

**Coaching & Education Services CIC Ltd  
SAFEGUARDING CHILDREN POLICY & PROCEDURES**



**SAINTS  
SOUTHWEST**

A PARTNERSHIP WITH  
SOUTHAMPTON FOOTBALL CLUB

**Resources:** Working Together to Safeguard Children (2013)  
The Children's Act (1989 + 2004)

**Updated as at:** 9th of August 2017 *Saints Southwest will review this policy every two years*

## **INTRODUCTION**

Saints Southwest acknowledges and accepts it has a responsibility for the well-being and safety of all children and young people who are under the Saints Southwest care or using its facilities, (**children and young people mean those under 18**). It is the duty of all adults working in the Club to safeguard the welfare of children and young people by creating an environment that protects them from harm.

The well-being of children and young people is paramount for all staff and accordingly, they must make themselves aware of the Saints Southwest '**Safeguarding Children Policy**'. Where appropriate, the following guidelines will be supplemented by in-service training and additional guidance.

Saints Southwest work closely with the Local Authority and Football Associations Designated Officers for children and vulnerable adults. Saints Southwest Child Welfare Officer liaises with the respective safeguarding teams for advice, guidance and referrals. The Child Welfare Officer will be guided by and adhere to Local Authority and Police protocols.

**Statutory Agency referral policies and procedures take precedence over any Club or Governing Body guidance. For further details go to: [www.4lscb.org.uk](http://www.4lscb.org.uk)**

## **RULES & REGULATIONS**

Saints Southwest is governed by the rules and regulations set out in the 1989 Children Act, Children's Act 2004 and FA Safeguarding Children & Vulnerable Adults guidance.

For detailed information on current legislation – in particular the changes to the original Act of 1989 - please refer to the following NSPCC link and Working Together to Safeguard Children link:

### **NSPCC inform:**

[http://www.nspcc.org.uk/inform/research/questions/child\\_protection\\_legislation\\_in\\_the\\_uk\\_pdf\\_wdf48953.pdf](http://www.nspcc.org.uk/inform/research/questions/child_protection_legislation_in_the_uk_pdf_wdf48953.pdf)

### **Working Together to Safeguard Children (2013):**

<https://www.education.gov.uk/publications/eOrderingDownload/00305-2010DOM-EN-v3.pdf>

Saints Southwest is fully committed to ensuring that the best practice recommended by these bodies is employed throughout and has a responsibility to maintain regular dialogue and work in partnership with the Devon, Somerset, Cornwall and Dorset Safeguarding Children Board.

## **AIMS & KEY PRINCIPLES**

The aims of Saints Southwest Safeguarding Children Policy are:

- To safeguard all children who interact with Saints Southwest activities;
- To demonstrate best practice in the area of safeguarding children;
- To develop a positive and pro-active welfare programme to enable all children and young persons to participate in an enjoyable and safe environment; and
- To promote high ethical standards throughout Saints Southwest activities.

The key principles underpinning this policy are:

- The child or young person's welfare is, and must always be, the paramount consideration;
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity;
- All allegations of abuse will be taken seriously and responded to efficiently and appropriately;
- To encourage parents and other members of the child or young person's family to be involved in a relationship with Saints Southwest; and
- To ensure that coaches, parents and other adults who come in contact with children and young people provide good role models of behaviour.

## **SAFEGUARDING CHILDREN**

Saints Southwest has a Child Welfare Officer who has responsibility for the safeguarding of children in the Club. The Child Welfare Officer has special responsibilities and are the focal point, for safeguarding children in their nominated area. Anyone with a concern about a child's welfare should contact the Child Welfare Officer, details can be found at the end of this policy.

## **HUMAN RESOURCES & DISCLOSURE**

### **Recruitment**

As part of the Club's recruitment and selection process, offers of work to positions which involve working with children are subject to satisfactory Criminal Record Checks (CRC) with barred list check, if necessary and appropriate references are obtained. All requests for CRC are applied for online with TMG CRB. All offers of work are subject to the outcome of the screening process and until such time as a satisfactory CRC certificate has been confirmed as clear, the member of staff will not be left unsupervised with children.

All employees, workers or volunteers in a position of trust are required to sign up to the Update Service and annual checks will be carried out by the Club.

Should an individual's CRC Disclosure reveal any convictions the Company will consider whether the nature of the offence/offences renders the person concerned unsuitable for working with children. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment will be carried out by the Child Welfare Officer and the appropriate Line Manager to assess the information contained within the disclosure certificate. On occasion the member of staff/volunteer may also be asked to attend an interview prior to a recruitment decision being made. If required the Head of Safeguarding for the FA and/or the Local Safeguarding Children Board may be asked to attend the risk assessment meeting.

All new employees, workers or volunteers working with children or young people at the Club will be required to complete a Self-Declaration on commencement of duties, along with a Child Disqualification form.

## **New Appointments who already have a Disclosure Certificate**

If a new member of staff has been checked by their previous employer, e.g. another club, a school or hospital, and are not signed up to the Update Service the Company will insist that the original Disclosure certificate be shown and it must be dated within six months of the employee's start date at the Company and it must be for a similar role of that which the person has been appointed. The Company will apply immediately for a Company CRC and it is at the discretion of the Safeguarding Manager and Lead Disclosure Officer, whether the employee can start work before receipt of the Company CRC.

## **Existing Staff**

Priority is being given to those who come into contact with children and young people. All staff that have one to one contact with children and young people have received a CRC and for those undertaking regulated activity a barred list check.

## **Temporary Staff and External Consultants**

The Company will ensure that all temporary staff and external consultants sign a Self-Declaration form and will not have unsupervised access to children and young persons during their time with the Company.

## **Staff Training**

All staff working in direct contact with children shall be required to complete the FA workshop on Safeguarding Children or equivalent Safeguarding Course 16-18. Details of those satisfactory completing this course are retained by the Company.

## **Health & Safety**

The Company's Child Welfare Officer gives guidance to those whose roles involve working with children and young persons. Where a child or young person is involved, a risk assessment must take account of their particular vulnerabilities which will include the safeguarding of children. The risk assessment should set out what arrangements are in place for their care and supervision.

## **Data Protection**

The Data Protection policy adopted by the Company is in line with current legislation.

## **New legislation:**

Queries on the ISA : [scheme.info@homeoffice.gsi.gov.uk](mailto:scheme.info@homeoffice.gsi.gov.uk)

Tel: 0300 123 1111

<http://services.parliament.uk/bills/201012/protectionoffreedoms.html>

## **SAINTS SOUTHWEST PROCEDURES**

### **Parental Consent**

Saints Southwest will make every effort to obtain parental consent for all activities using a signed parental consent form. Saints Southwest will do everything it can to safeguard children in its care but recognise that in some circumstances, due to the nature of the work carried out, obtaining parental consent for activities is not always possible.

## **Children who are not picked up on time**

Saints Southwest has procedures in place for children whose parents do not collect them from an activity at a specified time. All parents/carers are made aware that their children should be met no later than 30 minutes after an activity has finished. Should the child not be collected within 15 minutes, coaching staff have emergency contact numbers and communication with the office to seek alternative numbers if necessary. In the event that a child is not collected on time, a minimum of 2 coaching staff will wait at the venue until the parent / carer arrives. If 2 coaching staff are not present then the staff member will wait with the child with a member of the schools or facilities staff.

## **Coaching in Schools**

Saints Southwest is committed to using the power of football and sport to encourage children and young people to enjoy the benefits of sport and healthy living and will frequently run coaching sessions within local schools and education centres. It is the responsibility of the school to obtain parental consent and carry out the relevant risk assessments before an activity takes place and Saints Southwest will carry Public Liability Insurance. The above information is set out in a written agreement with the school which is signed prior to the event taking place.

## **CRC**

In accordance with the procedures detailed above, all staff undergo a CRC check every 3 years.

## **Activities for Disabled Persons**

Saints Southwest carries out all activities for disabled persons under the guidelines of the Disability Discrimination Act and in accordance with the Saints Southwest Disability Policy.

## **GUIDELINES IN THE EVENT OF CONCERN**

### **Highlighting Concern**

Although Saints Southwest is committed to doing the utmost to safeguard children from harm, there may be an occasion when concern is raised over the treatment of a child.

'Child abuse and neglect' are generic terms encompassing all ill treatment of children as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child.

### **Recognition – Signs of Abuse**

There are five main forms of abuse identified as follows, should you have any concern that abuse is occurring you should contact the Child Welfare Officer immediately. In an emergency contact: Children's Assessment Team on 01392 384439 or the police.

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse can be caused through omission or the failure to act to protect.

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **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 making a child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

## **Bullying**

Bullying is not always easy to define and can take many forms. The three main types are: physical, verbal and emotional. For further guidance in this area refer to the Academy Anti-Bullying Policy.

**For more detailed information on the five main forms of abuse refer to The Football Association Safeguarding Children & Vulnerable Adults Procedures and Practices Workbook – [www.TheFA.com](http://www.thefa.com) - safeguarding. The information above has been taken from this source.**

**<http://www.thefa.com/football-rules-governance/safeguarding/dealing-with-concerns>**

## **RESPONDING TO A REPORT OR SUSPICION**

Where possible the Child Welfare Officer should be contacted as early as possible, however it is recognised that an individual may need to respond to a situation immediately. With this in mind the following guidelines offer help and support in responding to abuse or a suspicion of abuse:

### **Do:**

- If the child is hurt or ill - seek medical attention if necessary – call the Police 999 and ask their advice if you are unsure - or Local Authority Designated Officer – if the child is immediately at risk of significant harm
- Treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying - **LISTEN**
- Tell the child they are right to tell you
- Reassure them that they are not to blame
- Be honest about your own position, who you have to tell and why
- Tell the child what you are doing and when, and keep them up to date with what is happening
- Take further action – you may be the only person in a position to prevent future abuse
- **3R's Respond, Record, Refer** (Report on to the appropriate person)

- Write down everything said and what was done as soon as you can - Use the child's words - not your own opinion or what you think they said
- Inform parents/carers unless there is suspicion of their involvement

**Don't:**

- Make promises you cannot keep
- Interrogate the child – it is not your job to carry out an investigation/interview – this will be up to the police and local authority professional staff, who have experience and are trained specifically to sensitively manage the disclosure - ask the most basic questions and then let the child talk, you LISTEN and ensure that you do not jeopardise any potential criminal investigations
- Cast doubt on what the child has told you, don't interrupt or change the subject
- Say anything that makes the child feel responsible for the abuse
- Promise to keep secrets or keep the information confidential

**INACTION IS NOT AN OPTION – Safeguarding is Everyone's responsibility**

Make sure you tell the Child Welfare Officer immediately, they will know how to follow this up and where to go for further advice.

**Contact Details:**

Child Welfare Officer: Mark Titchard - 07467 959613

Police: 999 (in an emergency) or Local Child Protection Team: 0345 155 1071 (Devon), 0300 123 2224 (Somerset), 0300 1231 116 (Cornwall), 01202 228866 (Dorset)

**RECORDING ALLEGATIONS OR SUSPICIONS**

The Child Welfare Officer will ask for a written factual statement from the person making the report.

If the report involves an allegation about another member of staff, that person will also be asked to write a brief report. Any statement made by the child or young person should be reported in their own words. These reports should be confined to facts and should not include any opinion, interpretation or judgement.

Saints Southwest will ensure that any child concerned is immediately removed from any possible risk of harm.

Investigations into possible abuse will require careful management. The Child Welfare Officer should seek the advice of, Local Authority Safeguarding Children Board, the Police, or in cases of low level poor practice, The Football Association Safeguarding Children & Vulnerable Adults Case Management Team before setting up an internal inquiry and take their advice on informing the child or young person's parents. In any case of suspected abuse, as soon as the Local Authority Designated Officer has been informed, Saints Southwest must provide a report to the FA Head of Safeguarding Children & Vulnerable Adults – by the referral form which is held with the Club Child Welfare Officer.

**Confidentiality**

There is always tension and caution around issues of confidentiality. The advice for all staff at Saints Southwest is that no guarantee of confidentiality can be given to a child or young person (although this does not necessarily mean that the parents of the young person have to be told).

You cannot promise to keep their disclosure a secret or that you will not have to speak to someone else about the issue – reassure them that it will be on a 'need to know' basis and that their dignity and privacy will be respected at all times.

A child or young person should never be pressured to give information or show physical marks unless they do so willingly. **If they chose to show markings, two members of staff should be present.**

There are actions which staff have to and are obliged to take once we are aware of a problem. Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter is confidential on a need to know basis and nobody should have any reservations about referring a safeguarding children issue to the Child Welfare Officer. The key issue is that the welfare of the child is protected.

## **SAINTS SOUTHWEST CHILD WELFARE OFFICER**

### **Mark Titchard**

0330 223 4932 (office)

07467 959613 (mobile)

mtitchard@saintssouthwest.co.uk

## **EXTERNAL CONTACT DETAILS**

### **Local Child Protection Team:**

0345 155 1071 (Devon)

0300 123 2224 (Somerset)

0300 1231 116 (Cornwall)

01202 228866 (Dorset)

### **Children's Assessment Team:**

01392 384439

### **Local Authority Vulnerable Adults Safeguarding Team:**

0345 155 1007

### **The Police:**

101 or (in an emergency) - 999

### **The Football Association/NSPCC:**

Safeguarding Children & Vulnerable Adults Helpline

Tel: 0808 800 5000

Text phone for Deaf Users

Tel: 0800 056 0566