

Updated 19/07/2021

The purpose and scope of this policy

The purpose of this policy is: to protect children and young people who receive Active Summer Camp's services. This includes the children of adults who use our services to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of Active Summer Camps, including senior managers, paid staff, volunteers, sessional workers, agency staff and students.

References made to 'child' and 'children' refer to children and young people under the age of 18 years. However, the principles of the document apply to professional behaviour towards all pupils, including those over the age of 18 years.

As part of Active Summer Camps commitment to best practice, we will:

- Respect and promote the rights, wishes and feelings of young people.
- Recruit, train and supervise its employees to adopt best practice to safeguard and protect young people from abuse and establish clear and safe practices.
- Require staff to adopt and abide by the organisations safeguarding policy and procedures.
- Respond to any allegations or complaints promptly and take appropriate action.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

This policy should be read alongside our organisational policies procedures, including:

- Staff Handbook
 - Complaints Policy
 - Whistle Blowing
 - Behaviour Policy
- Safer recruitment
- NOP
 - Online safety
 - Anti-bullying
 - Adult to child ratios
- Health and safety
- Induction & training

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of the child is paramount all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse

- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them appointing a Designated Safeguarding Officer (DSO) for children and young people and a deputy for safeguarding adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise ensuring that we have effective complaints and whistleblowing measures in place ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Contact details Designated Safeguarding Officer (DSO)

Name: George Powdrill

Phone/email: 07794738770

Deputy DSO(s)

Name(s): Rebecca Walton

Phone/email: 0797255019

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 19/07/2021(date)

Signed:

[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].

Date:

Important

Please note that the term parent is used throughout this document as a generic term to represent parents, carers and guardians.

Photography / video

Generally speaking photography or similar recording is discouraged. Any person wishing to engage in any video, zoom or close range photography should obtain approval from the Manager. We accept that parents may wish to record their child's achievements and as such parents should make arrangements with the organiser/ Manager as appropriate. However, it should be noted that approval may not be given.

If parents/spectators raise concerns about photography taking place please refer them to the organiser/ Manager, as appropriate. If appropriate, the person about who there are concerns may be asked to stop recording/photographing and if necessary asked to leave the venue.

Parents who have registered children for the Active Summer Camps programme will be asked permission as part of the application process for photos to be taken of their children. If a parent refuses permission their child will not be involved in any photographs. This child will be identified by wearing an additional coloured band on the days that they attend the camp.

Recruitment of Staff

ASC undertakes reasonable steps as part of the recruitment process for staff working with children. ASC will ensure that staff are subject to a range of checks which will include:

- Application form; which will request at least two references.
- Disclosure and Barring Service disclosure checks ensure applicants/staff who are likely to be in contact with young people do not have any criminal convictions which as a result may put young people at risk.
- At the interview stage the candidates will be informed and fully briefed on the responsibilities of the job. Upon appointment all staff are bound by a code of conduct and Active Summer Camps policies and procedures.
- In case of complaint or misconduct the Management Team will investigate and take appropriate action.

Active Summer Camps requires staff to adhere to the following code of conduct when working with children:

It is our policy to:

- Always work in an open environment (e.g. avoiding private or unobserved situations).
- Treat all young people equally, with respect and dignity.
- Always put the welfare of each young person first, before winning or achieving goals.
- Maintain a safe and appropriate distance with performers/participants.
- Build balanced relationships based on mutual trust which empowers children to share in the decision making process.
- Make sport fun, enjoyable and promote fair play.

Practical deployment of the policy will:

- Ensure that if any form of manual or physical support is required it should be provided openly and in accordance with guidelines issued by the NGB.
- Ensure that staff keep up to date with the technical skills and attend training as required.
- Involve parents/carers wherever possible in the supervision of children in changing rooms etc.
- Give enthusiastic, constructive feedback rather than negative criticism.
- Recognise the development needs and capacity of young people, not pushing them against their will.
- Be made aware, where disclosed, of medicines being taken by young people, as well as recent injuries and history of medical conditions.

Practices to be avoided:**Staff involved with teaching and care of young people should not:**

- Engage in rough, physical games including horseplay.
- Treat an injury etc in a room with the door closed, it is strongly recommended that parents are present or a suitable consenting adult be invited to attend.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child.
- Reduce a child to tears or intimidate him/her as a form of control.
- Do things of a personal nature for young people that they can do for themselves. If absolutely necessary, such actions should only be carried out with the full consent of the parent/guardian/carer.

Abuse

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Abuse is identified in four different ways:

Neglect

Physical Abuse

Sexual Abuse

Emotional Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers in sport, whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone towards a young person. Staff are encouraged to raise any concerns in the strictest of confidence to their line manager.

Indicators of Abuse

Indicators that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Unexplained changes in behaviour.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty making friends.
- Is prevented from socialising with other children.
- Loses weight for no apparent reason.
- Becomes increasingly dirty and unkempt.

It is recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those working in sport to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

Responding to a disclosure – Action to take

False allegations of abuse do occur. However, they are rare and if a young person says or indicates that he/she is being abused or information is obtained which gives concern that a young person is being abused you should react immediately.

- Call for assistance from another member of staff when speaking to the child. If possible, contact the Active Summer Camps Development Officer and the Safeguarding Lead.
- Listen to what the child says. Be comforting and sympathetic ensure that the child feels that it is not their fault that this has happened. Tell the child that you are glad that they have told you and they were right to tell.
- It is important not to make any suggestions to the child.
- Do not interrogate the child, except to clarify what they are saying. Allow the child time to freely recall events.
- Do not jump to conclusions.
- Do not promise to keep the information a secret, make it clear to the child that you will have to refer the matter on.
- Write down exactly what the child says and what you have said in response. Note the child's name, address and date of birth, a description of any visible bruising or other injuries. Identify your relationship with the child and any background knowledge, observations that have been made by you.
- Sign and date what you have written and pass it to the Manager, take a copy for your own records and store it safely as confidential material.
- Do not speculate or accuse anyone or share the information beyond the Programme.
- The Safeguarding Lead will decide whether to seek advice from other organisations such as the Derbyshire Safeguarding Board.

Allegations against staff members

Any suspicion that a child has been abused by a member of staff should be reported immediately. Such steps as considered necessary to ensure the safety of the child in question and any other child that may be at risk will be taken. The safeguarding lead will investigate the matter fully. Any such matter referred will be treated with due regard for ASC policies and procedures.

Child Welfare Incident Report Form**Referrer concerned:**

Referrer's name:
Male/female:
Referrer's position:
Referrer's address:
Referrer's home telephone number:
Mobile Number:

Child concerned:

Male/Female:	
Child's name:	
Child's Address:	
Any disability/specific needs:	
Child's date of birth:	
Parents/carers names & addresses:	
Parents/carers home telephone number:	Mobile number:

Name of person complained of (if applicable);

Male / female:
Name:
Address:
Link to the child concerned:
Referrer's home telephone Number:

Mobile Number:

The incident:

Date & time of any incident:

Your observations:

Observations of any other witnesses (include names & contact numbers):

Exactly what the child said & what you said (do not lead the child):

Action taken so far:

External agencies contacted:

External agencies contacted (date & time):

Police

YES / NO

If YES – which:

Name & contact number

Details of advice received:

Social services

YES / NO

If YES – which:

Name & contact number:

Details of advice received:

National Governing Body YES / NO	If YES – which: Name & contact number: Details of advice received:
Local authority YES / NO	If YES – which: Name & contact number: Details of advice received:
Other (e.g. NSPCC) YES / NO	If YES – which: Name & contact number: Details of advice received:
Signature:	Print name:
Signature of Safeguarding Lead:	Print name:
	Date:

Confidentiality must be maintained in order to protect the child – do not discuss this incident with anyone other than those who need to know

Important Telephone Numbers

NATIONAL CONTACTS:

The NSPCC

National Centre
Weston House
42 Curtain Road
London
EC2A 3NH
Tel: 0207 8252500
Helpline: 0808 800 3000

NSPCC Child Protection in Sport Unit

3 Gilmour Close
Beaumont Leys
Leicester
L4 1EZ
Tel: 0116 2347278

Sport England

16 Upper Woburn Place
London
SW1H 0QP
Tel: 020 72731500

Childline UK

Tel: 0800 1111

LOCAL CONTACTS:

Safeguarding Children Advisory Service

Derbyshire Local Authority - 01629 533190

Local police

Emergency - 999
Non Emergency - 101