securely. Staff should not disclose personal contact information to anyone who is not authorised to see such information.
11. Do not give children, young people or vulnerable adults your own personal contact details (mobile number or address) or engage with them on social media.
12. Do not act in a way that can be perceived as threatening or intrusive.
13. Do not make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to, or in front of, athletes or other staff members.
14. The distribution/circulation of images/videos or inappropriate messages to athletes or staff via social media or any other means is unacceptable.
15. IOM Sport staff are in a position of trust and must not engage in an inappropriate relationship, including a sexual relationship, with a child, young person or a vulnerable adult.
16. Do not make promises to children, young people or vulnerable adults in relation to confidentiality. You must make it clear that disclosed information will be shared with the appropriate individual or agency.
17. Take all suspicions or allegations of abuse or risk to children, young people or vulnerable adults seriously and respond to these swiftly and appropriately by contacting the relevant Safeguarding Officer. In the first instance, contact either:

Paul Jones (Sport Aid) - 688595 / Paul.Jones2@gov.im
Gianni Epifani (MSR) - 688556 / Gianni.Epifani@gov.im
Lesley Cunningham (MSR) - 686852 / Lesley.Cunningham@gov.im
18. Do not make any assumptions that other people have reported alleged incidents.
19. Everyone that works for IOM Sport has a duty of care to raise any concerns about inappropriate behaviour of colleagues, volunteers, performance service providers or others.

If you are unsure about any aspect of this Code of Conduct please ask for clarification.

SPORT AID

ISLE OF MAN SPORT AID SUPPORT STAFF AND THIRD PARTY PROVIDERS

The role of an IOM Sport Aid support staff member or third party provider requires regular close proximity to children, young people or vulnerable adults, some of which could potentially be in a one to one situation as part of providing a service (although this is discouraged, where possible). As a result of this, the IOM Sport management team, in addition to the above checks, request the following additional qualifications from ALL IOM Sport Aid support staff and third party providers (via their Service Level Agreement minimum standards) prior to them commencing employment:

- Possess an up-to-date and relevant qualification or membership of a relevant professional body within their specific field (e.g. HCPC/BPS registered)
- Possess an up-to-date UK Coaching Safeguarding & Protecting Children Qualification (or equivalent)
- Possess a relevant and up-to-date DBS check as required by the role
- Be a minimum of 16 years of age

GUIDELINES FOR MEETING WITH ATHLETES AGED UNDER 18:

Gym sessions:

- If only one under 18 attends a session, the coach should:
 - Ask the athlete to contact their parents to advise that they are the only athlete present
 - Contact NSC Duty Office (mornings) – 688562 or NSC Outdoor Reception (evenings) to advise them that you are alone in the gym with an athlete under 18
- No swearing or language likely to cause offence to others
- Hold a list of parent's contact numbers

Sports Massage/Sports Performance Co-ordinator/Gym Screenings:

- Under 16's must be accompanied by a responsible adult
- For 16 and 17 year old children, parents must be spoken to prior to the session(s). Advise what is involved and seek clarification that they are agreeable to the session going ahead without another adult being present

Doctor/Physio/Nutrition/Sports Psychology:

- As per their professional body guidelines

COMMITMENT TO PARENTS OF SPORT AID RECIPIENTS AGED UNDER 18:

All parents will be advised through the Athlete Agreement or other appropriate channels that:

- Safeguarding is a matter that we take with great seriousness
- We have training and reporting processes, as well as guidelines, for staff in place
- Our processes and guidelines are available for inspection on request

PHOTOGRAPHS AND IMAGES OF CHILDREN

When assessing the potential risks in the use of images of children engaging in activities in our facilities, the most important factor is the potential misuse of images of children and young people.

IOM Sport understand that by increasing the awareness of the potential risks and taking appropriate steps, the potential for misuse of images can be reduced.

FOR IMAGES REQUIRED FOR MEDIA AND MARKETING PURPOSES, IOM SPORT WILL:

- Ask for parental permission to use an image of a young person on the website or in social media sites. This is usually included in a tick box option on application forms
- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content, it is difficult to specify exactly what is appropriate given the wide diversity of sports. However, there are clearly some sports activities - swimming, gymnastics and athletics, for example, where the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity, not on a particular child and should avoid full face and body shots. (e.g. shots of children in a pool would be appropriate or if poolside, waist or shoulder up)
- Where faces of children can be seen in an image, IOM Sport will limit their exposure to our IOM Sport website gallery (isleofmansport.com)
- Limited use of images on social media sites will be used in order for IOM Sport to maintain greater control of that image (unless parents have provided specific permission for the photograph of their child to appear on social media sites)
- Photographs obtained for specific media use (e.g. posters, flyers, newspaper) will require parental consent prior to being used

GUIDELINES FOR USE OF PHOTOGRAPHIC EQUIPMENT AT IOM SPORT LED ACTIVITIES:

- Provide clear guidelines for sports and individuals on what is acceptable during events organised by IOM Sport
- IOM Sport may organise their own photographer for the event, who will wear identification at all times
- Children and parents will be informed that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Ask spectators to register at the event if they wish to use photographic equipment and encourage them only to take photographs of their own children
- Ask spectators to ensure no photographs of any other children are uploaded to social media

RECORDS AND INFORMATION

IOM Sport understands the importance that information passed to Children & Families Division or the Police in safeguarding cases must be as helpful and accurate as possible. To aid this, staff are required to complete an IOMS Safeguarding Incident form with the help and support of one of the IOM Sport Safeguarding Officers immediately after an incident to ensure a detailed record of the disclosure/concern is recorded.

Safeguarding Incident forms are to be reviewed by one of the Designated Safeguarding Officers at the earliest convenience to ensure all areas are covered.

Safeguarding Incident forms are held in the strictest of confidence and ONLY shared with the member of staff concerned and the Designated Safeguarding Officers.

All information related to Safeguarding incidents will be treated sensitively and held securely on our database in a specific file with limited access. Information will be retained for no longer than 2 years unless there is involvement required with any external agencies.

BULLYING

IOM Sport operate a ZERO TOLERANCE policy on Bullying. If any child is found to be bullying any other individuals on any IOM Sport led activities, they will be excluded from attending future activities.

Bullying can include:

- Physical pushing, kicking, hitting, pinching and so on
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule
- Humiliation and the continual ignoring of individuals
- Sectarian/racial/homophobic taunts, graffiti, gestures
- Sexual comments and/or suggestions
- Unwanted physical contact

Isle of Man Sport encourages EVERYBODY to take responsibility to work together to STOP bullying (including staff, children, parents, coaches, support staff and volunteers)

Respect Every Individual

IOM Sport staff are encouraged to:

- Respect every child's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect every individual's feelings and views
- Recognise that everyone is important and that our differences make each of us special
- Show appreciation of others by acknowledging individual qualities, contributions and progress

REVIEW

This policy and its related procedures will be reviewed every 2 years or following significant legislation or a major investigation.

DESIGNATED SAFEGUARDING OFFICERS

The staff members with responsibility for safeguarding and protecting children within Isle of Man Sport are as follows:

Paul Jones – Sports Performance Co-ordinator
Tel 688595 / Email: Paul.Jones2@gov.im

Gianni Epifani – Physical Activity Manager
Tel: 688556 / Email: Gianni.Epifani@gov.im

Lesley Cunningham – Health & Wellbeing Co-ordinator
Tel: 686852 / Email: Lesley.Cunningham@gov.im

RELATED DOCUMENTS

The following important documents support the Isle of Man Sport Safeguarding & Protecting Children Policy:

IOMS Safeguarding Procedures
IOMS Safeguarding Flowchart
IOMS Safeguarding Decision Tree
IOMS Safeguarding Incident Form

Additional information can be found on the Isle of Man Safeguarding Board's website
<https://www.safeguardingboard.im/>