



StepUp Sports Coaching

Keeping the Future Fit

Safeguarding Policy

StepUp firmly believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to safeguarding from harm, all the children in our care.

StepUp's Child Protection Office is Wayne Boardman.

Our child protection procedures comply with all current statutory legislation and advice as provided by our Local Safeguarding Children's Board (LSCB) – further details can be found here: <http://www.bflscb.org.uk/>

The following principles are key for all staff:

- The interests of the child are paramount
- In cases of suspected child abuse all staff have a responsibility to take action in the ways set out in this policy
- Immediate action, to refer or consult, is required when there is suspicion of abuse
- Investigation is the responsibility of the Local Authority Children's Social Care Department and the Police
- To take all allegations of abuse seriously

Recognising Child Abuse and Neglect

Child abuse manifests itself in a variety of different ways, some overt and others much less so. A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institution or community setting; by those known to them or, more rarely by a stranger.

Physical Abuse: This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

Sexual Abuse: This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

Emotional abuse: Varying degrees of emotional abuse is present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, inadequate, or making them feel unnecessarily frightened or vulnerable.

Neglect: Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect



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them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

Child Protection Officer

Wayne Boardman is the Child Protection Officer at StepUp. The role of the child protection officer is to:

- Attend appropriate training as identified by the Local Safeguarding Children's Board (LSCB)
- Share Information with staff
- Access information and liaise with outside agencies to ensure information is up-to-date
- Collate information where there are concerns regarding a child
- Refer to the appropriate authorities i.e. Ofsted, Social Care, the Police

Responding to a Disclosure

If a staff member is informed by a child that they or someone they know is being abused, staff must:

1. Believe what the child is telling you and take it seriously
2. Reassure the child who has made the disclosure that they have done the right thing
3. Give the child time to talk and do not probe or ask leading questions. Investigation is not your responsibility
4. Do not promise to keep secrets, all allegations of harm or potential harm must be acted upon
5. Explain to the child that you will speak to a senior member of the StepUp team who will ensure the appropriate procedures are followed
6. Where a disclosure is made via email or text message, staff must respond within 24-hours by contacting the child by phone or face-to-face to obtain further information
7. Not confront the abuser.
8. Make a written record of the conversation using the child's words, ensuring you include:
 - a. Name and DOB of child
 - b. Gender
 - c. Child's address
 - d. Date of disclosure
 - e. Date and time the written record was made
 - f. A factual record of what the child told you, using their words
 - g. Details of other people involved, if any
 - h. Your name and role within StepUp
 - i. Your signature

You should then inform StepUp's Child Protection Officer (CPO) and present your report. The CPO will then decide if they need to contact Social Care and/or the Police, or make a referral to the LSCB.

StepUp's CPO will retain a copy of the report of disclosure, together with a report of what next steps were taken by the CPO and any agency that we involved. All documents and reports relating to an allegation of abuse will be treated as highly confidential, and kept and stored by the CPO in a secure filing cabinet, and no access will be granted to anyone other than a formal agency connected with the LSCB.



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Allegations against Staff and Volunteers

If a staff member is concerned over a colleague's/volunteer's behaviour towards a child/ren they have a duty to report this to the Child Protection Officer. The designated Child Protection Officer will listen to the member of staff and record the allegations.

If an allegation of any form of child abuse is made by a child against a member of staff or volunteer, the Child Protection Officer will record the allegation and contact the parents/ carers of the child.

The Child Protection Officer will report the allegation to the Local Authority Designated Officer (LADO) and Ofsted. The LADO will advise if other external/internal agencies (e.g. the Police) should be informed, and we will act upon the advice given to ensure that any investigation is not jeopardised.

A full investigation into the allegations will be carried out to include:

- How the allegations were followed up and resolved
- Any actions taken
- Decision reached

A copy of this investigation will be given to the accused staff member and a copy will be stored on file.

If an allegation is made against a member of staff, it will be factually recorded in the Incident Book stating the actions taken. All witnesses to the incident should sign and date the entry to confirm it.

If an allegation made by a child is deemed to be false, the Child Protection Officer will still refer the matter to the Children's Social Care Duty Team, as the child concerned may be being abused by someone else.

If the allegation by child or member of staff is found to be deliberately invented or malicious, then disciplinary action will be taken and in some cases the police will be informed.

Further details on Child Protection Processes can be found here <http://www.proceduresonline.com/berks>

Useful Numbers

Ofsted: 0300 123 1231

Social Care Departments:

LADO (Local Authority Designated Officer) - 01344 351572

Children's Social Care Duty Team (office hours) – 01344 352020

Out of Hours Duty Team (5pm-9am and weekends) - 01344 786543

Thames Valley Police - 101