

## WEST WIGHT SPORTS CENTRE TRUST

### Child Protection Policy

(Reviewed November 2010, January 2011, June 2013, April 2014)

**(this document is also referred to as the Safeguarding children policy)**

- For "staff" read all staff, Trustees and volunteers employed or assisting with activities at West Wight Sports Centre
- For "CPO" read Child Protection Officer, currently the Centre Manager, Clare Griffin.

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Child protection is everybody's responsibility and this policy applies to all staff, trustees and volunteers working at West Wight Sports Centre. Children use West Wight Sport Centre for all sorts of reasons and it is recognized that staff may not have direct responsibility for children whilst they are on site. However, staff, volunteers and trustees have a responsibility to bring any concerns to the attention of the designated child protection officer

The Centre Manager, Clare Griffin will be the designated child protection officer and will be responsible for implementing this policy. She will be the person to whom staff, volunteers or trustees should report to with concerns or issues relating to child protection.

The Child Protection officer will keep written records of concerns about children, even where there is no need to refer. These records will be kept separately, securely and confidentially. Only the Child Protection Officer will have access to this file.

The Child Protection Officer will investigate and decide on what course of action to take following a report of a concern. If the concern is of a serious nature, the police will be informed. If the child protection officer is confident that there is no risk to the child then the concern will be recorded and filed, but no further action carried out. If there is any concern about a child's welfare it will be reported to the Duty Officer at the Hampshire and Isle of Wight Childrens Reception Team (CRT) on 0845 0020095.

All applicants for employment at the Sports Centre will be interviewed before an appointment is made and will be asked to provide two references. All such references will be followed up.

All newly appointed staff and any volunteers will have an enhanced CRB check completed as soon as possible. In cases where staff or volunteers are employed to work directly with children, this will be before they commence their employment. All staff and volunteers will be issued with a copy of this Child Protection policy at the commencement of their employment.

Appropriate training will be sought for staff who are working with children, to help them recognize the symptoms of possible physical, emotional or sexual abuse, or neglect. Training needs in this area will be reviewed annually.

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The Child Protection Officer will undertake training to effectively carry out their role. This will be up-dated every two years.

Children under the age of eight years must always have a responsible adult over the age of 16 on the premises. If the child is swimming that adult must stay with them at all times. For other activities the adult must be easily contactable, leaving clear details of where they will be in the Centre.

Adults will not be left alone with individual children or small groups.

All staff will be aware of members of the public and/or other staff members behaving inappropriately and report them immediately to senior staff on duty.

Children who require special assistance for example, first aid or being accompanied to the toilet, should where possible, be accompanied by a parent or guardian. If the parent is not present, and/or it is not practical for two staff to accompany the child, it is advisable that a female member of staff attends to the child's needs. Staff should not be expected to be involved in intimate care or assistance of customers, however in certain cases when this becomes necessary, staff should be clear about what they are doing and ensure colleagues are informed if assistance is being given.

### **Suspicious/allegations of abuse**

- Allegations or suspicions of abuse will be taken to the Child Protection Officer who will deal with them urgently.
- All details will be recorded, including dates, times, people allegedly involved, location, etc.
- If there is a concern for the welfare of a child, the CPO will inform the Duty Officer at the Hampshire and Isle of Wight Childrens Reception Team (CRT) on 0845 0020095
- In liaison with Childrens Services, the Child Protection Officer will ascertain whether the incident :
  - a. constitutes a child protection investigation (in which case act under the instruction of the police or social services)
  - b. should be dealt with by Centre Management and not pursued by Childrens Services
  - c. is unfounded.

### **Suspicious or allegations of abuse or inappropriate behavior involving members of staff**

- Staff who believe that their actions may have been misinterpreted must report this to the Child Protection Officer as soon as possible. This will be recorded and filed.

- Allegations of abuse by staff or volunteers will be taken to the Child Protection Officer who will deal with them urgently.
- All details will be recorded, including dates, times, people allegedly involved, location, etc.
- The CPO will inform the Duty Officer at the Hampshire and Isle of Wight Childrens Reception Team (CRT) on 0845 0020095
- In liaison with Childrens Services, the Child Protection Officer will ascertain whether the incident :
  - a. constitutes a child protection investigation (in which case act under the instruction of the police or social services)
  - b. should be dealt with as a disciplinary investigation
  - c. constitutes inappropriate behaviour but does not warrant disciplinary action in which case the Centre Manager will deal with appropriately
  - d. is unfounded in which case if appropriate or considered necessary by the Centre Manager, counseling will be sought for the staff member concerned.

**Use of cameras for photographs or videos**

Customers are not allowed to use cameras or videos anywhere in the Centre. The Centre Manager or Duty Officer may use his/her discretion if necessary to allow genuine use of cameras. However, they must ensure that anyone else who is likely to be in the view of the camera has given their permission for their photograph to be taken (in the case of children, parents permission should be sought).

If photographs or video images are to be taken for media or publicity purposes, the written consent of parents should be received before proceeding.

**E-Safety**

We are aware that there are risks involved in using the internet and that children and young people can be harmed as a result of inappropriate use of the internet. There will be appropriate levels of control on any computers that are accessible to children and young people. Computers will not be used by children and young people during sessions managed by West Wight Sports Centre unless a clear reason for the use is demonstrated and a clear plan including safeguarding procedures specific to E-safety are included.

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**Categories of Abuse- Definitions**

**Taken from- *Working Together to Safeguard Children 2006***

**Physical Abuse**

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional Abuse**

Emotional Abuse is the persistent emotional maltreatment of a child as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **Neglect**

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. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter(including exclusion from the home or abandonment)
- protect a child from physical, emotional harm or danger
- ensure adequate supervision(including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Advice and guidance on Esafety can be found at  
[http://4lscb.proceduresonline.com/pdfs/esafety\\_strategy.pdf](http://4lscb.proceduresonline.com/pdfs/esafety_strategy.pdf)