



White Rose Education & Coaching Solutions CIC

Child & Vulnerable Adult Protection Policy

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Policy holder:	Carl Parkin
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BACKGROUND

White Rose Education & Coaching Solutions recognises that anyone may have the potential to abuse children in some way. Children are abused regardless of age, racial origin, ability or sexual identity. It is important therefore to have in place a policy that will ensure unsuitable people are prevented from working with children and vulnerable adults. Also, that staff whether paid or working in a voluntary capacity have a basic knowledge and understanding of child protection and how to respond to allegations of abuse.

POLICY STATEMENT

White Rose Education & Coaching Solutions will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for children and young people, safeguard their well being and protect them from abuse.
- Respect and promote the rights, wishes and feelings of children and young people.
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect children and young people from abuse and themselves against potentially false allegations.
- Require staff/volunteers to adopt and abide by the company's Code of Ethics, Conduct, Child and Vulnerable Adult Protection Policy.
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures. A child is defined as anyone under 18 years of age (to: Children Act 2004).

The guidance given in the procedures is based on the following principles:

- The welfare of children and young people is paramount. All children regardless of culture, ability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of Social Services to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All reported incidents of poor practice and allegations should be taken seriously and responded to swiftly and appropriately.

STAFF KNOWLEDGE AND UNDERSTANDING

All staff working full, part-time or in a voluntary capacity should be made aware of this policy. Induction training should be provided to ensure that, as a minimum, staff have knowledge and understanding of the following:

- Definition of abuse
- Main forms of abuse
- bullying
- effects of abuse
- recognising abuse
- responding to allegations of abuse
- selection and recruitment of staff / volunteers working with children
- code of ethics and conduct

RESPONSIBILITIES

White Rose Education & Coaching Solutions through an appointed Safeguarding lead has overall responsibility for approving and revising the policy on an annual basis or as is necessary to ensure that it is being applied in practice.

The Safeguarding Lead is responsible for:

- being well informed in child protection issues
- advising and supporting staff and volunteers on all child protection
- being the first point of contact for reporting any allegation or suspicion of child abuse
- reporting any suspicions or allegations to Social Services or the Police
- developing protocols of disclosure with other providers of sport in order to prevent people deemed unsuitable to work with moving on to other sports, leisure or school settings

DEFINITION OF CHILD ABUSE

‘Child abuse consists of anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospects of a safe and healthy development into adulthood.’ (*National Commission of Inquiry into the Prevention of Child Abuse 1996*).

MAIN FORMS OF CHILD ABUSE

Physical Abuse

- physically hurting or injuring children
- administering alcohol, drugs or poison
- suffocation or drowning
- inappropriate use, or lack of use of medication
- inappropriate physical restraint

In a situation where the nature and intensity of the training or activity exceeds the capacity of the child's body or the child is forced to take part in any activity against their will.

Emotional Abuse

- Persistent lack of love and affection
- There is constant overprotection
- Where the child is constantly being shouted at, taunted or threatened
- Buoying
- Racial abuse
- There is neglect, physical or sexual abuse

In a situation where a child is subjected to unrealistic pressure; where a child's self-esteem is undermined; where a child's right to privacy is ignored; denial of or access to facilities.

Neglect

- where a child's basic needs like food, clothes are not met
- where a child is left alone and unsupervised
- being deprived of love, affection or attention

In a situation where a child's personal needs are ignored; where a child is left alone in a dangerous situation; where a child's basic needs are withdrawn as a form of punishment. Situations in which adults are in a position of trust, for instance a sports coach, can create an environment where this trust can be misused.

Sexual Abuse

- where a child is used by others to meet their own sexual needs including full sexual intercourse, masturbation, oral sex, anal sex and fondling.
- showing pornographic books, photographs or videos, or taking pictures for pornographic purposes.

In a situation where a child requires intimate or personal care which might be open to abuse; inappropriate videoing, photography etc.

Bullying

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

The competitive nature of sport makes it an ideal environment for the bully.

The bully in sport can be:

- a parent who pushes too hard
- a coach who adopts a win at all costs philosophy
- a player who intimidates inappropriately
- an official who places unfair pressure on a person

Bullying takes many forms, the main types are:

- Physical (e.g. hitting, kicking and thefts)
- Verbal (e.g. name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures)
- Emotional (e.g. tormenting, ridiculing, humiliating and ignoring)
- Sexual (e.g. unwanted physical contact or abusive comments)

There are a number of signs that may indicate that a child or young person is being bullied:

- Behaviour changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, a reluctance to go to school, training or sports club
- A drop off in performance at school or standard of play
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bedwetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol
- A shortage of money or frequent loss of possessions

EFFECTS OF CHILD ABUSE

Abused children can suffer long term damage that may follow them into adulthood e.g. prostitution, suicide or the abuse of other children (*taken from Safe from Harm: A Code of Practice for Safeguarding the welfare of Children in Voluntary Organisations in England and Wales. Published by the Home Office London 1993*). There is evidence to suggest that children with disabilities are at an increased risk of abuse. Children from ethnic minorities who may also be experiencing racial discrimination may be doubly powerless.

RECOGNISING CHILD ABUSE

Even for those experienced in working with child abuse, it is not always easy to recognize a situation where abuse may occur or has already taken place.

Indications that a child is being abused include:

- Unexplained or suspicious injuries such as bruising or cuts of different ages in the same place
- An injury for which the explanation seems inconsistent
- A child describes what appears to be an abusive act involving him or her
- A child or adult expresses concern about the welfare of another child
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Is distrustful of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Is prevented from socializing with other children
- Displays variations in eating patterns, including overeating or loss of appetite
- Weight loss for no apparent reason
- Increasingly dirty or unkempt

THIS LIST IS NOT EXHAUSTIVE AND THE PRESENCE OF ONE OR MORE OF THE INDICATORS IS NOT PROOF THAT ABUSE IS ACTUALLY TAKING PLACE

RESPONDING TO ALLEGATIONS OR SUSPICIONS OF CHILD ABUSE

Social Services have a statutory duty under Section 47 of The Children Act 1989, to ensure the welfare of children and to work with the local ACPC to comply with its guidelines and procedures. If action needs to be taken urgently out of hours, then the police should be contacted.

All Police Forces have a dedicated Police Child Protection Team (CPT) to investigate allegations of child abuse within the family and also allegations of child abuse against people who are acting in 'loco parent's' e.g. club coaches and volunteers. The CPT has a responsibility to investigate when they are informed of a situation where a child is suffering, or may be at risk of suffering abuse and to comply with the Area Child Protection Committee Procedures.

False allegations do occur, however if a child indicates to you that they are being abused, or you have suspicions, or receive allegations concerning abuse you must act immediately and take the allegations seriously. The child's safety is paramount. To delay reporting a suspicion of harm could be fatal – never hold back for fear of the consequences of making a mistake

Child and Vulnerable Adult Protection is everyone's responsibility - no matter what position you hold it is vital that you report any suspicions or disclosures.

Always:

- React calmly so as not to frighten the child
- Reassure the child that they are not to blame and that they were right to tell
- Listen to what the child says and show that you take them seriously
- Recognise the difficulties of interpreting what is said by a child who has a speech impairment or where English is not their first language
- Keep questions to a minimum. Use open ended questions, e.g. those that require more than a 'yes' or 'no' response. The law is very strict and child abuse cases have been dismissed if it appears that the child has been led or words and ideas have been suggested
- Ensure that you clearly understand and record what the child has said so that you can record and communicate information accurately

Never:

- Panic or allow your shock to be evident
- Promise the child that what they have said can be kept a secret and that you have a responsibility to tell someone else
- Make the child repeat the story unnecessarily
- Delay
- Speculate or take assumptions
- Approach the abuser
- Make comments about the alleged abuser
- Make comments about the accused persons

Sharing concerns with parents

If you have noticed a significant change in a child's behaviour, first of all talk to the parents. There may be a legitimate reason for the change e.g. bereavement, divorce or similar occurrence.

When it is not appropriate to share concerns with parents

If you suspect a parent, guardian, or carer may be the abuser speaking to them may place the child at greater risk.

When a child requires urgent medical attention and there is suspicion of abuse

The welfare of the child is paramount. Arrangements should be made for the child to be taken to a Hospital Accident and Emergency Department immediately. Social Services or the Police should be informed immediately of the referral to hospital. Record your observations and notify the CPC.

WHERE THERE IS AN ALLEGATION AGAINST A MEMBER OF STAFF OR A VOLUNTEER

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may have been, abusing a child will raise concerns amongst other staff or volunteers.

The Company assures all staff and volunteers that it will fully support and protect anyone who, in good faith, without malicious intent, reports his or her concern about a colleague's poor practice or the possibility that a child may be being abused.

Types of Allegations

Poor Practice

Poor practice includes any behaviour that contravenes the code of ethics and conduct.

Action to Take:

- Record your concerns on the incident report form
- Notify the Child & Vulnerable Adult Protection Coordinator

If the allegation is about poor practice by the Child & Vulnerable Adult Protection Coordinator or the matter has been handled inadequately by the Safeguarding Officer and concerns remain, it should be dealt with by the Company Management

If you suspect abuse:

Maintain surveillance

- Notify the Safeguarding Officer
- Record your observations on an incident report form
- Safeguarding Officer will take the necessary steps to ensure the safety of the child in question and any other children who may be at risk
- Safeguarding Officer will refer the allegation to Social Services or the Police if out-of-hours
- The parents, carers or guardian of the child should be notified by the Safeguarding Officer as soon as possible following advice from Social Services or the Police
- If the Safeguarding Officer is the subject of the suspicion/allegation the report should be made directly to the Management Committee who are then responsible for taking the action outlined above

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (for example by an adult who was abused as a child by a member of staff who is still working with children). Where such an allegation is made report the matter to the CPC, Social Services or the Police and then record your concerns on an Incident Report Form. This is because other children, either within or outside sport, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

WHEN BULLYING IS SUSPECTED

Action to take:

- Record your concerns on the incident report form
- Notify the Safeguarding Officer

Action to be taken to help the victim

- Take all signs of bullying very seriously

RECRUITMENT, SELECTION AND INDUCTION OF PAID STAFF AND VOLUNTEERS

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. The same procedures should be followed whether working in a paid, unpaid, full or part time capacity.

Advertising

If any form of advertising is used to recruit staff it should state:

- Roles and responsibilities
- Level of experience or qualification required
- A requirement for successful applicant(s) to obtain a satisfactory check from the Criminal Records Bureau at the enhanced level as to their suitability to work with children and young people
- The aims of White Rose Education & Coaching Solutions and, where appropriate, details of the particular programme involved.
- Details of White Rose Education & Coaching Solutions open and positive stance on child and vulnerable adult protection.

Pre-Application Information

Pre-application information sent to interested or potential applicants should contain:

- A job description including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children or vulnerable adults required).
- An application form and self-declaration form.
- Information on White Rose Education & Coaching Solutions and related topics.

Applications

All applicants for employment in a paid, unpaid, full or part time capacity should provide the following information:

- Name, address and National Insurance Number (to confirm identity and right to work)
- Relevant experience, qualifications and training undertaken
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of and/or suitability for working with children and young people (where applicable one should be the previous employer)
- Any former involvement with the sport
- Any criminal record
- Whether they are known to any social services department as being an actual or potential risk to children or young people
- Whether they have ever had action taken against them in relation to child abuse, sexual offences or violence.

Short listing & Interview

Each applicant will be selected for interview if they meet the criteria and at the interview applicants will be asked to:

- Provide evidence of up to date/relevant qualifications
- Complete a profile to identify training needs and aspirations

Pre-Employment Checks

The pre-employment check procedure will consist of: -

- Taking up of references as provided by the applicant
- Successful completion of the Criminal Records Bureau process

Offer of Position

Once a decision has been made to appoint an individual, an offer letter will be presented to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of the organization, the probation period and responsibilities of the role.

Confirmation of the position being accepted will require the offer letter to be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the organization.

Induction

The induction process for the newly appointed member will include the following:

- An assessment of training, individual aids and any other needs and aspirations
- Clarification, agreement and signing up to the child and Vulnerable Adult Protection Policy and Procedures.
- Clarification of the expectations, roles and responsibilities of the position.

Training

Newly appointed members will complete the following training over an agreed period:

- Protecting children and vulnerable adults.
- Working effectively with children and vulnerable adults.
- First Aid
- Sports Equity
- Any other identified training needs

Probation

Newly appointed members will complete an agreed period of probation on commencement of their role.

Monitoring and Performance Appraisal

All members who have contact with children or vulnerable adults will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

Photographing, Videoing and Filming of Children and Vulnerable Adults

There is evidence that some people have used sporting venues and activities as an opportunity to take inappropriate photographs or film footage of children and vulnerable adults. The following procedures have been developed to protect children and vulnerable adults.

The following is required for White Rose Education & Coaching Solutions activities or events where children or vulnerable adults are participating:

- Where appropriate all materials promoting White Rose Education & Coaching Solutions events or activities shall state that accredited photographers will be present.
- Where possible consent from the parent/guardian for photographing, videoing and/or filming of a child or vulnerable adult must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of White Rose Education & Coaching Solutions
- An activity or event specific identification badge/sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event.
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance by the child or vulnerable adult, parent/guardian and the organisation, and appropriate vetting has occurred.
- White Rose Education & Coaching Solutions reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.

Concerns about Photographers, Video or Film Operators

Any concerns with photographers or video or film operators are to be reported to Carl Parkin – Safeguarding Officer and where relevant, the Police.

Children or Vulnerable Adults in Publications and on the Internet

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people or vulnerable adults. In some cases, however, displaying certain information about children and vulnerable adults could place them at risk. The following procedure must be followed to ensure White Rose Education & Coaching Solutions publications and information on the Internet do not place children and vulnerable adults at risk.

White Rose Education & Coaching Solutions publications and information on the Internet must adhere to the following:

- Publications or information on an Internet site must never include personal information that could identify a child or vulnerable adult e.g. home address, e-mail address, telephone number of a child or vulnerable adult. Any contact information must be directed to either White Rose Education & Coaching Solutions or another relevant organisation's address, for example another governing body or club.
- Before publishing any information about a child or vulnerable adult, written consent must be obtained from the child or vulnerable adult's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or vulnerable adult in a provocative pose or in a state of partial undress other than when depicting a sporting activity. Where relevant, a tracksuit may be more appropriate attire. Children and vulnerable adults must never be portrayed in a demeaning or tasteless manner.
- For photographs or videos of groups or teams of children or vulnerable adults ensure that only the group or team is referred to, not individual members. Credit for achievements by a child or vulnerable adult are to be restricted to first names e.g. Tracey was Player of the Year 2020.
- All published events involving children or vulnerable adults must be reviewed to ensure the information will not put children or vulnerable adults at risk. Any publications of specific meetings or child/vulnerable adult events e.g. team coaching sessions, must not be distributed to any individuals other than to those directly concerned.
- Particular care must be taken in publishing photographs, film or videos of children or vulnerable adults who are considered particularly vulnerable e.g. the subject of a child or vulnerable adult protection issue or a custody dispute.
- Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults with physical, learning and/or communication or language disabilities, as they could be particularly vulnerable to abuse (Morgan, 1979; Watson, 1984#).

Important Note: Any concerns or enquiries about publications or Internet information should be reported to Safeguarding Officer.