ESSU Child Safeguarding Procedures

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INTRODUCTION

The English Smallbore Shooting Union (ESSU) have a responsibility to protect children and young people participating in our sport from harm, abuse and exploitation, and safeguard their wellbeing. This responsibility extends to developing and applying consistent and robust case management procedures to reported safeguarding concerns. The procedures are in place to protect and facilitate safe training and representation from all our membership at home and abroad.

The ESSU values underpin all we do as an organisation:

- **P**eople are at the heart of what we do as an organization.
- **R**espect, have consideration for oneself, others, and the wider environment. It includes respecting the rules of sport and the officials who uphold them.
- **I**nspiration being a positive role model – someone using their achievements to lead the way for others.
- **D**etermination in us all pushing themselves to the limit to achieve what we set out to do.
- **E**quality in how we recognise that people have equal worth, whatever their differences and take positive action to overcome prejudice and discrimination.

These procedures detail the steps to be taken when a concern is raised that a child or young person involved in ESSU shooting and all ESSU related activities, is at risk of or is experiencing harm. They should be implemented with reference to the ESSU Child Safeguarding Policy, NSPCC Sport Safeguarding Regulations and supporting information.

For the purposes of these procedures, a child means a person who has not attained the age of 18 years.

RECOGNISING A CONCERN ABOUT A CHILD OR YOUNG PERSON

Many concerns raised over a child's wellbeing will not need a full child protection investigation. But a coordinated response may still be necessary to address any concerns. You may be concerned about a child or young person because of something you have seen or heard, information you have been told by others, or because someone has confided in you about things that are happening or have happened to them.

It is not your responsibility to prove or decide whether a child or young person has been harmed or abused. It is, however, everyone's responsibility to respond to and report any concerns they have.

The signs of child abuse are not always obvious, and a child or young person might not feel able to tell anyone about what is happening to them. Sometimes, children may not realise that what is happening to them is abuse.

There are different types of child abuse and the signs that a child or young person is being abused may depend on the type. For example, the signs that a child is being neglected may be different from the signs that a child is being abused sexually.

Detailed guidance and advice on recognising child abuse is available in the section titled 'Child Abuse – Definitions, Signs and Indicators' in Appendix 2 of the Child Safeguarding Policy.

However, there are certain key indicators to look out for:

- A change in the child's behaviour – e.g. becoming disruptive or unreasonable during sessions.
- They become anxious, lack confidence or are withdrawn and stop communicating.
- They begin bullying other children.
- They display sexualised behaviour or language inappropriate for their age.
- They are often hungry, may steal food, or are always tired.
- They have inadequate clothing or have poor personal hygiene.
- They have unexplained cuts and bruises or bite marks.
- They display signs of self-harming or of having an eating disorder.

• They are reluctant to change clothes for sport/activity or receive medical treatment such as physio.

• They seem afraid of parents or carers, or don't want to go home.

• They suddenly stop attending training without explanation.

Remember: If you have an immediate and serious concern about the safety or health of a child or young person, contact the emergency services on 999.

RESPONDING TO A DISCLOSURE OR CONCERN ABOUT A CHILD OR YOUNG PERSON

ESSU coaches, volunteers and staff may be informed in different ways about a concern regarding a child or young person. This may be:

• because of what a child has said

• through observation of a child or young person, or a change in their behaviour, appearance or demeanour

• information that is shared from another individual or organisation.

If a child tells you about a concern, or that they or someone else is being, or has been, abused or you witness or become concerned about a child, then follow the guidance below:

• Take their concern seriously.

• React calmly and in a manner that does not alarm the child.

• Listen to what they say and don't show surprise or shock.

• Reassure them they are not to blame and were right to tell you.

• Allow them the space and time to talk.

• Keep questions to a minimum – only ask questions if you need to identify/clarify what the child is telling you.

• Explain that you will have to share the information with those that need to know.

• Act swiftly to report and carry out any relevant actions (see recording).

Remember: If the child or young person has a need for immediate medical attention, call an ambulance on 999.

RESPONDING TO A DISCLOSURE OR CONCERN ABOUT A CHILD OR YOUNG PERSON (Continued)

When responding to a child or young person it is important NOT to:

- make assumptions or speculate
- come to your own conclusions or probe for more information than is offered
- give personal viewpoints or opinion or conduct your own investigation of the case
- dismiss or ridicule the information
- promise to keep it a secret. You must be clear that this is important and you will have to tell someone who can help
- make negative comments about the alleged abuser or approach an alleged abuser to discuss the concern
- discuss the information with anyone who does not need to know. Safeguarding information is confidential
- delay in reporting the concerns to the ESSU DSL, or in an emergency to the Police
- ignore what has been reported – you have a duty to act.

Remember: If you are concerned the child or young person is in immediate danger or a serious crime is being committed, contact the Police on 999 straight away

RECORDING THE CONCERN

• Make a note of what the child or young person has said using his or her own words as soon as practicable. If the information is from someone else or an organisation, note full details and obtain contact information from them.

If you do not have immediate access to the ESSU Safeguarding reporting form, make notes and write down the following detail:

• The child's name and date of birth (if known)

• How the report was made (in person, second hand by someone else, observation)

• Where and when the report was made (date/time/location)

• Use the child's own words – do not try to edit or make it sound polite or less concerning

• What nature of the concern is

• Description of any visible injuries or behaviours (do not examine the child)

• Details of any witnesses

• What the child's view is – bear in mind the abuse may be something the child is not conscious of; it could be normal to them.

REPORTING THE CONCERN

• As soon as possible, complete and submit the ESSU Safeguarding Report form. This will need to be emailed as soon as possible to the ESSU Safeguarding team.

• You can seek assistance through the ESSU safeguarding team through **safeguarding@englandshooting.org.uk**

• If someone has written to you (including by email or social media), include a copy with the form.

• Alert the ESSU organiser of the event without delay. If you feel this will compromise the matter contact the ESSU Chair/Secretary.

• This information is confidential and must only be shared with the ESSU Safeguarding Team, and others that have a need to know, in order to keep the child safe whilst waiting for action to be taken.

Reporting a Concern About the Conduct of a Coach/staff member

Any concerns for the wellbeing and safety of a child arising from the conduct or practice of a coach or member of staff/volunteer must be reported to the ESSU on the day the concern arises, or as soon as practically possible.
This can be done by completing the safeguarding form and emailing safeguarding@englandshooting.org.uk

CASE MANAGEMENT

a. The Role of the ESSU Safeguarding Team

On being advised of a concern, the ESSU Safeguarding Team will take the following actions:

1. Ensure any immediate local actions necessary to protect any child at risk have been taken.

If the concern or risk is believed to be due to the behaviour of an ESSU member then consider the relevant procedures (e.g. interim suspension from the ESSU) to prevent that person having contact with the child being harmed and other children.

2. If you have been sent written details of the concern by the informant check that you understand the content and that all the necessary detail has been gathered.

If you are being contacted directly by an ESSU member, or a member of the public, ensure that if they have not already sent details electronically to the ESSU, that they provide enough information for you to complete a safeguarding report_form.

3. Reassure and advise the person making the report. Explain what will happen next. Reinforce the need for confidentiality.

4. Consider what the risks are to the child. Decide what further action is needed to protect the child.

5. S**haring concerns with parents/carers.** Where there are concerns that the parents/carers may be responsible for or have knowledge of the abuse, sharing information with them may place the child at further risk. In such cases, advice must firstly be sought from the Police/Social Services as to who informs the parents/carers.

6. In all situations, the ESSU Safeguarding Team should ensure those in the organisation who can act (within their remit) to prevent further harm have the information to do so.

b. The Role of the ESSU Case Management Team

On receipt of a concern about a child or young person from any source, the ESSU will convene a case management team to review the case internally

within 5 working days of the incident. The organisation must attempt to meet these exacting timelines to expedite the matter safely and effectively.

In turn the case management team will take the following action:

1. **Consult and decide.** The ESSU case management team will assess the concern and actions taken locally. They will consult with the British Shooting Safeguarding Lead as necessary and together will decide what further actions need to be taken and by whom.
2. Identify immediate protective and support needs for the child, the person raising the concern, and the alleged perpetrator, if they are within the sport.
3. Establish who needs to know about the concern, why they should know and what they need to be told, and record details of who was informed and when. For example, they may refer the case to the Local Authority Child Safeguarding Team.

4. **Criminal allegations.** If the case is a suspected crime and is not already under Police investigation, ensure it is reported without delay to the Police.

5. Use policy and procedures to reduce risk/stop harm within the organisation. If the person who may be causing harm is a person involved in target shooting in whatever capacity, the Case Management Team will:

- identify which policies and procedures are applicable (e.g. safeguarding regulations, Coach and Official's licence terms and conditions, Codes of Conduct, etc.)
- agree what interim arrangements can be put in place to enable the child to continue participating in their activity.

6. **Ongoing liaison with statutory agencies.** If statutory agencies are involved, the ESSU Case Management Team will ensure the relevant people are assigned to work together with them to coordinate and agree the next steps. The Lead Safeguarding Officer will decide who attends and contributes to any child safeguarding case meetings that are called by the Local Authority. This may be an ESSU or Home Country representative.
7. **Ongoing liaison with the child and their parent/carer.** The Lead Safeguarding Officer will confirm who will maintain contact with the child, to consult with them, keep them informed, and make sure they are receiving the support they need. This may be an ESSU or Home Country representative.

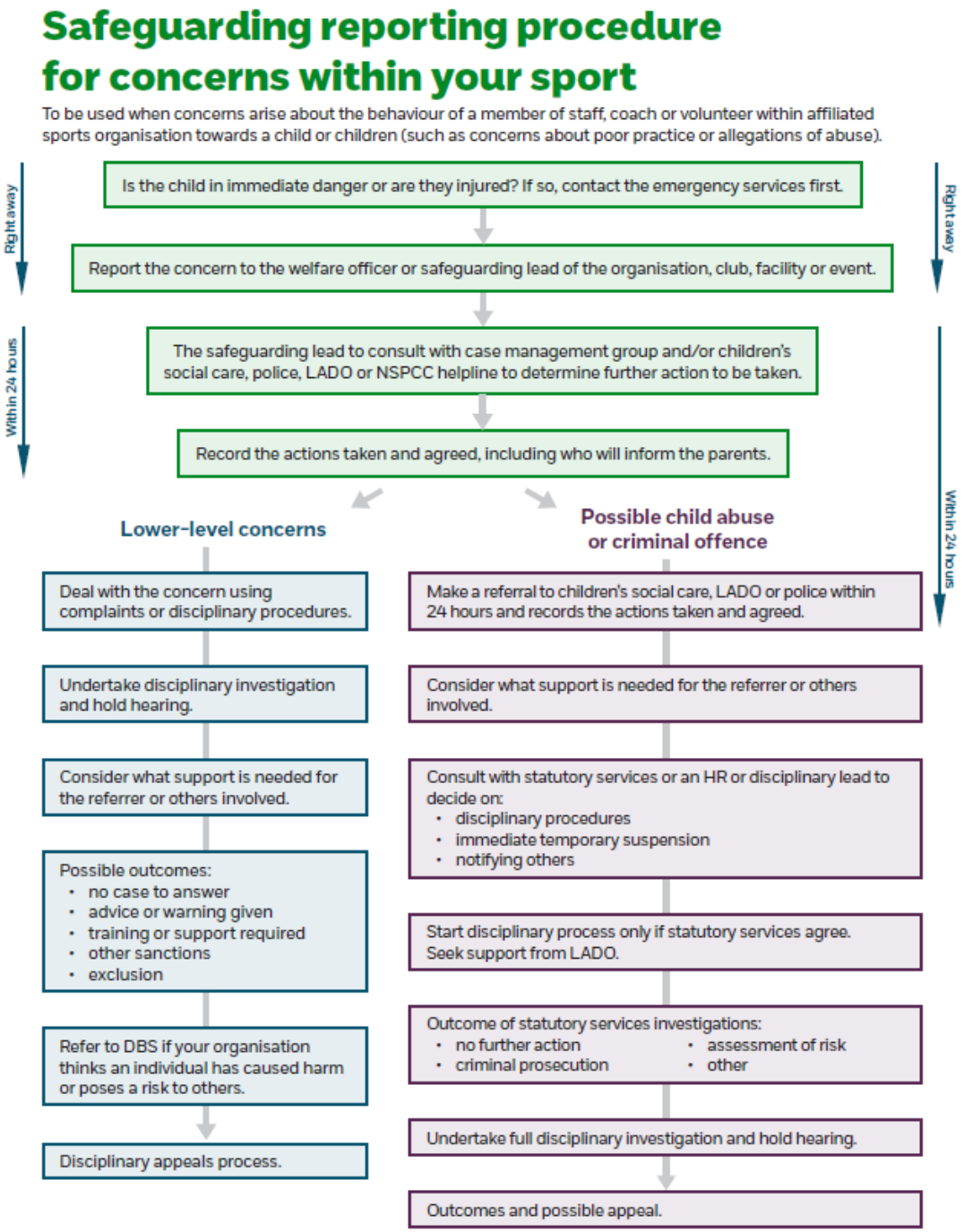
8. Where the statutory agencies conclude their investigations or decide to take no further action in relation to a referral, the ESSU Safeguarding Team in conjunction with the Safeguarding Case Management team will reconvene a meeting to close the matter and discuss learnings from the investigation.

Policy Review

This policy will be reviewed:

- As required following legislative or organisational changes.
- Following significant incidents or lessons learned.
- At least once every 3 years.

APPENDIX 1: PROCESS MAP

REPORTING A CONCERN ABOUT A CHILD

Safeguarding reporting procedure