

Junior Sports Coaching Safeguarding Policy and Procedures



Name of organisation: Junior Sports Coaching

Section heading	Section content
<p>1. Introduction</p>	<p>Junior Sports Coaching (JSC) makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>JSC comes into contact with children through the following activities: Sports coaching i.e. After School Clubs, Holiday Courses, Birthday parties, PE lessons.</p> <p>Content can vary from daily, weekly and one off.</p> <p>This policy seeks to ensure that JSC undertakes its responsibilities with regard to protection of children and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>
<p>2. Confirmation of reading</p>	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for JSC.</p> <p>Please complete the details below and return this completed form to.</p> <p>Employee Name: Russell Ackrill</p> <p>Employee Signature: <i>R Ackrill</i></p> <p>Date: 1st January 2020 Employee Name: Rachel Cole</p> <p>Employee Signature: <i>Rachel Cole</i></p> <p>Date: 1st January 2020</p> <p>Employee Name: Ross Hall</p> <p>Employee Signature: <i>R Hall</i></p> <p>Date: 1st January 2020</p>
<p>3. Definitions</p> <p>&</p> <p>Recognition</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. Those inflicting harm or those who fail to act to prevent harm can cause this. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Emotional abuse • Bullying

	<ul style="list-style-type: none"> • Neglect <p>Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p>Indications of Abuse.</p> <p>Physical Abuse Unexplained bruising, marks or injuries on areas of bodies where accidental injuries unlikely. Cigarette burns, scalds, broken bones, especially in children under 2</p> <p>Emotional Abuse Failure to thrive, sudden onset of speech disorders. Fear of parents being contacted, fear of making mistakes, neurotic behaviour (e.g. hair twisting, rocking & self-harm)</p> <p>Sexual Abuse Physical indicators such as bruising or bleeding near genital area. Discomfort when walking or sitting down. Vaginal discharge or infection. Behavioural indicators such as sudden changes in behaviour, fear of someone, sexual knowledge beyond age or developmental level, acting in sexually explicit way, sexual language or drawings, unexplained money, not allowed friends.</p> <p>Neglect Physical indications such as unkempt state, inappropriate clothing, weight loss or underweight, hunger tiredness. Behavioural such as truancy, lateness, stealing food, few friends, left alone & unsupervised.</p> <p>Bullying Bullying may be seen as deliberate, hurtful behaviour, usually repeated over a period of time, often where it is difficult for those bullied to defend themselves. Anyone can be the target, though victims are typically shy, sensitive & sometimes insecure. It is common for the targets of bullying to be different from others in some obvious way such as overweight, small, have a disability or a different race or culture. Important to note that bullying can be carried out by boys or girls, adults or children. Bullying can be carried out by; Anyone who intimidates or ridicules another. Anyone who pushes a pupil too hard. Anyone who has an attitude of 'win at all costs' & places unacceptable pressure on a pupil. Also, important to recognise that bullying may take the form of; Physical; hitting, kicking, pinching, hair pulling etc Verbal; teasing, name-calling, sarcasm, threats, racist, sexual comments. Emotional; ridicule, tormenting or humiliation. Cyber bullying</p>
<p>4. Responsibilities</p>	<p>All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>The designated Safeguarding lead officer is Russell Ackrill.</p>

	This person's responsibilities are: JSC owner and Level 3 Safeguarding Certificate holder
5. Implementation Stages	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation.</p> <p>Safe recruitment JSC ensures safe recruitment through the following processes:</p> <p>Criminal Bureau Records Gap Management The organisation commits resources to providing Criminal Bureau Records check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.</p> <p>In order to avoid DBS gaps, the organisation will update certificates biannually.</p>
6. Communications training and support for staff	<p>JSC commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include;</p> <p>Training All staff that, through their role, are in contact with children will have access to safeguarding training at an appropriate level.</p> <p>Communications and discussion of safeguarding issues Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: Such as; team meetings, One to one meeting, online training.</p> <p>Support We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include: Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with. Seeking further support as appropriate e.g. access to counselling. Staff who have initiated protection concerns will be contacted by line manager /DSM within a certain timescale e.g. 1 week).</p>
7. Professional boundaries	<p>Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>JSC expects staff to protect the professional integrity of themselves and the organisation.</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures</p>
8. Reporting	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at JSC;</p> <p style="text-align: center;">Communicate your concerns with your immediate manager ↓</p> <p style="text-align: center;">Seek medical attention for the vulnerable person if needed ↓</p>

Discuss with parents of child
Or with vulnerable person.
Obtain permission to make referral if safe and appropriate



If needed seek advice from the Children and Families helpdesk or Adults helpdesk



Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact



Ensure that feedback from the Local Authority is received and their response recorded

The local authority has a process for reporting, and this must be adopted. Organizations will be expected to complete the local authorities initial contact form when informing them of a concern about a child. The use of this form and compliance with the policy will be mandatory and must be built into your policy. Information on reporting concerns will be found at www.gscb.org.uk

If the immediate manager is implicated, then refer to their line manager or peer.

If the child lives in Dorset contact the **Children's Advice and Duty Service (ChAD):**

Professional's Telephone Number: 01305 228558

Daytime service is available Monday to Friday between 8am and 10pm, Saturday and Sunday 9am to 10pm and On-Call Out of Hours Service 24/7

This is a professionals-only number to discuss your concerns, you will no longer complete a referral form. For more information on the ChAD Service click [here](#)

Families and Members of the Public Number: 01305 228866

Download the [A4 Poster Children's Advice and Duty Service](#)

If the child lives in Bournemouth, Christchurch or Poole contact **the Multi Agency Safeguarding Hub (MASH)**

Telephone: 01202 735046

	<p>Email: MASH@bcpcouncil.gov.uk</p> <p>If your concern requires immediate advice out of normal office hours, please contact the Out of Hours Teams on:</p> <p>Tel: 01202 738256 or email: childrensOOHS@bcpcouncil.gov.uk</p>
<p>9. Allegations Management</p>	<p>JSC recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows: First step: Any member of staff (paid or unpaid) from JSC is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. [You may refer to making a written record at this stage e.g. 'A written record of the concern will be completed by (insert - the individual /line manager/ safeguarding manager/ peer)].</p> <p>Third step – follow the advice provided</p> <p>Some organizations may prefer to include the full local authority process. For children, this can be sourced as a flow chart from www.gscb.org.uk</p> <p>JSC recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document http://www.isa.gov.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</p>
<p>10. Monitoring</p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <p>The safeguarding aspects which would typically be monitored would include:</p> <ul style="list-style-type: none"> • Safe recruitment practices • CRB checks undertaken • References applied for new staff • Records made and kept of supervision sessions • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post
<p>11.Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with the following policies</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>

12.Communicating and reviewing the policy	JSC will make clients aware of the Safeguarding Policy. This policy will be reviewed Russell Ackrill every 2 years and when there are changes in legislation.
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This policy was adapted by Junior Sports Coaching	Date 01/01/2020
To be reviewed: 01/01/2019	Print Name: Russell Ackrill Signed: