



LME Safeguarding Policy:

Children, young people and adults at risk

November 2021

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1. Introduction

London Marathon Events Limited (LME) organises a range of events to inspire children and young people to be physically active, including The Big Mile, the Vitality Westminster Mile and the TCS Mini London Marathon. In addition, these events and others organised by LME may be attended by adults at risk.

LME has a duty of care to safeguard all children, young people and adults at risk who attend these events and ensure they are kept safe. 'Safeguarding' refers to the process of protecting children and adults at risk, providing effective care and preventing them from harm.

This policy applies to all staff. For the purposes of this policy 'staff' includes senior managers, the board of LME, paid staff, volunteers, consultants, agency staff, students or anyone working on behalf of LME. The policy is based on the NSPCC Safeguarding Children in Sport guidance.

LME is committed to the principle contained within the Children's Act 2004 (2013) that the welfare of the child is paramount. LME recognises that all children, young people and adults at risk who attend our events have the right to be in a safe, secure and caring environment, and that they should be respected and valued as unique individuals. LME also acknowledges their vulnerability and need for protection, particularly in any events attracting larger number of children, young people and/or adults at risk.

LME will take seriously any allegations relating to safeguarding and take action we consider necessary to protect the child, young person, or vulnerable adult.

All staff appointed to work with children, young people and adults at risk at an event will be suitably trained and aware of safeguarding practices (and qualified where required). All staff will be subject to appropriate recruitment and selection processes, including enhanced DBS checks where appropriate.

All our events will be delivered in a manner that respect the rights, dignity, privacy and beliefs of all individuals concerned, and does not discriminate on the basis of race, culture, religion, language, gender, disability, age, sexual orientation or those from economically deprived areas.

Signed: (Director) Date:

Signed: (CEO) Date:

2. Aims and purpose

The aim of this policy is to set out the framework for LME to fulfil its commitments to safeguarding children, young people and adults at risk who attend our events.

A. The purpose of this policy is:

- To raise awareness for LME staff of the legal and moral responsibility to safeguard children, young people and adults at risk who attend LME events, in line with our obligations under relevant legislation, including the Children's Act 1989, 2004 and 2013, as well as the Protection of Children Act 1999. This includes the children of adults who use our services;
- To provide staff with appropriate training so they understand safeguarding principles and can apply these principles in the development, delivery and evaluation of our events;
- To ensure all staff involved in working with children, young people and adults at risk can recognise the signs of abuse, understand their duty to act and report any concerns and know the procedures they should follow;
- To set out clear lines of responsibility and reporting for each LME event involving children, young people or adults at risk
- To provide a safe working environment for all staff and help minimise the risk of malicious or unfounded allegations from children, young people and adults at risk;
- To reassure attendees and participants at our events that there are procedures and processes in place to safeguard and protect children, young people and adults at risk; to raise awareness, where appropriate, amongst children, young people and adults at risk of this policy and their right to protection under it;
- To set LME's commitment to work in partnership with statutory authorities, the Local Safeguarding Partners, agencies and voluntary groups who empower, protect or provide services for children and young people, and who have safeguarding policies in place;
- To provide Managers/Team Leaders with:
 - Guidance on good practice, physical contact with children, young people and adults at risk;
 - Procedures to follow when receiving reports of child abuse; and or have a concern about a young person

- Guidance on implementation of the Lost Child/Child Left at a Venue Policy and Procedure (Appendix 5).
- To raise staff awareness and provide guidance for staff that a young person is recognised as being under the age of 18 (or 25 if the individual has a learning disability) and:
 - that all staff have a moral and statutory duty for care, custody and control of any child under the age of 18 in their supervision, or vulnerable person;
 - That staff will work in partnership with young people, their parents, carers or guardians and other agencies to ensure the protection of young people;

This policy should also be read in conjunction with the following LME policies:

- Photographic Policy (Appendix 4)
- Lost Children or Left Children Policy and Procedure (Appendix 5)
- Safeguarding Lone Working Policy (with young people) (Appendix 6)
- Volunteer Policy (Appendix 7)

B. Scope

The scope of this policy applies to all events carried out by LME involving children, young people and adults at risk.

C. Principles

The following principles underpin all aspects of the Safeguarding Policy:

- LME recognises and respect the rights of children, young people and adults at risk - all children are entitled to feel safe from harm and protected whilst participating or attending LME events;
- All staff are responsible for ensuring that children, young people and adults at risk feel valued and are protected at events;
- All staff work within the guidelines set out in this policy and have a duty to report a concern if they feel a child has been harmed, is in danger or is subject to any other safeguarding concerns;
- Safeguarding is an integral part of every LME event involving children, young people and adults at risk and should be paramount at every stage of event planning, delivery and review;
- All staff will attend relevant training and be up to date with latest legislation and best practice, identified by the People and Culture Director (or Head of People), working with the DSO.

D. Definitions and signs of abuse

Child abuse

Children and young people are defined in law as up to the age of 18 years. The Children's Act defines four main forms of abuse:

- **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

- **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only for meeting the needs of another person. It may feature age – or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

- **Sexual abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate

supervision, including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Definitions taken from Working Together to Safeguard Children 2015)

- **Bullying**

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying is thought to result in up to 12 child suicides each year.

In addition to the above categories, there is also "organised or multiple abuse", involving one or more abusers and a number of related or non-related abused children or young people. These types include: radicalisation: child trafficking: child sexual exploitation, Child Criminal Exploitation (County Lines) Female Genital Mutilation, forced marriage and honour-based violence, domestic abuse and peer-on-peer Abuse including 'sexting'.

It is important to remember that it is not easy to recognise a situation where abuse may have or is taking place. Few abused children simply fit into one of the above categories and will in fact frequently suffer from more than one form of abuse.

Adult definitions of abuse

An adult at risk is a person aged 18 or over "who is or may be in need of community and healthcare services by reason of mental health or other disability, age or illness and is or may be unable to take care of themselves, or to protect themselves against significant harm or exploitation".

There are seven definitions of adult abuse:

1. Physical abuse
2. Emotional abuse
3. Financial or material abuse
4. Hate crime/discriminatory abuse
5. Institutional abuse
6. Sexual abuse
7. Neglect

E. Signs of abuse

It is essential that employees understand that child and adult abuse is a complex issue and that its diagnosis is the responsibility of relevant, expert agencies. The role of employees is to

report and refer, not investigate or judge. However, employees should be aware of behaviour that may be indicative of abuse. In most cases, there will be a perfectly innocent explanation, but there may be occasions when a thorough investigation needs to take place by the appropriate agencies.

The existence of one or more of the indicators referred to below **does not prove abuse** and it is not the responsibility of an LME employee to determine if abuse has taken place. Employees should act upon concerns (taking appropriate advice if necessary), record those concerns, and report them in line with this policy.

Type of abuse	Physical indicator	Behavioural indicator
Physical	<ul style="list-style-type: none"> • Frequent or unexplained bruising, marks or injury • Bruises which reflect hand marks • Cigarette burns • Bite marks • Broken bones • Scalds 	<ul style="list-style-type: none"> • Fear of parent, carer, institution • Aggressive or angry outbursts • Withdrawn • Running away • Fear of going home • Flinching • Depression • Keeping arms and legs covered • Reluctance to change clothes
Emotional	<ul style="list-style-type: none"> • Withdrawn • Developmentally delayed • Sudden speech disorders 	<ul style="list-style-type: none"> • Depression • Low self-esteem • Not caring for personal appearance
Sexual	<ul style="list-style-type: none"> • Pain/itching in genital area • Bruising/bleeding in genital area • Sexually transmitted disease 	<ul style="list-style-type: none"> • Sudden changes in behaviour • Becoming aggressive and withdrawn • Apparent fear of one person • Running away • Nightmares • Unexplained sources of money • Sexual drawings, language • Bedwetting • Overeating or anorexia • Self-mutilation/suicidal thoughts • Secrets that cannot be told
Neglect	<ul style="list-style-type: none"> • Constant hunger • Unkempt state • Weight loss/underweight • Inappropriate dress 	<ul style="list-style-type: none"> • Missing doctor/hospital appointments • Truancy/late for school • Constantly tired • Few friends • Regularly alone/unsupervised

3. Roles, responsibilities and procedures

A. Roles and responsibilities

LME has allocated responsibilities for ensuring the implementation of this policy as follows:

London Marathon Events Board

The London Marathon Events Limited Board is responsible for ensuring that the business has an effective Safeguarding Policy and any other safeguarding procedures and will regularly review and update the policy and procedures to ensure they are fit for purpose. The Board will also ensure that safeguarding training it is current and relevant.

Management Board

The Management Board is responsible for supporting the work of the People and Culture Director and Designated Safeguarding Officer to ensure that the policy is implemented within their areas of responsibility. The Management Board will ensure that safeguarding is an integral part of every LME event involving children, young people and adults at risk and is paramount at every stage of event planning, delivery and review.

Safeguarding Action and Review Group (SARG)

The Safeguarding Action and Review Group will oversee the planning, delivery and review of all events involving children, young people, and adults at risk. Membership will include the People and Culture Director, the Designated Safeguarding Officer, the Operations safeguarding lead for the relevant event, the Head of School Engagement and others considered necessary to ensure effective safeguarding at LME events.

People and Culture Director (PCD)

The People and Culture Director, reporting to the Event Director, has overall responsibility for the delivery, implementation, and review of the safeguarding policy. The PCD will establish and lead the SARG, which will meet at least quarterly to review and monitor event planning. The PCD will also ensure appropriate training and induction on safeguarding takes place, including incorporation safeguarding into induction procedures.

Designated Safeguarding Officer (DSO) – Michelle Weltman (deputy: Ben Cooper)

The Designated Safeguarding Officer has 'day-to-day' responsibility for ensuring that this policy is implemented throughout LME, including responding to safeguarding issues, reports, and concerns. The DSO is the lead point of contact for LME staff regarding safeguarding. The DSO will also lead on liaison with external agencies responsible for safeguarding and will be



responsible for monitoring the type and number of referrals made and for receiving and storing papers and documents regarding child and vulnerable adult's protection.

Operations Team

The Operations Team is responsible for ensuring safeguarding procedures are in place throughout event planning, delivery and review. This will include a risk assessment for each event which is made available to participants, including groups such as schools or community organisations. A safeguarding lead will be identified for each event involving children, young people, and adults at risk. Plans will be in place for participants with additional needs.

The Welfare Team (WT)

The Welfare Team will be organised in order to meet the requirements of the event. They will have responsibility on the day for the welfare of children, young people and adults at risk. The WT will have a designated safeguarding lead located within the team for the duration of any event involving children, young people, and adults at risk. The lead will participate fully in planning, delivery, and review of the event, liaising with the DSO.

Head of Schools Engagement (HSE) – Ben Cooper

The HSE will sit on the SARG and will support the PCD and DSO in the implementation of the safeguarding policy. The HSE will also deputise for the DSO where necessary.

Managers/Team Leaders

Managers and Team Leaders are responsible for ensuring that the Safeguarding Policy, including other related policies (see 2A above), are implemented within their Department and issues of particular importance to their Department are addressed.

LME staff

All LME staff have an individual responsibility for ensuring the protection of children, young people and adults at risk, including prompt and timely action to report any safeguarding concerns.

B. Safeguarding Management Structure



C. Safeguarding – Guidance and Reporting Process

The protection of children, young people and adults at risk is a shared responsibility. All LME employees have a duty to raise any safeguarding concerns or suspicions.

The most likely safeguarding scenarios at events are:

- Lost and upset child
- Lost child and upset parent/carer
- Minor physical injuries from a trip or fall (first aid)
- Participants with additional needs (eg adult with learning disabilities) requiring reassurance and support
- Suspicious behaviour of adults in surrounding areas; an example of this would be an unauthorised person in a pick-up/repatriation area

These should all be dealt with by following the guidance in the handbook for events with reference to the role of the Welfare Team and relevant security briefing.

More serious concerns are unlikely to arise. However, staff should be aware of their duty to act on safeguarding concerns and should be alert to other possible safeguarding indicators, including:

1. Observing physical or behavioural indicators which cause concern; an example of this might be unusual marks or bruises on a child's body
2. A child, young person or vulnerable adult mentioning something that has happened to them or expressing concerns about their safety or wellbeing (this is termed a 'disclosure'); an example of this might be reluctance to return to a parent/carer and the child saying they don't feel safe
3. Someone else (adult or a child or young person) expressing his or her concerns about another person; an example of this might be a parent of one child saying she has seen or heard something that has caused concern about another child
4. A group of children or young people behaving inappropriately towards another child; an example of this would be name-calling or ridiculing or taking photos without permission

D. What to do if you have a safeguarding concern:

All safeguarding concerns must be acted upon and reported. When an employee has a safeguarding suspicion or concern, it is important the following steps are followed:

- Refer any minor incidents such as first aid treatment or lost child to the Welfare Team
- Refer any security concerns to the Event Safety Officer (Steve Tomlin)
- Refer any more serious safeguarding concerns initially to the senior member of staff responsible for the designated area who will decide what initial action needs to take place. Concerns should then be reported to the Event Safeguarding Lead and/or DSO, who will advise on further steps to be taken. All reports must be factual and reported promptly. Any immediate, urgent threats to the welfare and safety of a child, young person or vulnerable adult may require an accelerated response (eg contacting the police)

If a child reports something to you that raises a safeguarding concern (a 'disclosure'):

- Make notes of the facts of what they say to you. Listen to them carefully and repeat what they are saying to ensure you understand
- Inform them they are going to have to let someone else know about this to ensure that they are protected
- Do not make any promises of confidentiality, as confidentiality will be governed by the need to protect the child, young person or vulnerable adult
- Do not ask any leading questions
- Report this information as above and include in the Report Form (see below)
- Ensure the person is safe

Reporting and record-keeping

As soon as possible after a safeguarding concern has been raised, the member of staff should complete a complete a 'Concern Report Form' (appendix 8) and submit promptly to the DSO. The report should include:

- The date and time the concern was raised;
- The name and address of any alleged perpetrator and victim, if available;
- The circumstances of the safeguarding concern;
- Details of what was said or witnessed recorded as accurately as possible;
- Details of any action taken;
- Sign, date and time the report

PLEASE NOTE: it is our legal duty to report, not judge or decide if abuse has taken place.

E. After a safeguarding concern or disclosure has been made (role of PCD/DSO)

When a Concern Report Form has been received or a verbal notification of a more serious concern, the DSO will notify the PCD and will take appropriate steps, such as contacting the Local Authority Safeguarding Team, MASH and/or the police safeguarding team. The DSO may also contact the member of staff for further information and will keep secure records of the concern.

F. Staff training and recruitment

- Employees appointed to work with children, young people or adults at risk do so only after a thorough recruitment and selection procedure has been completed, including a DBS check where required
- The PCD will ensure DBS checks will be done for all staff working on events with children, young people, or adults at risk at risk. Enhanced checks will be in place for staff in key roles, as agreed by PCD and DSO
- Safeguarding training will take place as part of induction procedures for new staff and annually for all existing staff. In addition, the DSO will lead a safeguarding briefing for all

event briefings where children, young people and adults at risk are involved.

G. Allegations against LME staff

LME recognises that there may be occasions when an allegation is made against a member of staff by a child, young person, vulnerable adult or a parent/carer. Where an allegation is made, this should be reported directly to the PCD and DSO, who will investigate the allegation and make any further reports or recommendations. All staff involved should ensure confidentiality of such allegations.

LME staff can minimise the risk of spurious allegations by following the guidance in this policy and raising any questions or concerns with their line manager or PCD/DSO. LME staff should also take other reasonable steps to minimise the risk of such allegations, including:

- avoid being alone with a child, particularly in indoor/enclosed spaces. If staff do have reason to be alone with a child, they should stay in view of other people or ask a colleague to stay with them;
- avoid unnecessary physical contact with a child, young person, or adult at risk;
- being aware of the possibility of additional special needs and taking reasonable steps to manage this (such as checking with parents/carers if a child, young person, or vulnerable adult is displaying unusual behaviour)

H. Whistleblowing/reporting concerns

All staff should have the confidence to act and speak up if they have concerns with any aspect of safeguarding. Whistleblowing occurs when a member of staff raises a concern about a dangerous or illegal activity or any other wrongdoing by staff or volunteers. The LME People & Culture Guide contains detailed whistleblowing provisions that apply equally to any safeguarding concerns.

Any employee, adult at risk, child or young person reporting concerns under this policy is assured that their concerns will be taken seriously and treated sensitively. Every effort will be made to maintain internal confidentiality, although it is not possible to guarantee this, particularly if to do so would adversely affect the welfare of the child, young person or vulnerable adult, or one or more legal authorities become involved.

LME will not tolerate harassment of any employee, adult at risk, child or young person who raised concerns of child abuse. Such harassment will be dealt with under disciplinary procedures, and the company will robustly support any ensuing investigation by a recognised authority.

When an employee raises a concern of child or other abuse, that employee will be kept informed of the progress and result of any investigation as far as is possible, and with the agreement of the relevant investigation authority.

If an employee has a concern or a concern is reported to them and they fail to report the concern and it becomes known later, LME will investigate the matter, which may result in disciplinary procedures.

4. Review

The policy will be reviewed annually by the PCD and DSO in conjunction with the Safeguarding Action and Review Group (and approved by the London Marathon Events Limited Board) and in accordance with the LME's planned review of all policies.

The PCD and DSO may also invite an external review of LME's Safeguarding Policy, including working with external experts (such as the NSPCC) to ensure this Safeguarding Policy is fit for purpose; this should occur every three to five years or more frequently if agreed or directed by Management Board.

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Appendices

Appendix 1: Recording and storing of information

It is important that with safeguarding issues, confidentiality is maintained at all times. It is the responsibility of LME to ensure that all complaints and allegations are dealt with in a correct manner and that all information is shared only with those who need to know the information. It is important that all allegations or concerns are recorded in the appropriate way on a Concern Report Form (appendix 6). It is important that as much information as is captured at the time of the allegation is recorded on this form. The information needs to be as helpful as possible for child social services or police for them to carry out any investigation.

The following information must be recorded:

- As much detail of the young person whom you have a concern about or have made an allegation, including age, DOB, race, gender and ethnicity
- As much detail of the concern or allegation (this can be in bullet points). If there are any signs of abuse, a description of any bruising, injury, or marks on the body
- Any information given by witnesses or others
- If required, the person filling in the form can ask for support from the person they have raised the concern with, or the DSO, to fill the form in with them
- All forms should be dated and signed by those submitting the form

We also have a legal and moral obligation to ensure that confidentiality is maintained. Those who need to know will only share this information and all documentation used to record information will be stored in an appropriate secure way under Data Protection Laws. However, it should be noted that any documentation and forms collected should be available for any investigation.

There is no legal timeline definition to how long documents should be stored, but they should be kept for at least five years after any investigation is carried out.

LME will take full responsibility for ensuring that all documentation is stored securely, whether it is electronically stored or in hard copy format. Only those requiring this information will have access to the documentation. Those needing this information must go through the PCD and give an explanation to why the documents are required, who will then liaise with the DSO. This could be with in the business or with other organisations that require access to the information stored.

Appendix 2: Information Sharing

Due to the nature of the business and the number of organisations that LME works in partnership with, we need to be mindful as to whom we share information, and how we share information regarding safeguarding and protecting children and adults at risk.

We will share information with other national governing bodies of sports, child social services, adult social services, the Local Authority Designated Lead (LADL), the police and other organisations that work to ensure that children and adults at risk are protected from harm.

When sharing information, we will ensure that it is only information relevant to the allegation, that all documentation is shared in a confidential manner and that it complies with Data Protection. We will ensure that those we are sharing the information with understand our protocols and ensure that good practice is carried out while sharing information.

We will also ensure that we clarify clear routes of communication between all agencies concerned in the protection of young people.

LME will seek consent when sharing information, we will respect the rights of the child and vulnerable adult ensuring that during all information sharing that the welfare of the child is paramount.

Not all information collected will need to be shared and therefore consideration should be given as to what information is released to other agencies. Records will be kept of all information shared and to whom. Information will be kept on decisions made as to why the information was shared or not. The type of information we will share will depend on the agencies requiring the information. The importance of the information shared should always reflect the needs for safeguarding a young person or vulnerable adult. This may include some personal details, information of the allegation and at times further details as required by statutory bodies.

Anyone sharing information from an allegation without due care or consideration could face disciplinary action.

Appendix 3: E-communication and Social Networking Policy

Social media and social networking means global communication is just a click away. At LME we work to communicate with the communities who take part in our events. We need to ensure we have a robust system in place that ensures that children, young people and adults at risk are safe and we do not leave anyone vulnerable while using these platforms of communication. It is also important to remember that a lot of these sites have age restrictions on how old a young person should be to use such sites (normally 13+).

The potential risk occurs by misuse of these sites and ways of using them as communication tools. All LME staff managing LME's channels will ensure they follow social media best practice by:

- Avoiding using these platforms to promote racism, sexism, and hurtful behaviours
- Avoiding friending or following any young person they come in contact with and ensure that they keep a track of all their privacy settings on their social network pages
- Only ever using LME platforms for the legitimate business of LME including to promote events or to publicise events The LME platforms should never be used for personal information
- Ensuring that all content shared is appropriate for all ages and audiences we are interacting with
- Never asking for personal information to be shared on any of these social networking pages
- Always considering which platform you want to use and for what reason
 - All social media platforms will be moderated, and any message/tweet/photo deemed to be inappropriate will be removed with immediate effect
- Never posting photos of young people (other than those participating in or spectating at our events) unless you have written consent to do so
- Avoiding using names of young people in photos other than as part of results services or reporting on events

All employees/volunteers must remember that they are always 'on' and are representing LME. All employees should ensure that the content is relevant to what is being posted. If a mistake is made, then employees/volunteers should apologise for this and post correct information.

Appendix 4: Photograph Policy

LME is keen to support positive images of young people participating in our activities across all sectors of the company.

Our events may be televised and photographs may be taken which capture images of participants in our event(s). All participants agree to the publication of such photographs and broadcasts and their use by us in future publications and publicity by accepting terms and conditions of entry.

- We are aware though that some people use sporting activities to take inappropriate images of young people. LME will adhere to good practice through using images of young people in appropriate dress, to avoid inappropriate use of the image elsewhere
- Reporting the use of inappropriate images to the DSO or the PCD.
- Downloading all images from devices including iPhones and iPads onto PhotoShelter to ensure that you are not perceived to have images of young people on your personal devices. The original images should immediately be deleted from any personal devices.
- Downloading images immediately or as soon as is practically possible

It is understood that at times employees may use devices to video/record events. When doing so employees should follow the same guidelines and as above. LME reserves the right to remove any photos if they are deemed inappropriate.

Appendix 5: Lost Child/Child Left at a Venue Policy and procedure

Due to the nature of the business and the fact that LME runs a number of events and activities where it is likely that there will be children with families, there may arise a time where a child will be lost.

The Operations Team will ensure safeguarding procedures are in place throughout event planning, delivery and review in order to mitigate the risk of a child becoming lost. This includes a risk assessment for each event which is made available to participants, including groups such as schools or community organisations. A safeguarding lead will be identified for each event involving children, young people and adults at risk. Plans will be in place for participants with additional needs.

If a situation arises at an event where a child is lost or left behind, the following procedures will apply:

- Ensure that the child is safe from harm
- Follow the procedures in 3G above to minimise risk of an allegation being made against a member of staff
- Report the lost child to the event's Welfare Team as soon as possible, so they can take charge of the situation
- If the information is available, refer to any forms filled in before joining the event or activity
- If you don't have information regarding contacts for emergency, get as much detail as possible from the child, eg phone number of parents, alternative number, name of parents
- Make announcements where appropriate and practical, letting parents know where to meet. There must be a designated meeting point at events
- When the parent turns up, they must sign for the release of their child
- Never leave a child unattended or alone
- Make a short report of why the child was left and give this to the event Welfare Team, who should inform the DSO.

Appendix 6: Safeguarding: Lone Working Policy

For use if working alone with a child or vulnerable adult.

This policy is designed to alert staff to the risks presented by finding yourself alone with a young person and vulnerable adult. It highlights responsibilities each person has in this situation and will help minimise such risks. It is not intended to raise anxiety unnecessarily, but to give staff a framework for managing potential situations where you may be on your own with a child or vulnerable adult.

This policy applies to all staff who may be working alone, at any time. Volunteers would not normally be expected to work alone and so should be outside the scope of this policy.

LME's principles for ensuring safe working practices when alone with a child or vulnerable adult are as follows:

- A commitment to supporting staff and managers both in
 - establishing and maintaining safe working practices
 - recognising and reducing risk
- A commitment to the provision of appropriate support for staff (Welfare Team)
- A clear understanding of responsibilities
- The priority placed on the safety of the individual over property
- Equipment, such as mobile phones or radios, will be made available as appropriate
- Phone numbers and roles will be shared with key staff as part of the event handbook given out prior to the event
- Where possible, staff will be working within close proximity to other team members who can support them

If you find yourself alone with a child or vulnerable adult the onus is on you to always:

- Immediately inform your manager and the event Welfare Team if you find yourself alone with a child and or vulnerable adult. If you cannot get hold of any of them, contact the DSO
- Give information of where you are located (if possible use whatthree words or map grid numbers rather than named places)
- Give information about the child or vulnerable adult (eg name, description) and report this to the event Welfare Team
- Where possible keep in visual line of others (seen at all times)
- Keep in contact periodically by phone or radio with the Welfare Team or your area/event manager



- If the child or vulnerable adult is sick or injured you will also need to report this to First Aid/Medical Team
- The event Welfare Team will guide you on your next move, (ie where to take the child or vulnerable adult) and, if possible, try to get another member of staff or volunteer to join you

Appendix 7: Volunteer Policy

1. POLICY STATEMENT

The vision of London Marathon Events (LME) is Inspiring Activity and volunteers play a crucial role in helping achieve our mission. We could not achieve our goals without their hard work. We are incredibly grateful for their support and want to make sure all our volunteers have a safe, rewarding and enjoyable experience. We recognise that volunteers play a vital role within our organisation and that their contribution enables us to deliver our events. We want to ensure that there are good working relationships between paid staff and volunteers, and that volunteers are well supported.

This policy reflects our commitment to volunteering at LME and sets out a framework of procedures and best practice that we will endeavour to follow when recruiting and working with our volunteers, to ensure that both volunteers' and LME's expectations are met.

We need people from all walks of life and all communities, who can bring their different skills and experiences to our work. Volunteers bring a different perspective to the organisation, often reflecting the views of the local community.

No employment relationship between a volunteer and LME is created.

2. VOLUNTEERS

An LME volunteer is someone who, unpaid and of their own free will, chooses to give their time, energy, skills and expertise to support LME in achieving its aims. The arrangement is voluntary on both sides. The relationship with volunteers is based on trust and is not intended to have the obligations associated with employment. No payment, other than the reimbursement of agreed out-of-pocket expenses, is made by LME to people who give their time as volunteers, although their groups may receive guaranteed entries to our events.

LME is committed to involving a diverse range of people in our work through both formal volunteering and other forms of community activity. We do this because we believe that volunteers, in their diversity of age, experience, cultural background and their involvement within communities, bring to our work a value that adds to our understanding of, and response to, the needs of the community. By involving volunteers we can offer opportunities for genuine involvement, learning and development for individuals.

We expect that both our volunteers and paid staff always aim to live the values of LME and volunteers will be expected to commit to LME Code of Conduct for Volunteers, which provides clear guidance on the behaviour expected of all volunteers. Any breaches of this Code of Conduct may result in the volunteer's position being terminated. Notwithstanding

the foregoing, volunteers should note that LME may terminate a volunteer's position without cause.

Volunteers supporting children or vulnerable people within the predominate part of their role will be asked to undergo an enhanced Disclosure and Barring Service (DBS) check that reveals any past convictions. Even where this is not needed, registration with the DBS may still be required. DBS checks may be required due to volunteers coming into unsupervised contact with young and/or vulnerable people during the course of their volunteering.

We aim to deliver a sector-leading volunteering experience so that our volunteers enjoy supporting us and feel well equipped to support the work of LME. We are committed to LME being the best mass participation organisation to volunteer with. To ensure that volunteers are at the forefront of everything we do, we aim to:

- Ensure that our volunteers understand what we expect from them, and what they can expect from us in return
- Attract volunteers with the right skills to support our entrants, spectators, the community and LME
- Deliver a sector-leading volunteering experience, through processes and ways of working, which makes it enjoyable and easy to support us

3. EQUALITY AND DIVERSITY

LME is committed to building a diverse organisation that is responsive to the needs of the community and our stakeholders. LME is also committed to equal opportunities at all stages of recruitment, selection and volunteering. Selection of volunteers will always be carried out without regard to protected characteristics: age; disability; gender; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. This commitment is reflected throughout LME's policies and procedures. LME will not condone, accept or ignore any forms of discrimination or unacceptable behaviour.

4. SAFEGUARDING

LME believes that all children, young and vulnerable people have the right to protection from harm, abuse and exploitation. LME's Safeguarding Policy will be shared with all new volunteers. Where LME feels it is necessary, failure to meet the obligations of the Safeguarding Policy and the Code of Conduct, may lead to a volunteer being asked to step back from volunteering temporarily, or permanently, or other appropriate action.

5. RECRUITMENT

LME will collect information on all prospective volunteers during the recruitment and selection process. Additionally, volunteers might be required to attend an informal interview to provide relevant information and explore their aspirations and the experience



they can bring to LME. It is important for all involved to appreciate that the interview is not a competitive process. Application forms may also contain medical information, which will be held by LME for use only in the event of an emergency.

LME reserve the right to decline to allow a person to act as a volunteer without giving a reason.

6. TRAINING AND SUPPORT

Volunteers will have a valuable set of skills, knowledge and attitudes gained from their education, work, previous volunteering, and life experiences. To help ensure that volunteers are appropriately equipped for their role, each volunteer must undergo the appropriate induction and training process prior to commencing their role. All volunteers may be required to attend at least one briefing session prior to the event at which they will be volunteering. Briefing session dates and times will be advised. Briefing sessions are event specific and will cover key elements such as health and safety and personal safety, as well as information about the event itself. Failure to attend a briefing session may well result in volunteers being unable to take part in events on health and safety grounds.

7. UNIFORM

All volunteers will be required to wear a uniform or follow a clothing guide, which will be appropriate to the conditions for each event. Details of the uniform/guide for each event will be provided at the briefing session.

8. HEALTH AND SAFETY

The nature of each event at which volunteers work means that health and safety information may differ from one event to the next. Health and safety information will therefore be provided at each briefing session and will be relayed in detail to volunteer leaders. It is however the responsibility of all volunteers to bring to the attention of LME anything with which they are uncomfortable or feel is unsafe at the earliest opportunity.

Volunteers must take reasonable care of themselves and others while volunteering for LME, and follow any health and safety advice and instruction given for their role. Volunteers should cooperate with LME on health and safety matters, and immediately report accidents/incidents (including near misses – accidents/incidents that may have led to injury). Volunteers should not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

9. EXPENSES

The work of LME is critically dependent on our extensive network of volunteers. We are very grateful to the vast number of volunteers who do not claim expenses; however, we will always look to reimburse reasonable expenses if there are financial barriers to volunteering.



Please note that whilst individual volunteers do not receive expense unless previously agreed we do reimburse volunteer group travel costs and provide benefits to volunteer groups such as guaranteed entries.

10. INSURANCE

LME provides Employers Liability, Public Liability and Professional Indemnity cover for all volunteers while working on LME activities. LME does not provide motor insurance cover for use of the volunteer's own vehicle. The insurance will not cover unauthorised actions or actions outside the volunteering agreement.

11. DATA PROTECTION AND CONFIDENTIALITY

LME will protect volunteer information in accordance with the relevant data protection legislation including the General Data Protection Regulation (GDPR). Data will be held securely and confidentially and will only be accessed by authorised individuals. Please see our Privacy Policy on the website for further information about how we collect, manage and use the personal data of our volunteers. We expect all volunteers to comply with LME's Data Protection Policy and associated policies.

When volunteering with LME, volunteers might well become aware of confidential information about LME, its staff, entrants to events and third parties.

All volunteers are required to maintain confidentiality and should not disclose the organisation's information during their volunteering services and any time afterwards.

12. INTELLECTUAL PROPERTY

A volunteer assigns, by way of future assignment to LME, all intellectual property created by them as part of their role as a volunteer or credited to them during the term of their volunteering, provided that the assignment shall not include intellectual property which is not connected in any way whatsoever whether directly or indirectly with their volunteering.

13. FEEDBACK AND COMPLAINTS

Although LME makes every effort to ensure that any experience of volunteering with us is positive and rewarding, we recognise that volunteers at times may experience difficulty within their role or they may want to share feedback or raise an issue with a member of staff or another volunteer.

In the first instance, volunteers should talk to their named contact to try to resolve the issue, get advice or share feedback. We will make every reasonable effort to resolve difficulties at an early stage and we always review feedback and learn from it. However, where the areas of concern cannot be resolved by these means, complaints will be escalated by LME to the Director of People and Culture.

Appendix 8: Insurance and contact details

Insurance

Public Liability insurance will be taken out for all activities.

LME internal contact details

- Designated Officer: Michelle Weltman

External contact details

- *Southwark Safeguarding Children Partnership*
Tel: 020 7525 3306
Email: sscp@southwark.gov.uk
- *Southwark Child Protection Referral and Assessment Team*
Tel: 020 7525 1921
Out of hours: 020 7525 5000
Email: RAD@southwark.gov.uk
- *Southwark Police Station*
Tel: 0300 123 1212
- *NSPCC Child Protection Helpline*
Tel: 0800 800 5000
- *Southwark MASH Team*
Address: Sumner House, Sumner Road, London SE15 5QS
Tel: 020 7525 1921
Out of hours: 020 7525 5000
Email: mash@southwark.gov.uk

Appendix 9: Concern Report Form

Chronology

Sheet number:

Complete for all incidents of concern including where a 'logging the concern' sheet has not been completed. If one has been completed then add a note to this chronology to cross reference (significant information may also be added).

Name:		
DOB:		Area:
Date	Information/details of concerns or contact	Print name and signature

Logging a concern about a child's or vulnerable adult's safety and welfare

Part 1 (for use by any staff)

Name:	Date of birth:
Date and time of incident:	Date and time (of writing):
Name of person completing form:	
Print	Signature
Job title:	
Record the following factually: Who? What (if recording a verbal disclosure, use their words)? Where? When (date and time of incident)? Any witnesses?	
What is the child's/vulnerable adults account/perspective?	

Professional opinion where relevant

Any other relevant information (distinguish between fact and opinion). Previous concerns etc

Note actions, including names of anyone to whom your information was passed and when

**Check to make sure your report is clear to someone else reading it.
Please pass this form to your DSO.**

Part 2 (for use by DSO)

Time and date information received and from whom	
Any advice sought – if required (date, time, name, role, organisation and advice given)	
<u>Action taken</u> (referral to children's social care/monitoring advice given to appropriate staff/CAF etc) with reasons Note time, date, names, who information shared with and when etc	

<u>Parents informed?</u> Y/N and reasons	
<u>Outcome</u> Record names of individuals/agencies who have given information regarding outcome of any referral (if made)	
Where can additional information regarding child/incident be found (incident forms)?	
Should a concern/ confidential file be commenced if there is not already one? Why?	
Signed	
Printed name & date	