



SAFEGUARDING POLICIES

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Seeds for Growth SAFEGUARDING Child Protection Policy

Seeds for Growth will ensure must that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer.

Your Child Protection Policy Statement

Seeds for Growth have a duty of care to safeguard all children from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

Seeds for Growth will ensure the safety and protection of all children through adherence to the Child Protection guidelines adopted. A child is defined as a person under the age of 18 (The Children Act 1989).

Policy aims

The aim of the Seeds for Growth Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Seeds for Growth
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child is supported by Seeds for Growth having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances Seeds for Growth will work with the appropriate agencies to ensure the child receives the required support.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people/disabled adults equally with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance with children (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Making activities fun, enjoyable and promoting fair play.
- Keeping up to date with technical skills, qualifications and insurance.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if officials are required to transport young people in their cars.

Practices to be avoided

The following should be avoided except in emergencies. If a case arises where these situations are unavoidable (e.g. the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the child's parents.

Otherwise, avoid:

- Spending excessive amounts of time alone with children away from others.
- Taking or dropping off a child to an event.

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a child.
- 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.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a child
- If he/she seems distressed in any manner
- If he/she appears to be sexually aroused by your actions
- If he/she misunderstands or misinterprets something you have done.

Use of photographic/filming equipment at sporting events

There is evidence that some people have used public events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. Seeds for Growth will be vigilant and any concerns should be reported to the Child Protection Officer.

Video as a coaching aid: there is no intention to prevent club teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and such films should be stored safely.

Recruitment and training of staff and volunteers

Seeds for Growth recognise that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g. passport or driving licence with photo).

Interview and induction

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to Seeds for Growth Code of Ethics and Conduct.
- Child protection procedures are explained and training needs are identified.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- 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.

Seeds for Growth require:

- Staff to attend a recognised 3-hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Seeds for Growth volunteers to complete recognised awareness training on child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to undergo national first aid training (where necessary).

Responding to allegations or suspicions

It is not the responsibility of anyone working in Seeds for Growth in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Seeds for Growth will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/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 three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, the Child Protection Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse:

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Child Protection 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.
- The Child Protection Officer will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The Child Protection Officer should also notify the relevant Seeds for Growth officer who in turn will inform the Seeds for Growth Child Protection Officer who will deal with any media enquiries.
- If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the Seeds for Growth Child Protection Officer who will refer the allegation to social services.

Confidentiality

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

This includes the following people:

- the Child Protection Officer
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- the alleged abuser (and parents if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension

- The Seeds for Growth Child Protection 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 Seeds for Growth Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Seeds for Growth Disciplinary Committee must reach a decision based upon the available information, which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bacp.co.uk, Internet: www.bacp.co.uk
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

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, the club should follow the procedures as detailed above and report the matter to the social services or the police. 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. 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 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- 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 Child Protection Officer or the school (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully(ies)'s parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

3. Concerns outside the immediate sporting environment (e.g. a parent or carer):

- Report your concerns to the Child Protection Officer, who should contact social services or the police as soon as possible.
- See 4. below for the information social services or the police will need.
- If the Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social services and the Child Protection Officer will decide how to involve the parents/carers.
- The Child Protection Officer should also report the incident to the Seeds for Growth governing body. The governing body should ascertain whether or not the person/(s) involved in the incident play a role in Seeds for Growth. And act accordingly.
- Maintain confidentiality on a need to know basis only.
- See 4. below regarding information needed for social services.

4. Information for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should 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.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the **NSPCC Child Protection Helpline on 0808 800 5000**, or **Childline on 0800 1111**.

Seeds for Growth SAFEGUARDING Vulnerable Adults Policy

1 Introduction

This document does not form part of your contract of employment and may be changed from time to time in line with current best practice and statutory requirements, and to ensure that business needs are met. You will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

The characteristics of adult abuse can take a number of forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries.

There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others.

2 Aim of Policy

The aim of this policy is to ensure the safety of vulnerable adults by outlining clear procedures and ensuring that all staff members are clear about their responsibilities.

3 Responsibilities

All members of staff have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse.

4 Definition

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

5 What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a number of forms:

- Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, force-feeding, forcible administration of medication, neglect or abandonment
- Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism
- Emotional/psychological abuse e.g. intimidation or humiliation
- Financial abuse e.g. theft or exerting improper pressure to sign over money from pensions or savings etc.
- Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition
- Discriminatory abuse e.g. racial, sexual or religious harassment
- Personal exploitation – involves denying an individual his/her rights or forcing him/her to perform tasks that are against his/her will

- Violation of rights e.g. preventing an individual speaking his/her thoughts and opinions
- Institutional abuse e.g. failure to provide a choice of meals or failure to ensure privacy or dignity

6 Rights of Vulnerable Adults

The vulnerable adults have the right to:

- be made aware of this policy
- to have alleged incidents recognised and taken seriously
- to receive fair and respectful treatment throughout
- to be involved in any process as appropriate
- to receive information about the outcome.

7 Reporting Procedures

All those making a complaint, allegation, or expression of concern, whether staff, service, users, carers or members of the public should be reassured that they:

- will be taken seriously
- their comments will usually be treated confidentially but their concerns may be shared if they or others are at significant risk
- if service users, they will be given immediate protection from the risk of reprisals or intimidation
- if staff they will be given support and afforded protection.

If an allegation is made to a member of staff or there is a suspicion of abuse then the member of staff should inform their line manager as soon as possible.

The line manager should make a written record of the allegation or suspicion of abuse (see appendix 1).

If a staff member has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the person to make a referral to another agency. However, the gaining of the consent is not essential in order for information to be passed on. Consideration needs to be given to:

- The scale of the abuse
- The risk of harm to others
- The capacity of the victim to understand the issues of abuse and consent

In emergency situations (e.g. where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.

Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

8 Recruitment and Training

The organisation will ensure that all staff whose roles include working with vulnerable adults are carefully selected, screened, trained and supervised.

9 Disclosure Checks

As part of the recruitment procedure, all newly appointed staff that have contact with vulnerable adults will be disclosure checked at a level appropriate to their role.

10 Related Policies

- Recruitment and Selection Policy
- Recruitment of ex-offenders and Disclosures Policy
- Data Protection Policy
- Induction Policy
- Staff Training and Development Policy

Appendix 1

Incident Report Form

Name:.....

Role:.....

Address:

Telephone:

Briefly describe what happened (include times and dates):

Names and contacts of witnesses:

Name of person completing form:

Date:

Action taken: