

Safeguarding Children and Young People Policy

Safeguarding or Child Protection -The term child protection has been changed to safeguarding as it reflects the wider responsibility for health & safety & prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as:

Doing everything possible to minimise the risk of harm to children and young people.

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This could include:

- ensuring staff are properly checked when they are recruited
- guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe
- guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

The following is a safeguarding

Date Agreed by Little Superstars Managing Director _____

Date for Review ____01/09/2011 Reviewed 12 JULY 2014

POLICY STATEMENT	3
EQUALITY STATEMENT	4
CONFIDENTIALITY STATEMENT	5
AWARENESS OF THE ISSUES	5
RESPONDING TO DISCLOSURE OF ABUSE	7
DESIGNATED PERSON	8
SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS / COACHES.....	8
TRAINING FOR VOLUNTEERS/COACHES.....	8
CODES OF CONDUCT	9
GUIDELINES FOR REPORTING ACCIDENTS	10
GUIDELINES FOR REPORTING ALLEGATIONS/ INCIDENTS.....	10
HEALTH AND SAFETY GUIDELINES	10
IMPLEMENTATION AND AVAILABILITY OF INFORMATION	11
INTERNAL CONCERNS FLOW CHART	11
EXTERNAL CONCERNS FLOW CHART	14

POLICY STATEMENT

We at Little Superstars are committed to good practice which protects children from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times. To achieve this we will:

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying a 'Designated person' to whom the children can turn to if they need to talk.
- Adopt child centred and democratic coaching styles.
- Adopt Safeguarding guidelines through codes of conduct for members and all adults working at the club. Adult workers include coaches, parents and volunteers.
- Ensure careful recruitment, selection and management procedures. These procedures will include regular support & supervision is provided to staff/volunteers.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children and parents and others who need to know.
- Provide information as required to the management committee.
- Ensure good and safe working/playing practices
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep Safeguarding policies under regular review (every 3 years minimum).
- Have procedures relating specifically to bullying, away trips, transport and use of photography

- Have an induction document available for parents, coaches and children clearly outlining their rights and responsibilities

Managing Director Louise
Nicholson Little Superstars

Date

Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all those involved in Little Superstars, coaches, administrators, officials, volunteer drivers, parents and young people.

EQUALITY STATEMENT

Little Superstars is committed to ensuring that equity is incorporated across all aspects of its development.

- Little Superstars respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Little Superstars is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- Little Superstars have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- Little Superstars will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

To address the vulnerability of children with a disability coaches will seek guidance on working with children with a disability from external agencies, parents / guardians and the children themselves.

CONFIDENTIALITY STATEMENT

We at Little Superstars will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

AWARENESS OF THE ISSUES

Background knowledge in relation to child abuse, the general principles of Safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for Little Superstars is the issue of Safeguarding anyone attending our sessions. However, being cognisant of the indicators of abuse in respect of young members caused by others outside the club, are of an equal importance for the safety and well being of that child.

Co-operating to Safeguard Children 2003 formally recognises four types of abuse:

Physical Abuse

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment 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 involve 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 ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The

activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or 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 physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

In addition to these Little Superstars recognises that we have a responsibility to:

"protect children from bullying and to have policies and procedures in places to do so"

Coaches should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone at Little Superstars be they child, coach, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour. This club has an anti-bullying policy in place.

INDICATORS OF ABUSE

The following is a list of some indicators of abuse, but it is not exhaustive:

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
<ul style="list-style-type: none">■ Unexplained bruising in soft tissue areas■ Repeated injuries■ Black eyes■ Injuries to the mouth■ Torn or bloodstained clothing■ Burns or scalds■ Bites■ Fractures■ Marks from implements■ Inconsistent stories/excuses relating to injuries	<ul style="list-style-type: none">■ Unexplained changes in behaviour - becoming withdrawn or aggressive■ Difficulty in making friends■ Distrustful of adults or excessive attachment to adults■ Sudden drop in performance■ Changes in attendance pattern■ Inappropriate sexual awareness, behaviour or language■ Reluctance to remove clothing

RESPONDING TO DISCLOSURE OF ABUSE

Always

- Record what has been said ASAP
- Remain sensitive and calm
- Reassure child that they
 - are safe
 - were right to tell
 - are not to blame
 - are being taken seriously
- Let child talk - don't interview!
- Listen & hear, give the person time to say what they want.
- Ensure a positive experience
- Explain that you must tell, but will maintain confidentiality
- Tell child what will happen next
- Involve appropriate individuals immediately
- Stay calm.

- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately.

Never

- Question unless for clarification
- Make promises you cannot keep
- Rush into actions that may be inappropriate
- Make/pass a judgment on alleged abuser
- Take sole responsibility, consult the designated officer so you can begin to protect the child and gain support for yourself.

DESIGNATED PERSON

The Designated person within Little Superstars, is

NAME Louise Nicholson Contact number: **07904311552**

CONTACT DETAILS

Louise Nicholson shall be made known to young members, coaches and parents alike; as the designated person to whom concerns will be addressed. If the concern is about the designated person please report to Cathy Slough, PA to Louise Nicholson

Guidelines for recording/ dealing with incidents/accidents will be outlined later in this policy document

SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS / COACHES

- Volunteers and coaches are carefully selected, trained and supervised. The office bearers of the Little Superstars must vouch for new volunteers/coaches potential involvement and their participation must be ratified by the unanimous approval of executive group/ remaining coaches.
- All staff and coaches working with Little Superstars will have an enhanced CRB check.
- **ALL** volunteers/coaches must agree to abide by the club's Safeguarding Policy and all are required to sign the Code of Conduct.

TRAINING FOR VOLUNTEERS/COACHES

This club will:

- Ensure Governing Body approved coaching sessions for volunteers/coaches have been scheduled at the club and ALL participants are expected to qualify to at least SPORT SPECIFIC level.
- When appointing volunteers /coaches consider their current or previous experience either playing or coaching SPORT.
- Education and training in the basics of Safeguarding will apply to all coaches/volunteers/management committee members working with the children or young members. Little Superstars is committed to continuous updating and review of our current Safeguarding Policy.
- Safeguarding training should include
 - Basic awareness of Safeguarding issues
 - Our club/organisation's Safeguarding policies and procedures including our Code of Conduct
- Training will be carefully selected to ensure it is sufficient. For instance a 1-hour training session is unlikely to be very useful. A minimum of 3 hours is required for basic awareness raising & we will seek that training from a specific training provider with experience and knowledge of good practice in sport. All of Little Superstars is provided by the FA.
- Ensure that all new coaches have attended Safeguarding awareness workshop within six months of taking up their post. This opportunity should also be made available to parents and other volunteers to enable a culture of a child-focused club to prevail.
- Ensure all staff and volunteers should receive induction, and training appropriate to their role. Training should be updated and reviewed regularly for new staff/ volunteers and in line with changing legislation.

CODES OF CONDUCT

A Code of Conduct lets all our staff/volunteers in Little Superstars know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the Code. It will be applied consistently. This club has a code of conduct for coaches/volunteers and young people and a code of expectations for parents/guardians.

GUIDELINES FOR REPORTING ACCIDENTS

In the event of an accident, the following procedure will be carried out:-

- Fill in 2 copies of the Accident Form for **ALL** accidents.
- Make contact with parents/guardians
- One copy of form to incident book/folder.
- Forward 1 copy to Designated person for record keeping/ action required.
- Contact emergency services/ GP if required
- Record in detail all facts surrounding the accident, witness's etc.
- Sign off on any action required from Louise Nicholson

GUIDELINES FOR REPORTING ALLEGATIONS/ INCIDENTS

- Record all incidents reported or observed on an Incident Form .
- Inform designated person ASAP
- 1 copy to designated person within 24 hours
- Ensure confidentiality - only "need to know basis" (reference confidentiality statement)
- Inform parents, unless to do so may put the child at further risk
- The designated person will be responsible for storing any report in a safe and secure environment

See flow charts for further guidance.

HEALTH AND SAFETY GUIDELINES

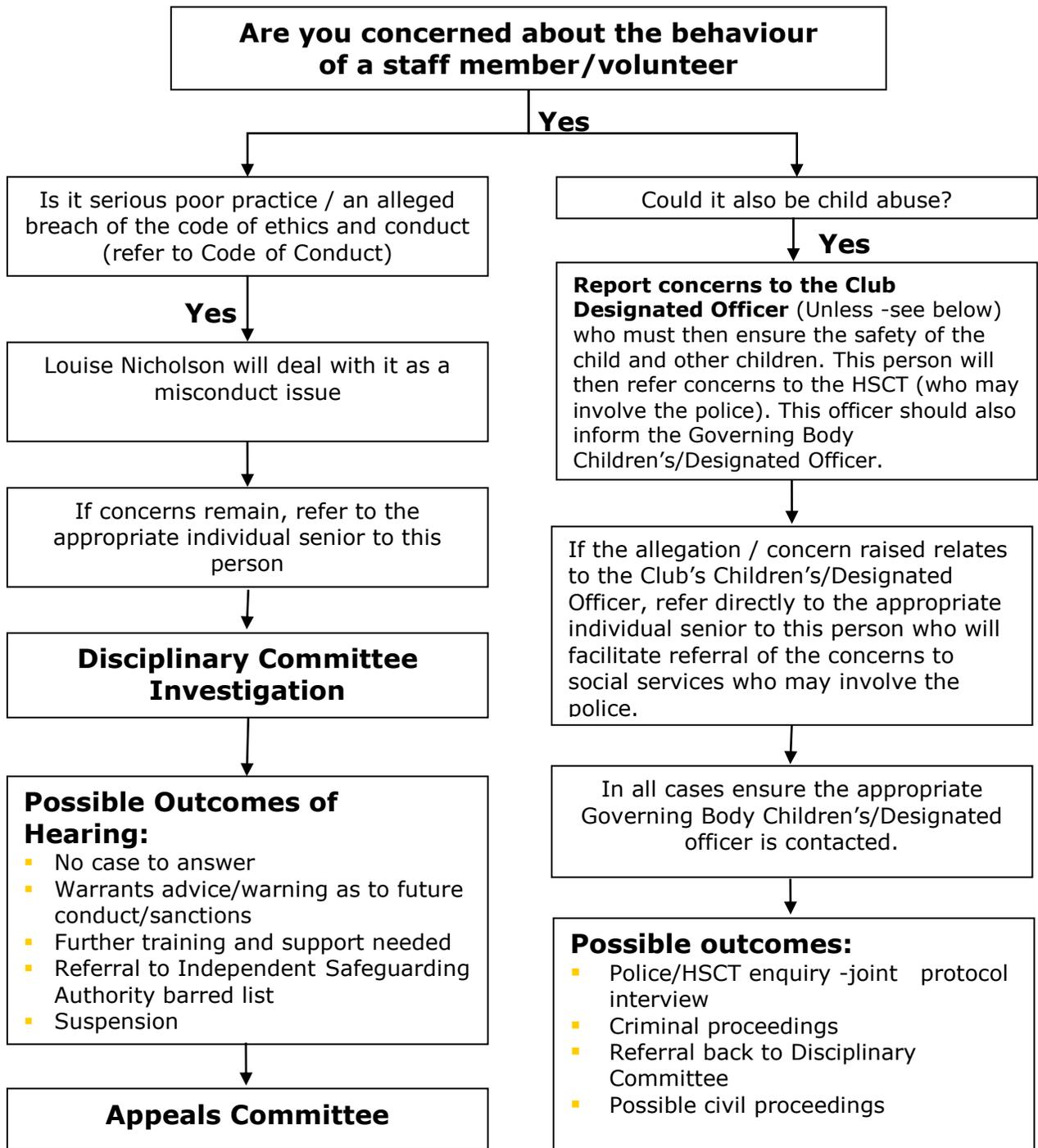
This club are committed to ensure the safety of all members by completing a risk assessment for activities and endeavouring to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions.

IMPLEMENTATION AND AVAILABILITY OF INFORMATION

Parents should know what we do and how we do it, and the coaches/designated person will always be on hand during, or after coaching sessions, for consultation or advice.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

INTERNAL CONCERNS FLOW CHART



Are you concerned about the behaviour of a staff member/volunteer

Yes

Is it serious poor practice / an alleged breach of the code of ethics and conduct (refer to Code of Conduct)

Yes

Louise Nicholson will deal with it as a misconduct issue

If concerns remain, refer to the appropriate individual senior to this person

Disciplinary Committee Investigation

Possible Outcomes of Hearing:

- No case to answer
- Warrants advice/warning as to future conduct/sanctions
- Further training and support needed
- Referral to Independent Safeguarding Authority barred list
- Suspension

Appeals Committee

Could it also be child abuse?

Yes

Report concerns to the Club Designated Officer (Unless -see below) who must then ensure the safety of the child and other children. This person will then refer concerns to the HSCT (who may involve the police). This officer should also inform the Governing Body Children's/Designated Officer.

If the allegation / concern raised relates to the Club's Children's/Designated Officer, refer directly to the appropriate individual senior to this person who will facilitate referral of the concerns to social services who may involve the police.

In all cases ensure the appropriate Governing Body Children's/Designated officer is contacted.

Possible outcomes:

- Police/HSCT enquiry -joint protocol interview
- Criminal proceedings
- Referral back to Disciplinary Committee
- Possible civil proceedings

Dealing with concerns about a colleague

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately a few do and it is essential that the organisation creates a culture that makes staff / volunteers willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, the organisation's Safeguarding procedures should be followed.

During an investigation, support should be given both to the individual who voices concerns and to the suspected abuser. Once the investigation is completed, the organisation must decide what action, if any, is necessary to prevent a similar situation arising again.

EXTERNAL CONCERNS FLOW CHART

When the concern is about possible abuse

