

Special Olympics Great Britain

Safeguarding and Welfare Policy

Title	Safeguarding and Welfare Policy
Version	1
Published	
Approved & Adopted by SOGB Board	15/06/2021
Author	Adam Leathwood
Review Date	15/06/2022

1. INTRODUCTION
2. POLICY STATEMENT
3. DEFINITIONS AND ROLE DESCRIPTION
4. RECOGNISING ABUSE
5. RESPONDING TO CONCERNS
6. COMMUNICATION AND SECURITY OF DOCUMENTS
7. INFORMATION SHARING
8. SUSPENSION OF MEMBERSHIP AND DISCIPLINE
9. SAFER RECRUITMENT DBS/PVG
10. WHISTLEBLOWING STATEMENT
11. REVIEW

APPENDIX I RESPONDING TO CONCERNS ABOUT AN ATHLETE FLOWCHART

APPENDIX II RELEVANT LEGISLATION AND GUIDANCE

APPENDIX III RELEVANT SAFEGUARDING CONTACTS

APPENDIX IV SOGB SAFEGUARDING AND WELFARE CONCERN FORM

1. Introduction

Special Olympics Great Britain (SOGB) provides sporting opportunities across Great Britain to both Children and Adults with intellectual disabilities. Within the clubs, regions and nationally these children and adults with intellectual disabilities are referred to as 'Athletes' and will hereafter for the purpose of this policy be referred to collectively as Athletes.

Special Olympics Great Britain (SOGB) is fully committed to safeguarding the wellbeing and protection of all athletes in its care. SOGB recognises the responsibility to promote safe practice and to protect athletes from harm, abuse and exploitation.

Sport can and does have a very powerful and positive influence on people, especially children and adults with an intellectual disability. Not only can sport provide opportunities for enjoyment and achievement, it can also help those who participate to develop an expansive range of life skills such as self-confidence, increased self-esteem and ability.

These positive effects can only take place if sport is in the right hands i.e. in the hands of those who prioritise the wellbeing and safety of all the athletes in their care and those that adopt practices that support, protect and empower them.

All athletes regardless of disability, age, gender, gender reassignment, race, religion or belief, sex and sexual orientation or socio-economic status have the right to protection from all forms of harm and abuse.

Protecting athletes from abuse and harm of any kind is a high priority for everyone involved in any capacity with Special Olympics GB.

This policy sets out how all staff (paid or unpaid), volunteers, athletes and unified partners should recognise and respond to allegations or concerns of abuse, exploitation or neglect of SOGB athletes. It will also outline safeguarding procedures that will keep SOGB athletes safe.

Whilst local authorities play a lead role safeguarding children and adults by protecting them from harm, it is everyone's responsibility. Everyone at SOGB has a role to play in protecting athletes from harm.

2. Policy Statement

Special Olympics GB will:

- Promote the health and wellbeing of athletes by providing opportunities for them to take part in sport safely.
- Respect and promote the rights, wishes and feelings of athletes.
- Provide, promote and implement appropriate procedures to safeguard the wellbeing of athletes and protect them from abuse.

- Follow safer recruitment practice when employing staff and volunteers, such as DBS/PVG checks, obtaining at least two references and checking gaps in work history for relevant roles.
- Provide a mandatory safeguarding training pathway for all staff/volunteers and support and supervise staff and volunteers effectively in all safeguarding issues. This will ensure staff and volunteers understand their responsibilities within safeguarding. Staff and volunteers will be able to identify athletes that maybe at risk of harm, take action to prevent abuse, protect athletes from abuse and reduce the risk of abuse to others. The training pathway must be completed by staff and volunteers before taking part in any athletes facing Special Olympics GB activity.
- Provide training materials for club specific safeguarding inductions which will be delivered face to face to all volunteers by the Club SWO. The induction will cover safeguarding basics like how to recognise types of abuse and how to responds to abuse or suspicions of abuse. In addition, the induction will cover local and organisational procedures as well as familiarisation with club risk assessments, athlete profiles and need to know safeguarding information such as designated safeguarding staff and local authority contacts.
- Provide online safeguarding training courses in both children's and adults safeguarding, these will cover types of abuse, responding to disclosures, relevant legislation and guidance and will give volunteers/staff the knowledge to be able to identify athletes who may be at risk of harm, take action to prevent abuse from happening and report any concerns in an effective and timely manner to the appropriate person/service.
- Provide learning opportunities and resources on safeguarding awareness to athletes and their families. This will be communicated through newsletters, social media, online events and face to face sessions. These will include themes such as online safety, healthy minds, mental health, drug awareness, exploitation, hate crime, etc. and information on local and national trends in safeguarding.
- Require employees and volunteers to adopt and abide by this Safeguarding and Welfare Policy and all associated procedures.
- Respond to any allegations of misconduct or abuse of athletes in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe and adhere to relevant legislation guidelines issued by local safeguarding Committees/partnerships and the Charity Commission.
- To maintain a robust recording system for any safeguarding concern and the storage of information.
- Regularly monitor and evaluate the implementation of this Policy and all associated procedures.

- Ensure all volunteers, contractors, stakeholders, partners working with or for SOGB will be required to operate within the ethos and parameters of the safeguarding policy and its procedures.

3. Definitions and Role Descriptions

Special Olympics GB strives to ensure that athletes are protected and kept safe from harm whilst participating in Special Olympic GB activity. We will endeavour to promote high standards of care for all participants. For effective implementation of this policy, the Special Olympics GB delivery network must work in partnership, each with a role to ensure the protection of the athletes in their care.

For the purpose of this policy and associated guidelines, the following definitions and role descriptions will apply

- **‘Director of Organisational Growth’** is responsible for Organisational Compliance with Safeguarding Policies and Procedures and also ensuring there is promotion of a positive culture of safeguarding across the organisation. In addition, they ensure that the Network Development Manager (Safeguarding) is appropriately resourced to implement good safeguarding practice across the organisation.
- **‘Network Development Manager – Safeguarding’** is responsible for the oversight of safeguarding policies and procedures, they are the strategic lead for safeguarding for SOGB and also provide operational support and advice for safeguarding across the organisation.
- **‘Safeguarding and Welfare Officer (SWO)’** means the nominated person acting on behalf of Special Olympics GB or network deliverer whose responsibility it is to deal with athlete wellbeing/athlete protection/safeguarding matters at Region and Club level. SWO’s will liaise with Safeguarding staff at National Office and ensure they are kept informed of any and all safeguarding reports/concerns.
- **‘Registered Volunteer’** means any registered Special Olympics GB volunteer who assists with regulated work.
- **‘Board’** means the whole Board of Special Olympics Great Britain.
- **‘Athlete’**, Child or Adult with an intellectual disability who takes part in the sporting activities of SOGB.
- **‘Club’** means a constituted and accredited club whose athletes or volunteers are SAM or volunteer registered with Special Olympics GB.
- **‘Coach’** means any member who has undertaken formal training and has gained and holds a current Coach qualification at any level.
- **‘Regulated Activity’** is broken down into two separate groups ‘Activity with Children’ and ‘Activity with Adults’ (formerly termed Vulnerable Adults).

- **'Safeguarding'** the proactive policies and procedures in place for the benefit of all athletes at Special Olympics GB.
- **'Child Protection'** one aspect of the safeguarding umbrella specific to children who are considered to be at risk of, or suffering significant harm.
- **'Child'** is someone who is under the of 18 years old.
- **'Adult at risk'** is someone who is 18 years old or older, who has care and support needs, is experiencing or at risk of experiencing abuse or neglect and due to their support needs cannot protect themselves from the abuse. – Care Act 2014

4. Recognising Abuse

To ensure that all athletes are protected from harm, staff and volunteers at SOGB need to understand what types of behaviour constitute abuse and neglect. Abuse may be committed by adult men or women or by other athletes. SOGB recognises that abuse can take many different forms and staff and volunteers will receive training and information in regard to safeguarding issues and procedures.

4.1 Abuse in Sport

Abuse of Children and adults at risk can occur in any environment, including the home, at school or in a sports club although, children and adults at risk are more likely to be abused by people they know and trust. Sport is often described by athletes as being like their family, therefore, we remain vigilant to signs of abuse within Special Olympics GB as well as recognising it is everyone's responsibility to protect and safeguard SOGB athletes, inside and outside of the sport.

Special Olympics GB acknowledges that it provides access to athletes which can present opportunities for individuals who want to harm them. Therefore, it is vital that those who have regular contact with athletes recognise the signs and indicators that an athlete may be being abused and know the appropriate steps to take to report these concerns. Coaches and instructors may be best placed to help in identifying concerns, and indicators of possible abuse or neglect at an early stage and referring those concerns to their Safeguarding and Welfare Officer and the appropriate statutory organisation.

Abuse can take many forms including:

4.2 Child and Adult Types of Abuse

Sexual Abuse - involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. This can also be non-physical, watching sexual activities, encouraging children to behave in sexually

inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.

Emotional/Psychological Abuse – the persistent emotional maltreatment of a child or adult at risk such as to cause severe and adverse effects on the athlete’s emotional development. It may involve conveying to the athlete that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Neglect – this is the persistent failure to meet an athlete’s basic physical and/or psychological needs, likely to result in the serious impairment of the athlete’s health or development. Neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect an athlete from physical and emotional harm or danger; ensure adequate supervision, or ensure access to appropriate medical care or treatment.

Physical Abuse – a form of abuse which involves hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk.

4.3 Adult Specific Types of Abuse

Financial or Material Abuse - Which includes taking another person's money or possessions - for example, having money or property stolen, being pressured into giving people money or changing a will, misuse of benefits, not being allowed access to money.

Organisational Abuse - Not offering flexibility and choice for athletes, having poor standards of care, lack of inadequate procedures. Poor record keeping or lack of management overview and support. Insufficient staffing, abusive or disrespectful attitudes towards athletes, not offering choice or promoting independence, misuse of medication. Failure to respond to abuse properly.

Self-Neglect - ‘Self-neglect’ is the inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of the individual and potentially to their neighbours and the community.

Discriminatory Abuse - Discriminating abuse includes any type of abuse aimed at a child or adult at risk because of disability, age, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. For example, ignoring spiritual or religious beliefs, comments or jokes about a person's disability, age, race, sexual orientation, or gender/gender identity, ignoring cultural needs, for example diet or clothing.

Modern Slavery - Modern slavery, which encompasses: slavery; human trafficking; forced labour; domestic servitude; and where traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Domestic Abuse/Domestic Violence - Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: psychological; physical, sexual, financial and emotional.

4.4 Additional Safeguarding Themes

Prevent

SOGB staff and volunteers need to be aware of the Governments Prevent Agenda: The Prevent Agenda was set up in 2006 by the Labour government as part of the wider counter-terrorism strategy called CONTEST.

It is a UK-wide strategy that aims to stop people becoming terrorists or supporting terrorism.

The strategy's three objectives are:

- To challenge the ideology that supports terrorism.
- To protect vulnerable people.
- To support sectors and institutions where there are risks of radicalisation.

*More information on the Prevent Agenda can be found in Appendix II

4.4.1 Increased vulnerabilities of children

Children can be identified as having increased vulnerability in a variety of settings and under a number of different circumstances, as follows:

- Disabled children (physical, emotional, intellectual disabilities etc)
- Sick children in a hospital setting, hospice or a children's home
- Children in families where domestic abuse/violence is present
- Children in families where drug/alcohol use is affecting parenting
- Children in families where parents/guardians/carers have mental health issues/learning difficulties/disabilities causing problems coping with parenthood
- Children growing up with parents in prison
- Children in families where the child is a "young carer" for a parent/guardian/carer who is physically/mentally ill or disabled
- Children who are primary carers of younger children
- Looked after children
- Children living in un-registered private fostering arrangements
- Children who are bullied
- Children of young/unsupported parents
- Children living in poverty/poor housing

4.4.2 Online safety

At SOGB we recognise that:

- The online world provides everyone with many opportunities; however, it can also present risks and challenges
- We have a duty to ensure that all athletes involved in SOGB are protected from potential harm online
- We have a responsibility to help keep athletes safe online, whether or not they are using SOGB's network and devices
- We will work in partnership with athletes, their families and other agencies to promote athlete welfare and to support athletes to be responsible in their approach to online safety

We will seek to keep athletes safe by:

- Appointing online safety coordinator responsibilities to the Network Development Manager (safeguarding)
- Providing clear and specific directions to staff and volunteers on how to behave online through our code of conduct
- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Supporting and encouraging athletes to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- Developing online safety resources for athletes and families and signposting athletes and families to already existing online safety resources, information and support.
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an athlete, volunteer or member of staff

Please refer to the online safety resources section of our [website](#) for more information and external services about online safety.

4.4.3 Doping in sport

As a sporting organisation, SOGB need to ensure staff, volunteers and athletes have an awareness of doping in sport, to understand its potential impact on athletes health and to understand the legalities surrounding it.

In competitive sports, doping is the use of banned athletic performance-enhancing drugs by athletic competitors. The term doping is widely used by organisations that regulate sporting competitions. The use of drugs to enhance performance is considered unethical, and therefore prohibited, by most international sports organisations, including the [International Olympic Committee](#) and International Paralympic Committee. Furthermore, athletes (or athletic programs) taking explicit measures to evade detection exacerbate the ethical violation with overt deception and cheating.

Special Olympics GB strictly prohibits the use of any performance enhancing drugs (doping) in any SOGB related activity.

Any suspicion of doping will be investigated and disciplinary action may be taken against those who are involved.

For more information about doping in sports visit The World Anti-Doping Agency Website [here](#).

It is the responsibility of athletes, coaches and member organisations to know if any medication or substance used by an athlete is on the Prohibited List. Where a prescribed medication contains a substance that appears on the list, a Therapeutic Use Exception (TUE) is needed. Failure to apply for a TUE may result in an anti-doping violation. More information on this can be found here: [Virtus banned substances which are prescribed medicines](#).

5. Responding to Concerns

Set procedure for responding to a safeguarding and welfare concern about an athlete makes sure that everyone is clear on what action to take in the event of a concern being raised. The procedure is based on four steps: **Respond, Record, Report, Refer**.

The following principles underpin the procedure:

- The wellbeing of the athlete is the paramount consideration.
- Parents/carers have the primary responsibility for the safety and wellbeing of their children and adults and where possible the Home Nation, Region or club should work in partnership with parents /carers when there are concerns.
- Athletes have the right to say what they think in all matters affecting them and to have their views taken seriously (Making Safeguarding Personal – Care Act 2014). It is important, therefore, to seek the views of the individual, where relevant and appropriate, and to seek their consent for further reporting of the concern.
- Where the concern about an individual's wellbeing suggests that they are in need of protection, the information must be passed on to police/social care with or without the individuals consent for the purposes of their protection. Allegations of abuse must always be taken seriously. No member of the Home Nation, Region or Club shall investigate allegations of abuse or decide whether an individual has been abused.

Club volunteers and staff may be informed in different ways with regards to details of a concern. This may be:

- A direct disclosure by an individual
- Through observation of an individual, demonstrated by a change in their behaviour, appearance or nature
- Information that is shared from another individual or organisation

5.1 Responding to a Disclosure/concern

When there is an allegation or suspicion of abuse, everyone must be clear about their role. All staff and volunteers (paid or unpaid) need to act impartially, not as “friends” of the athlete or if applicable, their parents. It is essential that all staff and volunteers follow these procedures.

- Ensure the immediate safety of the athlete and any others (Where appropriate, call 999 for emergency services if there is a medical emergency, other danger to life or risk of imminent injury, or if a crime is in progress).
- Take steps to preserve any physical evidence if a crime may have been committed.
- React calmly so as not to frighten the individual.
- Consider what requirements an individual may need to communicate effectively (e.g. what support needs do they have, what is the nature of their intellectual disability, do they use sign language, is English their first language etc.)
- Listen to the individual and take what they say seriously. Do not show disbelief. Reassure them that they are not to blame and were right to tell someone.
- Avoid asking any questions. If necessary, only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? What? Where? When?
- It is important to explain to the individual who you may need to share information with and why. Do not promise to keep information a secret.
- Do not introduce personal information from either your own experiences or those of others.
- Pass on the information to the Safeguarding and Welfare Officer/National Office safeguarding staff or social work services or the police without delay.
- If the person who has been accused is known to you or Special Olympics GB it is not your job to tell them that they have been accused of abuse or neglect. You must avoid “alerting” the person accused.

Any safeguarding concern about an athlete should be considered in line with the relevant wellbeing indicators and may be discussed with parents/carers as long as doing so does not put the athlete at further risk of harm.

Common sense is advised in these situations and the best interests of the individual will be considered as to what is the best support for each individual. Athletes will be asked who they feel is suitable to be informed and where relevant, consent should be gained.

Special Olympics GB does not undertake Child protection investigations (Section 47 Children Act 1989) or section 42 Inquiries (Care Act 2014) – Statutory agencies (police, social care, and the NSPCC) undertake this role. Therefore, you must NOT investigate an allegation of abuse.

5.2 RECORD

Make a written record of the information as soon as possible using the SOGB Safeguarding and Welfare Incident Report Form, completing as much of the form as possible.

Records made must:

- Be factual - only record what you have been told or have observed. Do not record how you feel or what you think might have happened.
- Be clear – the report could be used in further investigations, so it needs to be clear and easy to understand.

- Detailed – as much detail as you can remember from the disclosure including details about the alleged perpetrator, the athletes’ presentation, were they crying, withdrawn, shaking etc. Also include things like location, context (build up), any potential witnesses to the alleged abuse.
- If someone has been hurt in the incident, include a description of any physical marks (including the site) or any visible bruising or injuries - use the forms body map to record this. DO NOT remove any clothing or take any photos.
- Include any actions taken by yourself and/or others – e.g. were emergency services called, who have you informed.

5.3 REPORT

Inform the Safeguarding and Welfare Officer as quickly as possible. This should not be delayed by gathering information to complete all sections of the form. The information in the form will help National Office, Home Nation, Region or Club SWO decide what action to take next.

Depending on the circumstances and the disclosure, for advice and guidance when/if the relevant SWO is unavailable, or when an immediate response is required, contact National Office Network Development Manager (Safeguarding) or relevant services directly.

Sharing Concerns with Parents/Carers

Where there are concerns that the parents/carers may be responsible for, or have knowledge of, the abuse, sharing concerns with the parents/carers may place the individual at further risk. In such cases advice must always firstly be sought from the local Safeguarding and Welfare Officer, National Office, police, or social care services as to when and who should inform the parents/carers.

5.4 REFER

If abuse has taken place or there is a suspicion of abuse, then this must be referred to the appropriate local authority services, see below on how to find your local service:

England and Wales

Children: <https://www.gov.uk/report-child-abuse-to-local-council>

Adults: <https://www.gov.uk/report-abuse-of-older-person>

Scotland

Children: <https://www.mygov.scot/report-child-abuse/>

Adults: <http://www.actagainstharm.org/getting-help/find-your-local-contact>

Staff and Volunteers should ordinarily follow the reporting procedures outlined in this policy. However, any staff member can refer their concerns directly to Children's/Adults Social Care and/or the Police if:

- the situation is an emergency and the SWO, or National Office Team for Safeguarding are all unavailable;
- they are convinced that a direct report is the only way to ensure the athlete's safety; or
- for any other reason they make a judgement that a direct referral is in the best interests of the student.

5.5 Allegations against staff/volunteers

When an allegation is made against a member of staff or volunteer, they have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress (see Disciplinary Policy).

Where a member of staff or volunteer feels that there are poor or unsafe practice and potential failures in a club then they should raise them with the Club SWO. If, however, they feel that their concerns have not been addressed then they should raise them with the Network Development Manager (Safeguarding) or Director of Organisational Growth with responsibility for safeguarding using the whistleblowing guidance in this policy.

Any member of staff or volunteer who receives an allegation about another member of staff or volunteer from an athlete will follow the guidelines for dealing with disclosure.

All allegations against a staff member or volunteer will be assessed by the SWO and National Office Network Development Manager (Safeguarding).

In order to assess the allegations against a member of staff, it will be judged against the relevant criteria highlighted below. This applies to all cases in which it is alleged that an individual who works or volunteers with athletes has:

- Behaved in a way that has harmed an athlete or may have harmed an athlete;
- Possibly committed a criminal offence against or related to an athlete; or
- Behaved towards an athlete in a way that indicates they may pose a risk.

Allegations made about a club SWO should be reported directly to National Office Network Development Manager (Safeguarding).

5.5.1 England and Wales

The club SWO will inform the Local Authority Designated Officer (LADO) within 1 working day of receiving the allegation about a staff member or volunteer with support from Network Development Manager (Safeguarding) where required, if the case meets the relevant criteria. Where the cases may not appear to meet the relevant criteria fully but still gives rise to concerns about the risk an individual poses to athletes



through their work, SOGB will seek advice from the (LADO) for the most appropriate course of action. Suspension of a member of staff or volunteer is a neutral act and is not the default option; alternatives to suspension will always be considered.

Where relevant conditions are met a referral may also be made to the Disclosure and Barring Service (DBS).

Relevant conduct towards children is:

- endangers a child or is likely to endanger a child
- if repeated against or in relation to a child would endanger the child or be likely to endanger the child
- involves sexual material relating to children (including possession of such material)
- involves sexually explicit images depicting violence against human beings (including possession of such images)
- is of a sexual nature involving a child

A person's conduct endangers a child if they:

- harm a child
- cause a child to be harmed
- put a child at risk of harm
- attempt to harm a child
- incite another to harm a child

Relevant conduct towards adults is:

- endangers an adult at risk or is likely to endanger an adult
- involves sexual material relating to children (including possession of such material)
- involves sexually explicit images depicting violence against human beings (including possession of such images)
- is of a sexual nature involving an adult

A person's conduct endangers an adult if they:

- harm an adult
- cause an adult to be harmed
- put an adult at risk of harm

- attempt to harm an adult
- incite another to harm an adult

A person satisfies the harm test if they may:

- harm an adult
- cause an adult to be harmed
- put an adult at risk of harm
- attempt to harm an adult
- incite another to harm an adult

5.5.2 Scotland

Referrals to the Children's List or the Protected Adults List

Where SOGB takes disciplinary action to remove a member of staff/volunteer from regulated work as a result of harmful behaviour towards an athlete, then they have a duty to refer the member of staff/volunteer to Volunteer Scotland so that consideration can be given to whether that individual should be barred from any kind of regulated work with children and/or protected adults.

The Protection of Vulnerable Groups (Scotland) Act 2007 stipulates that organisations must refer to Volunteer Scotland the case of any member of staff/volunteer who (whether in the course of their role within the organisation) has:

- Harmed a child or protected adult;
- Placed a child or protected adult at risk of harm;
- Engaged in inappropriate conduct involving pornography;
- Engaged in inappropriate conduct of a sexual nature involving a child or protected adult;
- Given inappropriate medical treatment to a child or protected adult;

AND as a result:

- SOGB has dismissed the member of staff/volunteer;
- The member of staff/volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant;
- SOGB has transferred the member of staff/volunteer to a position in SOGB which is NOT regulated work with children or protected adults;
- The member of staff/volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or
- The member of staff would have been dismissed or considered for dismissal had the contract not expired.

SOGB will also refer the case of a member of staff/volunteer where information becomes available after the member of staff/volunteer has:

- Been dismissed by SOGB;
- Resigned, retired or been made redundant;

- Been transferred to another position in SOGB which is not regulated work with children or protected adults; and
- Where SOGB receives information that a member of staff/volunteer who holds a position of regulated work has been listed on the Children's List or the Protected Adult list, the member of staff/volunteer will be removed from the regulated work with children or protected adults post

In some cases, however, a member of staff may be suspended where this is deemed to be the best way to ensure that allegations are investigated fairly, quickly and consistently and that all parties are protected. In the event of suspension, SOGB will provide support and a named contact for the member of staff or volunteer.

Sharing Concerns with Parents/Carers

Where there are concerns that the parents/carers may be responsible for, or have knowledge of, the abuse, sharing concerns with the parents/carers may place the individual at further risk. In such cases advice must always firstly be sought from the local Safeguarding and Welfare Officer, National Office, police, or social care services as to when and who should inform the parents/carers.

PLEASE REFER TO "RESPONDING TO DISCLOSURE MADE "FLOWCHART AT END OF THIS

DOCUMENT

5.6 Organisational Reporting and Accountability

All safeguarding reports whether externally referred or not must be shared with national office staff with responsibility for safeguarding within 24 hours of being completed via safeguarding@sogb.org.uk by the club SWO.

The data in these reports will be analysed and used to drive improvement in good practice throughout the organisation. They will inform training needs, resources and updates to procedures.

A quarterly safeguarding report highlighting the types of abuse reported, actions taken, training provided and recommendations for improvement across the organisation will be created and presented to the Board of Directors by the network Development manager (Safeguarding).

This ensures that at every level of the organization there is a good awareness of the safeguarding picture at Special Olympics GB and that there is also safeguarding responsibility and accountability at every level.

6. Communication and Security of Documents

No document, once completed, which contains the personal information of an individual (e.g. significant incident form, self-declaration form) will be transmitted by email except where such file is either password protected and/or encrypted. Where password protection is enabled, such password must be sent to recipients of these documents by separate email or other electronic means.

Such documents will be sent to the recipient by mail or email and clearly marked 'Private and Confidential'

Where information is kept as a computer record, the information will be kept on an encrypted memory stick or on properly secured cloud storage and only accessed by those authorised to see it in the course of their duties.

Any printed document, once completed, relating to safeguarding or PVG/DBS issues will be kept in a secure place and treated as confidential.

7. Information Sharing

The Data Protection Acts 1998-2018, along with the introduction of GDPR in May 2018 requires that Staff and volunteers be informed about how their personal information will be used. For the purposes of Safeguarding and Welfare matters Special Olympics GB and/or a Home Nation, Region or Club may share information about an individual with each other where they have been alerted to circumstances that might affect a member's status as a member of the PVG/DBS scheme for regulated work or their suitability to carry out the regulated work role for which they have applied/been appointed or already doing. Additionally, Special Olympics GB may be required to share information with Special Olympics International and other statutory or regulatory authorities where an individual member is believed to be under criminal investigation for matters pertaining to Safeguarding and Welfare. In the event that such sharing is deemed necessary, it will normally only be carried out between the nominated Safeguarding and Welfare Officers of Special Olympics GB and the relevant Home Nation, Region or club – or an appropriate representative of Special Olympics GB appointed by the Board. This is aligned to the published Special Olympics GB GDPR compliant Privacy Notice.

Special Olympics GB may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure and Barring Service, Disclosure Scotland and the Police for the purposes of safeguarding children and adults with an intellectual disability and reporting on any accidents or incidents leading to serious injury or death.

8. Suspension of Membership and Discipline

Where information is received from:

- a. Disclosure Scotland/Disclosure and Barring Service that a member or employee of Special Olympics GB is being considered for barring or has been barred from working with children; or
- b. the Police, the Procurator Fiscal's Office or any external Agency that raises a significant concern about a member, volunteer or staff member of Special Olympics GB

c. an incident form or concern is received regarding the inappropriate conduct of a member or employee/volunteer of Special Olympics GB towards an individual/athlete

Special Olympics GB Safeguarding and Welfare Officer will immediately notify the Chief Operating Officer and Network Development Manager (Safeguarding) and provide all relevant details of the concern.

In cases where there is no police or social work inquiry and the Special Olympics GB Safeguarding and Welfare Officers initial assessment is that a disciplinary investigation should be conducted, then such an investigation will be conducted in line with the Special Olympics GB Disciplinary policy, in force at that time.

In cases where there is to be a police or social work inquiry, then a disciplinary investigation will only be carried out at the conclusion of the inquiry although a member being the subject of such an inquiry may be suspended as soon as Special Olympics GB is made aware of such an inquiry.

9. Safer Recruitment DBS/PVG

SOGB ensures it does its utmost to employ 'safe' staff and allow 'safe' volunteers to work with Athletes.

Safer recruitment means that all applicants will:

- complete an application form which includes their employment history and explain any gaps in that history
- provide a minimum of two referees, including at least one who can comment on the applicant's suitability to work with athletes with intellectual disabilities
- provide evidence of identity and qualifications
- if offered employment, be checked in accordance with the Disclosure and Barring Service (DBS)/Disclosure Scotland (PVG) regulations as appropriate to their role. This will include an enhanced DBS/PVG check and a barred list check for those engaged in Regulated Activity; For those registered with the DBS update system you are to provide your DBS number so it can be checked by SOGB staff. Those who are not on the DBS update service will have to apply for a new DBS check through SOGB.
- if offered employment, provide evidence of their right to work in the UK.

SOGB will also:

- ensure that every job description and person specification for roles includes a description of the role holder's responsibility for safeguarding
- ask at least one question at interview for every role across SOGB about the candidate's attitude to safeguarding and motivation for working with athletes
- verify the preferred candidate's mental and physical fitness to carry out their work responsibilities;

- carry out additional or alternative checks for applicants who have lived or worked outside the UK. All new members of staff and volunteers will undergo an induction that includes familiarisation with SOGB's Safeguarding Policy and SOGB Code of Conduct.

SOGB maintains central record of recruitment checks undertaken and ensures that the record is maintained.

10. Whistleblowing Statement

It is important that people within SOGB have the confidence to come forward within the organisation to speak or act if they are unhappy with anything. Whistleblowing occurs when a concern is raised about dangerous or illegal activity, or any wrongdoing within the organisation.

Complaints that count as whistleblowing -You are protected by law if you report any of the following:

- a criminal offence, e.g. fraud
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the company is breaking the law, e.g. doesn't have the right insurance
- you believe someone is covering up wrongdoing

Complaints that don't count as whistleblowing:

- Personal grievances (e.g. bullying, harassment, discrimination) aren't covered by whistleblowing law, unless your particular case is in the public interest. Report these under your employer's grievance policy.

The NSPCC whistleblowing advice line Call: 0800 028 0285 or E-mail: help@nspcc.org.uk will support staff who have concerns about how a child protection issue is being handled their own or another organisation.

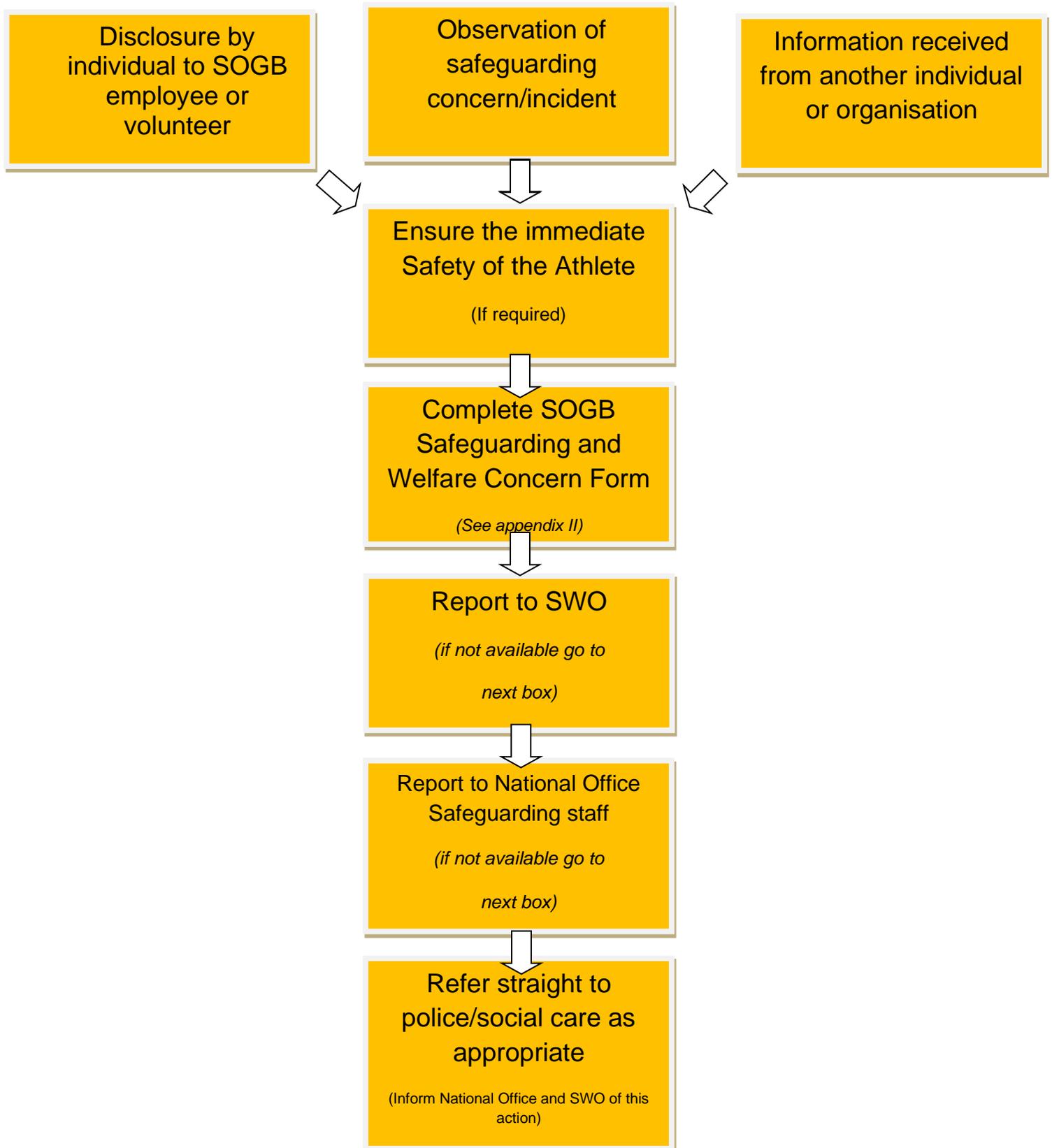
The charity Public Concern at Work offers advice to employers as well as workers. Its website (www.pcaw.org.uk) includes helpful frequently asked questions (FAQs) for employers and details of its consultancy service. You can get advice by telephoning 020 7404 6609.

11. Review

This policy and procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children and adults or following any changes within Special Olympics GB.
- Following any issues or concerns raised about the Safeguarding and Welfare of children and adults with an intellectual disability within SOGB.
- In all other circumstances, at least every three years.

APPENDIX I - RESPONDING TO CONCERNS FLOWCHART





APPENDIX II - RELEVANT LEGISLATION AND GUIDANCE

RELEVANT LEGISLATION AND GUIDANCE

- Working Together to Safeguard Children (Department for Education, 2018)
- What to do if you are worried a child is being abused – Advice for practitioners (Department for Education, March 2015)
- Mental Capacity Act 2005 and Deprivation of Liberty Safeguards (2009)
- Sexual Offences Act 2003
- The Care Act 2014
- The Care Standards Act 2000
- The Children Act 1989 and 2004
- The Human Rights Act 1998
- The Protection of Children Act 1999
- Female Genital Mutilation Act 2003 Section 5b (as inserted by section 74 of the Serious Crime Act 2015)
- Information Sharing (2018)
- Standards for Child Wellbeing and Protection in Sport England/Wales
- Making barring referrals to the DBS (Guidance)

ADDITIONAL LEGISLATION AND GUIDANCE RELEVANT TO WALES AND SCOTLAND

- Safeguarding Children: Working Together Under the Children Act 2004 published by the Welsh Government in 2007
- The Children and Young People (Scotland) Act 2014
- The Children Act 1995 (Scotland)
- Protection of Vulnerable Groups (PVG) (Scotland) Act 2007
- Disclosure Scotland Act 2020
- Adult Support and Protection (Scotland) Act 2007



- [Respect for All: Scotland National Approach to Anti-bullying](#)
- [National Guidance for Child Protection in Scotland](#)
- [Scotland is getting it right for every child \(GIRFEC\) Scottish Government, 2015](#)

LINKS: related legislation, policies, procedures and protocols

RELATED DOCUMENTATION	Found at
Safeguarding and protecting people for charities and trustees	https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees
Bullying	https://www.gov.uk/government/publications/preventing-and-tackling-bullying
Care Act and Safeguarding Adults	http://www.scie.org.uk/care-act-2014/safeguarding-adults/
Channel Duty Guidance HM Government	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf
Mental Capacity Act	http://www.justice.gov.uk/protecting-the-vulnerable/mental-capacity-act
PREVENT Strategy HM Government	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf
Safeguarding Children, Welsh Government	www.wales.gov.uk/pubs/circulars/2007/nafwc1207en.pdf?lang=en
Safeguarding Adults, Welsh Government	https://socialcare.wales/resources/wales-interim-policy-and-procedures-for-the-protection-of-vulnerable-adults-from-abuse
Safeguarding Sexual exploitation	https://socialcare.wales/resources/wales-interim-policy-and-procedures-https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited
Types of abuse	https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/



When and how to share information	https://www.gov.uk/government/publications/information-sharing-for-practitioners-and-managers
Working Together to Safeguard Children HM Government 2018	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf

APPENDIX III RELEVANT SAFEGUARDING CONTACTS

- **Laura Baxter - Director of Organisational Growth** Organisational Compliance with Safeguarding for SOGB

Email: Laura.Baxter@sogb.org.uk
- **Adam Leathwood - Network Development Manager – (Safeguarding)** Strategic and operational safeguarding lead for SOGB

Email: Adam.Leathwood@sogb.org.uk
- **‘Safeguarding and Welfare Officer (SWO)** the nominated person acting on behalf of Special Olympics GB or network deliverer whose responsibility is to deal with athlete wellbeing/athlete protection/safeguarding matters at Region and Club level.

Contact details for SWO’s sit within Regions/Clubs:

<https://www.specialolympicsgb.org.uk/find-a-club>

National Office Safeguarding Phone Number: 07859 484694



APPENDIX IV SOGB SAFEGUARDING AND WELFARE CONCERN FORM

Special Olympics Great Britain

Safeguarding and Welfare Concern Form

This form is to be used by anyone who wishes to report concerns about the abuse of an athlete or who has had a disclosure of abuse made to them. Please complete it as soon as possible and forward it to the Safeguarding and Welfare Officer within your club/region. If you do not have all the information asked for please fill in the parts you can.

Date of disclosure	
--------------------	--

1. Your details	
Name	
Volunteer Register Number	
Organisation	
Address	
Position	
E-mail	
Phone	

2. Details of the athlete				
Name				
SAM Number				
Address				
DOB		Male	Female	Other:
Social Worker	Yes	No	Social Worker Name	
Contact number				



3. Type of Abuse (please circle as appropriate)				
<i>Physical</i>	<i>Sexual</i>	<i>Neglect</i>	<i>Psychological/Emotional</i>	<i>Discriminatory</i>
<i>Financial</i>	<i>Self-Neglect</i>	<i>Modern Slavery</i>	<i>Domestic Violence</i>	<i>Organisational</i>
Other:				

4. Athletes diagnosis/disability	
---	--

5. Details of the alleged perpetrator (if Known)		
Name		
Volunteer Register Number/SAM Register Number		
Address		
Phone		
Do they have a social worker or any other external agency support?	Yes	No
Name of provider		
Address		
Phone		

6. Please give details of the incident or disclosure. Be as factual as possible, using the athletes own words. Detail any action taken (including medical intervention, notifying emergency services, etc.) (Continue on separate sheet if needed)		
Date:	Time:	Location:

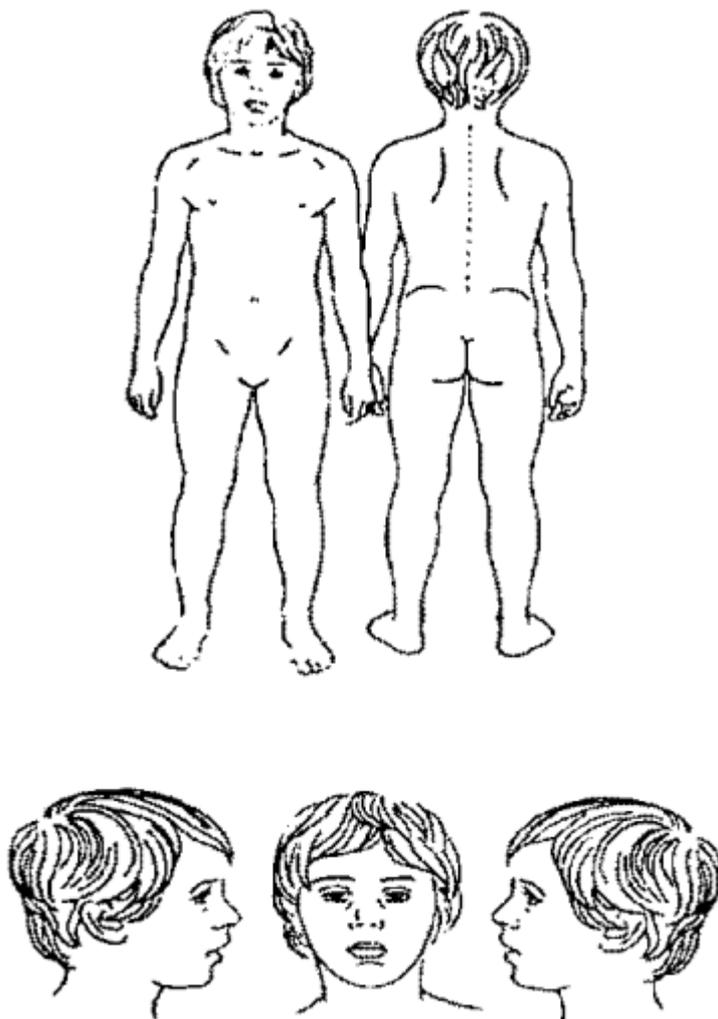


7. When completed as fully as possible please forward to the Safeguarding and Welfare Officer at your club/region		
✓ This form was sent to:		
Date:	Time:	Staff/volunteer reporting name/signature:
Date:	Time:	SWO name/signature:

8. To be completed by Safeguarding and Welfare Officer			
Date:	Time:		
Has this been referred externally?	YES/NO	Details:	<i>If no, please state actions taken in section eight</i>
Name of Agency/Team			
Name of Contact			
e-mail			
Phone no			

9. Actions taken if not referred:			
<i>Date</i>	<i>Time</i>	<i>Action</i>	<i>By who</i>



Indicate an injury on the appropriate sections below – DO NOT PHOTOGRAPH THE INJURY	Description of injury
	



Director of Organisational Growth

Name: Laura Baxter

Signature: 

Date: 16/06/2021

Network Development Manager (Safeguarding)

Name: Adam Leathwood

Signature: 

Date: 16/06/2021