

Purpose and scope of policy

The purpose of this policy is to set out Coolsportz position on how children and vulnerable adults will be protected from harm at all times.

Throughout this policy where reference is made to children there is the assumption that this includes vulnerable adults. The definition of children and of vulnerable adults is contained in Annex A.

Throughout this policy where reference is made to staff and other volunteers who are acting on behalf of Coolsportz.

Throughout this policy reference is made to the Coolsportz appropriate officer this is Neil Supperstone unless otherwise stated before the activities begin.

Introduction

1. Coolsportz recognises its obligation towards children, young people and vulnerable adults participating in sports activities in that:
 - 1.1. the welfare of the child/vulnerable adult is paramount
 - 1.2. all children/vulnerable adults, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
 - 1.3. all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
 - 1.4. all staff have a responsibility to report concerns to the appropriate officer or agency.
2. Staff are not trained to deal with situations of abuse or to decide if abuse has occurred, they should however understand who they should report concerns to as part of their work with Coolsportz.

Good practice guidelines

1. All staff are expected to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. In the event that staff find themselves working with children in an unsupervised setting, the following are common sense examples of how to create a positive culture and climate:
 - 1.1. Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
 - 1.2. Treating all young people/disabled adults equally, and with respect and dignity.
 - 1.3. Always putting the welfare of each young person first, before winning or achieving goals.
 - 1.4. Maintaining a safe and appropriate distance with participants
 - 1.5. Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
 - 1.6. Making sport fun, enjoyable and promoting fair play.
 - 1.7. Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the relevant National Governing Body Coach Education Programme/Local Authority policy. Young people and their parents should always be consulted and their agreement gained
 - 1.8. Keeping up to date with technical skills, qualifications and insurance in sport.

- 1.9. Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- 1.10. Giving enthusiastic and constructive feedback rather than negative criticism.
- 1.11. Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- 1.12. Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practices to be avoided

1. 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 of the session or the child's parents. For example, a child sustains an injury and needs to go to hospital:
 - 1.1. Avoid spending time alone with children away from others
 - 1.2. 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
- 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 vulnerable adults, that they can do for themselves

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate responsible person from Coolsportz for the activity and comply with their procedures for reporting and recording the incident. You should also ensure the parents of the child are informed if:

- You accidentally hurt a participant
- He/she seems distressed in any manner
- A participant appears to be sexually aroused by your actions
- A participant misunderstands or misinterprets something you have done.

Use of photography and filming

A photo consent statement is agreed or not agreed to on the booking completed by the parents or guardian of the child. Only the Coolsportz appropriate officer is authorised to take photographs at any time.

Recruitment and training of staff

Coolsportz will take all reasonable steps to ensure unsuitable people are prevented from working with children. Where posts do fall within the parameters of the legislation for checking these will always be undertaken on appointment of new staff before deployed to an unsupervised situation. Pre-selection checks will also include for all staff:

- All staff send a CV to Coolsportz and undertake an interview. The interview will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Two confidential references.
- Evidence of identity (passport or driving licence with photo).

Staff understanding of responsibilities

1. All staff are required to read Coolsportz Safeguarding policy and confirm their reading and understanding of the policy through a signed copy that is filed securely. The understanding of the safeguarding policy will enable staff to:
 - Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
 - Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
 - Respond to concerns expressed by a child or young person.
 - Work safely and effectively with children.

Responding to allegations or suspicions

It is not the responsibility of anyone working for Coolsportz, to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

Coolsportz will assure all staff that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be two types of investigation:

- a criminal investigation
- a child protection investigation

Annex B provides guidelines for action if there are concerns about a member of staff's conduct.

Action to help the victim and prevent bullying

Take all signs of bullying very seriously.

- Encourage all children to speak and share their concerns
- If anyone talks about or threatens suicide refer them to Coolsportz appropriate officer,
- Create an open environment.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Coolsportz appropriate officer.

Concerns outside the immediate activity session (e.g. a parent or carer):

- Report your concerns to the Coolsportz appropriate officer/manager this will then be passed onto the Coolsportz Child protection officer if available.
- If the manager/Coolsportz Child Protection Officer judges that a child is imminent danger then this should be reported directly to the police/social services immediately. The manager will make the decision if unable to contact the Coolsportz Child protection officer.
- Confidentiality will be maintained on a **need to know** basis only.

Information for an investigation

To ensure that this information is as helpful as possible, Coolsportz staff will maintain a detailed record at the time of any disclosure/concern, which will include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Clearly distinguished facts, opinion or hearsay information around the incident.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incident(s).

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned in any allegation or investigation. Information should be handled and disseminated on a need to know basis only.

ANNEX A

Definition of Children and Vulnerable Adults

1. A child is defined as a person under the age of 18 (The Children Act 1989).
2. A vulnerable adult is a person who is aged 18 years or older and:
 - is living in residential accommodation, such as a care home or a residential special school;
 - is living in sheltered housing;
 - is receiving domiciliary care in his or her own home;
 - is receiving any form of health care;
 - is detained in a prison, remand centre, young offender institution, secure training centre or attendance centre or under the powers of the Immigration and Asylum Act 1999;
 - is in contact with probation services;
 - is receiving a welfare service of a description to be prescribed in regulations;
 - is receiving a service or participating in an activity which is specifically targeted at people with age-related needs, disabilities or prescribed physical or mental health conditions or expectant or nursing mothers living in residential care (age-related needs includes needs associated with frailty, illness, disability or mental capacity);
 - is receiving direct payments from a local authority/HSS body in lieu of social care services;
 - requires assistance in the conduct of his or her own affairs.

Action in response to an allegation concerning a member of staff

Concerns about poor practice:

- If, following consideration, an allegation is clearly about poor practice; the designated Coolsportz Officer will deal with it as a misconduct issue.

Concerns about suspected abuse:

- Any suspicion that a child has been abused by a member of staff should be reported to the appropriate Coolsportz Officer who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- If the Coolsportz appropriate Officer is the subject of the suspicion/allegation, the report must be made to the social services / police directly.
- If the member of staff judges that a child is in imminent danger then this should be reported directly to the police/social services.

Internal enquiries and suspension

- The Coolsportz appropriate officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the Coolsportz appropriate officer will assess all individual cases to decide whether a member of staff can be reinstated and how this can be sensitively handled. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of allegations:

Appropriate support will be provided to members of staff who have been involved in an allegation.

Allegations of previous abuse

- Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).
- Where such an allegation is made, staff should follow the procedures as detailed above. Anyone who has a previous criminal conviction for offences related to abuse will not be employed. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Action in response to an allegation concerning a member of staff' above.

Action to help the victim and prevent bullying

Take all signs of bullying very seriously:

- Encourage all children to speak and share their concerns
- If anyone talks about or threatens suicide refer them to the host organisation key contact,
- Create an open environment.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Coolsportz appropriate officer.

Concerns outside the immediate activity session (e.g. a parent or carer):

- Report your concerns to the Coolsportz appropriate officer/manager this will then be passed onto the Coolsportz Child protection officer if available.
- If the manager/Coolsportz Child Protection Officer judges that a child is imminent danger then this should be reported directly to the police/social services immediately. The manager will make the decision if unable to contact the Coolsportz Child protection officer.
- Confidentiality will be maintained on a **need to know** basis only.

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- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Clearly distinguished facts, opinion or hearsay information around the incident.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incident(s).
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Whether parents and/or others have been contacted
- What has been said to others if anything
- If the child was not the person who reported the incident, whether the child has been spoken to and if so what was said
- If anyone been alleged to be the abuser and if so details recorded.

I have seen, read and understand the Coolsportz Safeguarding Policy and I will ensure I adhere to all measures



Signed

Name/Position.....Manager.....

Date.....4/8/2016.....