



CHILD AND ADULTS AT RISK PROTECTION AND SAFEGUARDING POLICY

UNITY ALLSTARS LEEDS

2024-25

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1. Introduction

Unity Allstars Leeds recognises the importance of its responsibility to protect and safeguard the welfare of children and young people entrusted to its care.

As an organisation working with children, young people and Adults at Risk, Unity Allstars Leeds has a responsibility to act if abuse comes to light and, as far as possible, to protect children and Adults at Risk from the possibility of being abused within Unity Allstars Leeds. It is the responsibility of Unity Allstars Leeds management to appoint a designated Safeguarding Lead to oversee the implementation of this policy. This position will be held for a one-year term and then be reviewed by the management when appropriate. As and when required, the named nominated person will work with the statutory agencies and other organisations.

1.1 Monitoring and review of the policy and procedures

The implementation of procedures should be regularly monitored and reviewed. The Safeguarding Lead should regularly report progress, challenges, difficulties, achievements gaps and areas where changes are required to the management committee. The policy should be reviewed every year, or whenever there is a major change in the organisation, in relevant legislation or relevant legislation or any changes in the cheerleading industry.

1.1 a Contacts for reporting

Nominated Safeguarding Lead: Charlotte Hubery

Contact: safeguarding.ual@gmail.com

Deputy Safeguarding Lead: Leigh Tizick

Contact: safeguarding.ual.deputy@gmail.com

Leeds Children's Social Work Services:

During office hours: Call the Duty and Advice team on **0113 376 0336** (Monday to Friday 9am to 5pm, except Wednesdays when we're open from 10am). Out of office hours: If the issue can't wait until the next working day, please contact the Children's Emergency Duty Team on **0113 535 0600** and provide us with as much information as possible.

Leeds Local Authority Designated Officer - LADO (report to this authority in relation to an adult about whom you have a concern regarding an allegation of, or suspected abuse): 0113 3789 687

For further information on how/when to report to the LADO:

<https://www.leeds.gov.uk/docs/LADO%20-%20Local%20Authority%20Designated%20Officer.pdf>

1.2 Mission Statement

As part of its mission Unity Allstars Leeds is committed to the following:

- The welfare of the child is paramount
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in cheerleading and/or other activities held by Unity Allstars Leeds in a safe environment
- Taking all reasonable steps to protect children from harm, discrimination, and degrading treatment, and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- All Unity Allstars Leeds employees or volunteers who work with children or Adults at Risk will be recruited with regards to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and Child Protection procedures
- Working in partnership with parents and children is essential for the protection of children
- Supporting those affected by abuse
- Make links with statutory childcare authorities and other organisations if / when required.

1.3 Policy

A child/young person is defined as a person under the age of 18 (Children's Act 1989) Where this policy refers to children, it equally applies to Adults at Risk, such as, but not limited to, persons with additional needs, regardless of age.

The policy sets out what action will be taken in various circumstances to reassure parents, carers and funders that all possible steps will be taken to protect children involved in any aspect of Unity Allstars Leeds's activities. The procedures within this policy take the following into consideration:

- The Children's Act 1989 as amended by the Adoption and Children's Act 2004
- Data Protection Act 2018 (GDPR)
- The UN Convention on the Rights of the Child
- Government guidance: Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2019

2 Promoting Good Practice

2.1 Introduction

To provide children with the best possible experience and opportunities in cheerleading, everyone must operate within the accepted ethical framework laid out in Unity Allstars Leeds Staff & Volunteer Code of Conduct.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants in cheerleading to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

This section will help you identify what is meant by good practice and poor practice.

2.2 Good Practice

All personnel including volunteers should adhere to the following principles and action:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Make the experience of cheerleading fun and enjoyable: promote fairness, confront and deal with bullying, help build positive relationships and life skills
- Treat all young people equally and with respect and dignity
- Always put the welfare of the young person first, before winning
- Maintain a safe and appropriate distance with athletes (e.g. it is never appropriate for staff or volunteers to have an intimate relationship with a child, or to share a room with them)
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required for spotting or safety purposes for the sport, it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given, and it is for the benefit of performing or acquiring skills for the sport
- Involve parents/cares wherever possible, e.g. where young people need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs
- Request written parental consent if Unity Allstars Leeds officials are required to transport young people in their cars
- Gain written parental consent for any significant travel arrangements e.g. overnight stays
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff
- Ensure that at away events adults should not enter a young person's room or invite young people to their rooms
- Be an excellent role model, this includes not smoking or drinking alcohol in the company of young people. Give enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of the young person is important. Do not risk sacrificing welfare in a desire for team, programme, or personal achievements.
- Secure written parental consent for Unity Allstars Leeds to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises
- Keep a written record of any injury that occurs, along with details of any treatment given

2.3 Poor Practice

The following are regarded as poor practice and should be avoided by all personnel:

- Unnecessarily spending excessive amounts of time alone with young people away from others
- Taking young people alone in a car on journeys, however short
- Taking young people to your home where they will be alone with you

- Sharing a room with a young person
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allowing young people to use inappropriate language unchallenged
- Making sexually suggestive comments to a young person, even in fun
- Reducing a young person to tears as a form of control
- Allow allegations made by a young person to go unchallenged, unrecorded, or not acted upon
- Do things of a personal nature that the young person can do for themselves

When a case arises where it is impractical/impossible to avoid certain situation e.g. transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

3 Defining Child Abuse

3.1 Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability. Additionally, it is acknowledged that children may be at risk of abuse by another young person, as well as adults.

It is **NOT** the responsibility of those working with or volunteering for Unity Allstars Leeds to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse** and **neglect**. The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly or may be responsible for abuse because they fail to prevent another person harming the young person. Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Young people with disabilities (also known here as Adults at Risk of any age) may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

3.2 Types of Abuse

- **Physical Abuse:** where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving young people alcohol or inappropriate drugs would also constitute physical child abuse.
- **Emotional Abuse:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in Cheerleading may occur when the young person is constantly given negative feedback, expected to perform at levels that are clearly unrealistic for their age/skill level. Other forms of emotional abuse could include but are not limited to name calling and bullying.

Bullying may come from another young person or an adult. Bullying is defined as deliberate hurtful behavior, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

There are three main types of bullying. It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages or social media posts), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

- **Neglect** occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter, and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment. Refusal to give love, affection and attention can also be a form of neglect.

Neglect in Cheerleading could occur when a coach does not keep the young person safe or exposing them to undue cold/heat or unnecessary risk of injury.

- **Sexual Abuse** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In Cheerleading, activities which might involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. Also, the power of the coach over young athletes, if misused, may lead to abusive situations developing.

3.3 Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The young person describes what appears to be an abusive act involving them
- Another young person or adult expresses concern about the welfare of a young person
- Unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with others
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt
- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions
- An unexplained drop off in performance
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching, and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- A shortage of money or frequents loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. Again, it is **NOT** the responsibility of those working with or for Unity Allstars Leeds to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

4. Responding to Suspicions and Allegations

4.1 Introduction

It is not the responsibility of anyone working with or volunteering for Unity Allstars Leeds, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This section explains how to respond to allegations/suspicions.

4.2 Receiving Evidence of Possible Abuse

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **Stay calm** so as not to frighten the young person
- **Reassure** the child that they are not to blame and that it was right to tell
- **Listen** to the child, showing that you are taking them seriously
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
- **Inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **Record** all information verbatim and pass this to the Safeguarding Lead
- **Report** the incident to Safeguarding Lead

Safeguarding Lead: Martin Wan

Contact: safeguardingav@gmail.com

If your concern is regarding the **Safeguarding Lead**, a report must be made to **The Safeguarding Deputy**, who will make the report and take the relevant action.

In all cases if you are not sure what to do you can gain help from NSPCC help line Tel No: 08088005000 Monday to Friday 8am – 10pm or 9am – 6pm at the weekends. In the case that a child is in serious or immediate danger, please call the police on 999

4.3 Recording Information

To ensure that information is as helpful as possible, a detailed written record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions. Information should include the following:

- The child's name, age and date of birth
- The child's home address and telephone number, whether or not the person making the report is expressing their concern or someone else's
- The nature of the allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- Have the parents been contacted? If so what has been said?

- Has anyone else been consulted? If so record details
- Has anyone been alleged to be the abuser? Record detail

4.4 Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

Unity Allstars Leeds expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the Safeguarding Lead and subsequently to check that appropriate action has been taken.

If the Safeguarding Lead or deputy are not available for immediate help/action, you should take responsibility and seek advice from the NSPCC helpline, the duty officer at your local social services department or the police.

Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved
- **Child Protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case Unity Allstars Leeds will be involved

As mentioned previously in this document, Unity Allstars Leeds personnel and volunteers are not child protection experts, and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Social services have a legal responsibility under The Children Act 1989 (as amended by the Adoption and Children's Act 2004) to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern

4.5 Reporting a concern against a member of staff or volunteer

An allegation may relate to a member of staff or volunteer (including guest coaches and choreographers) who works with children who has:

- Behaved in a way that has harmed a child, or may harm a child
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Keeping Children Safe in Education (2019, section 195)

Any suspicion that a child has been abused by an employee or a volunteer should be reported to Unity Allstars Leeds, who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- The matter will be in the first instance referred to the relevant LADO (Local Authority Designated Officer)
- Unity Allstars Leeds will refer the matter to social services department
- The parent/carer of the child will be contacted as soon as possible following advice from the social services department
- Unity Allstars Leeds Director should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- If the Safeguarding Lead is the subject of the suspicion/allegation the report must be made to **Fiona Clancy** who will refer the matter to social services/LADO

4.6 Reporting a historic allegation of abuse

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to social services/LADO. This is because other children in the sport or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offenses related to abuse against children is automatically excluded from working with children. Reporting of historic abuse must follow the same reporting procedure as a current allegation.

4.7 Reporting a child in need of support services (Not at risk of harm)

Where a child is deemed to be in need of additional support services, but they are not at risk of harm, the same procedure of reporting is to be followed, and the Safeguarding Lead will make an assessment as to the most appropriate and effective course of action to provide the appropriate support.

4.8 Concerns outside the immediate Cheerleading / Gym Environment (e.g. a parent or carer)

- Report your concerns to Unity Allstars Leeds Safeguarding Lead
- If the Safeguarding Lead is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately
- Social Services and Unity Allstars Leeds Safeguarding Lead will decide how to inform the parents/carers
- Maintain confidentiality on a need to know basis

4.9 Confidentiality and Record Keeping

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- Unity Allstars Leeds Safeguarding Lead
 - The parents of the child (if appropriate)
 - The person/child making the allegation
 - Social Services/LADO/police
-
- The alleged abuser (If appropriate and necessary for the purposes of suspension. If

the alleged abuser is a child the parents of the abuser may be informed by the appropriate authorities)

Seek social services/LADO advice on who should approach the alleged abuser, if deemed necessary for the purposes of suspension.

All information should be stored in a secure place with limited access to designated people, in line with the Data Protection Act 2018(GDPR)

Record keeping

Employers should keep a clear and comprehensive summary of the case record on a person's confidential personnel file and give a copy to the individual. The record should include details of how the allegation was followed up and resolved, the decisions reached and the action taken. It should be kept at least until the person reaches normal retirement age or for ten years if longer.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification where a future DBS request reveals non convicted information and will help to prevent unnecessary reinvestigation if an allegation re-surfaces after a period of time. In this sense it may serve as a protector to the individual themselves, as well as in cases where substantiated allegations need to be known about to safeguard future children. A copy of the company GDPR policy can be found on our website.

5 Internal Inquiries and Suspension

- Unity Allstars Leeds Safeguarding Lead will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries
- Irrespective of the findings of the social services or police inquiries, Unity Allstars Leeds Management will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases Unity Allstars Leeds Management must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.
- Should an individual accused of abuse be found guilty, the staff member will be unable to return, and the Safeguarding Lead will notify DBS.
- Should an individual accused of abuse be found not guilty and able to return to work, it is the responsibility of the Safeguarding Lead to ensure they are supported in their return.
- Upon entering into a contract with Unity Allstars Leeds, staff and volunteers are issued a code of conduct. Should a staff member or volunteer be in serious breach of the code of conduct, these same procedures will apply.

Every effort should be made to reach a conclusion in all cases even if:

- The individual refuses to cooperate, having been given a full opportunity to answer the allegation and make representations
- It may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete.

Compromise agreements' must **not** be used (i.e. where a member of staff or volunteer agrees to resign provided that disciplinary action is not taken and that a future reference is agreed). A settlement/compromise agreement which prevents the employer from making a DBS referral when the criteria are met for so doing would likely result in a criminal offence being committed for failure to comply with the duty to refer. The organisation must make a referral to the Disclosure and Barring Service to consider whether to add the individual to the barred list. This applies irrespective of whether a referral has been made to local authority children's social care and/or the designated officer or team of officers. It is an offence to fail to make a referral without good reason.

6. Social Media

It is Unity Allstars Leeds's policy that employees and volunteer staff do not accept requests from athletes to 'Friend' or 'Follow' them on any social media network. Any friend / follow requests made by children under the age of 18 will be rejected / blocked from coaches' personal accounts.

Unity Allstars Leeds's copyrighted logos or associated branding should not be used on athletes' or parents' personal social media accounts.

Unity Allstars Leeds reserve the right to all images connected to its name, logo or image. Any images posted on social media related to or promoting Unity Allstars Leeds will be appropriate, with appropriate hashtags. If images are deemed to be inappropriate or in breach of safeguarding, we will ask that they be removed. Failure to do so may result in disciplinary action.

Unity Allstars Leeds request that athletes and parents use social media in a positive and sportsmanlike manner and not engage in negative discussions on cheerleading groups or forums, Any activity on social media (including activity on personal accounts) deemed to be inappropriate, alert a safeguarding concern or defamatory to Unity Allstars Leeds may result in removal from Unity Allstars Leeds.

Unity Allstars Leeds will regularly remind parents and athletes to be safe on the internet and mindful of appropriateness when posting cheerleading-related images.

*Unity Allstars Leeds operates closed Facebook Groups for the purpose of sharing training and competition-related information and updates e.g. videos from training sessions; stretching and conditioning plans, routine choreography and competition schedules. Unity Allstars Leeds will communicate with parents/guardians/athletes privately with any information and passwords required to join. To join these groups, children must also have a parent/guardian present on the group.

7. Photography

It is important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, some children, parents or carers may not be comfortable with images of themselves, or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- children who choose not to have contact with some members of their family may decide to minimise their online presence
- families may have religious or cultural reasons for choosing not to be photographed.

It's important to be aware of child protection and safeguarding issues when taking photos of or filming children and young people. The potential for misuse of images can be reduced if organisations are aware of the potential dangers and put appropriate measures in place.

Unity Allstars Leeds recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

Unity Allstars Leeds will seek to keep children and young people safe by:

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children/not using names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing (including safety wear if necessary)
 - avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

7.1 Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers and children that they need to give consent for Unity Allstars Leeds to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them [delete as appropriate]
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

7.2 Photography and/or filming as a training aid for athletes

We recognise that Unity Allstars Leeds's staff may use photography and filming as a training aid for athletes. However, this should only be done with Unity Allstars Leeds's permission and using Unity Allstars Leeds's equipment*. Children, young people, parents and carers must also be made aware that photography and filming is part of Unity Allstars Leeds's activities as a training aid and give written consent.

*From time-to-time Unity Allstars Leeds employees to undertake this role, may on occasion need to use their personal devices. In these instances, all images and video will be deleted from their personal devices following the teaching application/before the end of the lesson. If they are required for Unity Allstars Leeds's use on social media, they will be transferred to a secure Unity Allstars Leeds owned hard drive, where regular GDPR policy will apply regarding their secure storage and use.

7.3 Someone acting suspiciously with a camera or phone

All employees and volunteer staff should be vigilant for any suspicious behaviour involving cameras/filming (by other members of staff, parents, athletes or members of the public) and any concerns should be reported immediately to the Safeguarding Lead directly. Where possible, the person filming/taking pictures should be immediately challenged and a request to view the footage made. Should the footage be deemed inappropriate so as to raise a safeguarding concern, the device should be seized, and the police called. Should it be deemed inappropriate but not raise a safeguarding concern they will be asked to delete it.

7.4 Externally hired photographers

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared

- not allowing the photographer to have unsupervised access to children not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.
- Have sight of the photographers Child Protection Policy, DBS certificate/update number and GDPR policy regarding safe storage of images.

7.5 Use of images for Unity Allstars Leeds's social media

Unity Allstars Leeds will not describe full names for athletes next to their image in public spaces on social media unless express permission is given by the parent/guardian for that specific image, and with particular reason for it to appear. If an athlete's image is used on Unity Allstars Leeds's official public Facebook page, Twitter or Instagram accounts for publicity purposes, parents and athletes will be asked not 'tag' or name the athlete, so as to help us keep this policy in place and keep our athletes safe.

8. Recruiting and Selecting Personnel

8.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

8.2 Controlling Access to Children

- All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self- disclosure about any criminal record. Consent should be obtained from the applicant to seek information from the Disclosure and Barring Service (DBS)
- Two confidential references, including one regarding previous work with children should be obtained. These references MUST be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo)

8.3 Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on self-disclosures, and a DBS check if applicable to their role on staff
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to Unity Allstars Leeds Staff & Volunteer Code of Conduct
- Child Protection Procedures are explained and training needs identified
e.g. basic child protection awareness

8.4 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children

Unity Allstars Leeds requires:

- All staff and volunteers in positions of responsibility for children to undergo a DBS check
- All employees, volunteers, coaches and Safeguarding Lead to undertake relevant training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person
- All coaches, trainee coaches and leaders should have an up to date first aid qualification.

9. Declaration

On behalf of Unity Allstars Leeds, we the management, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

10. Policy Updates

Updated	13/01/2025
Originally created by	Joanna Gamper Cuthbert / Squad Safe
Updated by	Martin Wan, Program Director

Policy review due

Date	13/01/2026
To be reviewed by	Unity Allstars Leeds management

