



SAFEGUARDING POLICY (CHILD PROTECTION)

Policy Statement

Youngs Football coaching School (YFC) is committed to creating and preserving the safest possible environment for children, young people *and vulnerable adults*. It is the duty of all staff and volunteers to be aware of all forms of abuse which can be suffered – neglect, physical, emotional and sexual abuse.

Aims to safeguard Children, by:

- Having in place child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Sharing of information on child protection and good practice with relevant persons such as children, parents, carers, staff and volunteers.
- Sharing information about concerns with the relevant agencies and involving appropriate persons
- Following procedures for the recruitment and selection of staff and volunteers.
- Providing support, training and supervision of staff and volunteers
- Committing to review our policy and procedures regularly.

This policy details guidelines relating to the following areas:

- Recruitment of Staff and Volunteers
- Supervision of Organisational Activities
- Abuse
- Responding to Allegations of Abuse

Recruitment of Staff and Volunteers

It is the policy of YFC that no-one shall work with children and young people within or on behalf of YFC who:

- Has been convicted of or has received a formal police caution concerning an offence against children as listed in the First Schedule of the Children and Young Person's Act 1933;
or

- Has been convicted of or has received a formal police caution concerning sexual offences against children, young people or vulnerable adults.

The process of recruiting and appointing staff and volunteers:

- All who work or apply to work with children and young people under the auspices of YFC will be required to be checked through the Disclosure and Barring Service
- Those responsible for the appointment of such workers must follow procedures and take all reasonable steps, including obtaining DBS checks, to ensure that persons who have been convicted or have received a formal police caution concerning sexual offences against children or young people shall not undertake work with young people under the support of YFC.
- Tasks and responsibilities will be identified and the person most suitable for the job
- Selection criteria, a list of essential and desirable qualifications, skills and experience will be drawn up.
- All applicants will be required to complete an application form detailing their previous and current work/volunteering experience and history.
- A copy of our child protection policy will be sent to applicants with the application pack.
- Each application will be measured against the selection criteria
- All applicants need to sign a declaration stating that there is no reason why they should be considered unsuitable to work with children. The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them "substantial, unsupervised access on a sustained or regular basis" to children under the age of 18 must declare all previous convictions which are then subject to police checks. They can then only be offered a job subject to a successful police check. This includes potential employees, volunteers and self-employed people such as sports coaches. They are also required to declare any pending case against them. It is important that applicants understand that all information will be dealt with confidentially and will not be used against them unfairly.
- Photographic evidence to confirm the identity of the applicant e.g. their passport will be required
- Documentation of any qualifications detailed by the applicant will be required.
- All candidates will be interviewed, and two written references and a DBS check required.

- References will be required from people who are not family members or friends and have knowledge of the applicant's experience of working with children. We will ask the referee to also comment on their suitability for working with children.
- Two persons from YFC will be on the interview panel.
- The same principles apply to young people who have been involved with the organisation and have become volunteers.
- We will ensure that any successful applicant obtains an Enhanced Disclosure and Barring Service Certificate (DBS) prior to being confirmed in post

1. Recruitment and support of volunteers

- All prospective volunteers will be asked to complete a volunteer application form and given a copy of the child protection policy and a relevant job description.
- Volunteers will undergo the same recruitment and appointment process as paid staff
- Volunteers will always be supervised by qualified DBS cleared member of staff

If the volunteer is applying to work with children and young people for regulated activity then a DBS check is required.

2. Supervisory arrangements for the management of YFC activities and services.

We will aim to protect children from abuse and our team members from false allegations by adopting the following guidelines.

We will keep a register of all children attending our activities.

- We will keep a register of all team members (both paid staff members and volunteers) Registers will include arrival and departure times and the names of others in the building at the time.
- We will keep a record of all sessions including monitoring and evaluation records. Our team members will record any unusual events on the accident/incident form. Written consent from a parent or guardian will be obtained for every child attending our activities.
- Where possible our team members should not be alone with a child, although we recognise that there may be times when this may be necessary or helpful
- Team members should escort children of the same sex to the toilet but are not expected to be involved with toileting, unless the child has a special need that has been brought to our attention by the parent/guardian.
- We recognise that physical touch between adults and children can be healthy and acceptable in public places. However, our team members will be discouraged from this in circumstances where an adult or child is left alone.
- All team members should treat all children with dignity and respect in attitude, language and actions.

Support and Training

We are committed to the provision of child protection training for all our team members.

YFC will safeguard children by:

- Plan the work of the organisation to minimize situations where the abuse of children may occur.
- Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
- Make paid and voluntary appointments conditional on the successful completion of a probationary period.
- Issue guidelines on how to deal with disclosure or discovery of abuse.
- Train paid staff and volunteers in the prevention of child abuse.
- Appoint a named individual from within YFC to act as the Child Protection Champion. Their role includes the continual monitoring of the effectiveness of the organisation's Child Protection Policy, plus the dissemination of information relating to Child Protection to members of YFC and to paid staff and volunteers.

Abuse

1. Neglect: is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development.

- a. Failure to provide adequate food, warmth, shelter and clothing
- b. Leaving children alone and unsupervised
- c. Failure to ensure a child in their care receives appropriate medical attention
- d. Fail or refuse to give children love, affection or attention

Note: Other sources of stress for children and families include social exclusion, domestic violence, and the mental illness of a parent or carer, or drug and alcohol misuse. These may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that a child's well-being is adversely affected by any of these areas, the same procedures should be followed.

What to look for:

- a. Poor personal Hygiene
- b. Constantly hungry
- c. Inappropriate clothing or dress
- d. Constantly tired

- e. Lonely, no friends
- f. Underweight
- g. No parental support or interest
- h. Mentioning being left alone or unsupervised

2. Emotional Abuse: is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects of the child's emotional development.

- a. Making a child feel they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person
- b. Persistent lack of love or affection
- c. Age or developmentally inappropriate expectations being imposed
- d. Causing the child to feel frequently frightened or in danger
- e. Exploitation or corruption of a child
- f. Children frequently being shouted at or being taunted
- g. Over-protection, leading to poor social skills

Note: Emotional abuse in sport and outdoor pursuits, events and activities may include situations where children are subjected to constant criticism, bullying or unrealistic pressure to perform to high expectations.

What to look for:

- a. Failure to thrive or grow
- b. Over reaction to mistakes
- c. Sudden speech disorders
- d. Persistent tiredness
- e. Development delay in terms of physical or emotional progress
- f. Extremes of emotions
- g. Self-harm
- h. Obsessions or phobias
- i. Lack of concentration
- j. Inappropriate relationships with peers and or adults
- k. Being unable to play
- l. Attention seeking behavior
- m. Fear of making mistakes
- n. Fear of parent being approached regarding their behavior

3. Physical Abuse: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or causing any form of harm to a child. In sporting or play situation physical abuse may occur when the nature and intensity of training exceeds the capacity of the child's body.

- a. When a parent or carer feigns or causes the symptoms of ill health

- b. Omission or failure to act to protect

What to look for:

- a. Unexplained or untreated injuries
- b. Injuries on unlikely or unusual parts of the body
- c. Cigarette burns, bites or belt marks, scalds
- d. Fear of parents being contacted, going home or receiving medical advice
- e. Flinching when touched
- f. Refusing to discuss injury
- g. Injuries not consistent with the explanation given for them.
- h. Bruises which reflect hand marks or fingertips (from slapping or pinching).
- i. Injuries which have not received medical attention
- j. Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care
- k. Aggressive behaviour or severe temper outbursts
- l. Flinching when approached or touched
- m. Reluctance to get changed, for example, wearing long sleeves in hot weather
- n. Depression
- o. Withdrawn behavior
- p. Running away from home

4. Sexual Abuse: forcing or enticing a child to take part in sexual activities, whether the child is aware of, or consents to what is happening. Boys and girls can be sexually abused.

- a. Physical contact including penetrative acts such as rape, beggary or oral sex
- b. Non-penetrative acts such as fondling
- c. Involving children in looking at, or in the production of, pornographic material or watching sexual activities
- d. Encouraging children to behave in sexually inappropriate ways

Note: boys or girls can be sexually abused by males or females by adults or other young people.

What to look for:

- a. Pain, itching, bruising or bleeding to genital/anal areas
- b. Sexually transmitted disease
- c. Vaginal discharge or infection
- d. Stomach pains
- e. Discomfort when walking or sitting
- f. Pregnancy

- g. Sudden changes in behavior
- h. Fear of being left with a specific person or group of people
- i. Having nightmares
- j. Running away from home
- k. Sexual knowledge beyond their age or developmental level
- l. Sexual drawings or language
- m. Bedwetting
- n. Eating problems
- o. Self-harm
- p. Saying they have secrets they can't tell anyone about
- q. Substance or drug abuse
- r. Unexplained sources of money
- s. Not allowed to have friends (particularly in adolescence)
- t. Acting in sexually explicit ways with adults

5. Responding to Allegations of Abuse

What to do if you suspect that abuse may have occurred

You must report the concerns immediately to the designated person – **Keith Young**

The role of the designated person is to:

- Obtain information from staff, volunteers, children or parents and carers who have child protection concerns and to record this information.
- Assess the information quickly and carefully and ask for further information as appropriate.
- They should also consult with a statutory child protection agency such as the local social services department or the NSPCC to clarify any doubts or worries.
- The designated person should make a referral to a statutory child protection agency or the police without delay.

The designated person has been nominated by YFC to refer allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of **Keith Young**, the matter should be brought to the attention of **Derek Young**.

- a. Suspicions will not be discussed with anyone other than those nominated above.
- b. It is the right of any individual to make direct referrals to the child protection agencies. If for any reason you believe that the nominated persons have not responded appropriately to your concerns, then it is up to you to contact the child protection agencies directly.

6. Allegations of physical injury or neglect *If a child has a symptom of physical injury or neglect the designated person will:*

- a. Contact Social Services for advice in cases of deliberate injury or concerns about the safety of the child. The parents should not be informed by the organisation in these circumstances.
- b. Where emergency medical attention is necessary it will be sought immediately. The designated person will inform the doctor of any suspicions of abuse.
- c. In other circumstances speak with the parent/carer/guardian and suggest that medical help/attention is sought for the child. The doctor will then initiate further action if necessary.
- d. If appropriate the parent/carer will be encouraged to seek help from Social Services. If the parent/care/guardian fails to act the designated person should in case of real concern contact social services for advice.
- e. Where the designated person is unsure whether to refer a case to Social Services then advice from the Area Child Protection Committee will be sought.

7. Allegations of sexual abuse - *In the event of allegations or suspicions of sexual abuse the designated person will:*

- a. Contact the Social Service duty social worker for children and families directly. The designated person will not speak to the parent (or anyone else)
- b. If the designated person is unsure whether to follow the above guidance, then advice from the Area Child protection Committee will be sought.
- c. Under no circumstances is the designated person attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the designated person is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Services whose task it is to investigate the matter under section 47 of the Children Act.
- d. Whilst allegations or suspicions of sexual abuse should normally be reported to the designated person, their absence should not delay referral to Social Services.

8. Responding to a child making an allegation of abuse

- Stay calm, listen carefully to what is being said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be share with others-do not promise to keep secrets
- Allow the child to continue at his/her own pace
- Ask questions for clarification only, and always avoid asking questions that suggest a particular answer

- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated

Helpful statements to make

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

Do not say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure that this is true?
- Why? Who? When? Where?
- Never make false promises

9. What to do after a child has talked to you about abuse

The procedure

- a. Make notes as soon as possible (ideally within 1 hour of being told) you should write down exactly what the child has said and what you said in reply and what was happening immediately before being told (i.e. the activity being delivered) You should record the dates, times and when you made the record. All hand-written notes should be kept securely. You should use the form "Reporting allegations or suspicions of abuse"
- b. You should report your discussion with the designated person as soon as possible. If this person is implicated, you need to report to (second designated person) If both are implicated report to Social Services.
- c. You should under no circumstances discuss your suspicions or allegations with anyone other than those nominated above.
- d. After a child has disclosed abuse the designated persons should carefully consider whether it is safe for a child to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social Services to discuss putting safety measures into effect.

Guidelines for safeguarding Children's Welfare

YFC wishes to safeguard the well-being of every child in our community, of whatever age. It is the duty of all those who work with children and young people to prevent harm and abuse of every kind including neglect, emotional, physical or sexual abuse and to report any abuse discovered or suspected.

It is the responsibility of each one of us to prevent the emotional, physical, sexual abuse of every child.

YOU SHOULD ALWAYS:

Treat children and young people with respect and dignity befitting of their age, watch your language, tone of voice and where you put your body.

YOU SHOULD NEVER:

- Engage in rough, physical or sexually provocative games including horseplay.
- Allow or engage in inappropriate or intrusive touching of any kind
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child even in fun
- Let allegations a child makes go unchallenged or unrecorded, always act
- Invade the privacy of children who are changing, showering or going toilet

YOU SHOULD AVOID

- Doing things of a personal nature that children can do for themselves, e.g. help with changing
- Spending excessive amounts of time alone with children away from others
- Taking children alone on car journeys, however short.
- Taking children to your home

Where these situations are unavoidable, first seek parental consent, if possible. If unable to speak to the parents, **always** inform them of the circumstances as soon as practicable.

It is your responsibility to act on your concerns and do something about it. You must act even if reported or suspected abuse happens outside the period when the child is in YFC care

Reviewed this policy will be reviewed again within 12 months

Date: 03/08/20

Signed: Chairman – Derek Young