

## Safeguarding Policy

Super Star Sport West London is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Super Star Sport West London have a legal duty to recognise and respond appropriately to:

- Significant changes in the children's behaviour
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern

If the above signs are recognised in a child, it is important that it is reported and the correct procedures are followed.

Super Star Sport West London will create a safe environment for children. Any suspicions or allegations of abuse will be taken seriously and will be acted upon quickly through the procedures set by the Local Safeguarding Children's Board (LSCB).

Four Categories of Abuse – This list is not exhaustive

All Types of abuse can occur in all types of homes, across all social and income groups.

### **Neglect**

#### Definition

A pattern of failing to provide for a child's basic needs. Not always easy to spot. Sometimes a parent might become physically or mentally unable to care for a child due to serious injury or illness, or untreated depression or anxiety. In other cases alcohol or drug abuse may seriously impair judgment and the ability to keep a child safe.

#### Signs/Symptoms

Constant Hunger, tiredness, stealing or scrounging.

Poor personal hygiene. Inappropriate clothing for weather or activities.

Untreated medical problems.

Low self-esteem, poor social relations.

### **Physical**

## Definition

Physical harm or injury to the child. May be a result of a deliberate attempt to hurt a child or excessive physical punishment. Causing injuries such as bruises, broken bones, burns or cuts.

## Signs/Symptoms

Unexplained or untreated injuries, especially if repetitive

Refusal to discuss injuries, and untreated injuries

Shrinking from physical contact

Fear of returning home, undressing, or medical help

Aggression or bullying

Unexplained pattern of absences which may serve to hide bruises or other physical injuries

## **Sexual**

### Definition

When a child is forced or persuaded to take part in sexual activities. This does not have to be physical contact and can happen online. Sometimes the child will not understand what is happening to them is abuse. They may not even understand that it is wrong and may be afraid to speak out.

There are two types of sexual abuse, contact and non-contact.

Contact abuse involves touching activities where an abuser makes physical contact with a child, including penetration.

Non-contact abuse involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing.

### Signs/Symptoms

Sexual awareness inappropriate to the child's age, through drawings, games, vocabulary etc

Frequent public masturbation

Attempts to teach other children about sexual activity

Aggressiveness, anger, anxiety, fearfulness

Tormented by shame or guilt.

This is a short summary, there are other signs, individual to certain children

## Emotional

### Definition

The ongoing emotional maltreatment of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.

### Signs/Symptoms

There often aren't any obvious physical symptoms of emotional abuse or neglect but you may spot signs in a child's actions or emotions.

Changes in emotions are a normal part of growing up, so it can be really difficult to tell if a child is being emotionally abused.

Babies and pre-school children who are being emotionally abused or neglected may:

- Be overly-affectionate towards strangers or people they haven't known for very long
- Lack confidence or become wary or anxious
- Not appear to have a close relationship with their parent, e.g. when being taken to or collected from nursery etc.
- Be aggressive or nasty towards other children and animals.

Older children may:

- Use language, act in a way or know about things that you wouldn't expect them to know for their age
- Struggle to control strong emotions or have extreme outbursts
- Seem isolated from their parents
- Lack social skills or have few, if any, friends.

## Child Sexual Exploitation CSE

Child sexual exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online.

## Female Genital Mutilation FGM

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health

## Forced Marriage

Any marriage where at least one of the parties are under 18. A marriage entered without the full and free consent of one or both parties, where violence, treats or coercion is used.

## Dealing with a Disclosure

1. Listen and stay calm. Do not condemn the abuser, do not judge, do not make promises you can't keep.
2. Reassure them. Tell them that you believe them. Tell them that they are brave to tell you.
3. Accurately record exactly what the child says. If possible try to go to a quiet area and encourage the child to keep talking.
4. Do not ask leading questions, let the child speak freely.
5. Report it to your relevant manager or head office as soon as possible; they will know the right procedure to follow.
6. 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 that the Super Star Sport West London is obliged to, and the incident will be logged accordingly.

If you have any concerns about a child's welfare at your club, do not keep it to yourself. Write it down and get advice. Only speak with your relevant manager or directly to the qualified designated persons for child protection at head office.

If you are not satisfied with an outcome or anything related to how Super Star Sport WL have conducted themselves, you will find the Local Authority contact details on the website and can report directly to them.

## Protecting Yourself

Part of safeguarding is also to protect yourself from allegations and to ensure your actions are not misinterpreted by anyone. Do this by observing the following:

- Avoid being alone with a child
- Take a register of which children are with you for each session, noting the time of the session.
- If you take a child somewhere e.g. an empty room, do not enter with them, wait outside. If you have to enter the room, it's vital you keep all doors open.
- Do not play-fight
- Children should not be encouraged to sit on your lap
- Challenge any child using 'bad' language
- Never let children touch themselves or others inappropriately in any form
- Never let a child's allegation go unchallenged, unrecorded or not acted on
- Never do personal things for children that they are capable of doing themselves. Encourage children to help each other.
- Do not build 'special' relationships with individual children
- You must not, before, during or after your employment make or accept any contact with a child or a friend of a child you know through your work with Super or through social networking websites.
- Any images of children taken on site must only be of those children whose parents allow photos to be taken. Staff should not take any photos off site.
- Any images taken must be appropriate.
- It is each individual staff's personal responsibility to delete any images from cameras, phones and recording devices.
- Images must not be published elsewhere without the authorisation of a company director.

## Whistle Blowing

Super Star Sport West London will not accept or condone any behaviour by staff or other adults associated with the company that is contrary to our policies and procedures. We will actively encourage and fully support the reporting of such behaviour. We will do this by:

- Promoting an environment of mutual respect, trust and open communication.
- Promoting an environment that is free from bullying, harassment and discrimination.
- Treating everyone equally and fairly, with dignity and respect and by valuing individual differences.
- Ensuring that the quality of the work of each staff member/volunteer is effectively monitored as well as the work of the club as a whole.
- Ensure that procedures are in place for reporting unacceptable behaviours/practices.
- Provide staff with a number of ways to report including a confidential form on our website.
- Actively supporting staff/volunteers that 'blow the whistle' both during the investigation and after, and in line with the relevant legislation.

## **Allegation against a person within Super Star Sport West London**

If there is a serious allegation of abuse made against you, Super Star Sport West London will have to suspend you whilst the investigation is carried out. This is to protect all parties, including you. You should:

- Stay calm.
- Follow the manager's instructions.
- Co-operate with questions and enquires.
- Seek advice – head office or citizens advice bureau.
- Not confront the accuser.
- Not speak with your 'victim'.
- Be supported through the process by a designated person at head office and/or your manager.

We provide a form on our website for concerned parties to report any worries directly to the Safeguarding Lead. We take all allegations seriously and will seek advice from the LADO.

Super Star Sport West London has a legal duty to inform the Disclosure and Barring Service of any suspicions of any allegations even if staff leave before an investigation is started or completed.

## **Allegation against an Adult Outside of Super Star Sport West London**

If you have any concerns about an adult's behaviour, even if they do not work for Super Star Sport West London, for example a parent, other provider on a school site, a member of school staff, etc. you have a duty to report your concerns using our normal procedure of escalating to your manager or the company safeguarding lead.

## **Promoting awareness among staff**

Super Star Sport West London promotes awareness of child abuse issues through its staff training. Super Star Sport West London ensures that:

- Its designated CPO has relevant experience and receives appropriate training.
- Safe recruitment practices are followed for all new staff.
- All staff have a copy of this Child Protection Policy, understand its contents and are vigilant to signs of abuse or neglect.
- All staff are aware of the 'Safeguarding Children Procedure for staff' poster displayed on the site information board.
- All staff are aware of their statutory requirements with regards to the disclosure of information or discovery of child abuse.
- Staff are familiar with 'Site specific' Safeguarding information (Local Authority) which can be found within the club's own SharePoint folder.

- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and that staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart.

## Good practice guidelines

All staff should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making activities fun, enjoyable and promoting fair play.
- 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.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- 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
- Fail to act upon and record any allegations made by a child
- Do things of a personal nature for children or disabled adults, that they can do for themselves

## 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 at the Club, except with the express permission of the manager. Please see our mobile and camera policy for full information.

## Toilet Supervision

Under 8's – Children will be escorted to the toilets and staff will remain outside the door to assist if help is requested.

Over 8's – All children will ask to use the toilet facilities. Staff will monitor numbers and ensure children return to their play in the appropriate location

We do not offer any Intimate Care for children at any of our clubs, camps or sessions.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals.

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people learn to carry out for themselves, but which some are unable to do because of their age, physical difficulties, special needs or ill health.

We require all children at our sessions and camp to be able to use the toilet independently (without assistance from an adult).

In a school setting if a child were to require assistance due to wetting or soiling themselves, Super Star Sport West London would seek assistance from a trained member of staff within the school.

In a camp setting if a child were to require assistance due to wetting or soiling themselves Super Star Sport West London would call and inform the parent/guardian who would be asked to come and change their child.

## Prevent Duty

Super Star Sport recognises their duty to prevent children and families being drawn into terrorist or extremist behaviour and employ the following methods:

- Follows the guidance in the government document 'Prevent duty guidance for England and Wales 2015'
- Staff have access to Prevent training
- We value all children and their families equally
- We promote the development of positive attitudes and behaviours to all people, whether they are different from or similar to themselves
- We have a commitment to challenging prejudice
- Report any concerns about children, staff or families to the relevant authorities

If you are worried about sharing concerns about abuse with a senior colleague, you can contact your local Social Care Team or the police direct, or the NSPCC Helpline on 0808 800 5000, or Child line on 0800 1111.

- Ealing - 020 8825 8000, out of hours 020 8825 5000
- Harrow - 020 8901 2690, out of hours 020 8424 0999
- Hillingdon - 01895 556633, out of hours 01895 250111

**The Super Star Sport West London Safeguarding Officer is Chaz Degun:**

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