ROTHERHAM UNITED COMMUNITY TRUST

POLICY / PROCEDURE

NAME: Child Protection
VERSION: V2

Written by	Jamie Noble
Creation date	16/04/2018
Signed by trustee	P.Douglas
Date signed	
Review frequency	Annually
Revision details	

Child Protection Policy Statement

Every child or young person, defined as any person under the age of 18, who plays or participates in football and sport should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football and sport

Rotherham United Community Sports Trust has a moral and legal responsibility to ensure duty of care in safeguarding all children involved in its activities from possible harm. The welfare of children and young people accessing our provisions is paramount.

All children have a right to protection regardless of their Age, Disability, Gender reassignment, Sex, Marriage or Civil Partnership, Pregnancy & Maternity, Race, Religion & Belief or Sexual Orientation

Rotherham United Community Trust (RUCT) acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Rotherham Local Safeguarding Children Board requirements.

Policy Aims

The aim of the Rotherham United Community Trust's Child Protection Policy is to promote good practice by:

- Establishing and maintaining an environment where children and young people feel happy, safe and secure.
- Providing children and young people with appropriate safety and protection whilst in our care
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

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:

- Ensure all staff, volunteers understand their responsibilities in being alert to the sign of abuse and refer their concern to the 'designated' person within the organisation responsible for child protection.
- Ensure that safe recruitment practices are followed that potential staff and volunteers have undergone Criminal Record Enhanced disclosure before they work with children and young people.
- All staff and volunteers working with children and young people to receive the appropriate training in child protection, health and safety, first aid.
- Keep a register of every child involved within the group including medical and emergency contact details which will be treated as confidential and kept in a safe place, complying with the Data Protection Act
- All activities will include more than one adult being present or at least within sight and hearing of others
- Treating all young people/disabled adults equally with respect and dignity.
- Always putting the welfare of each young person first.

- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Making sport fun, enjoyable and promoting fair play.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away for the day or night, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- 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.
- Obtain parental consent for photographs of children and young people
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Work under the guidance of the Rotherham Safeguarding Children Unit with regard to child protection issues and liaise with Rotherham Metropolitan Borough Council child protection committee
- Periodically review the child protection policy and procedures to ensure effectiveness

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 of the activity 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 and the players involved. 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. This is particularly so if you are

involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Recruitment and training of staff and volunteers

Rotherham United Community Trust recognises 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 written confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact and written evidence.
- Evidence of identity should be provided (eg 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. .
- 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
- Coaching 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. Under go Health and Safety, First Aid training and to be updated every two year
- Non-coaching staff and 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.
- Understand and follow RUCST Whistleblowing procedure and adhere to this for any suspected poor practice or abuse by colleagues.
- Information about meeting training needs can be obtained from Rotherham Borough Council, Local Colleges and Sports Coach UK, the NSPCC and Sport England.

Risk Management

Rotherham United Community Trust will assess the potential for risks when
planning activities. However, to ensure the welfare of children and young people within our care it is important to always ask the following basic questions:

- What is the activity?
- What are the ages involved?
- Where is the activity going to take place?
- Are there any special needs within the group?
- Are there mixed groupings?
- What experience and qualification do the organisations have?
- Do you require someone who has appropriate first aid training?

The principle for assessing potential risks remain the same whatever the activity, therefore you need to consider these and decide what ratio of adults to children and young people you consider to be appropriate to ensure their safety.

If the group is ages over eight years there should be two adults and a minimum of one adult to ten children. More adults are required when working with younger are groups.

Raising Awareness of potential vulnerability

This child protection policy is inclusive and the same action should be taken regardless of the needs and background of the child and young person. Rotherham United Community Trust recognises however that some children and young people are disadvantaged by their experience and would want to highlight the following:

Children and Young People with disabilities

Children and young people with disabilities might be additionally vulnerable because of they may:

- Lack of wide network of friends who support and protect them
- Have significant communication differences- this may include very limited verbal communication or they may use sign language or other forms of non verbal communication
- Require personal intimate care
- Have a reduced capacity to resist either verbally pr physically
- Not be believed
- Depend on the abuser for their involvement in sport
- Lack access to peers to discover what is acceptable behaviour
- Have medical need that uses to explain abuse

Children and Young People from minority ethnic background

Children and young people from minority ethnic groups are additionally vulnerable because they may be:

- Experiencing racism and racial attitudes
- Experiencing racism being ignored by people in authority
- Afraid of further abuse if they challenge others
- Subjected to myths, e.g. all people of a particular culture are good with or hit their children

- Wanting to fit in and not make a fuss
- Using or learning English as a second language

Reducing the potential for vulnerability

Bearing in mind children and young people can be and are disadvantaged by these and other experiences, it is important for all to be extra vigilant in creating a safe culture, including:

- Finding ways of understanding and communicating with all children and young people
- Ensuring best practice at all times in physical and health care
- Developing knowledge of the diverse cultures they serve
- Respecting cultural differences
- Building relationships with parents and carers and including all families in club activities
- Observing carefully changes in mood, appearance and behaviour

Taking a pro-active approach

- Ensure the Football Association's definition of bullying and its anti-bullying policy is promoted
- Ensure that you take all signs of bullying seriously
- Develop an open environment that encourages children and young people to share their concerns

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.

Guidelines for safeguarding children's welfare

Please read the following guidelines carefully- they will help you to understand child abuse.

Forms of child Abuse	What to look for
Sexual Abuse Both boys and girls can be sexually abused in the following ways: • Full sexual intercourse, masturbation, oral sex and fondling • Showing children pornographic books and videos • Asking children to take part in making videos or taking photographs	• Pain, itching, bruising or bleeding in the genital area • Stomach pains • Discomfort when walking • Unexplained sources of money • Inappropriate drawings, language or behaviour • Aggressive withdrawn behaviour or fear of one person
Physical Abuse Physical abuse can be in the form of injuries Sustained through hitting, shaking, squeezing, biting or burning. In certain cases abuse may occur when the nature and intensity of training exceeds in capacity of the child's body	• Unexplained or untreated injuries • Injuries or unlikely parts of the body • Cigarette burns, bit or belt marks, scalds • Fear of parent being contacted, going home or receiving medical advice • Flinching when touched • Refusal to discuss injury • Covering arms and legs
Neglect Where adults • Fail to meet a child's basic physical needs e.g. for food, warmth and clothing • Constantly leaves children alone or unsupervised • Fails or refuses to give children love, affection or attention **Neglect may also occur during organised activities if young people are placed in an unsafe environment, are exposed to extreme weather conditions or where they are at risk of being injured.**	• Poor personal hygiene • Constantly hungry • Inappropriate clothing or dress • Constantly tired • Lonely, no friends • Underweight • No parental support or interest • Dishevelled appearance

Emotional Abuse This form of abuse includes • Persistent lack of love or affection • Frequent shouting at children • Taunting children • Over protection which can lead to poor social skills **Emotional abuse may include situations where parents, coaches or organisers subject to constant criticism, bullying or unrealistic pressure to perform to high expectations**	• Over reaction to mistake • Sudden speech disorders • Extreme of emotions • Self mutilation

What to do if a child or young person discloses to you

If a child or young person informs you directly that they are concerned about someone's behaviour towards them, this is known as disclosure. The person receiving the disclosure should:

- React calmly so as not to frighten the child or young person
- Tell the child or young person that he or she is not to blame and that he or she was right to tell
- Take what the child and young person says seriously
- If the child or young persons needs immediate medical treatment, take them to hospital or telephone for an ambulance, inform doctors of concern and ensure they are aware that is a child protection issue
- Ensure the immediate safety of the child or young person
- Avoid leading the child or young person and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said
- Re-assure the child or young person but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments
- In the event of suspicion of sexual abuse do not let the child bathe or shower until given permission to do so. Washing can destroy valuable evidence
- Inform parents/carers immediately unless you have specific reason not to e.g. child has named the parent/carer as the abuse. If this is the case then contact the LADO. If they are unavailable contact local Social Services or the Police for guidance.
- The judgment about whether an incident is one of child abuse or poor practice may not be able to be made at the point of referral, but only after the collection of relevant information.

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 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.

Legislation

There is a considerable body of legislation designed to ensure that all children and young people are protected and it is important to understand that everyone is responsible for the safety of children and young people: The main acts include

Children's Act 1989

The intention of the Children's Act is to protect children and ensure that their welfare and development is paramount and promoted. The Act gives Local Authorities responsibility for ensuring that this happens by working together will all relevant agencies. The Act says that only Police, Social Services and the NSPCC have the legal right and responsibility to investigate concerns about child abuse.

The United Nations Conventions on the Right of the Child

The United Nations Convention sets out the rights of all children, including their rights to be protected from harm and neglect. All actions concerning children will take full account of their best interests.

Health and Safety at work Act 1974

The Health and Safety at work act gives all organisations a legal responsibility to prevent injuries and ill health to employees and other include members of the public. Much of this responsibility is delegated to managers who have control of work activities but the legislation also provides employees with an obligation to take reasonable care of themselves and others.

Professional contact list

The FA/NSPCC Helpline (Tel 0808 800 5000)
24 hour free and confidential helpline

ChildLine (Tel 020 7650 3200) Free national telephone helpline for children 24 hrs 0800 1111. www.childline.org.uk

Kidscape (Tel 0207 730 3300) www.kidscape.org.uk
An organisation committed to help prevent child bullying

Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you speak to the appropriate organisations who can listen to and record your concern, and then take appropriate action.

In Rotherham, these are the numbers that you can ring for advice and to make a referral:

- To refer any child in need, including child protection concerns, during normal office hours (8.30 – 5.30 Monday to Friday) ring Rotherham Children's Social Care Access Team on 01709 823987
- Out of normal hours (5.30pm - 8.30am and weekends) ring the Emergency Duty Team on 01709 364689
- For Advice about child protection policy and general safeguarding concerns and enquiries ring Rotherham Safeguarding Unit on 01709 822390
- If you have reason to believe that a child is at immediate risk of harm, contact the police on 999 or 0114 2202020 (for Maltby Public Protection Unit and Rawmarsh Police Station)

NSPCC Child Protection Helpline

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 – Email: help@nspcc.org.uk

http://www.nspcc.org.uk/helpandadvice/NSPCCHelpline/NSPCCHelplines_wda59025.html

The NSPCC Asian Child Protection Helpline is a free, multilingual service for the UK's Asian communities providing counselling, information and advice to ANYONE who is concerned about the welfare of a child, including:

- Parents, carers or relatives who need advice
- Children or young people in need of help and advice
- Education, health and social welfare professionals seeking culturally sensitive advice and information

Telephone: 0808 800 5000

http://www.nspcc.org.uk/helpandadvice/NSPCCHelpline/NSPCCAsian/aboutAsianHelpline/about_asian_helpline_wda59118.html

The local authority is overall responsible for child protection issues within the borough of Rotherham

Address Rotherham Safeguarding Children's Unit

Rotherham Metropolitan Borough Council
Children and Young People Services
Riverside House
Rotherham
S60 1AH

Contact: Children Access and Assessment Team
Telephone: 01709 823987

The nearest South Yorkshire Police Station with responsibility for general enquiries is:
Rotherham District Headquarters
Main Street Police Station
Main Street
Rotherham

Telephone 01709 832214

RUCST Lead Designated Child Protection Officer

The child protection officer for Rotherham United Community Sport Trust is:

Jamie Noble Tel: 01709 827767

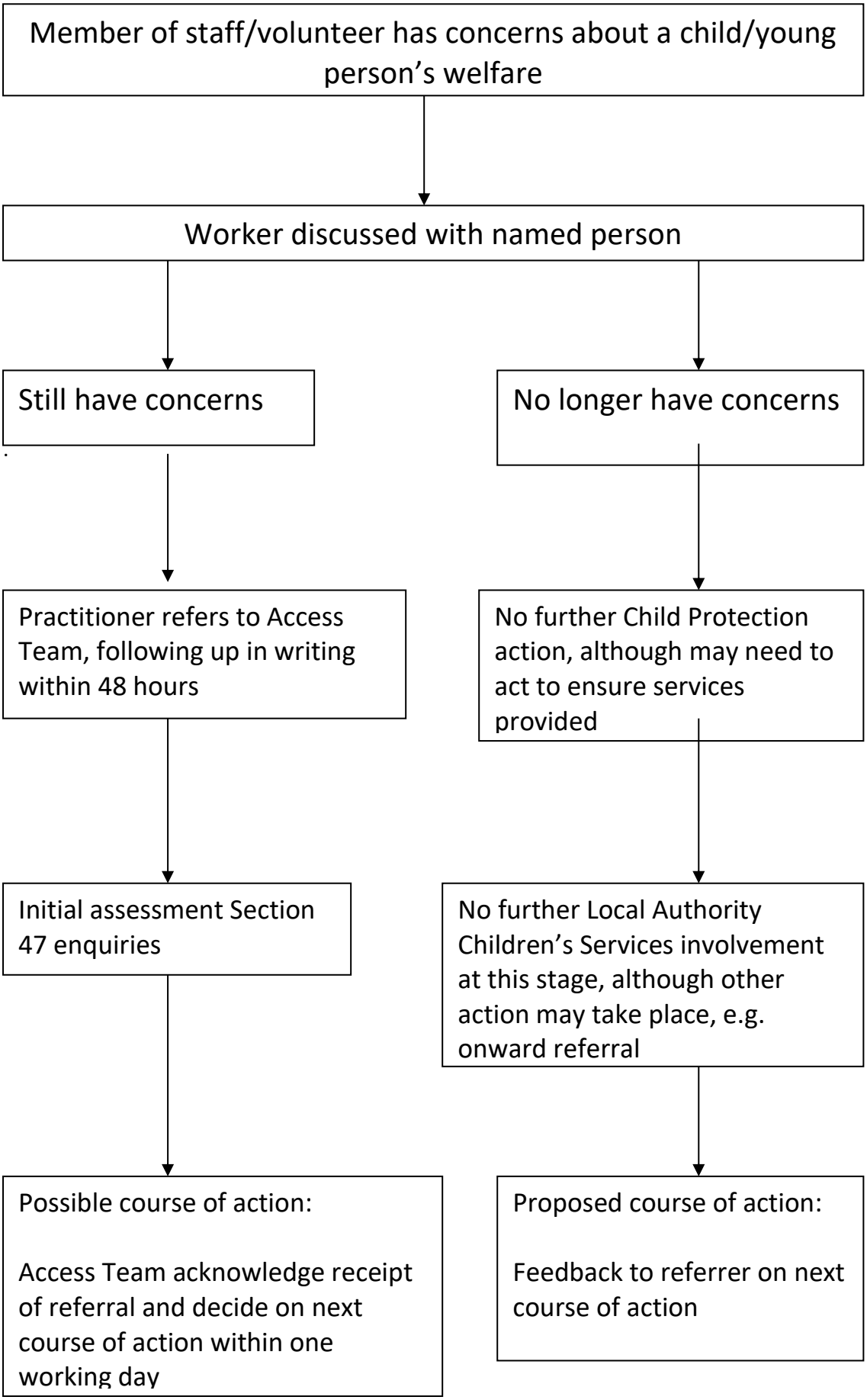
Address: Rotherham United Community Sport Trust
AESSEAL New York Stadium
New York Way
Rotherham
S60 1AH

Declaration

On behalf of Rotherham United Community Trust, I, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed:

Head of Community **(**Child Protection Officer)


Member of staff/volunteer has concerns about a child/young person's welfare
Worker discussed with named person
Still have concerns
No longer have concerns
Practitioner refers to Access Team, following up in writing within 48 hours
No further Child Protection action, although may need to act to ensure services provided
Initial assessment Section 47 enquiries
No further Local Authority Children's Services involvement at this stage, although other action may take place, e.g. onward referral
Possible course of action:
Access Team acknowledge receipt of referral and decide on next course of action within one working day
Proposed course of action:
Feedback to referrer on next course of action