



StepUp Sports Coaching
Keeping the Future Fit

Safeguarding Policy

StepUp Sports Coaching is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm, and radicalisation.

We will respond promptly and appropriately to all incidents or concerns regarding the safety of a child. Our child protection procedures comply with all relevant legislation and with guidance issued by Bracknell Forest Safeguarding Board ([Bracknell Forest Safeguarding Board](#)).

There is always a Designated Safeguarding Lead (DSL) available while Holiday Clubs are in session. The DSL coordinates safeguarding and child protection issues, and liaises with external agencies (e.g., Social Care and Ofsted).

StepUp Sports Coaching's Designated Lead for Safeguarding and Child Protection is:

Wayne Boardman wayne@stepupfoundation.org.uk

StepUp Sports Coaching's Deputy Designated Lead for Safeguarding and Child Protection is:

Alison Evans alison@stepupfoundation.org.uk

Child Abuse and Neglect

Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below:

Emotional abuse is the persistent emotional maltreatment of a child to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Physical Abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

Sexual Abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing or shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of Child Abuse and Neglect

Signs of possible abuse and neglect may include:

- Significant changes in a child's behaviour
- Deterioration in a child's general wellbeing
- Unexplained bruising or marks
- Comments made by a child which give cause for concern



StepUp Sports Coaching

Keeping the Future Fit

- Reasons to suspect neglect or abuse outside the setting, e.g., in the child's home, or that a girl may have been subjected to (or is at risk of), female genital mutilation (FGM), or that a child may have witnessed or be living with domestic violence.
- Inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If Abuse is Suspected or Disclosed

When a child makes a disclosure to a member of staff, that staff member will:

- Reassure the child that they are not to blame and were right to speak out
- Listen to the child but not question them
- Give reassurance that the staff member will act upon their disclosure
- Record the disclosure as soon as possible (see *Logging a Concern* below)

If a member of staff witnesses or suspects abuse, they will immediately record the concern using the Safeguarding Disclosure Form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so we will explain StepUp Sports Coaching are obliged to, and the concern will be reported accordingly.

All staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected and/or they may not recognise their experience is harmful. This could be due to their vulnerability, disability or language barriers. They may also feel embarrassed, humiliated or are being threatened. Our staff recognise this and where they have any concerns about a child, they will raise these with the Designated Safeguarding Lead (DSL), without reasonable delay.

Female Genital Mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. FGM is therefore dealt with as part of our existing safeguarding procedures. All our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.

If FGM is suspected or disclosed, we will follow the same procedures as set out above for responding to child abuse and will immediately make a report to Social Care.

Child-On-Child Abuse

Children are vulnerable to abuse by their peers. Child-on-Child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of technology and the internet for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (e.g., much older)
- One of the children is significantly more vulnerable than the other (e.g., in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes, or coercion to ensure compliance or secrecy



StepUp Sports Coaching

Keeping the Future Fit

If child-on-child abuse is suspected or disclosed, we will follow the same procedures as set out above for responding to child abuse.

Extremism and Radicalisation

All childcare settings have a duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, for example:

- Feeling alienated or alone
- Seeking a sense of identity or individuality
- Suffering from mental health issues such as depression
- Desire for adventure or wanting to be part of a larger cause
- Associating with others who hold extremist beliefs

Signs of Radicalisation

Signs that a child might be at risk of radicalisation include:

- Changes in behaviour, for example being withdrawn or aggressive
- Claiming that terrorist attacks and violence are justified
- Viewing violent extremist material online
- Possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record all relevant information and observations on the Safeguarding Disclosure Form and refer their concerns to the DSL.

Logging a Concern

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Safeguarding Disclosure Form as soon as possible after the event. The record should include:

- Date of the disclosure, or the incident, or the observation causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, we will use the child's own words
- Name, signature, and job title of the person making the record

The Safeguarding Disclosure Form will be given to StepUp Sports Coaching's DSL*, who will decide on the appropriate course of action.

**If a member of SUSC staff is logging a concern in respect of a child at one of our partner schools, the Safeguarding Disclosure Form will be handed in to the relevant DSL at the school in question. All SUSC staff have a duty to ensure they know who the DSL contact is at the schools in which they deliver their services.*

For **concerns about child abuse**, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks the incident has not been dealt with properly, they may contact Social Care directly.

For minor **concerns regarding radicalisation**, the DSL will contact the Bracknell Forest Community Safety Team on 01344 352999. For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.



StepUp Sports Coaching

Keeping the Future Fit

Allegations against Staff and Volunteers

If anyone makes an allegation of child abuse against a member of staff or volunteer:

- The allegation will be recorded on an Incident Record Form. Any witnesses to the incident should sign and date the entry to confirm it
- The allegation will be reported to the Local Authority Designated Officer (LADO) following the guidelines as set out in Section 5 of the Bracknell Forest Safeguarding Board's ['Allegations Against Staff or Volunteers who Work with Children'](#) Policy, and to Ofsted. The LADO will advise if other agencies (e.g., Police, Partner Schools DSL), should be informed, and StepUp Sports Coaching will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours
- Following advice from LADO, it may be necessary to suspend the member of staff pending full investigation into the allegation
- If appropriate, StepUp Sports Coaching will make a referral to the Disclosure and Barring Service

Promoting Awareness Amongst Staff

StepUp Sports Coaching promotes awareness of child abuse and the risk of radicalisation through its staff training. We ensure:

- The DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- Designated person training is refreshed every three years
- Safer recruitment practices are followed for all new staff
- All staff have a copy of our Safeguarding Policy, understands its contents, and are vigilant to signs of abuse, neglect and radicalisation
- All staff are aware of their statutory duties regarding the disclosure of discovery of child abuse and concerns about radicalisation
- All junior staff receive Level 1 Safeguarding Training, all senior staff receive Level 2 Safeguarding Training and those named as designated leads receive DSL Training. Safeguarding is a permanent agenda item at all staff meetings, ensuring staff receive at least annual safeguarding updates
- All staff receive basic training in the Prevent duty
- Staff are familiar with the Safeguarding File which is kept in the Operations Box
- Our procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)', and staff are familiar with 'What to Do If You're Worried a Child Is Being Abused (2015)'

Use of Mobile Phones and Cameras

Photographs will only be taken of children with their parents' permission. Only the Company camera will be used to take photographs of children attending our clubs. Neither staff, children, nor visitors may use their mobile phones or wearable technology such as smart watches to take photographs at our clubs.

Staff are not permitted to carry their mobile phones on their person whilst at work; all staff mobile phones are locked in the Company safe during working hours. Staff are permitted to check their phone during their lunch break, but they must be out of sight of the children when doing so.



StepUp Sports Coaching
Keeping the Future Fit

Contact Numbers

Social Care: 01344 352005 (mash@bracknell-forest.gov.uk)

Social Care Out of Hours: 01344 351999

Local Authority Designated Officer (LADO): 01344 351572

Bracknell Forest Safeguarding Board: BFSB@bracknell-forest.gov.uk

Bracknell Forest Community Safety Team: 01344 352999

Police: 101 (non-emergency) or 999 (emergency)

Anti-Terrorist Hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231



Flow Chart for Reporting Concerns About a Child

