

SAFEchild



The Federation of Inline Speed Skating (FISS) Safeguarding Children & Young People Policy

Version 2.3

27th July 2010

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Safeguarding Children & Young People Policy

Policy Statement

We recognise that the welfare of all children and young people is paramount and that *all* children and young people; regardless of ability or culture, have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

Policy Aim

As members of SAFEchild, we aim at all times to attain the SAFEchild standards in all our activities with children, young people, their families and/or carers. We will achieve this by adhering strictly to this policy, SAFEchild guidance and risk assessments

Child Protection Lead and Deputy

The responsibility of managing the safeguarding of children can be both demanding and challenging, and therefore must be appointed at managerial level to personnel who are available when we are operational.

Our lead for child protection is:

Name: Dave Nichols

Contact details: 01394 384704 or email (non urgent only)
childprotection@inlinespeed.co.uk

Our deputy is:

Name: Thomas Fell

Contact details: 07590914068 or 01473280397 or email (non urgent only)
thomas_fell@me.com

Their role is to oversee and ensure that our safeguarding children policy is fully implemented and that we attain SAFEchild standards. These details will be made available to all adults, children, young people and parents/carers by online training, posters and leaflets. This includes ensuring they and all staff receive child protection training as appropriate. The deputy should be available to support or cover for the nominated lead. S/he will also handle any complaints or allegations against the nominated lead if appropriate. If FISS members are concerned that a child protection issue may not be managed appropriately, anyone may contact social care services or the police if a crime may have been committed, directly under “whistleblowing”

Why do we need a Safeguarding Children Policy?

The five main outcomes for children as detailed in “Every Child Matters” agenda 2003 and subsequent Children Act 2004 are:

- being healthy
- staying safe
- enjoying and achieving
- making a positive contribution
- economic well-being

Government guidance is clear that all organisations working with children, young people, families, parents and carers have responsibilities (see Appendix for References). It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

All organisations should:

- have senior managers committed to safeguarding
- be clear about people’s responsibilities
- check there are no known reasons preventing staff and volunteers working with children & young people
- procedures for safeguarding children and young people
- procedures for dealing with allegations against staff & volunteers
- make sure staff have training
- have agreements about working with other organisations and agencies

Working Together to Safeguard Children 2010

“Children are individuals whose rights, needs and welfare are paramount.”

Children Act 1989

“All children, whatever their religious or cultural background, must receive the same care and safeguards with respect to abuse and neglect”

“Where there are concerns about the welfare of a disabled child, they should be acted uponin the same way as with any other child.”

Working Together to Safeguard Children 2010

All references and documents are available under “References” on the homepage of www.safechild.co.uk

Recognising Abuse

Physical:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant 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.

Emotional:

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 insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. 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 (including cyber 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, though it may occur alone may feature age or developmentally inappropriate expectations being imposed on children.

Sexual:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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 abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Definitions from "Working Together to Safeguard Children 2010"

Treating Children with Respect

We endeavour to treat all children and young people with respect, regardless of ability or culture. We ensure that everyone signs up to the SAFEchild Adult's and/or Young People's Codes of Conduct

We also circulate and make available to everyone online training, posters and leaflets our confidentiality statement, complaints procedures, allegations and "whistleblowing" statements and disciplinary and grievance procedures.

We are mindful of potential issues concerning changing/sport/intimate care can be an issue and will provide guidance if requested.

Celebrating Children's Achievements

We positively encourage all children and young people to succeed and celebrate their achievements by:

Awards/publicity/praise etc

We are particularly sensitive to the needs of disabled children who may achieve in smaller steps than their peers but are equally entitled to celebration.

Photography and videos

Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely.

Rigorous Recruitment

We adhere to the local Safeguarding Children Board's (SCB) Key Standards for Recruitment, and SAFEchild guidelines for recruiting all staff, paid or unpaid by obtaining full personal details and application forms (not CVs) with particular relevance to previous work with children and young people.

We always take up two written references and insist that any appointment, where staff has direct and/or unsupervised access to children and young people, will only be confirmed subject to a satisfactory CRB check at enhanced level. This is because we have a legal duty to ensure that all FISS personnel are not listed on the ISA (Independent Safeguarding Authority) Children's lists, and also Adults list where applicable. We do not share CRB disclosures and always request new ones upon appointment. For more details please visit the "CRB and ISA Frequently Asked Questions" page on the SAFEchild website.

At interview we have sound procedures and recording to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable.

At least one person on each interview panel will have undertaken the CWDC (Children's Workforce Development Council) Safer Recruitment Online Training at www.cwdcouncil.org.uk

Induction & Training

In line with SAFEchild recommendations we have a clear induction and training strategy detailing clear job descriptions and responsibilities and all relevant procedures as detailed under "**Treating Children with Respect**". All new staff sign to record they have received and understand the "Safeguarding Children" leaflet and those with direct contact with children and young people, or managers, will attend SAFEchild or other approved child protection training within 3 months of appointment. We also agree a probationary period of 6 months with clear goals and then provide supervision/mentoring at regular intervals of 12 months with David Nicholls.

Confidentiality

We have a clear policy in line with SAFEchild recommendations about confidentiality and information sharing and these details will be made available to all adults, children, parents and carers online training, posters and leaflets.

We fully endorse the principal that the welfare of children and young people over ride any obligations of confidence we may hold to others. Individual cases will only be shared or discussed on a "need to know" basis. Under "whistleblowing" anyone in our organisation may refer direct to either children's social care services or the police if they are concerned that a child is at risk of harm and this policy is not being adhered to. All media enquiries will be handled by Dave Nichols?

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:

- The Club Child Protection Officer.
- The parents of the person who is alleged to have been abused
- The person making the allegation.
- Social services/police.
- The FISS Regional Development Manager/Chairperson and BRSF Child Protection Officer.
- Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Handling Disclosures

A disclosure may be made verbally or through play or through the behaviour by a child, young person or an adult and it is important for everyone to remember the following:

If you are concerned about a child it is important that this information is communicated to the child protection lead and/or deputy without delay.

You may become aware of suspected or likely abuse by:

- Your own observations and concerns;
- Being told by another person that they have concerns about a child;
- The child tells you;
- The abuser tells you.

Also remember that you may not always be working directly with the child but become concerned because of difficulties experienced by adults e.g.

- Domestic violence incidents
- Mental health issues
- Substance and alcohol abuse Incidents

Other concerns may be:

- Children living away from home or gone missing
- Peer abuse including bullying
- Race and racism
- Violent extremism
- Sexual exploitation
- Female genital mutilation
- Forced marriage
- Concealed pregnancy
- Child trafficking
- E-Safety

Remember:

- Do not delay.
- Do not investigate.
- Seek advice from the child protection lead or deputy.
- Make careful recording of anything you observe or are told.

Responding to Concerns

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the child protection lead and deputy. We do this by online training, posters and leaflets. Everyone including both the child protection lead and deputy will deal with concerns using the following:

Step 1

If you are worried a child has been abused because:

- You have seen something
- A child says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a member of staff
- There has been an anonymous allegation
- An adult has disclosed they are abusing a child
- An adult has disclosed they were abused as a child

Important: Any consultation should not delay a referral. In an emergency dial 999

**Consult
Monitor & Record
(Sign/date/time)**

Step 2 (within 24 hrs)

Your organisation should have a policy for child protection. Talk to the Lead Person for Child Protection or their Deputy.

Step 3

S/he (or anyone else if not available) should refer the concern to Children's Social Care Services and/or the police (in an emergency) and follow up the referral in writing within 24 hours**.

*** In cases of allegations against a person with a "duty of care", the LADO will coordinate the next procedural steps.*

Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

We have clear policies in line with SAFEchild recommendations about handling allegations, dealing with complaints and our own disciplinary and grievance procedures and these details will be made available to all adults, children, parents and carers as necessary by online training, posters and leaflets.

We are mindful that the three procedures may confuse the next appropriate steps to take. We are clear that, in any case where a complaint has been made with regards to any inappropriate or poor practice, we will discuss the situation with children's social care services before making an open decision about the best way forward.

It is the responsibility of the child protection lead and/or deputy to ensure that these procedures are rigorously adhered to. In the case that the child protection lead is implicated, the deputy should be informed. In the exceptional circumstances that both are involved, it is the duty of the person concerned to contact children's social care services direct.

Children's social care services will manage any investigations, overseen by the Local Authority Designated Officer (LADO) in accordance with local Safeguarding Children Board (SCB) procedures. These are available on the local SCB website.

With regards to disciplinary and grievance procedures, we are very clear that we will take no steps until we have fully discussed and agreed a strategy with the Local Authority Designated Officer, children's social care services and/or the police. Any investigation will over ride the need to implement any such procedures. We will liaise with the LADO and local agencies if a referral to the ISA or national governing body needs to be made.

Record Keeping

All records will be securely kept in a locked cabinet situated at 34 Grundisborough Road Woodbridge Suffolk IP12 4HG). Only the child protection lead and/or deputy will have access and records will only be kept as long as necessary.

Normally these records will be passed to children's social care services as soon as possible. All records will be handwritten (and if recorded electronically, kept in a secure area) by the person with the concern within 24 hours, on headed paper or incident sheets and will be factual, non-judgmental. All such records will have a front page listing the papers in chronological order.

It is helpful to record any known details of the child/children or young people involved e.g. name, address, date of birth etc. All records should be factual. It is equally important to record the reasons for making the decision not to refer to children's social care services as when the decision is taken to refer. Always sign, clearly detail name and job role of the person making the record. date and time these records.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.

- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process;
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing, if the need arises to administer emergency first aid
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session

- Avoid spending time alone with children away from others
- Avoid taking or dropping off a child to an event or activity

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Fail to act upon and record any allegations made by a child
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a player.
- If he/she seems distressed in any manner.
- If a player appears to be sexually aroused by your actions.
- If a player misunderstands or misinterprets something you have done.

SAFEchild Recommendations

In order to attain and retain our SAFEchild award everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the lead and/or deputy for child protection; however it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting SAFEchild policies and practices that we can all be confident we have done everything we can to safeguard the children and young people in our care.

Policy Date

This policy was agreed and disseminated on August 1st 2010 and will be reviewed annually or when there are substantial organisational changes.

Policy Review Date:

Signed:

Lead for child protection:

Date:

Review 2011

A separate record for staff signatures should be maintained to evidence they have seen and understand this policy

References

Note, all references can be found in the reference section at www.safechild.co.uk

Web Sites

www.safechild.co.uk

www.cqc.org.uk

www.cwdcouncil.org.uk

www.dfe.gov.uk

www.dh.gov.uk

www.homeoffice.gov.uk

www.isa-gov.org.uk

www.justice.gov.uk

www.ofsted.gov.uk

Own SCB (Safeguarding Children Board) website