

Child Protection & Safeguarding Policy

Contents

1. Definition of safeguarding
2. Policy statement
3. The role of CPO
4. Session booking procedure
5. Signing out procedure
6. Missing child
7. Vulnerable adults
8. Who to contact
9. Putting policy into practice
10. Raising concerns (Whistleblowing)
11. Photographs
12. Mobile phones
13. Responding to a child at risk
14. Recording procedures

1. Definition of Safeguarding

Our setting adopts the definition of safeguarding used in the Children Act 1989 & 2004 and Working Together to Safeguard Children (2010), which focuses on safeguarding and promoting children's welfare and can be summarised as: protecting children from maltreatment

preventing impairment of children's health or development

ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and

undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Also the Equality Act 2010 – which replaces earlier discrimination laws and draws it altogether under one act. The Act protects against discrimination on an individual's:-

Age	Disability
Gender	Race Religion and Belief
Sexual Orientation	

2. Policy Statement

SportEds keeps the needs and best interests of children at the centre of everything we do – “Every Child Matters” We recognise our responsibility to safeguarding the welfare of all children in its care and will adopt the following principles in relation to safeguarding children by:

Providing a safe learning environment that builds their confidence and self-esteem:

- Where children's physical safety is protected
- Where children can talk and are listened to
- Where children do not experience bullying, harassment, racism or any other form of discrimination
- Where children's medical and health needs are met
- Everyone will work in partnership to promote the welfare, health and development of children and help them achieve long term well-being.

Providing a positive and preventative curriculum that teaches and supports young children:

- To make good choices about healthy, safe lifestyles
- To ask for help if their health or wellbeing is threatened, including their emotional wellbeing

Working in partnership with parents and guardians:

- We are committed to developing and maintaining an honest and open relationship with parents and guardians
- We are committed to involving parents and guardians at all stages of a child's care and learning
- Parents and guardians understand our setting's safeguarding responsibilities and how we will implement them

Working in an inclusive way that helps every child:

- To feel accepted and included
- To develop confidence and self-esteem and fulfil their potential
- To receive an equal service regardless of their needs and circumstances

Having up-to-date safeguarding policies, procedures and guidance:

- Based on current Government, NSPCC & Sports Coach UK Guidance.
- Easily accessible to all staff and volunteers – available in the office or online at www.nspcc.org.uk/preventing-abuse/child-protection-system/england
- Understood and used by all staff, students and volunteers
- Reviewed annually
- All staff, volunteers and students have a duty to ensure that the appropriate action is taken if a child is believed to be in need, is suffering or is likely to be suffering from significant harm they should report their concern to the child protection officers or a member of the management team who will give them advice on what to do.

Having well trained staff and management who:

- Recognise their individual responsibilities to safeguard and promote the welfare of all children in their care
- Receive training and supervision appropriate to their level of responsibility and are clear and confident about what is expected of them
- Ask for, and receive advice and support to act on safeguarding concerns
- Have staff that have full enhanced DBS's and have attended a recognised Safeguarding Course

3. The role of the Child Protection Officer (CPO)

To enable the setting to meet their safeguarding responsibilities set out in this document, the Child Protection Officer should:

Supervision Support and Training

- Provide support, supervision and advice for any staff member, volunteer or student with a safeguarding or child protection concern
- Ensure own safeguarding training is up to date by completing the Government, NSPCC & Sports Coach UK recommendations..
- Provide safeguarding induction for new staff, students and volunteers
- Ensure that the whole staff group is appropriately trained and that a register is kept of staff who have completed Induction, Introductory and Advanced safeguarding and child protection training. This should be held in the staff HR file.
- Co-ordinate and support the setting when working with a child who has an identified "Child in Need" or a "Child Protection Plan"

We will ensure that SportEds is meeting its legal and statutory requirements by:

- Reviewing and updating the safeguarding and child protection policies and procedures annually
- Making sure that policies and procedures relating to safeguarding are fully implemented by the setting and followed by staff, students and volunteers
- Issuing all staff with a copy of the SportEds Safeguarding Policy
- Setting up and managing clear, accurate and secure record keeping system

4. Session Booking Procedure

In all cases without exception, whether it be for a club session, holiday camp or after school club, all parents wishing their child to attend a session, where the child comes

under the care of SportEds staff, must complete and sign the appropriate registration form, whether this be a paper form or through the Participant Booking System - (PBS). Base details on this form includes child's name, age, medical conditions and any other information relevant to that child taking part in such activities, as provided by SportEds and details of who is collecting the child at the end of the session, this includes parental contact information and mobile/phone number.

Without a completed consent form, a child cannot participate in a session.

The form needs to be completed and submitted before the start of the session or in line with the closing date and time listed on the PBS booking page.

In the case of a school session a child who arrives for a session which they are not registered for, will not be accepted onto the session and will be returned to a member of the teaching staff.

Verbal, text or email agreements are not accepted under any circumstances.

5. Signing Out Procedure

At the end of each session where the child has been left in the care of a SportEds employee (e.g. holiday camp or after school club) the child must be signed out by the appropriate person designated to sign the child out. In the event that the child's parent or guardian has not arrived on time to collect the child, SportEds staff will use the contact information on the form to contact the appropriate person.

If contact cannot be made, then they will inform the school or venue of the situation and wait with the child until they are collected.

In the case that a child is to be collected by someone not already named on the authorised persons to collect list, prior notice must be given to the head coach of the session, this can be delivered in written format of email or text message, verbal notice in person or over the phone is not sufficient and should be followed up with written notice.

In the case that a person arrives to collect a child but is not listed as authorised or no notice has been given to the Head Coach prior to the session, the Head Coach should contact the child's listed Parent/Guardian immediately via the contact details disclosed upon registration, to gain confirmation, this must also be followed up with written confirmation before signing the child out.

In the unlikely event that an unauthorised person arrives to collect a child and no confirmation can be gained or a parent/guardian declines to authorise this person to

collect the child, the Head Coach should maintain care of the child and ask that the unauthorised person leaves. If the person does not leave the Head Coach should contact the police whilst ensuring the child in question and any other child still at the session remain safe and happy.

6. Missing Child

In the unlikely event of a child going missing within/from an afterschool club, SportEds will ensure that the following procedure will be implemented immediately:

- The Head/Deputy will be informed immediately and all staff present will be informed and deployed to start an immediate thorough search of the school, followed by a search of the surrounding area, ensuring that all other children remain supervised, calm and supported throughout.
- The Head/Deputy/SportEds Head Coach will carry out a second search of the area
- If the child still has not been accounted for, the Head/Deputy will contact the police.
- The Head/Deputy will also contact the parents/carers of the missing child.
- During this period, staff will be continuously searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children at the afterschool club.
- The Head/Deputy will meet with the police and parents/carers of the missing child.
- The Head/Deputy will then await instructions from the police.
- Any incidents must be recorded in writing as soon as practically possible.
- Ofsted must be contacted by the Head/Deputy and informed of any incidents.
- With incidents of this nature parents/carers, children and staff may require support and reassurance following the traumatic experience.
- Post incident risk assessments will be conducted following any incident of this nature to ensure this does not reoccur.

7. Vulnerable Adults

This section applies only to those whose DBS form confirms that they are approved to work with the vulnerable adult workforce, not child workforce.

Defined under the Safeguarding Vulnerable Groups Act 2006 – as someone that is 18 or over who has:-

- A dependency upon others, or a requirement for assistance from others, in the performance of basic physical functions
- Severe impairment in their ability to communicate with others

- An impairment in their ability to protect themselves from assault, abuse or neglect
- Has been detained in lawful custody or is being supervised

More details please visit www.dh.gov.uk

Policy and Practices

SportEds is clear that we are not the statutory authority for the conduct of enquiries into specific child protection concerns and we will not investigate allegations or suspicions of abuse or significant harm to children. All staff, students and volunteers will follow the current Government, NSPCC & Sports Coach UK Best Practice Guide to ensure that all allegations or suspicions of abuse or significant harm to any child are reported to the relevant bodies for the area where the child lives.

A copy of this policy can be found by visiting www.nspcc.org.uk/preventing-abuse/child-protection-system/england/reporting-your-concerns

SportEds will share all relevant information with the respective statutory child protection agencies (children's social care services and/or police) without delay and within agreed protocols based on HM Government Information Sharing guidance (2008).

All staff, students and volunteers working for SportEds will have a good understanding of safeguarding and child protection concerns, including the potential abuse and neglect of children and young people, which may come to light in the course of their work. Where a staff member, student or volunteer, at whatever level in the organisation, identifies risks to children, they will highlight them and seek to ensure that appropriate steps are taken to safeguard the children concerned. (See Incident Form)

We will ensure that all staff, students and volunteers and those who undertake work on our behalf, maintain a proper focus on safeguarding children and that this is reflected in both sound individual practice and our internal policies and guidance.

All staff, students and volunteers working with children must:

- Have undertaken a full, enhanced DBS Check – (Child Workforce)
- At all times when conducting a session have that certificate ready for inspection along with their Coaches Manual & Safeguarding Certificate
- Give highest priority to children's welfare
- Ask for advice and support to act on safeguarding concerns and take appropriate action
- Access relevant, up-to-date safeguarding and child protection training
- Recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children
- Respond appropriately to disclosure of abuse by a child

- Respond appropriately to allegations against staff, other adults, and against themselves
- Follow whistleblowing procedures to respond to concerns about potential wrongdoing in the setting
- Act appropriately and understand safe practice in carrying out their duties
- Be alert to the risks which abusers, or potential abusers, may pose
- Be aware of the importance of the role of early years services in promoting the welfare of children
- Contribute as necessary to all stages of the setting's safeguarding and protection processes

8. Who to Contact

The Child Protection Officer in SportEds is:

Sandra Chandler, Director sandrachandler@sportededs.com 07748 632182

To discuss safeguarding concerns about the behaviour of any member of staff, student or a volunteer in SportEds, contact the Child Protection Officer: Sandra Chandler

To discuss safeguarding concerns about the behaviour of the named Child Protection Officer in SportEds contact:

Dean Mabson, Director deanmabson@sportededs.com 07958704287

To discuss concerns about possible wrongdoing in this setting contact the nominated in our whistleblowing policy:

Sandra Chandler.

Additional Points of Contact

NSPCC Helpline 0808 800 5000 www.nspcc.org.uk (for adults – 24hrs)

Child Protection in Sport Unit 0116 234 7278 www.thecpsu.org.uk Childline
0800 1111 (for children 24hrs)

9. Putting policy into practice

Dealing with an allegation about a member of SportEds team (staff, student or volunteer)

If any of the safeguarding concerns, allegations or suspicions that have been identified, involve a member of staff, student or a volunteer will complete The Incident Form and report the matter to SportEds Child Protection Officer – Sandra Chandler

These procedures will be applied when a member of staff, student or a volunteer has allegedly behaved in a way that has harmed a child, or may have harmed 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 s/he is unsuitable to work with children.

If the allegation meets any of the criteria the Child Protection Officer will report it to the Local Authority Designated Officer (LADO) within 1 working day and the SportEds Director will notify the NGB and seek advice from the CB Safeguarding Manager or the NGB Safeguarding Team

If this results in a dismissal of a member of staff or volunteer because they are found unsuitable to work with children, the Independent Safeguarding Authority (ISA) will be informed (in compliance with the Safeguarding Vulnerable Groups Act 2006).

10. Raising Concerns Procedure (Whistle-blowing)

If any staff member, volunteer or student has any concerns about malpractice in SportEds they should inform a Director or a member of the management team in the Managers absence as soon as possible. You will be asked to record your concern. The Director will act upon your concern and take the appropriate action. The Director can be approached, in confidence if necessary, with concerns.

11. Photographs

- Permission from parents/carers for their child's photographs to be taken is asked in the Registration Form
- A copy of the Registration Form must be kept as long as the child attends a SportEds session. This form and its details should be accessible by the Head Coach at all times.
- The Registration Form must always be checked and adhered to before taking children's photographs.
- Members of staff are not be permitted to use their personal cameras or mobile phones to take photographs of SportEds children
- Children's photographs will only be taken with parent/guardians permission for the following purposes:
 - Within a SportEds session (for displays or good practice evidence)
 - For SportEds publications
 - For use by the media
 - Other use e.g. children's birthday 'parties'
 - on any SportEds website / Social Media

Additional permission from parents is sought when outside agencies request photographing the children within a SportEds session e.g. TV company, newspaper etc..

Any Parent/Guardian wishing to take photographs of the session in which their child is taking part in must seek the permission of the Head Coach / Director of SportEds and must be fully DBS cleared with a current certificate which is available on the day for inspection.

12. Mobile Phones

Mobile phones should not be used to take photographs of children. Only SportEds authorised camera users may be used for this purpose. Children's photographs are only taken for the purposes listed above.

13. Responding to a child at risk

A procedure describes what staff, volunteers and students must do in particular circumstances and how they should do it, including setting out the limits of professional discretion. If the procedure is followed correctly, staff will usually be deemed to have acted appropriately, even if something goes wrong.

Our staff, students and volunteers may become aware of child protection concerns in the course of their work from a number of routes:

- Raised by the child themselves through direct activity and observation.
- Alleged by others e.g. a member of the public contacting the setting or by a parental complaint.

The concern might relate to:

- What is happening (or has happened) to a child outside the setting e.g. in their own family.
- What is or may be happening (or happened in the past) to a child in our setting.

The concerns may be about the behaviour of a:

- Child, young person or adult in the community (E.G a relative or family friend)
- Peer (E.G another child in our setting)
- Member of staff, student or volunteer from our setting
- Member of staff, student or volunteer from another service/setting received or attended by the child

The concern may relate to actions or inaction (for instance insufficient response by a parent in response to illness or injury to a child), the concern may be about current or past events

The concern may involve allegations or disclosures of:

- Physical abuse
- Physical neglect
- Sexual abuse
- Emotional abuse or neglect
- A combination of one or more of these categories

Any member of staff, student or volunteers could receive such information. In all circumstances they must respond in accordance with the procedure set out below.

Immediate action to take if, as a member of staff, volunteer, or student, you observe injuries or behaviour in a child that could indicate that he/she has suffered abuse, or is likely to suffer significant harm. This could take a number of forms, for instance:

- A child has an unexplained injury, bruise, mark or other signs of possible abuse
- A child has an injury, bruise or mark and the explanation given for how it was caused is not consistent with the injury
- There are significant changes in a child's behaviour
- The child shows signs of significant neglect, including untreated medical conditions
- The child makes comments that give you cause for concern
- Stop other activity and focus on what you have seen or are being told - responding to suspicion of abuse takes immediate priority
- Record what you have heard or seen, what has been said, and what you did. Notes should be dated and signed by the staff member completing them. Use a body map if this is helpful, but do not take photographs (if it is not possible to make notes at the time, do so immediately afterwards). Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written.
- Talk to the child protection officer or deputy child protection officer without delay. It is easier for Children and Family Services to act on a report of an existing injury rather than if they are told about it later. If the Child Protection Officer or the Deputy Child Protection Officer is not available talk to a Director of the Business
- Do not delay taking action to protect the child because the Child Protection Officer is not available.

14. Recording Procedures

If the information relates to a concern, allegation or suspicion that a member of staff, student or volunteer may have harmed a child, you must complete an Incident Form and inform the Child Protection Officer immediately.

Guidance Notes for Report

Use the Initial Issue/Concern Reporting Form Above What should be reported?

The welfare of the Child/Vulnerable Adult is paramount. In order to assist SportEds in upholding this policy and the standards that it maintains for the business, you are asked to complete the form for any issues/concerns or incidents. When completing the form, please give full names and if other witnesses then their roles within the business. Concerns maybe about the behaviour of any child or adult involved or speculating at a SportEds session, be it at a club, after school or camp session and should include:-

- General concerns about a child's welfare
- Concerns relating to a safeguarding incident e.g. bullying or poor practice
- Suspicions or allegations of misconduct
- Breaches of the Company Policy or Government, NSPCC or Sports Coach UK recommendations.
- Allegations of abuse made against any young person or adult

To discuss any specific concerns please contact Sandra Chandler, SportEds Child Protection Officer or your local authority Safeguarding Manager in the first instance.

Child Protection & Safeguarding Summary

1. It is everyone at SportEds job to protect the physical, emotional and psychological interests of the children we teach.
2. Know your CPO and if you have any concerns, contact them at the earliest opportunity.
3. You are responsible for the children on your sessions, be sure to have thoroughly read and understood sections 4, 5 & 6 and always apply best practice procedure.
4. Only SportEds approved cameras are authorised to take photographs of children/ sessions and must do so only when the permission of every parent has been granted and every registration form checked.
5. If you are unsure on anything, contact the CPO or visit www.nspcc.co.uk for advice and support, it is your responsibility to understand and apply the procedures listed above.